

Important Academic Information for First-year Environment students

Table of Contents:

Sources of Information

Undergraduate Advisors

Inaccurate Sources of Information

Other Accurate Sources of Information

Counselling Services

Individual Counselling

Study Skills Work Shops

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 about. 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

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

Environment and Business

Cheri Oestreich – EV3 - 4208 – ext. 32796 - cmoestreich@uwaterloo.ca

Environment and Resource Studies

Patti Bester – EV2-2012 – ext. 36576 – pmbester@uwaterloo.ca

Geography, Geography and Aviation, Geomatics

Susie Phillips – EV1-120 – ext. 32403 – sphillips@uwaterloo.ca

Planning

Linda Youngblut – EV3-3209 – ext. 35940 – lyoungblut@uwaterloo.ca

International Development

Karen Robertson – EV3-4207 – ext. 38965 – krobertson@uwaterloo.ca

Knowledge Integration

Darlene McGeer – EV1-202 – ext. 38153 – dmcgeer@uwaterloo.ca

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

Environment Undergrad Handbook -www.environment.uwaterloo.ca/current-undergraduate/student-handbook/

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 (2011/2012) 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 Marilyn Perdue (ENV's own counselor) or one of the other counselors in Needles Hall (NH) by either calling 519-888-4567, X32655 or by visiting NH, room 2068. To find out more about individual counseling, visit: www.adm.uwaterloo.ca/infocs/about/individual.html

Study Skills Workshops

Counselling Services offers a variety of Study Skills Workshops:

Learning and Remembering, Time Management, Listening and Note-Taking, Reading, Concentration and Distraction, Preparing for Exams, Cramming, Writing Exams, and Sleep

For more information visit: www.adm.uwaterloo.ca/infocs/study/index.html

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 Helpdesk ([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.

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, Thunderbird, 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 for one year after graduation. The Office of Alumni Affairs offers an email forwarding service free to all UW alumni.

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
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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 2011 term:

October 1st – November 18th – Course Drop, Penalty 1 Period

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

October 10th – 15th- Class Enrollment Appointments Winter 2012

Check your Quest account for your enrollment appointment time which will be available on September 13th. Enrollment appointments are assigned by academic year. Therefore, 4th year students are given top priority, then 3rd, 2nd, and finally, first year.

October 17th-Open Enrollment Winter 2012, begins

October 24th – 30th – Course Pre-enrollment for Spring 2012

If you are planning on attending courses during the Spring 2012 term (May – August), take advantage of Pre-enrollment to increase your chances of getting into the courses of your choice. Watch for emails from the Registrar's Office detailing the time line and procedure for pre-enrollment.

November 19th – December 7th- Course Drop, Penalty 2 Period

Courses dropped between these dates remain on your academic record and will appear with a grade of **WF** (Withdrew/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 5th – **Lectures End**

December 8th – December 22nd – **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 have a death in the family 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 23rd – **Fall 2011 Unofficial Grades Begin to Appear on Quest**

That's right, as of December 23rd your Fall 2011 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, contact your Academic Advisor immediately to find out what your academic decision will be. But do not contact her until all of your grades are viewable on Quest.

January 23rd – **Fall 2011 Grades are Official and Academic Standings Appear on Quest**

Following are a list of academic decisions and their definition. The asterisk indicates that if you receive this **Academic Decision** you are to contact your Undergraduate Advisor immediately:

**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 the 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 may be too low or you may have exceeded the number of allowable failures.

Note: Overall average is a cumulative average of **all** courses taken. Major average is a cumulative average of **all major and ENVS courses**, i.e. Geography student = GEOG & ENVS courses, or **all core (required) courses**, i.e., International Development. Please see the calendar to determine which courses are calculated in to 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.

Excellent Standing – Reserved for students who receive an average of at least 80% and may be eligible for Dean's Honours List (DHL).

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

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

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: www.environment.uwaterloo.ca/current-undergraduate/student-handbook/academic_discipline.html

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 Exam must be written and passed by **all** Environment students by the end of their 2B term. If this milestone is not met by the end of their 2B term, they will not be allowed to continue in their studies.

Environment students are scheduled to write the ELPE exam in December in the Physical Activity Complex (PAC). Students do not need to register for the exam but **must** bring their Watcard. The exam is 50 minutes long. All questions concerning ELPE, including date and time of the exam can be directed to your Undergraduate Advisor or visit the ELPE web site at: <http://www.elpp.uwaterloo.ca/>

ELPE Strategy sessions: It is strongly recommended that you attend one of the ELPE strategy sessions to help you pass the exam. For the Strategy Session schedule, visit: www.elpp.uwaterloo.ca/Workshops/workshops.html

WHMIS – Workplace Hazardous Material Information System (WHMIS) is a milestone that appears on your academic transcript. This milestone indicates that you have completed the uWaterloo 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, International Development, 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 uWaterloo.

The on-line WHMIS training quiz is offered through UW-ACE, <https://uwangel.uwaterloo.ca/uwangel/default.asp>. 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

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: <http://www.uwaterloo.ca/students/>

Academic Advisors – www.registrar.uwaterloo.ca/students/advisors_index.html

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 Services – www.cecs.uwaterloo.ca

Daily Bulletin (University news and current events) – www.bulletin.uwaterloo.ca/

Environment e-newsletter – learn what's happening – <http://www.environment.uwaterloo.ca/news-events/>

Finance (Student Accounts) – www.adm.uwaterloo.ca/infofin/students/stdfees.htm

Health Services – www.healthservices.uwaterloo.ca

Office for Persons with Disabilities – www.studentservices.uwaterloo.ca/disabilities

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/>

ORIENTATION QUESTIONS: