



INCOMING EXCHANGE COURSE REQUEST FORM

Students are responsible for requesting courses that fulfill the program requirements at their home institution. Huron may make changes to students' course timetables as necessary.

Upload a copy of the fully completed/signed Incoming Exchange Course Request Form to your Huron Connect Portal

Student Name: _____ Student Number: _____

UWO Email Address: _____ Phone Number: _____

Home Institution: _____ Home Country: _____

Program of Study: _____ Years Completed at Home Institution: _____

Dates of Exchanges (month and year): _____ to _____

[illegible]

Please note the following:

- Incoming exchange students can come to Huron for Fall term (September to December), Winter term (January to April), or the full academic year (September to April).
- At Huron, a full course load for the academic year (September to April) is 5.0 courses.
- Students can explore course offerings (including subject name, course number, class number, etc) here (be sure to narrow your search by "Campus- Huron"):
studentservices.uwo.ca/secure/timetables/master/ttindex.cfm
- Courses that end in "A" or "F" are offered Fall term (September to December) and are each worth 0.5 credits; courses that end in "B" or "G" are offered Winter term (January to April) and are each worth 0.5 credits; courses that end in "E" or have no suffix run from September to April and are each worth 1.0 credits.
- Courses offered at Huron have section numbers that begin with "55" such as "550", "551", "552". Section numbers that begin with "00", "53", or "57" are not offered at Huron.
- Incoming exchange students must take all of their exchange courses at Huron (they cannot take any courses at Western).
- Upon completion of exchange courses, students can request an official transcript through their Student Centre. For more information, visit: <https://registrar.uwo.ca/services/etranscripts.html>
- Once students have activated their university credentials, they can create a draft schedule here: draftmyschedule.uwo.ca/login.cfm

Note: The Draft My Schedule platform may prompt you to complete your formal registration. Please note, this does not apply to exchange students. Simply draft your courses and your Academic Advisor will manually register you after submission of your Course Request Form.

I have read and understand the information provided on this form.

Student Signature: _____ Date: _____

Comments: