



AFFILIATED WITH THE UNIVERSITY OF WATERLOO

School of Social Work
Renison University College

Bachelor of Social Work
Student Handbook

2023-2024

Table of Contents

WELCOME MESSAGE	4
MISSION STATEMENTS	4
<i>Renison University College</i>	4
<i>School of Social Work</i>	4
CULTURE OF RESPECT	5
Academic Offences Policy	8
<i>Plagiarism</i>	8
Renison University College Harassment and Discrimination Policy.....	9
SCHOOL OF SOCIAL WORK BSW FACULTY AND STAFF	10
PROGRAM REQUIREMENTS	8
<i>The Undergraduate Calendar Course Descriptions index</i>	8
Essays/Assignments	9
<i>General Information</i>	9
<i>Essay Format</i>	9
<i>Late Assignments</i>	9
<i>Incomplete Grades and Promotion</i>	9
RESOURCES.....	10
<i>Assistance with Writing</i>	10
<i>Students Accounts-Finance</i>	10
<i>AccessAbility Services</i>	10
<i>Health Insurance</i>	10
<i>Counselling Services</i>	10
<i>Housing and Residence</i>	10
<i>UW Fitness</i>	10
<i>QUEST</i>	10
<i>WATcard (UW Photo ID)</i>	11
<i>UW Email Account</i>	11
<i>Fee Assessment</i>	11
<i>Confirmation of Enrollment</i>	11
University of Waterloo Undergraduate Calendar 2023-2024	11
<i>Income Tax Receipts</i>	12
<i>Parking</i>	12
University of Waterloo Policies	12
<i>Ethical Behavior</i> Policy 33	12
<i>Student Petitions and Grievances</i> Policy 70	12
<i>Student Discipline</i> Policy 71	12

<i>Student Appeals</i> Policy 72	12
<i>Health and Safety</i> Policy 34.....	12
<i>Conflict of Interest</i> Policy 69.....	12
<i>Intellectual Property Rights</i> Policy 73	12
 Academic Promotion Policies	12
<i>Voluntary Withdrawals from the School of Social Work</i>	13
<i>Eligibility to Graduate</i>	13
<i>Graduation and Convocation</i>	13
 AWARDS, SCHOLARSHIPS, AND BURSARIES.....	13
<i>OSAP</i>	14
<i>Available Awards and Bursaries</i>	14
 SAFETY REGULATIONS.....	14
<i>Security at Renison</i>	14
<i>Safety and Security Tips:</i>	14
<i>Off Campus Resources</i>	16
 LIBRARY INFORMATION	17
<i>Lusi Wong Library</i>	17
<i>Hours of Operation</i>	17
 Student Resources	18
<i>Mental Health Support</i>	18
<i>Assistance with Writing</i>	18
<i>Students Accounts-Finance</i>	18
<i>AccessAbility Services</i>	18
 MASTERS PROGRAMS	19

WELCOME MESSAGE

Welcome to the School of Social Work for the 2023-2024 academic year. We hope this will be a productive and rewarding year as you prepare for professional practice. We have a program that is noted for excellence in academic and field learning. We look forward to participating with you in all of the academic, social, and cultural events that occur throughout the year.

This **BSW Student Handbook** provides you with a guide to the resources, governance, policies and procedures of the School of Social Work, as well as those of Renison University College and the University of Waterloo that pertain to our BSW Program. Please read this carefully and find out more about: opportunities to become involved in committees and professional associations; scholarships, awards, and bursaries available to BSW students; important dates; resources, and other information about the school and the university.

MISSION STATEMENTS

Renison University College

Renison University College provides outstanding opportunities for learning and scholarship through an interactive, inclusive environment that encourages intellectual curiosity, respect for diversity, understanding among people, and service to others.

Renison University College makes a valuable contribution to the greater University community by providing the setting that makes excellent undergraduate learning possible. Committed faculty, small classes, and a strong sense of community are among the elements that have made Renison a success.

School of Social Work

The School of Social Work prepares social work practitioners through an accessible and inclusive curriculum, at both baccalaureate and masters levels, in a learning environment that fosters caring and ethical social work practice within a local and global context. The School is committed to positive social change through the principles of justice, equity and respect for diversity. Objectives of the Bachelor of Social Work:

- To prepare students for ethical, critically reflective, anti-oppressive, competent and accountable social work practice
- To ensure academic excellence not only through small class sizes, regular curriculum and program reviews, but also by adherence to the accreditation standards set by the Canadian Association of Schools of Social Work

- To create and maintain learning opportunities with a variety of communities through student field practice and collaborative initiatives.
- To promote academic accessibility through the development of on-line, distance education and part-time studies in addition to the regular full-time program
- To contribute to social work knowledge through research, publication, and other scholarly activities

Faculty and Staff at the School of Social Work are eagerly anticipating your arrival at the School.

All classes will be delivered on campus. **There are no online courses in the full-time program;** there are some blended courses in the part time program.

CULTURE OF RESPECT

Consistent with the mission, policies, and services of Renison University College and the University of Waterloo, the School of Social Work promotes a culture of respect for human diversity, equity, inclusion and decolonization as well as collegiality among faculty, students and staff. As a professional program, we view all aspects of the learning environment as contributing to the education of social workers for all levels of social work practice, characterized by competence, quality and dedication to the principles of social justice.

Attendance at classes, field practicum, and meetings is viewed as a professional responsibility. We count on each other to keep appointments, to be on time for classes, participate in on campus classroom settings, communicate in a respectful professional manner, to be respectful in listening to diverse perspectives, and to be clear and sensitive in communications. The School of Social Work's mission statement provides further insight into our values as an academic and professional setting. Students who choose to participate in the governance of the School and Renison University College are expected to fulfill their commitments and be accountable for their involvement. When students cannot keep their commitments or need accommodation, we expect timely notification and, in many instances, documentation. The **School of Social Work's Professional Conduct Policy** is included in this manual and the Practicum Manual.

Students are advised to be aware of and abide by the Renison University College/University of Waterloo's **Student Code of Academic Conduct** and **Student Code of Non-academic Conduct** (See the **University of Waterloo Undergraduate Calendar, 2023-2024 University of Waterloo Policies and Guidelines Policy 71** <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>). Students should be familiar with the School of Social Work's **Policy for Assessing Conduct for Students in the Bachelor of Social Work Program**.

Students should be familiar with and abide by the **Code of Ethics of the Canadian Association of Social Workers (2005)**. These ethical principles and standards of conduct set out the collective responsibility for professional competence. The Code is on the CASWE [Website](#).



As an accredited program of the [Canadian Association for Social Work Education](#) (2000, 2002, 2007, 2014, 2018 – 2022) The School of Social Work operates according to the standards and requirements of the Association.

Policy for Assessing Conduct for Students in the Bachelor of Social Work Program.

Accreditation Standard: SB/M 1.3.2 The academic unit describes how it informs students, faculty members, field education personnel, sessional instructors, and professional and administrative staff of existing academic unit and university policies and procedures including but not limited to accessibility; assessment; appeals; codes of conduct; confidentiality; data storage; disability accommodation; equity; harassment; liability coverage; professional readiness and suitability; and use of social media.

General Standards of student conduct are defined by this policy statement. This policy pertains to professional conduct and applies to any social work course or related learning environment including the practicum within the Bachelor of Social Work Program. It is an attempt to balance the commitment of the School of Social Work to support and assist students in becoming professional social workers, with the need to protect the safety and well-being of all students, staff and faculty as well as vulnerable individuals, families, groups and communities.

Policy Statement

The School of Social Work holds the expectation that its students will adhere to recognized ethical obligations and professional standards including, but not limited to, the CASW Code of Ethics (2005), Social Work Code of Ethics and Standards of Practice adopted by the Ontario College of Social Workers and Social Service Workers and/or the Code of Ethics of the provincial social work association/college in which the practicum takes place. The School has an obligation to take action when a student acts in an unethical or unprofessional manner.

The purpose of this policy is to provide examples of conduct that may require a review and to provide guidelines for a process of review. The School of Social Work will undertake to resolve any concerns in a fair, timely, reasonable and effective manner.

Guidelines

It is important that students review and become familiar with:

- The Canadian Association of Social Workers' Code of Ethics and Guidelines for Ethical Practice
- The Code of Ethics and Standards of Practice provided by the Regulatory/Governing bodies in the student's province or territory.
- The Academic Policies, Procedures and Regulations of the School of Social Work at Renison University College and the University of Waterloo
- The policies, regulations, and procedures of the Practicum Setting

The major values and principles as included in the Social Work Code of Ethics that guide professional social work practice are:

- Empathy and concern for clients
- Respect for individual worth and dignity
- Human capacity for growth and change
- Self-determination
- Honesty and integrity
- Confidentiality
- Social and individual responsibility
- Social justice, human rights and equality

Limits of Confidentiality

The School of Social Work recognizes that the safety and confidentiality of students or others who have been subject to unprofessional conduct under this Policy must be an important priority. The School of Social Work must balance the need for confidentiality against its duty to protect present and future students or persons, who might otherwise be placed in jeopardy by a student, who is acting in an unprofessional or unethical manner. Information disclosed during meetings with instructors, Field Education Coordinators and Field Consultants, or the BSW Program Manager, will not be kept confidential if the information raises concerns about the student's capacity to assume the professional responsibilities of social work practice. Instructors and/or Field Education Coordinators and/or the BSW Program Manager will share pertinent information with each other in a respectful and professional manner, for the purpose of identifying student issues and enhancing problem-solving about the concerns. The School of Social Work reserves the right to share information with the University or third parties as required by law and University regulations.

Criteria for Assessment

Offences include but are not limited to the following:

- a) Concealment of relevant information or providing false information on the Application for Admission to the School of Social Work, Renison University College, University of Waterloo;
- b) Persistent and/or serious breaches of the CASW Code of Ethics (2005) including, but not limited to:
 - Evidence that a student cannot effectively exercise judgment or function effectively within a professional social work context;
 - Persistent substance abuse (e.g., alcoholism, drug addiction, use of illegal drugs) that interferes with one's ability to function within a professional social work context;
 - Charges or convictions of a criminal offense involving violent or abusive behavior (e.g. physical assault, sexual assault);
 - Persistent and/or serious conduct that contravenes the policies of the field practicum setting;
 - Evidence that student has shared, disclosed or breached confidential information of agencies, clients, service users without explicit consent.
 - Speech or behavior that contravenes the provisions of the Ontario Human Rights Code (e.g., discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, religion, marital status, gender, age, socio-economic status, political affiliation, disability or diagnosis) in the classroom, field, or in discussions with colleagues, that may interfere with the provision of professional services to the client, may cause harm to clients/colleagues/the profession or with the provision and maintenance of an environment conducive to learning;
 - Persistent and/or serious inability to form a professional, helping relationship.

Academic Offences Policy

Students in the School of Social Work are expected to carry out their academic work in an ethical manner by knowing what constitutes an academic offence and by avoiding such offences. Students should take note of the Renison University College/University of Waterloo policy on plagiarism ([Policy #71 entitled Student Academic Discipline](#)) as approved by Academic Council and published in the University Undergraduate Calendar. Student Academic Discipline Policy provides examples of academic offences (e.g. infringing unreasonably on the work of others, cheating, plagiarism), descriptions of disciplinary penalties (e.g. failing grade, probation, suspension), and information about the appeal procedure.

The School of Social Work reserves the right, at any point during the academic year, to remove a student from a field practicum and/or suspend him or her from the School of Social Work where the student is in violation of the University Of Waterloo Student Code Of Conduct or the Canadian Association of Social Workers' Code of Ethics.

Plagiarism

Any undocumented use of another writer's words, any paraphrasing or summarizing of his/her words, or even any undocumented reference to his/her ideas, is plagiarism. So is direct copying from, paraphrasing

or summarizing of commercially available study guides or notes, or the use of another student's work, or the submission of material from essay banks, research services, or editors.

One of the most common academic offences is plagiarism. Source material must be fully and properly acknowledged. Even unintentional plagiarism is an academic offence. Students are directed to information of the Arts Faculty Web page, "[How to Avoid Plagiarism and Other Written Offences: A Guide for Students and Instructors:](#)"

A booklet entitled **Documenting Sources** available at the Renison University College main office provides guidelines for using both Modern Languages Association (MLA) and American Psychological Association (APA) styles. An [APA summary](#) is available online.

Students are advised that they may be asked to demonstrate their familiarity with the content of all assignments submitted for course credit in the BSW Program. Students should also note that plagiarism is taken seriously by the School of Social Work. Not only is it contrary to the Code of Conduct of both Renison University College and the University of Waterloo, but it is also conduct contrary to the Canadian Association of Social Workers' Code of Ethics. Students are advised to check with their instructors if they are not sure about rules of documentation in written assignments.

Assignments

Religious Holidays/Accommodations

Renison University College acknowledges that, due to the pluralistic nature of the University community, some students may on religious grounds require alternative times to write papers or complete assignments. Accordingly, a student who requires an alternative due date based on religious grounds should consult with the Instructor and the Director of the School of Social Work regarding alternative arrangements. Such a request should be made within one week of the announcement of the due date.

Students who require alternate arrangements for assignments or examinations are encouraged to contact the [AccessAbility Services](#) in Room 1401 of Needles Hall on the UW campus.

Students should discuss any particular learning needs they may have with the instructor at the beginning of the semester.

Renison University College Harassment and Discrimination Policy

We strive to foster a respectful living and learning environment for all. To that end it is important to be aware of our policies on Harassment and Discrimination. We believe prevention through education is key to fostering a respectful environment for all.

[Renison University College Harassment & Discrimination Policy](#)

SCHOOL OF SOCIAL WORK BSW FACULTY AND STAFF

Director

Trish Van Katwyk
pvankatwyk@uwaterloo.ca
(519)884-4404 x 28681

BSW Program Manager Full-time Field Education Coordinator

Bianca Bitsakakis, BSW, MSW, RSW
bfbitsak@uwaterloo.ca
(519) 884-4404 x 28656

Part-time Field Education Coordinator

Daana Wright MSW, RSW
daana.wright@uwaterloo.ca
(519) 884-4404 x 28699

Administration & Student Services Manager Coordinator of BSW Part-time Program

Keri Raif Sura, BA, MA
kraif@uwaterloo.ca
519-884-4404 x 28698

Assistant to the School of Social Work

Brenda Maciel
bmaciell@uwaterloo.ca
519-884-4404

Academic Advisors

Full-time Program:
Part-time Program:

Bianca Bitsakakis, BSW, MSW, RSW
Keri Raif Sura BA, MA

Field Consultants

Sandy Jardine, MSW, RSW
Shani Ellis, BA, MSW, RSW
Patrice Butts, MSW RSW

Debashis Dutta, BA, BSW, MSW

TEACHING FACULTY

Susan Cadell, MSW, PhD
Alice Schmidt Hanbidge, BA, MSW, PhD
Trish Van Katwyk, BA, MSW, PhD
Chizuru Nobe-Ghelani PhD
Margaret Gibson BA, MSW, PhD
Brenda Polar MSW PhD candidate

Colleen McMillan, BSc, MSW, PhD
Edwin Ng, BSW, MSW, PhD
Manaal Syed Fahim PhD
Sam Clarke MSW PhD candidate
Andrea Daley, BSW, MSW, PhD

PROGRAM REQUIREMENTS

To graduate from the Honours Bachelor of Social Work Program students must successfully complete the following academic course unit equivalents with a cumulative overall average of at least 75%. Please note that BSW students may ONLY take SWREN courses throughout the BSW program. *Course descriptions for the course offerings may be viewed at:*

The Undergraduate Calendar Course Descriptions index

SWREN 414R: Interviewing and Assessment in Social Work Practice

SWREN 422R: Advanced Macro Practice: Critical Considerations of Community Organization

SWREN 423R: Social Work Knowledge and Skills for Diverse Group Work Practice

SWREN 424R: Social Work Organizations

SWREN 411R: Indigenous Knowledges and Decolonizing Social Work Practice with Indigenous Peoples

SWREN 434R: Selected Theories for Social Work Practice: Analysis and Application

SWREN 470R: Mental Health Landscapes, Concepts, and Practice Approaches

Students must also complete one of the following elective courses:

SWREN 431R: Practitioner Research in Social Work: Intersectional Considerations

SWREN 471R: Social Work with Older Adults: Critical Issues and Future Trends

Students must also complete a field practicum.

SWREN 441R: Practicum 1 (Full-time Program)

SWREN 441R: Practicum 1 (Part-time Program)

SWREN 442R: Practicum 2 (Full-time Program)

SWREN 442R: Practicum 2 (Part-time Program)

SWREN 443R: Practicum 3 (Full-time Program)

SWREN 443R: Practicum 3 (Part-time Program)

NOTE: Full time students are block enrolled in their courses through the Renison Registrar's Office and may not choose their section or instructor

Essays/Assignments

General Information

Students who require alternate arrangements for assignments, tests or practicum are encouraged to contact [AccessAbility Services](#) in Room 1401 of Needles Hall on the UW campus.

Students should discuss any particular learning needs they may have with the instructor at the beginning of the semester.

Social Work course assignments are to be submitted directly to the course instructor on the due date. **It is imperative that students retain a copy of all assignments for their own records.** If a paper does not reach the instructor, it is the **responsibility of the student to resubmit a copy of the assignment.** Students must communicate with course Instructor any need for accommodation and/or to discuss late submission of assignments.

Essay Format

Unless otherwise specified, students are required to follow the essay format guidelines as defined in the **Publication Manual of the American Psychological Association (APA)**(6th edition). **All assignments must be typewritten and double spaced.**

Late Assignments

If a request for an extension is required, the student should discuss the matter with the instructor **before** the due date. A **request for an extended deadline** for an assignment will be granted **only** on medical or compassionate grounds. Failure to negotiate an extended deadline could result in a zero grade for that assignment. Individual instructors may require other arrangements. **Check with your instructor and read your course outlines carefully.**

Incomplete Grades and Promotion

Incomplete grades must be negotiated with the instructor and will be given only under special circumstances. Any incomplete grade must be cleared by January 31 for the Fall Term courses, April 30 for Winter Term, and July 15 for BSW Spring Term in order to graduate.

All assignments are to be completed and submitted.

If an incomplete grade is not cleared within one term, the student automatically receives an FTC (failure to complete), which is the equivalent to a grade of 32.

BSW students with an overall grade point average (GPA) of less than 75% are in conditional standing for one term, after which they are failed and required to withdraw.

RESOURCES

Assistance with Writing

Students who would like assistance with writing should contact the [Writing Centre on UW Campus](#).

Students Accounts-Finance

For information regarding finance or finance related questions, please visit [Student Awards and Finance Aid](#).

AccessAbility Services

[Accessability Services office](#) is located on main campus in Needles Hall, Room 1132.

Health Insurance

Health Insurance is offered to the undergraduate students, which is covered by the University. The Health and Dental Plan office is located at the Health Services building across from the Student Life Centre. Please visit the [Health Services](#) website.

Counselling Services

University experience can become challenging at times. [Counselling Services](#) provides strategies to help you cope and do your best to help you succeed.

Housing and Residence

Some students who plan to live away from home may be interested in applying for [Residence](#).

UW Fitness

[UW Fitness](#) is one of the recreational facilities offered by the University to help the students stay healthy.

QUEST

[QUEST](#) is the University of Waterloo's student information system. You can use QUEST to:

- Update your contact information.
- View your tuition fees and account summary.
- Link to online banking institutions to pay your fees - *new*.
- View your financial aid, awards, scholarships, and bursaries.
- Link to [myHRinfo](#) to view your pay cheque earnings, if applicable
- View your term grades.
- View your unofficial transcript.
- View your class schedule.
- View your weekly schedule in a grid-based format.
- View the UW course catalog and Schedule of Classes

Need to create your Quest/WatIAM account?

If you haven't used Quest yet, you'll need to [request your Quest/WatIAM user ID & password](#)

The Quest/WatIAM user ID and password are then used to create your Nexus and email accounts. If you have any trouble, visit the [IST service desk](#)

Forgot your Quest/WatIAM password?

Bring Photo ID to the [WatCard](#) service counter within The Centre in Needles Hall.

WATcard (UW Photo ID)

The WATcard is your one card to access many facilities and services both on and off campus. The [WATcard office](#) service counter is now located within The Centre, in Needles Hall (NH). Our office hours are Monday - Friday, 8:30 a.m. - 4:30 p.m.

(Part-time Students - if this is not possible, please contact Keri Raif at (519) 884-4404 ext. 28626 to make alternative arrangements.)

UW Email Account

As a BSW student you receive a **Nexus account** (which includes access to Nexus lab computers across campus and personal disk space for saving files), **a Nexus (WatIAM) email account, and personal web space**. For more information about the Waterloo Nexus network, see the [Waterloo Nexus User's Guide](#).

Fee Assessment

The finance page on Quest includes links to on-line banking institutions, UW financial forms, payment instructions, financial aid information, and a [help page](#) for other inquiries.

Confirmation of Enrollment

In keeping with the UW policy, we will be advising Renison students to contact the School of Social Work Administration and Student Services Manager or BSW Program Manager for Confirmation of enrollment letters.

University of Waterloo Undergraduate Calendar 2023-2024:

Please see the following link to access the undergraduate calendar for 2023-2024

<https://ugradcalendar.uwaterloo.ca/group/uWaterloo-Social-Work>

Income Tax Receipts

For tuition paid in the 2023-2024 calendar year. Income tax receipts will be accessible through your [Quest](#) account for tuition paid and funding received in the previous calendar year.

Parking

Parking at Renison and information about parking can be found on our [Renison University College Parking](#)

University of Waterloo Policies

The following University of Waterloo policies are important to read and understand. These policies may come into play during the course of your studies and are important to be aware of. Please follow these links to review the policies in detail.

<i>Ethical Behavior</i>	Policy 33
<i>Student Petitions and Grievances</i>	Policy 70
<i>Student Discipline</i>	Policy 71
<i>Student Appeals</i>	Policy 72
<i>Health and Safety</i>	Policy 34
<i>Conflict of Interest</i>	Policy 69
<i>Intellectual Property Rights</i>	Policy 73

The School of Social Work and Renison University College are committed to the view that when a problem or disagreement arises between a faculty member, field instructor, field education representative or practicum agency and a student, every effort should be made to resolve the problem through mutual and respectful negotiation. Most issues are resolved by a student/faculty or field education representative meeting to discuss differences of opinion. It is only after this stage that a student initiates a grievance.

Academic Promotion Policies

The School of Social Work Academic Promotion is based on successful completion of courses from semester to semester.

Students must maintain a **minimum “75 %” average in each semester.**

No degree will be granted to a student who does not complete the program requirements, including the cumulative overall GPA of 75%.

Voluntary Withdrawals from the School of Social Work

If a student needs to withdraw from the BSW Program or transition to the Part time BSW program, the student should discuss this with the BSW Program Manager.

To initiate withdrawal from the BSW Program, the student must request a **Notice of Withdrawal** from the **Registrar's Office** at Renison. This notice must be submitted before the last day of lectures and may entitle the student to a refund of tuition fees. For further information, go to the [Undergraduate Studies Forms](#) website.

In order to **re-enter** the Program at a later date, the student must **re-apply to the Registrar's Office. Re-admission is not guaranteed.**

Eligibility to Graduate

Students requiring a [proof of enrollment request](#) letter and/or their [eligibility to graduate](#) can obtain one from the **Administration and Student Services Manager at the School of Social Work.**

Graduation and Convocation

Students who anticipate graduating in October are required to complete an [Application to Graduate](#) four months in advance of convocation to allow for the preparation of diplomas and convocation programs. It is important for graduating students to check, during the Spring Term, that all their academic work is completed, grades have been submitted, and they have a clear financial record with Renison, (i.e., all tuition is paid and there are no overdue library books or outstanding library fines). Students will receive information about the convocation ceremony in October. The Intent to Graduate Form must be completed and submitted regardless if the student plans to attend the convocation ceremony.

AWARDS, SCHOLARSHIPS, AND BURSARIES

There are numerous Renison awards, scholarships and bursaries available for students in the BSW program. Criteria and application deadlines vary for the different awards.

FALL TERM

- Awards for FALL TERM: applications are due through the month of September.
- Bursaries for FALL TERM: applications are due through the month of September.

WINTER TERM

- Awards for WINTER TERM: applications are due through the month of January.
- Bursaries for WINTER TERM: applications are due through the month of January

SPRING TERM

- Awards for SPRING TERM: there are no awards offered in SPRING TERM.
- Bursaries for SPRING TERM: applications are due through the month of May

There are also a number of **external** scholarships, awards and bursaries for which students may be eligible to apply. For more information about these awards, please contact the Student Awards Office in Needles Hall at (519) 888-4567 ext. 36042 or check the [Student Awards and Financial Aid](#) web site.

OSAP

Students in the BSW program are eligible to apply for OSAP for their 43 week study period - September - June. The BSW program will be listed on the OSAP online application under the University of Waterloo to allow students to choose the correct program. If you have any questions concerning applying for OSAP, please call the University of Waterloo Student Awards & Financial Aid Office at **519-888-4567 ext. 33583**. Please see the [OSAP website](#). *BURSARY/AWARD APPLICATION FORMS*

[Award application forms](#) are available **at the start of the appropriate term**. Online application forms **cannot be completed in advance of the term in which the award is offered**.

Available Awards and Bursaries

Please visit the [Renison University College Bursaries and Awards website](#) at the beginning of each term of study for current scholarships, awards and bursaries available or contact Registrar's Office) 884-4404 ext. 28609..

SAFETY REGULATIONS

Security at Renison

Renison and the University of Waterloo work hard to promote a safe environment for students, staff, and faculty. We encourage students to co-operate with one another for safety's sake.

The University of Waterloo Security & Safety Office for emergencies and safety escort service is located at the Commissary on the main campus (519-888- 4911). This office is also the location for Lost and Found articles, although the Moose Trax Commissary at Renison University College also has a Lost and Found.

Safety and Security Tips:

- **519-888-4911** is the **EMERGENCY TELEPHONE NUMBER** at Renison College/University of Waterloo. **DO NOT HESITATE** to use it if you feel you are in immediate danger.
- Campus Pay Telephones and Emergency Help Lines both have an **Emergency button** for emergencies. These are FREE calls.

Help Lines (look for the blue light at night) are located all over campus:

- On the walkway between Renison University College and St. Jerome's
- On the walkway to Ron Eydt Village
- In car parking lots on campus

Here are additional suggestions for your safety:

- Please use a "buddy" system in isolated or dark areas of the campus.
- Please speak to the Director, BSW Program Manager, the Administration & Student Services Manager, any faculty member, or Campus Security officers, if you have concerns about your personal safety.
- Please co-operate with University security officers when a valid Renison University College/University of Waterloo ID is requested. Security carries out ID checks throughout the academic year as a proactive measure to help reduce incidents of crime.
- Remember that there is a 24-hour study area located in the Student Life Centre on campus patrolled by security officers.
- Walk or study anywhere on campus in pairs.
- Always close doors behind you. Leaving doors propped open around campus offers easy access for vandalism, theft, etc.
- Please alert SECURITY at 519-888-4911 x22222 to report a theft or if you observe any suspicious activity.

Off Campus Resources

Waterloo Regional Police	519-570-9777
St. Mary's Hospital	519-744-3311
Grand River Hospital (KW)	519-742-3611
Human Rights Commission	1-800-387-9080
Here 24/7	1-844-437-3247
Telecare Distress Line	519-658-5455
K-W Sexual Assault Support Centre	519-741-8633
Waterloo Region Sexual Assault Treatment Centre	519-749-6994
Waterloo Region Domestic Violence Treatment Centre	519-749-6994
Women's Crisis Services: Crisis Line	519-742-5894
University of Waterloo Sexual Violence Response	519-888-4567 ext. 46869

LIBRARY INFORMATION

Lusi Wong Library

In the 4,300 square foot [Lusi Wong Library](#), opened in the Summer 2006, students have access to two group study rooms in addition to more than thirty other study spaces; computer workstations will provide full Internet access as well as connection to the university's large academic computing network. Wireless access for laptop computers is available in the library, along with wired access at each of the study spaces. The Library is located on the first floor of the Academic Centre.

The Renison University College Library is part of the Tri University Group of Libraries (TUG) system, a partnership of the University of Waterloo, Wilfrid Laurier University, and the University of Guelph. TRELIS is the online catalogue of TUG and includes the resources of all its member libraries. Renison students have access to circulating materials at all of the TUG libraries. Other library resources and services are readily accessible through the [University of Waterloo Library's home page](#).

The Librarian is available Monday to Friday, 9:00 am to 4.00 p.m. to assist with reference/research needs. Contact information is:

Tammy Kavanaugh Tel: (519) 884-4404 ext. 28646

Hours of Operation

Regular operating hours include (when campus reopens:

Fall & Winter Terms:

Monday to Thursday – 9:00 am – 8:00 pm
Friday - 9:00 am – 8:00 pm
Saturday - 9:00 am – 4:30 pm
Sunday – Closed

Spring Term:

Monday to Thursday - 9:15 am – 8:00 pm
Friday – 11:00 am – 2:00 pm

Hours are subject to change. Please confirm with the Library.

Students also have full access to other University of Waterloo libraries

Student Resources

Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

On Campus

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 ext 32655
- [MATES](#): one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

Off campus, 24/7

- [Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
- [Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- [OK2BME](#): set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213
- <https://uwaterloo.ca/campus-wellness/get-mental-health-support-when-you-need-it>

Download the [WatSafe app](#) to your phone to quickly access mental health support information

Assistance with Writing

Writing and Communication Centre: The University of Waterloo Writing and Communication Centre is a hub of communication and writing practice, support, and research on campus.

<https://uwaterloo.ca/writing-and-communication-centre/>

Students Accounts-Finance

For information regarding finance or finance related questions, please visit [Student Financial Services](#) or call 519-888-4567 X38466

AccessAbility Services

The University of Waterloo is committed to ensuring you can access, and meaningfully participate in, your education. AccessAbility Services is the University's centralized office for the management of academic accommodations for all students with a known or unknown disability, illness, or condition.

At AccessAbility Services, we design and facilitate your academic accommodation plan by removing barriers and building your capacity for personal success <https://uwaterloo.ca/accessability-services/about>

MASTERS PROGRAMS

Graduate programs in Social Work can be found at the following Canadian universities:

[University of British Columbia](#)
[University of Calgary](#)
[Carleton University](#)
[Dalhousie University](#)
[First Nations University of Canada](#)
[King's University College \(University of Western Ontario\)](#)
[Lakehead University](#)
[Laurentian University](#)
[University of Manitoba](#)
[McGill University](#)
[McMaster University](#)
[Memorial University of Newfoundland](#)
[Renison University College](#)
[Toronto Metropolitan University](#)
[University of Northern British Columbia](#)
[University of Regina](#)
[University of Toronto](#)
[University of Victoria](#)
[Wilfrid Laurier University](#)
[University of Windsor](#)
[York University](#)

Although Graduate School can be very costly it is important to know that there is funding available. The Federal government has numerous scholarships and bursaries. The important thing to note about this funding is that usually applications must be submitted ONE FULL YEAR prior to entering the graduate program. Therefore, if you are planning on entering a master's program immediately following your BSW you must complete the applications immediately upon entering your BSW year.

The best advice you will receive from this manual is to do your research!

DO YOUR RESEARCH AND APPLY EARLY!!!

**UNIVERSITY OF WATERLOO
RENISON UNIVERSITY COLLEGE
IMPORTANT DATES**

FALL SEMESTER – 2023

- August 22: Fees Due - fall term**
August 23: Late fees begin - fall term
September 4 Labour Day – College/University Closed*
September 5 & 6: BSW Student Orientation (Full-time) 9:30 – 4:30 September 6: 9:30 – 12:30
September 7: LECTURES BEGIN
FIRST BSW CLASS - THURSDAY SEPTEMBER 7
FIRST BSW CLASS PART TIME-MONDAY SEPTEMBER 11
September 11: Practicum Begins Full Time
September 26: Last day for late payment of fees
September 26: Last date to drop/withdraw (100% refund)
MSW Information Session - TBA
October 9: Thanksgiving Day
Fall Study Break: October 7 - 15
October 20 - 21: Convocation for graduating students
October 20: Last date to drop/withdraw (50% refund)
December 2: Last day of FT BSW classes
December 5: Last day of PT BSW classes
December 13: Last day of Placement for the Fall Semester
December 14: Fees Due for Winter term 2024
December 15: Late fees begin for winter term 2024
December 21, 2023, at noon - January 4, 2024: *Christmas holidays (inclusive)**

WINTER SEMESTER – 2024

- January 1: College/University Holiday***
January 3: Practicum Begins
Week of January 3: LECTURES BEGIN - FIRST FT BSW CLASS – January 4
January 8: Part time BSW Classes commence
January 26: Last day to drop/withdraw (100% refund)
February 16: Last day to drop/withdraw (50% refund)

February 19: Family Day University closed
February 17 - 25: Reading Week
March 29: Good Friday, College/University Holiday*
March 27, : Last day of Placement Winter Term
March 28: Last day of BSW Classes (FT/PT) for the Winter Semester

SPRING SEMESTER – 2024

April 8: Lectures begin for Part Time BSW
APRIL 4*: LECTURES BEGIN FOR Full time BSW STUDENTS
April 8: Practicum Begins
April 24: Fees due - spring term
April 25: Start of late fees - spring term
May 20: Victoria Day College/University Closed*
May 27: Last day to drop/withdraw (100% refund)
June Convocation – June 11 – June 15, 2024
June 21: Last day to drop/withdraw (50% refund)
June 21: Last Day of Placement
June 20: BSW End of Year Celebration
June 27: Lectures end for PT BSW students
June 21: Lectures end for FT BSW students
July 1 Canada Day Holiday College/University Closed*
**August 1: Deadline for finishing FT & PT students to hand in Intent to Graduate
Forms for October 2024 Convocation**

***NOTE:**

***Due to the nature of the ten-month, three-semester, intensive format of the full time BSW
Program,
the Spring semester of classes begins April 4, 2024, and ends June 21, 2024***