SDS ENROLMENT 101

An SDS degree provides both structure and flexibility to pursue a variety of courses. Picking courses can sometimes seem overwhelming, but there are many resources to help you with this process. Students are responsible for creating their own academic schedule each term.

Contact your SDS advisor if you have any questions.

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STEP 1: UNDERSTAND THE BASICS

PLAN AND PROGRAM YEAR

- Your first term of courses can impact what requirements you must follow for the SDS major and overall BA degree.
    - o **Check with your academic advisor to confirm.**
    - o Use the appropriate SDS Degree Checklist to track courses.

TERM LEVEL

- Determined by the number of courses you have completed, including any graded, transfer credits (TRN), or other non-numerical credit codes (CR, IXFR).
- **Determine your term level here.**
    - o A traditional one-term Arts course = 0.5 units.
    - o Some labs in other faculties are 0.25.
    - o E.g. You'll see that 1A = 0 to 2.0 units. Using the standard 0.5 unit = 1 course idea, then 2.0 units = 4 courses. If you have 5 courses complete, you are 1B.
- Some courses have a specific term level as a pre-requisite (e.g. "Level at least 3A").

COURSE LOAD

- **Part-time** = 1 or 2 courses per term
- **Full-time** = 3, 4 or 5 courses per term (5 is a full load)
    - o If you are registered with AccessAbility, please confirm with a consultant directly to clarify alternative course loads and funding.

TIME OF FIRST TERM

- Upon admission you will be notified of your first academic term (e.g. Fall, Winter or Spring).
    - o Direct-entry students into the SDS major and most Honours Arts, Honours Arts Co-op, and ARBUS students begin in a Fall term.
    - o Transfer students can begin in any term.
- Depending on when you were admitted you may need to be more flexible with what you take in the first term; sometimes late admissions (especially for transfer students) impact what's still available to enrol in. your first term might need to be flexible if required courses are already full.

STEP 2: RESEARCH AND IDENTIFY COURSES

KEY WEBSITES: SDS Courses, Faculty of Arts Courses, All Undergraduate Courses

REQUIRED COURSES

- All courses are "required" to graduate if they're contributing to the total number needed (e.g. 30 for a 3year degree, 40 for a 4year degree)
- Some will be required to standardize the Bachelor of Arts degree across all students
  - ARTS 130 or 140
  - Arts Breadth courses
  - At least 16 courses at/over the 200-level
  - 50% total courses with final grades
- Some will be required for the plans within your degree (e.g. major, minor, specializations, etc.)
  - **Core SDS major courses** = PSYCH 101/101R, PSYCH 253/253R, SOC 101/101R, SOCWK 120R, SDS 131R, SDS 150R, SDS 250R, SDS 251R
  - SDS Specializations
  - Other minors or majors
  - Other certifications (e.g. EDGE, GEC)
  - 50% total courses with final grades
- Required courses are not always necessary to complete first, but do focus on finishing ARTS 130 + 140 and any that serve as prerequisites to others so you have more elective choices to explore (e.g. PSYCH 101/101R must be done to access other Psychology courses)

ELECTIVE COURSES

- Electives are courses of your choice that may or may not be within the department of your major, but contribute to the total number needed in your degree.
- Some electives may actually be required in *number* for the major, but the courses themselves are up to you *as long as they satisfy any designated guidelines.*
  - E.g. SDS 4year majors need 8 SDS electives. Combined with the 8 core required courses noted above = 16 total for the SDS major (minimum). Within these 8 electives, you can pick any course with the SDS code, the SOCWK code, and/or only some courses with the PSYCH and SOC codes. 3/8 must be 400lvl classes, but there are not 3 specific 400lvl courses every student must take.
- Other electives may not fit in the major but serve a different function elsewhere.

- o E.g. extra courses beyond minimum breadth requirements, extra SDS courses beyond the 16 needed, courses for other plans (e.g. majors, minors), courses in other faculties (e.g. Health, Environment, Science), etc.
  - o **Questions about non-SDS courses**? Check with the department's advisor and/or confirm if you meet any prerequisites through the Undergraduate Calendar.
- SDS is a flexible degree with lots of elective space. This can sometimes be overwhelming to students looking for more structure and/or uncomfortable with deciding what to take for themselves. Feeling confident in your choices can take some time and practice.
  - o Advisors cannot tell you what to take for every course in your degree, but *can* provide suggestions if you share personal interests.
  - o You can also consider doing other plans + the SDS major (e.g. specializations, minors, majors, etc.; pending degree type), which give more specific course options towards completion.
  - o Try something completely new, you never know what you may discover!

FACTORS THAT IMPACT COURSES

- **Location → Course modality**
  - o Are you only able to take online courses? Both 3year and 4year SDS degrees can be completed with fully remote classes, but some degree requirements have limited options to choose between (e.g. fine/performing/communication arts breadth course), and not every course or plan is available online.
  - o On exchange or a co-op term? You'll either be taking courses abroad or can take an online one in a work-term.
  - o Do you need to commute to campus? Maybe taking more on-campus in specific terms works best, or you may do a mix of on-campus and online to limit commuting days.
- **Finances**
  - o Tuition, OSAP, scholarships/awards/bursaries, living expenses, etc.
- **Work/Volunteer/Family responsibilities**
  - o A lower course load may help you balance other responsibilities. See Step 1 for part-time vs. full-time loads.
- **Other academic or career reasons**
  - o To declare a new or additional undergraduate plan (e.g. minor, double-major, specialization).
  - o To apply to post-graduate programs (e.g. research thesis).
  - o To support future job seeking or employability skills (e.g. EDGE & PD)

STEP 3: PICK COURSES - COURSE SELECTION & ADD/DROP

Uwaterloo has two enrolment periods each term towards the next term. It's recommended to participate in course selection and if adjustments to the resulting schedule is needed, participate in add/drop.

COURSE SELECTION

"Course Selection" is the first chance to indicate what courses you want in a future term. It occurs approximately three months before the associated term and runs for about a week.

PROS	CONS
• Gives students a first chance to snag a seat in required, small, or popular courses and be automatically enrolled by the UWaterloo scheduling system. • Submitting anytime within the period is fine; not time-specific or "live". • Know seat reserves, whether it's on-campus or online, and campus. location (e.g. UW, Renison, SJU, etc.) • Can prioritize or rank submissions in order of importance. • Can view results and subsequent class schedule before add/drop begins.	• You may not know what courses to choose so early. • No guarantee of enrolment into submissions, especially if demand > capacity. • If there's not sufficient course selection demand for a course there's a risk of cancellation during add/drop. • Do not know instructor, time/date, or building location. ○ ***FYI:*** Time/date and building location often remain blank for asynchronous online courses

KEY WEBSITES:
- **What is Course Selection?**
- How to select courses for the next term (Quest)
- Prioritizing course selections (Quest)
- View schedule (Quest) - Check the "list view" to see all courses, including online.

WHY DIDN'T I GET IN?
- You might not yet have a pre-requisite completed (e.g. another course, term-level, etc.)
- The course or section may be reserved for students in a specific program
- There may be a time conflict between your on-campus courses
- The course filled up too quickly (demand > capacity)
- The course was cancelled (e.g. low enrolment demand, instructor change, etc.)

I MISSED COURSE SELECTION! Don't panic! Many students may miss the selection window or choose not to participate. The next chance to enrol will be add/drop.

ADD/DROP aka LIVE ENROLING

The "add/drop or drop/add" period is the second chance to enrol in courses for a future term. It begins approximately 1 – 1.5 months before the associated term and runs into the new term.

The first two days are by "appointment" only to equalize student demand before it's open for everyone at any time. This is not a traditional physical appointment with a person, but a designated time-period you're allowed to make changes on Quest. Similar to buying concert tickets online, it'll be an assigned day with a start-time and end-time.

PROS	CONS
• Lasts longer than course selection, so lots of time to adjust if needed. • Know all course details: reserves, campus location, building location, instructor, time/date (if applicable). Easier to create a class schedule around other responsibilities. • Considered "live enrolling" = you'll get an automatic yes or no result upon attempt – no guessing.	• Some courses will already be full from course selection demand. • Confusing Quest error messages with incorrect information (e.g. Renison uses waitlists but Quest tells you to get a permission number – *see key websites*). • Tuition/fees arranged deadline is a few weeks after add/drop starts, but the period continues past this deadline; late adds = late fees.

Want to change into a different course? *Swap* in Quest instead of drop + add.
- Swapping keeps you registered in the original course (can be important for tuition or course-load requirements) up until you're able to get a seat in an alternative course.
- If you drop the initial course and are unsuccessful in adding the desired new one, sometimes you may not be able to re-add the old one!

Different deadlines to drop a course have progressively stronger consequences.
- Course is removed from your transcript as if you never started it; full $ back
- Course is listed as "WD" (withdrawn, no credit granted); less $ back & no final grade
- Course is listed as "WF" (withdrawn, fail); no $ back and 32% final grade

KEY WEBSITES:
- **What is add/drop?**
- Confirm the add/drop appointment time/slot (Quest)
- How to add a new course (Quest)
- How to swap one course for another (Quest)
- How to drop a course (Quest)
- Troubleshooting enrolment issues/Quest errors for Faculty of Arts courses

STEP 4: NEXT STEPS & ENJOY YOUR COURSES!

Congratulations! You have made a great class schedule and can rest easy knowing what courses you will be taking next term. ***What's left?***

Pay tuition through Quest

- Confirm deadlines → Important Dates Website
- **Tuition & late fee** questions → **Student Financial Services**
- **OSAP & scholarship** questions → **Student Awards & Financial Aid**
  - *Not sure where to start? Try The Centre!*
- Find other sources of funding (e.g. work part-time, Scholarships Canada, employer-specific scholarships, UW Award Database, Renison Awards/Bursaries/Scholarships, etc.)

Become familiar with LEARN

- Review LEARN Help pages
- Bookmark LEARN in your browser for easy access

Confirm and purchase your textbooks

- UW Bookstore → search by class
- Feds Used Bookstore (WUSA)
- Search for Facebook selling groups (e.g. Waterloo Textbook Exchange)
- Try Amazon or Indigo (be sure to get the right edition!)

Keep connected with your instructor and academic advisor

- Confirm who it is in the Schedule of Classes or on the syllabus/outline. They normally provide their email, office hours and/or connect through discussion boards within LEARN.
- "You don't know what you don't know" – so don't be afraid to ask, they want to see you succeed ☺