Important Academic Information for First-year Environment students

Contents:

Sources of Information
- Undergraduate Advisors
- Student Portal
- Inaccurate Sources of Information
- Other Accurate Sources of Information

Counselling Services and Student Success
- Individual Counselling
- Success

Contact Information and Email Communication
- Student Email
- Quest – Personal Portfolio

Important Dates
- Academic Decisions and Definitions

Other Important Information
- Academic Offenses
- Changing a lecture/tutorial/lab/seminar time
- ELPE – English Language Proficiency Exam
- WHMIS-Workplace Hazardous Material Information System
- Service Indicators or Withhold on Accounts

There are some vital academic regulations, important dates, and other pointers that you need to know. Some of these issues will be discussed during your program orientation session during Frosh Week and some will not. Either way, this information is extremely important and, therefore, worth repeating. Please read carefully.

Sources of Information
There are many sources of information available to ensure that you are keeping yourself well informed of policies and procedures governing undergraduate studies at the University and the Faculty of Environment.

Undergraduate Advisors
Your best source of information is your Undergraduate Advisor for your questions or concerns about academic regulations, policies and procedures — including any other question(s) you may have relating to all aspects of your undergraduate studies in Environment. If they can’t help you, they will be able to point you in the right direction.

uWaterloo phone number – 519-888-4567 or 519-885-1211

ERS Program Information can be found at: https://uwaterloo.ca/environment-resource-studies/
And also in the UG Calendar:
http://ugradcalendar.uwaterloo.ca/group/ENV-Department-of-Environment-and-Resource-Studies

ENV Program information can be found at: http://environment.uwaterloo.ca/academics/

ADVISORS IN ENVIRONMENT:
Environment and Business
Cheri Oestreich – EV3 - 4209 – ext. 32796 - cmoestreich@uwaterloo.ca

Environment and Resource Studies
Patti Bester – EV2-2012 – ext. 36576 – pmbester@uwaterloo.ca

Geography, Geography and Aviation, Geomatics
Sara Stewart – EV1-120 – ext. 32403 – sara.stewart@uwaterloo.ca
Your UWaterloo Student Portal

The student portal is your gateway to the UWaterloo information you need, just when you need it. As an Environment student, you have easy, mobile-friendly access to information about your upcoming classes, the textbooks you need, where to get food on campus, directions to your next class or a building, real-time GRT bus data so you’ll never miss a class, and much more. Just log in with your WatIAM (8-character login you use for Quest), accept the terms and conditions and get started using your portal.

The rest of campus will get portal access later this year, so Environment students are the first students to use it. Please submit your feedback to make this a great communications tool for all of campus.

More information about the portal can be found online.

Inaccurate sources of information

Friends and peers – Each and every case is unique and although friends and peers are well intended, can give you incorrect information. Protect yourself - speak with your Undergraduate Advisor to get accurate information as it pertains to your academics and your circumstances.

Other accurate sources of information include

uWaterloo Homepage – www.uwaterloo.ca
Environment Homepage – www.environment.uwaterloo.ca
Undergrad Calendar*– http://ugradcalendar.uwaterloo.ca/page/uWaterloo-Undergraduate-Calendar-Access
Registrar’s Office - www.registrar.uwaterloo.ca

*Your Academic Plan is outlined in the calendar along with other valuable information pertaining to Undergraduate studies. The Academic Plan as outlined in the calendar of your year of entry into the program (2014/2015) is the curriculum that you are obligated to complete to meet your degree requirements.

Counselling Services

Individual Counselling

Counselling Services on Campus is an important service for all students. If you are not coping well and are feeling depressed, stressed, or home-sick, Counselling Services is there for you. You can arrange an appointment with one of the counselors in Needles Hall (NH) by either calling 519-888-4567, X32655 or by visiting NH, room 2068. To find out more about individual counselling, visit: https://uwaterloo.ca/counselling-services/about-us

Student Success Office and Counselling Services

Workshops

Jointly, the Student Success Office and Counselling Services offer a variety of free Workshops to help you succeed (https://uwaterloo.ca/student-success/workshops):

Contact Information and Email Communication

Communication with University Administration and ensuring we have your correct contact information is vital for keeping you up-to-date.
Computing Service Desk (Mapping, Analysis & Design)

Location: Environment 2 (EV2) room 1008 (enter through the lab, room 1011)
Availability: Monday to Friday, hours posted on the door
Email: env-help@uwaterloo.ca
Telephone: (519) 888-4567 ext. 33416

Student Email
Students use a UW-level email service called mailservices.uwaterloo.ca. All ENV students are provided with an email account, in the form of username@uwaterloo.ca.

Note: You need to activate this account and use it for all university correspondence.

How can I activate my e-mail account?
To activate your account, send a blank e-mail to username@uwaterloo.ca
To verify the status of your e-mail account, go to https://mailservices.uwaterloo.ca/imap/imap-account.php

How can I access my email?
Your email password is the same as your Quest (WatIAM) password. You can access your email on any computer with an internet connection using either the myWaterloo Nexus portal at https://www.nexusmail.uwaterloo.ca/ or the Mailservices webmail portal at http://mailservices.uwaterloo.ca/webmail -- which portal you use is merely personal preference.
On your personal computer, you can also use e-mail software such as Outlook, Mac Mail, etc. To configure e-mail software on your personal computer, go to: http://mailservices.uwaterloo.ca/imap/e-maildocs.php

How long can I keep my account?
At the present time, student accounts will remain active indefinitely; however the Office of Alumni Affairs offers an email forwarding service free to all UW alumni.

Students may verify or change the account to which their Waterloo email is sent through the WatIAM facilities. http://watiam.uwaterloo.ca/search/

Student Mailing List
There is one student mailing list, appropriately named env-undergrads which are used to send academic related information to the ENV undergrad community. All students are automatically subscribed to this list at the start of September each year.

env-undergrads @ lists.uwaterloo.ca  Academic related info for undergrads

To unsubscribe from the student lists send an email to <listname>-leave@<lists.uwaterloo.ca>

Always, always, always, provide your UW student ID number when contacting University Administration, especially your Undergraduate Advisor, and Instructors. This allows us to ensure that we are advising the correct student and expedites our response to you. Also, remember that your emails should be in business format. This is good practice for you to be cognizant of when chat abbreviations are or are not appropriate.

Quest Personal Portfolio – You can keep your contact information current through your Personal Portfolio on Quest. The absence of, or incorrect contact information, is not an excuse if the University attempts to contact you. Our inability to contact a student does not negate the issue at hand. It is
Important to ensure that we are able to contact you if the need arises and the only way of doing this is by keeping your Personal Portfolio up-to-date.

**Important Dates**

There are important dates that you need to be aware of. These dates are located at:

http://ugradcalendar.uwaterloo.ca/page/uWaterloo-Calendar-Events-and-Academic-Deadlines

Following are some of the dates you need to be aware of for the Fall 2015 term:

**October 3 – November 20 – Course Drop, Penalty 1 Period**

Courses dropped between these dates remain on your academic record and will appear with a grade of **WD** (Withdrawn after drop deadline, no credit granted). There is no numerical grade associated with a WD and therefore your cumulative averages are not affected.

**November 21 – December 4 - Course Drop, Penalty 2 Period**

Courses dropped between these dates remain on your academic record and will appear with a grade of **WF** (Withdraw/Failure, no credit granted). A grade of 32% is associated with a WF grade and will be calculated into your plan and overall averages.

**December 4 – Lectures End**

**December 8 – December 22 – Examination Period**

Students must be available for the full Examination Period. Travel plans that coincide with exam dates are not an acceptable reason for missing or requesting a make-up exam. Students who are ill for an exam need to contact the Professor/Instructor prior to the exam and are required to present official documentation. Students who experience a death in the family or other extenuating circumstances during the exam period need to contact their Professor(s)/Instructor(s) immediately. Official documentation will need to be provided upon your return. Your Undergraduate Advisor can assist you with these details.

**December 23 – Fall 2015 Unofficial Grades Begin to Appear on Quest**

That’s right, as of December 22nd your Fall 2014 grades will begin appearing on Quest. These grades are unofficial until January 23rd, but will give you a good idea of how successful your first term in University was. If your grades are low, it is recommended that you contact your Academic Advisor immediately for academic advice. But do not contact her until all of your grades are viewable on Quest.

**January 22/16 – Fall 2015 Grades are Official and Academic Standings Appear on Quest**

Following are a list of academic decisions and their definition. Academic Decisions listed below with an asterisk (*) indicate you are to contact your Undergraduate Advisor immediately:

**Excellent Standing** – Reserved for students who receive an average of at least 80%.

**Good Standing** – Student has exceeded average requirements and may proceed in program

**Satisfactory Standing** – Student has met average requirements and may proceed in program.

**Conditional** – must raise overall and Plan averages – your Plan and overall cumulative averages are below Plan requirements and if not raised you will be removed from your academic plan.

**Conditional Standing** – must raise overall average – your Plan average meets the program requirement but your overall average does not. You must raise your overall average to remain in the academic plan.

**Conditional Standing** – must raise Plan average – your overall average meets plan requirements but your Plan average does not. You must raise your Plan average to remain in the academic plan.

**Conditional - at risk of being required to withdraw** – contact your Undergraduate Advisor immediately. Your averages are too low.

**Note:** Overall average is a cumulative average of all courses taken in all terms. Major average is a cumulative average of all major and ENVS courses, i.e. ERS student = ERS & ENVS courses, or all core (required) courses in all terms. Please see the calendar to determine which courses are calculated in your Major average.
*Decision Deferred* – Usually used for students missing marks or they have an INC (incomplete) grade(s) for the term and the advisor is waiting for the grade(s) before making a final decision. It is important that your Undergraduate Advisor is contacted immediately.

*Failed – required to withdraw* – Student did not meet the Academic Plan requirements and is not allowed to continue in their studies. Undergraduate Advisor must be contacted to have options explained.

*Required to withdraw – may not continue in Faculty* – Student did not meet the Academic Plan requirements, usually, but not always, for the second time. Undergraduate Advisor can be contacted for procedures to apply for programs in another Faculty at UW.

Other important information

**Academic Offenses** – Plagiarism (taking text verbatim, not referencing correctly, etc), copying, cheating, failure to disclose previous post-secondary education, forged notes, signatures, mischief, assault, etc., are all subject to Academic Disciplinary action.

Professors/Instructors will assist you if you are unsure as to when the use of quotation marks and referencing is and is not required. Students that assist another student in cheating, i.e. allows access to their work, are disciplined the same as the student charged with cheating.

For more information on Academic Offenses, Disciplinary penalties and your rights as a student, please visit: [https://uwaterloo.ca/environment/current-undergraduate-students/student-handbook#Discipline](https://uwaterloo.ca/environment/current-undergraduate-students/student-handbook#Discipline)

**Changing a lecture/tutorial/lab/seminar time**– To change a meet time for a course you are already enrolled in, it is important that you use the SWAP option on Quest. If swapping a meet time does not work, there is a reason why. For example, the time or course that you are trying to add is full, it conflicts with another course on your schedule, and/or Department or Instructor Consent is required. By dropping the course and then attempting to re-add it you are at risk of losing your spot in the course.

The SWAP option should always be used, unless you definitely wish to drop a course.

**ELPE** – The English Language Proficiency milestone must be obtained by all Faculty of Environment students by the end of their 2B term. For more information on this degree requirement visit: [http://ugradcalendar.uwaterloo.ca/page/ENV-English-Language-Proficiency-Program](http://ugradcalendar.uwaterloo.ca/page/ENV-English-Language-Proficiency-Program)

**WHMIS** – Workplace Hazardous Material Information System (WHMIS) is a milestone that appears on your academic transcript. This milestone indicates that you have completed the University of Waterloo specific WHMIS training and, therefore, are certified to attend laboratories, use the Environment workshop, and attend courses that list WHMIS as a pre-requisite, namely - ENVS 200 (Field Ecology). ENVS 200 is a core course for Environment and Business, Environment and Resource Studies, and Planning students.

It is in your best interest to complete the on-line WHMIS quiz for certification even if none of the above stipulations apply to you. The WHMIS milestone could be a requirement for TA (Teaching Assistant) or RA (Research Assistant) positions as well as other part-time employment on campus.

WHMIS training taken off campus is not recognized at the University of Waterloo.

The on-line WHMIS training quiz is offered through LEARN (course management system). The WHMIS quiz is available on-line throughout the term. For instruction on how to enrol visit: [www.safetyoffice.uwaterloo.ca/hse/training/whmis_courses_students.htm](http://www.safetyoffice.uwaterloo.ca/hse/training/whmis_courses_students.htm)

**Service Indicators or Withhold on Accounts**– Students who owe the University money run the risk of having a *Withhold of Marks* placed against their academic account. This means that viewing their academic record will not be allowed on Quest, and course enrollment for future terms will not be processed. Students will not be able to order Official Transcript of Grades, and upon graduation if money owing is still outstanding, their Diploma may be withheld.

To avoid this, you must ensure all fees are paid, including: tuition, parking, library fines, lab fees, field trip fees, studio fees, etc.
Other helpful services
University of Waterloo official web site: www.uwaterloo.ca

Current student web site: https://uwaterloo.ca/pathway/current-students

Academic Advisors – www.registrar.uwaterloo.ca/students/advisors_index.html
Access Ability Services – https://uwaterloo.ca/disability-services/
Bookstore and Retail Services – www.retailservices.uwaterloo.ca/home.html
Booklook (ordering texts) – www.bookstore.uwaterloo.ca/booklook.html
Centre for Extended Learning (online courses) – www.dce.uwaterloo.ca/
Co-operative Education and Career Action – https://uwaterloo.ca/co-operative-education/
Daily Bulletin (University news and current events) – www.bulletin.uwaterloo.ca/
Finance (Student Accounts) – www.adm.uwaterloo.ca/infofin/students/stdfees.htm
Health Services – www.healthservices.uwaterloo.ca
Portal - https://uwportal.uwaterloo.ca/
Quest – www.quest.uwaterloo.ca
Registrar’s Office – www.registrar.uwaterloo.ca
Schedule of Classes (course time, location, instructor) – www.adm.uwaterloo.ca/infocour/CIR/SA/under.html
Student Awards and Financial Aid Office (OSAP, Scholarships, bursaries) – safa.uwaterloo.ca/
UW Federation of Students – clubs, jobs, services, businesses, student government – www.feds.ca
WatIAM (University directory) – http://watiam.uwaterloo.ca/search/

NOTES: