

Should you ever wish to request any course substitutions, please send details of your proposal (reason, detailed course outline) to the Faculty of Theology office well in advance of the last day to add a course.

Map of Your Degree

A map of your degree is available. You can check off each course, as you complete it, and easily see what courses remain to complete. The map also contains official descriptions of all courses in the Theology Calendar. Therefore, it's a good place to find out what prerequisites may be required for your courses. It's recommended that you consult on how you've filled out your map, in person, in the Faculty of Theology office from time to time.

Get an [MTS map here](#). Get an [MDiv map here](#). Or ask in the Faculty of Theology office for a copy or your map so far.

Important Notes Regarding Some 2021-22 Courses

Homiletics 5204a. You might have some difficulty signing up for this course online because of prerequisite issues. If you want to take this course, let Sandra Rice know by email (srice@uwo.ca), and we'll sign you up for it manually.



Won't recognise your prerequisite of BS 5120b. Just email srice@uwo.ca and ask to be registered for this course.

Pastoral Theology 5305a (Theological Reflection). Please note this course IS offered this year (2021-22), but   

Liturgics 5301a (Liturgical Leadership). Please note this course is NOT offered this year (2021-22) but will be offered the following year.

Arabic 1070a (Quranic Arabic for Beginners) and **Arabic 2080a** (Intermediate Quranic Arabic): Although these courses use a bachelor's number, MDiv & MTS students may take it for credit. If you have any difficulties registering, just email srice@uwo.ca.

Other Bachelor's courses which appear on the [online timetable](#):

You need to okay taking a Bachelor's course as a master's student with the instructor & Dean, but if okayed, they would be available to MDiv/MTS students. **May not be available as on line.**

Other Problems Registering: Sometimes the computer insists that you complete the first-term prerequisite before you can sign up for the second-term follow up course. But we want you to sign up for ALL your courses by September if possible. If you can't get into a course because of this problem, email srice@uwo.ca, and we'll put you in manually if we can. If the computer insists that the course you want is full, email srice@uwo.ca, and we'll see if this is actually true! If there appears to be two courses you want to take at one time, let us know, and we'll see if anything can be done if enough people are in the same boat.

You Can't Take a Particular Course—Subject & Number—Twice! (Well, you can, BUT.....)

Some of our courses have the title, "Special Topics." Each time this course subject & number is offered, it may have a different title/topic. However, Western's computer thinks the course is the same each time you take it and assume you are re-taking the course to improve your mark. And you will only get credit for taking the course once. If you want to take a course, and it's the same number and subject as a previous course you've taken, let Theology Office know; we try to give you a different number to use.



Please
note!!



Please
note!!

Letter of Permission/Taking Courses Outside of Huron/Western

Should you be interested in taking a course at another university, please send the details (course outline, school to be offered at, etc.) to the Theology office for approval. We will tell you whether to go ahead, and, depending on the time of year in which you wish to take the course elsewhere, let you know how to go about signing up for the course. Details about obtaining a Letter of Permission for schools outside of Western, [are here](#). For St. Peter's Seminary courses at Western, please send the Faculty of Theology office the course outline or a link.

Independent Studies

You may complete an elective course by organising an Independent Studies course with a faculty member, where you will study further in a subject area on a topic not normally offered at Huron. Enquire in the Theology office for policy and form. Start well ahead of the deadline to add a course. Faculty are limited in the number of Independent Study courses they may choose to offer.

Course Audits

If you wish to register to sit in on a course without doing assignments/exams/classwork, then you will need to get written permission from the faculty member involved, BEFORE you attend any classes. Not all courses allow audits. Bring/send the faculty member's written permission to the Faculty of Theology office for Dean's permission and in order to sign up on paper, by the deadline to add a course. With regular attendance, you receive a "grade" of AUD on your transcript.

Can I Change My Registration? & Deadlines to Add and Drop

You'll need to pick courses for both terms, so that you have sufficient courses to be a full-time student, for instance, and so that faculty will know if there are sufficient registrations to hold the class, and to order sufficient texts, etc. You can change your courses by dropping and adding right up to the deadlines below, assuming room in the courses.

Deadlines to add/drop for Fall 2021:

Last day to add a first-term course:	September 16
Last day to drop a first-term half-course:	November 12 (without academic penalty)

Deadlines to add/drop for January 2022:

Last day to add a 2 nd term course:	January 11
Last day to drop a full-course:	November 30 (without academic penalty)
Last day to drop a 2 nd term half-course:	March 7 (without academic penalty)

(Please note that these dates are for adding and dropping without academic penalty. There may be financial penalties. Please see tuition office for the pro-rated schedule of refunds.)

Other important sessional [dates are here](#). For example: First day of classes, fall: September 8.
First day of classes, winter: January 3.

My Registration Appointment: Western will let you know your appointment. This is the first day you can begin registering through to August—not the only day you can register. If you haven't received this date, try registering anyway! Let us know if it says you have no appointment yet.

Tuition & Fees

[Tuition info](#) is available online on the Home page at “Money Matters.” After you have registered for your courses, check to see the deadline for your tuition payment. If you have received notification of Financial Aid from Huron, this amount will be credited toward your Huron account. Bursaries from the Diocese of Huron will be sent directly to you. Please contact studentbilling@huron.uwo.ca or 519.438.7224, ext. 861, with any questions regarding tuition, due dates, or amount owing, etc. [Your Online Statement of Account](#) will show you your personal tuition statement at Huron.

And Finally, Web Registration!

Those who are returning students can skip to Step 3.

Step 1

Student number and Access Code (from your offer of admission)

Contact Faculty of Theology office if you are a new student and do not have this information, srice@uwo.ca.

My Student # _____

My Access Code _____

Step 2

Activate your Western Identity (activates ability to register, gives you your email address and your Western password.)

o Go to [The Western Identity Manager page](#)

Please complete the following steps to activate your Western Identity:

1. Click Student Activate
2. Enter your student ID #, your Access Code, and click “Next”.

Work your way through the process.

Once you have activated your Western Identity, you may access your UWO e-mail account at myoffice.uwo.ca or you can download the Outlook app.

UWO user ID _____

Email password: _____

Email address _____

If the system requires you to register for Multi Factor Authentication at this point, [here are some details](#). This is an app that you download to your phone from which you give permission to log into your email or student centre account—preventing someone who has gained access to your password from also

accessing your accounts. Once you get used to it, it only takes an extra couple of seconds.



All official correspondence from Western & Huron will be sent through this email account. You are responsible for any information that is sent to your UWO email account—please check it regularly!

Step 3:

Register for Courses

I am taking courses online synchronously.

If you indicated in your application that you wish to attend classes remotely, you should complete Step 1 & 2 to activate your account; however, you should not register for classes online as outlined below. Instead, email your list of required courses to srice@uwo.ca.

I'll be in person; How do I register for a course? I've received my Registration Appointment by email from Western.
Log into your "Student Centre" at student.uwo.ca

Adding a Class

1. Under the Academic Section select 'Enroll in Classes'.
2. Search for the class you would like to add by clicking on the search button (see class search for further info) OR enter the "class number" if you know it and click enter.
3. When the course you selected appears click "next" to put it in "Course Enrollment" Worksheet.
4. Scroll down to click Proceed to Step 2 of 3 and then click Finish Enrolling to add the course.
5. Review results for errors or warnings.
6. Select "My Class Schedule" to view course(s) successfully added.

Dropping a Class

1. Under the Academic Section select 'Drop a Class'.
2. Select the class you wish to drop by clicking in the Select box.
3. Click Drop Selected Classes.
4. Click Finish Dropping.

Swapping a Class

1. Under the Academic Section select 'Swap Classes' from the 'Other Academic' drop down box and click the double arrows to continue.
2. Select the class you wish to swap out by choosing from the list in the 'Select from your schedule' dropdown box.
3. Choose a class to replace it using the course registration system. After making your choice, you will be presented with a page with the details on your swap.

4. Review the details of your swap and, once satisfied, click the finish swapping button. A page will come up with the information about your swap. The status heading will tell you if your classes were swapped successfully, or if there was an error.

Class Search

1. Enter the first 3 letters of the subject in the box and click select subject (e.g., Psy for Psychology).
2. When the options appear click the select button next to the choice you are looking for (e.g., Psychol for Psychology).
3. Enter the course number if you know it or just click the search button. Open courses appear for you to choose from.
4. Click the arrow next to the course you would like to add and then select the section you want to add. From here go back to the "Adding a Class" instructions to continue.

If there is an error:

1. What does the error mean (it may just be a timetable conflict).
2. Check that you have the prerequisites and that you do not have any antirequisites.
3. Check that you have entered the appropriate course, tutorial, and lab numbers (the "class numbers" from the timetable).
4. Look in the timetable – is the course *restricted* or is *priority* given to a designated group of students (e.g. priority to MIT students).

EMAIL SRICE@UWO.CA if you are having difficulties!

Don't take the computer's "word" that the class is full, etc. Please check!

Errors you might encounter:

The computer may claim you don't have a prerequisite course (sometimes that is because you are taking the required prerequisite in term one.) Also, Homiletics 5204a asks for a prerequisite which doesn't exist, but should be Biblical Studies 5110a. **BS 5222a also requests wrong prerequisite.** If you get an error or even a "full" notification, contact the theology office to get into the classes. If the class appears to be full or doesn't exist yet, **DEFINITELY** contact the theology office, and we will try to get you in manually!

Other useful information

Services for Students with Disabilities/Accessible Education

Students who wish to request a variety of academic accommodation must do so as soon as possible after they have registered in courses. The need for academic accommodation is not assumed by the University, as students' needs vary with changes in their conditions, the development of coping strategies, and various course requirements. Accordingly, students must indicate all new courses for which accommodation will be required by formally requesting accommodation. Requests should be made during July and August for the September to April terms and in April or May for the summer terms. Later requests will be considered; however, accommodation may not be arranged in time for the first set of tests and examinations.

Requests for academic accommodation are made through [Accessible Education](#) at Western.

Accommodations for Religious Holidays

When scheduling unavoidably conflicts with religious holidays which 1) require an absence from the University or b) prohibit or require certain activities making it impossible for the student to satisfy the academic requirements scheduled on the day involved, no student will be penalised for absence because of religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and instructor, s/he should consult the student's Dean. It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action according to deadlines [given in the policy here](#).

This policy explains that the student should give notice to his or her course instructor and Dean as early as possible, but not later than two weeks prior to the writing of the examination, or one week prior to writing a mid-term.

Basic Calendar of Events (to be updated in your Orientation Handbook).

September 8	First Day of Classes, Fall
Nov 1-7	Fall Reading Week
December 8	Last Day of Classes, Fall
January 3	First Day of Classes, Winter
Feb 19-27	Spring Reading Week
April 1	Last Day of Classes
April 4-30	Final Exam period

Help!!?

A detailed Orientation Handbook will also be sent in late July. For assistance/questions, and academic advising, please contact the Faculty of Theology office:

Sandra Rice
Faculty of Theology
srice@uwo.ca
519.438.7224, ext. 289

[Here is another helpful Western link regarding registration.](#)