

# Registration for Courses in the Faculty of Theology, 2024-25



**Huron**  
THEOLOGY

Revised Aug. 20/24

## *Where Is the Timetable?*

A list of courses to be offered in Faculty of Theology can be found at [www.huronu.ca](http://www.huronu.ca) on the page for your degree ([MDiv](#), [MTS](#)). Students can see days/times for courses by using the [Draft My Schedule tool](#).

Full course outlines for each course will be available on the new OWL site called Brightspace (still found at [owl.uwo.ca](http://owl.uwo.ca)) closer to the end of August and mini outlines will be posted to this class list. Or look for the brief calendar description and prerequisites for each course in the MDiv or MTS Maps.

MDiv and MTS students normally take course numbers beginning with “5.” Courses beginning with 1 through 4 are considered bachelor’s courses. Courses beginning with “9” are graduate MA courses. It may be possible to get special permission to take these non-5000-level courses.

## *What Courses Should I Take This Year?*

### **Part Time vs Full Time—How Many Courses Should I Take!?**

1 to 6 half-courses taken during the 2024-25 school year makes you a part-time student. 7 or more half-courses makes you full-time, with 10 half courses over the year being the normal full-time load—usually 5 half-courses per term. Courses in the Faculty of Theology are, mostly, half-courses; i.e., lasting one term. If you want to be full-time, you should choose at least 7 half-courses by last day to add in September for the entire school year, or else the computer will see you as a part-time student. (You can switch/change second term courses later in the fall, if you need to.) You’ll also need a full course load in order to take advantage of the City Bus Pass and Health Care. Choose your full load of courses **now**, so that you can also take advantage of the USC health care & bus in September. To add a little more complication, provincial government departments, like OSAP and Disability, may have different definitions of “full time.”

Summer courses are occasionally scheduled, such as Rel Stud 2130.

**Tuition note:** Tuition [details are here](#). Financial aid results will be emailed when available.

### **Incomplete Courses from Previous Year**

If you still have an incomplete course on your record from the previous year, and it is not completed by the beginning of the September 2024 term, Western can reduce the number of courses you may sign up for, by the number of incompletes you are holding.

## First-Year Courses: New Students and those still completing first year

The requirements for your particular MTS Concentration or MDiv degree can currently be found on your degree webpage under: [www.huronu.ca/MDiv](http://www.huronu.ca/MDiv) or [www.huronu.ca/MTS](http://www.huronu.ca/MTS) > Degree Requirements . You can also look at the map for your degree, which is found at the Course Listing section on your degree page. A list of courses to be taught this year is at above website > Course Listings.

Listed below are sample/suggested courses for full-time first year students beginning/in first year in 2024. Taking these courses first should give you the prerequisites you need to continue through your MTS program and complete in two years. Email the theology office if you have questions. A normal full-time registration is 5 half-courses per term. If you're part time, you'll want to pick these courses below as you're able. If you'd like a recommendation about a substitution due to timing or the availability of another course instead, please ask.

### Programs for Those Beginning in September 2022 and forward, recommended first-year courses

<b>MTS Concentration in Theology &amp; Religion (beginning Fall 2024)</b>	
<b>Christian Studies interest</b>	
<b>First term (Fall)</b>	
Biblical Studies 5110a	Intro to the Bible as Scripture
Systematic Theology 5103a	Intro to Systematic Theology
Church History 5104a (or other fulfilling Area III reqmts)	The Early Church to the Late Middle Ages
Field Education 5110a	Identity & Formation
Elective or an area requirement	
<b>Second Term (winter/spring)</b>	
Biblical Studies 5120b	Gods, Empires, Kings, & Rebels: Hebrew Bible in Context
Biblical Studies 5116b	The New Testament Writings
Church History 5106b (or other fulfilling Area III reqmts)	Late Middle Ages to Modern Period & Contemp'y World
2 Electives or other required course (perhaps Area II (e.g., Theol Ethics 5203b, Pastoral Theology, or Rel Stud 2130 (world religions, full course)	
<b>Islamic Studies interest</b>	
<b>First term (Fall)</b>	
Field Education 5110a	Identity & Formation
Area I Bib Studies 5119a	Studies Sunnah & Hadith
Area I elective Arabic 1070a or 2080a or other Area	Quranic Arabic (not available online)
Systematic Theology 5208a	Key Issues in Islamic Theol
General elective course: Area VI RS 5134a Freedom of Religion in Canada),PT 5231a (Spiritual Care & Counselling), RS 2130 (2 terms), etc., or course focussing on other religious tradition	
<b>Second Term (winter/spring)</b>	
Church Hist 5111b	Christian-Muslim Relations
Pastoral Theology 5210b	Islam & Wellness (counts Area II or IV)
Religious Studies 5220b	Islam & Politics
2 others from: Area IV, or electives from any Area such as Arabic 5260b, Bib Studies 5192b, RS 5240, 2 <sup>nd</sup> half RS 2130 (or take RS 2130 (World Religions in Summer 2025), etc., or course on other religious tradition	

**MTS Concentration in Theology & Religion: Biblical Studies (beginning Fall 2024)**

**First term (Fall)**

Biblical Studies 5110a	Intro to the Bible as Scripture
Systematic Theology 5103a	Intro to Systematic Theology
Church History 5104a	The Early Church to the Late Middle Ages
Field Education 5110a	Identity & Formation
General or Area elective	Church History 5111b, 5232a (Christianity & Indigeneity), RS 2130 (World Religions, 2 terms long, Area VI), RS 5134a, etc.

**Second Term (winter/spring)**

Biblical Studies 5120b	Gods, Empires, Kings, & Rebels: Hebrew Bible in Context
Biblical Studies 5116b	The New Testament Writings
Church History 5106b (or other fulfilling Area III reqmts)	Late Middle Ages to Modern Period & Contemp'y World
Theological Ethics 5203b	Critical Investigation of Theological Ethics
General or Area elective	RS 2130 (2 <sup>nd</sup> half), Church Hist 5111b, Rel Educ 5203b, RS 5240g, RS 5245b, etc.

**MTS Concentration in Theology & Religion: Christian Theology & Ethics (beginning Fall 2024)**

**First term (Fall)**

Biblical Studies 5110a	Intro to the Bible as Scripture
Systematic Theology 5103a	Intro to Systematic Theology
Church History 5104a	The Early Church to the Late Middle Ages
Field Education 5110a	Identity & Formation
Religious Studies 5134a	Navigating Freedom of Religion & Accommodation in Canada

**Second Term (winter/spring)**

Biblical Studies 5120b	Gods, Empires, Kings, & Rebels: Hebrew Bible in Context
Biblical Studies 5116b	The New Testament Writings
Church History 5106b	Late Middle Ages to Modern Period & Contemp'y World
Theological Ethics 5203b	Critical Investigation of Theological Ethics
General or Area Elective	Church Hist 5111b, Rel Educ 5203b, RS 5240g (Rel & Neuroscience), RS 5245b (Rel & Social Justice), Church Music 5233b, etc.

**MTS Concentration in Theology & Religion: Comparative Religion & Theology (starting Fall 2024)**

**First term (Fall) (A)**

Biblical Studies 5100-level course	Bib Studies 5110a or 5119a
Systematic Theology course	ST 5103a or 5208a, or other course as listed required Area II
Field Education 5110a	Identity & Formation
Rel Studies 5134a	Navigating Freedom of Religion & Accommodation in Canada
Elective or an area requirement	perhaps Church History Area II requirement: CH 5104a, 5232a; Arabic (not available online in first term), PT 5210b, etc.

**Second Term (winter/spring) (B)**

Theol Ethics 5203b or other Area II	Critical Investigation of Theol Ethics (Christian) or Pastoral Theology 5220b (Islam & Politics to count as Area II)
Church History 5111b	History of Christian-Muslim Relations
Biblical Studies 5100-level or an elective	Bib Studies 5116b New Testament Writings or elective: Past Theol 5210b (Islam & Wellness), Arabic, RS 5245b
Biblical Studies 5100-level or an elective	Bib Studies 5120b Hebrew Bible in Context or elective
Area or general elective	Further Church History, Arabic, RS 5245b, 5240g, RS 3450f (Judaism & the Holocaust)

Note: there are only 3 spots for General Electives on your degree map.

### MTS Concentration in Islamic Studies (beginning Fall 2024)

#### First term (Fall) (A courses)

Field Education 5110a	Identity & Formation
Biblical Studies 5119a	Studies in Sunnah & Hadith
Systematic Theology 5208a	Key Issues in Islamic Theology
Rel Studies 5134a	Navigating Freedom of Religion & Accommodation in Canada
Arabic 1070a or 3260b (if needed or other elective)	(a possibility in Area I requirements) or electives or an area requirement, if not doing Arabic, e.g., PT 5231a, or other religious tradition, Rel Studies 2130 (first half), etc.

#### Second Term (winter/spring) (B courses)

Pastoral Theology 5210b	Islam & Wellness
Church History 5111b	History of Christian-Muslim Relations
RS 5220b	Islam & Politics (can count to Area II)
Arabic 5260b or other course	Advanced Quranic Arabic (as elective or as Arabic requirement)
*1 or 2 Electives or an area requirement, such as	PT 5333b, RS 2145g, RS 5240b, RS 5245b, Rel Studies 2130 (2 <sup>nd</sup> half) etc.)

(\*if you haven't selected Arabic 5260B, then you will need 2 electives to make a total of 5 courses for the term.)

### MTS Concentration in Spiritual Care & Chaplaincy—Muslim Communities Stream (beginning Fall 2024)

#### First term (Fall)

Biblical Studies 5119a	Studies in Sunnah & Hadith
Field Education 5110a	Identity & Formation
Systematic Theology 5208a	Key Issues in Islamic Theology
Pastoral Theology 5231a	Pastoral Care and Counselling Ministry
Religious Studies 5134a	Freedom of Religion & Accommodation in Canadian Society

#### Second Term (winter/spring)

Pastoral Theology 5333b	Grief, Trauma & Spiritual Care
Pastoral Theology 5250b	Human Development & Growth Process
Church History 5111b	Christian-Muslim Relations
Arabic 5260b (or elective if don't have prerequisite)	Advanced Quranic Arabic, will have to replace with other course if can't take it: RS 5220g or PT 5210g
Area Elective	Rel Studies 5220g Islam & Politics, perhaps area 2 replacement or Past Theol 5210g Islam & Wellness, perhaps area 2 or area 1 course replacement (permission of I. S. Chair for Electives)

**Summer 2025** Supervised Pastoral Education 5120 or 2025-26 (fall & winter)

**MTS Concentration in Spiritual Care & Chaplaincy—Christian Communities Stream  
(beginning Fall 2024)**

**First term (Fall)**

Biblical Studies 5110a	Intro to the Bible as Scripture
Systematic Theology 5103a	Intro to Systematic Theology
Religious Studies 5134a	Navigating Freedom of Religion & Accommodation in Canada
Field Education 5110a	Identity & Formation
Pastoral Theology 5231a	Pastoral Care & Counselling Ministry

**Second Term (winter/spring)**

Biblical Studies 5120b	Gods, Empires, Kings, & Rebels: Hebrew Bible in Context
Biblical Studies 5116b	The New Testament Writings
Pastoral Theology 5250b	Human Development & Growth Process
Pastoral Theology 5333b	Grief, Trauma & Spiritual Care
Theol Ethics 5203b or Area Elective	(ask whether elective would fit for of your area electives)

**Summer 2025** Supervised Pastoral Education 5120 or full-year course in 2025-26

**MTS with Concentration in Ministry Leadership—Christian Congregational Stream  
(beginning Fall 2024)**

**First term (Fall)**

Biblical Studies 5110a	Intro to the Bible as Scripture
Systematic Theology 5103a	Intro to Systematic Theology
Church History 5104a (or other fulfilling Area III)	The Early Church to the Late Middle Ages
Field Education 5110a (or other Area V)	Identity & Formation
Religious Studies 5134a	Navigating Freedom of Religion and Accommodation in Canada

**Second Term (winter/spring)**

Biblical Studies 5120b	Gods, Empires, Kings, & Rebels: Hebrew Bible in Context
Biblical Studies 5116b	The New Testament Writings
Theological Ethics 5203b	Investigating Theological Ethics
2 other Area Courses	from Area IV Rel Educ 5203b, Area II Church Hist 5106b, 5111b, or general elective: PT 5210b, 5240g, 5245b Rel & Social Justice, etc.

This degree only has space for one 0.5 general elective. Other electives fall in Area II, III, IV as noted in map.

**MTS with Concentration in Ministry Leadership—Social Justice Stream (beginning Fall 2024)**

**With Christian Studies interest, will likely take:**

**First term (Fall)**

Biblical Studies 5110a	Intro to the Bible as Scripture
Systematic Theology 5103a	Intro to Systematic Theology
Church History 5104a or CH 5232	The Early Church to the Late Middle Ages ; Christianity & Indigeneity
Field Education 5110a	Identity & Formation
Religious Studies 5134a	Navigating Freedom of Religion & Accommodation in Canada

**Second Term (winter/spring)**

Biblical Studies 5120b	Gods, Empires, Kings, & Rebels: Hebrew Bible in Context
Biblical Studies 5116b	The New Testament Writings
Church History 5106b or CH 5111b	Late Middle Ages to Modern Period & Contemp'y World; History of Christian-Muslim Relations
2 Electives or an area requirements:	Rel Stud 5245b Religions & Social Justice, Theolog Ethics 5203b Critical Investigation, Rel Stud 5240g, CH 5111b, or any elective course, etc.

<b>With Islamic Studies interests, will likely take:</b>	
<b>First Term (Fall)</b>	
Field Education 5110a Biblical Studies 51119a Systematic Theology 5208a Religious Studies 5134a 1 Area or General Elective, such as:	Identity & Formation Studies in Sunnah & Hadith Key Issues in Islamic Theology Navigating Freedom of Religion & Accommodation in Canada PT 5231a Spiritual Care & Counselling, or Area I course Arabic 1070a or 2080a, or focussing on another religious tradition, (Church History, etc.)
<b>Second Term (Winter/spring)</b>	
Church History 5111b 4 others others, Area or General electives	Christian-Muslim Relations such as Rel Stud 5245b, Rel & Social Justice, Arabic 5260b, RS 5220b Islam & Politics (poss. Area II); PT 5210b Islam & Wellness, Rel Studies 5240b (Rel & Neuroscience), PT 5333b Grief, Trauma & Spiritual Care, Rel Educ 5203b; etc.

<b>MDiv (beginning Fall 2024)</b>	
<b>First term (Fall)</b>	
Biblical Studies 5110a Systematic Theology 5103a Church History 5104a Field Education 5110a Elective or other required course in Area I to VI	Intro to the Bible as Scripture Intro to Systematic Theology The Early Church to the Late Middle Ages Identity & Formation CH 5232a, , Liturgy 5204a, etc., Rel Stud 5134a Freedom of Rel; course in other religious tradition, etc.
<b>Second Term (winter/spring)</b>	
Biblical Studies 5120b Biblical Studies 5116b Theological Ethics 5203b Church History 5106b Elective or other required course such as	Gods, Empires, Kings, & Rebels: Hebrew Bible in Context The New Testament Writings Critical Investigation of Theological Ethics Late Middle Ages to Modern Period & Contemp'y World Church Hist 5111b, Liturgics 5301b, Rel Educ 5203b , Rel Stud 5240g Rel & Neuroscience, RS 5245b Religions & Social Justice, BS 5204b Wisdom Literature (with permission) other religious tradition course

## Returning Students

Pick your courses by looking at the timetable, while considering your degree's requirements, and, in your degree map, writing down the courses you have already taken and your new choices. Find the course's short description in the MDiv or MDiv map and note prerequisites (must be previously completed) or antirequisites ("may not also take") courses. If a short course outline/syllabus is already available for this year or last year, it will appear on the Faculty of Theology timetable.

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.

## Returning Students, Map of Your Degree, Course Requirements

A map of your degree is available on your degree's webpage. [www.huronu.ca/mdiv](http://www.huronu.ca/mdiv) or [www.huronu.ca/mts](http://www.huronu.ca/mts) > **Course Listings**. 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 with your academic advisor or at the Faculty of Theology office from time to time. Or email at [srice@uwo.ca](mailto:srice@uwo.ca).

## Important Notes for All, Regarding Some 2024-25 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 Theology office know by email ([srice@uwo.ca](mailto:srice@uwo.ca)), and we'll sign you up for it manually.

**Pastoral Theology 5305a** (Theological Reflection). Please note this is not offered this year (2024-25) but will be offered the following year.

**Liturgics 5301a** (Liturgical Leadership). Please note this course *is offered* this year. It **will not** be taught 2025-26.

**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 them for credit. Check if they fit in your degree. This year, they are not offered online. If you have any difficulties registering, just email [srice@uwo.ca](mailto:srice@uwo.ca).

**Biblical Studies 5203a** (Sex, Marriage, Family in the Bible) has been cancelled, and the course **Biblical Studies 5204b** (Wisdom Literature) is offered in its place. You will need to request Theology Office to put you into this course; you won't be able to on your own.

**Religious Studies 2130** (Living Religions of the World): This full course may count toward an Area 6 requirement for MDiv/MTS students; however, it does NOT count toward your Multireligious Engagement Requirement, for those who are on the 2022 and onward maps. Note that it is a full year course. This bachelor's course is not offered online during school year. It is usually offered online during May-June intersession.

**Other Bachelor's courses** which appear on the [online timetable](#): You request permission to take a Bachelor's course toward your master's degree from the instructor & Dean.

**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 now if possible. If you can't get into a second-term course because of this problem, email [srice@uwo.ca](mailto:srice@uwo.ca), and we'll put you in manually if we can. If the computer insists that your course is full, email [srice@uwo.ca](mailto:srice@uwo.ca), and we'll see if this is actually true! We can often fix this. If there are 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 and Get Credit Twice!**

Some of our courses have the subtitle, "Special Topics." Each year this course subject & number is offered, it may have a different topic. However, Western's computer thinks the course is the same each time you take it and assumes 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.

### **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



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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 and require the permission of the Dean—you might as well contact the Theology office about your interest, before you complete forms.

## 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. By the deadline to add a course, bring/email the faculty member's written permission to the Faculty of Theology office, and we will then present it for Dean's permission to register as Auditor. With regular attendance, you receive a "grade/mark" 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 2024:*

Last day to add a first-term course:	September 13
Last day to drop a first-term half-course:	December 2 (without academic penalty)

### *Deadlines to add/drop for January 2025:*

Last day to add a 2 <sup>nd</sup> term course:	January 14
Last day to drop a 2 <sup>nd</sup> term half-course:	March 31 (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](#).

**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.



## Taking Courses In-Person or On-Line Synchronously

Local students will attend courses at Huron, in person (unless the course will be offered online only). If you applied and requested the ability to take your courses online synchronously, you will be joining your classmates for the course on Zoom at the scheduled time. You need permission from the Dean of Theology in order to take courses online. **Students taking courses online should send a list of their online courses to the Theology office ([srice@uwo.ca](mailto:srice@uwo.ca)).** Bachelor's courses are in-person only.

## *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. Any bursaries from the Diocese of Huron will be sent directly to you. Please contact [studentbilling@huron.uwo.ca](mailto: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.

## *Faculty of Theology Bursaries*

If you applied for a full-time Faculty of Theology bursary/financial aid, this amount will eventually be posted on your account toward your tuition. Part-time bursaries are posted in September, as your registration needs to be known for calculation of the bursary. You will be emailed about the amount of your bursary in mid-August. If you are applying for a **senior's bursary**, please complete the form and send to Faculty of Theology office **before** your course begins.

# 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](mailto: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 [Activating Your Western Identity](#)

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 use your UWO e-mail account at [myoffice.uwo.ca](http://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 to log in.


Email setup: [https://wts.uwo.ca/office\\_365/email/index.html](https://wts.uwo.ca/office_365/email/index.html)

## 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



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!

your account if necessary; then continue with Step 3 on next page. Once you have registered for your courses, email your list of courses to [srice@uwo.ca](mailto: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. Complete Step 1 and 2 if necessary, then follow the directions on the next page.

## Adding a Class

Remember! If you have permission to take all your courses online, email us your list of courses after registering.

You'll already have a list of courses you want to register for, from consulting the courses available, and your degree map.

1. Access **Draft My Schedule** to create a conflict-proof schedule: <https://draftmyschedule.uwo.ca/secure/builder.cfm>  
Choose Build a Draft and begin selecting courses.

## Register officially in Student Center

1. Log into Student Center: [student.uwo.ca](http://student.uwo.ca)
2. To enroll in a class, click the "Academics" tile, then "Course Registration" and choose "Search and Add"
3. Search for the course you want by typing in the Class Number. Class numbers can be easily located on your Draft My Schedule timetable.
4. Select the appropriate lecture section and lab/tutorial components, if necessary.
5. Choose "Enroll" and hit "Next"
6. Review the results for errors or warnings. If okay, select "Submit".
7. To view your Class Schedule, click "Academics", then "Course Registration", then "Enrollment Summary" and choose "Calendar View". By doing this step, you can view the course(s) successfully added to confirm registration.

## 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.

## Class Search

1. Enter the first 3 letters of the subject in the box and click select subject (e.g., Bib for Biblical Studies).
2. When the options appear, click the select button next to the choice you are looking for.
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](mailto:SRICE@UWO.CA) if you are having any 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 and Bib Studies 5204b ask for a prerequisite which doesn't exist (!!). 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, now: 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).**

<b>August 25</b>	RSVP for accommodations for Fall Orientation (info to be sent by email)
See site:	Tuition Installment 1 due, tentative (see <a href="#">Money Matters</a> for details)
September 4	Huron Orientation, online/in-person (see your email)
September 5	First Day of Classes, Fall 2024
September 13	Last Day to Add a fall term half or full course.
September 30	National Day for Truth & Reconciliation, non-instruction day (details tba)
October 14	Thanksgiving Holiday (no classes)
Oct 14-20	Fall Reading Week (no classes)
November 1	Deadline, receipt of official transcripts for courses taken on Letter of Permission, Sept 2023 – Aug 31/24
November 7	Evening, R. T Orr Lecture, followed by events November 8; Fall Intensive will fall around this time, details tba
November 12	Last day to withdraw from first-term half course (without academic penalty). After this date = "F"
November 29	Tuition Installment 2 due, tentative (see Money Matters for details)
December 2	Last day to withdraw from full course (1.0) without academic penalty
December 6	Last Day of Classes, Fall (followed by any final exams)
December 9-22	Final exams

January 6	First Day of Classes, Winter 2025
January 14	Last day to add a second term half-course
January 31	Last day to apply for relief against a final mark from a first term course
February 17	Family Day Holiday (no classes)
Feb 17-23	Spring Reading Week (no classes)
March 7	Last day to drop a second-term half course without academic penalty (after this date = "F")
April 4	Last Day of Classes
April 7-30	Final Exam period
April 18	Good Friday (official holiday—no classes/exams)
May 1	Start of Summer Graduate (MA) term
May 15	Tentative—Convocation Day for MDiv and MTS

## ***Summer Checklist:***

- I've Activated My Western Identity (see this handbook)
- I Can Access My UWO Email Address ([accessing your email](#))
- I've Set Up My Multi-Factor Authentication
- I've Registered for my Courses
- I've Sent in a Photo for my Western ONECard (student card) ([details here](#))
- I've Purchased a Reserved Parking Pass (if needed) ([details here](#))
- I've RSVP'd for Fall Orientation (by August 25)
- I've Paid Tuition as due (see [Money Matters](#), on Huron Website)
- I've Activated My Western Zoom Account ([here](#) or more details in your Orientation Handbook, August)

## ***Help!!?***

A detailed Orientation Handbook will also be posted. For assistance/questions, please contact the Faculty of Theology office:

Sandra Rice

Faculty of Theology

[srice@uwo.ca](mailto:srice@uwo.ca); 519.438.7224, ext. 289

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