COURSE SELECTION!

With many of you coming to me with similar questions about COURSE SELECTION, I thought it might be easier for me to put all of the information in one place for you to refer to...assuming that you read the newsletters? In any case, I usually have my drop in hours available to all of you every Monday to Thursday from 1:30pm to 3:30pm. All other times are by appointment. During Exams, and holidays (ie. Reading Week) it’s all by appointments. Cheers!

Know the basics....

When is the course selection period?

- Course selection for the Winter semester happens in the Fall semester
- Course selection for the Summer and Fall semesters happens in the Winter semester
- For specific dates, check the specific undergraduate calendar under Section III - Schedule of Dates
- To find out what your class level is, check the undergraduate calendar under Section VIII - Undergraduate Degree Regulations and Procedures (Class Level Calculations)
- Course selection windows remain open until the very end of course selection. Not sure when that is? Guess where you can find that out...(look above)

When can I make changes to my schedule?

- Every semester has an ADD PERIOD where everyone can make changes to their schedules
- The dates of the different Add Periods can be found (you guessed it) in the undergraduate calendar under Section III. Schedule of Dates

When is MY course selection?

- Course selection windows open every morning at 7:00am throughout the course selection period
- Your window is decided by your class level and your student ID #
During COURSE SELECTION...

1. If a class is already full you can...
   - wait and see if more sections/spaces open up...things may change, keep an eye on WebAdvisor.
   - contact the instructor to see if they will sign you into the course.
   - contact the instructor to see if there is a waiting list.
   - pick a different course.

2. If WebAdvisor won't let you sign up for a course, it may be because...
   - you don't have the right prerequisites (so you will have to choose another course or see if the instructor will waive the requirement for you to take the course).
   - you are restricted from taking the course because it's only available to students in certain majors/minors/programs (so you will have to choose another course or wait and see if the restrictions are lifted or see if the instructor will sign you into the course).

3. You only need MY signature if...
   - you need to get signed into an ASCI course.
   - you're planning on taking more than 2.50 credits in one semester.
   During course selection, you DO NOT need my signature for other courses. For your electives or courses in your minors, you need to see the instructor or the department offering the course.

As powerful as I am as a Program Counsellor, I CANNOT...

- sign you into full courses (only instructors can).
- waive prerequisites (only instructors can).
- grant earlier access to WebAdvisor before your window opens (no one can...except maybe Chuck Norris).
- “fix” conflicting classes.
- waive required courses...they’re required.
- change your exam schedule...you need to check this during the Add Period. Not me.

As understanding as I am as a Program Counsellor, I WILL NOT...

- go through WebAdvisor to randomly look for courses for you to take (I can make suggestions, but I’m confident in your capability to navigate WebAdvisor without me watching you).
- pick your courses for you.
- make your schedule for you.
- help make sure you have no morning classes (get an alarm clock or go to bed earlier).
- help make sure you only have classes Tuesday, Wednesday & Thursday (that would be my ideal work week too...but c’mon now...).
- pick an “easy class” for you to take (If you ask for a “bird class” I’ll just sign you up for Lab Studies in Ornithology).
Add Periods and You...

Every semester has an Add Period. It usually starts about 3 weeks before the semester begins. During the Add Period, WebAdvisor is open and everyone is able to change their semester schedules. During the Summer Add Period, you can also make changes to your Fall semester.

During the Add Period, there are NO course selection windows. It’s pretty much a free for all. From 12:01am on the day the Add Period begins until 11:59pm on the day it ends, everyone has equal access to WebAdvisor.

It is during this time that you must also make sure that you do not have any conflicting exams. If you do, it is your responsibility to change your courses to avoid this conflict.

Program Counsellors vs. Faculty Advisors

Many people do not know the difference between PROGRAM COUNSELLORS and FACULTY ADVISORS. Basically, every degree program at the University of Guelph has at least one program counsellor. Under each program, every department as faculty advisors. For example, the Bachelor of Arts has 4 program counsellors. Under the Bachelor of Arts, every department and specialization has a faculty advisor (ie. music, philosophy, history, studio art, etc.).

You can find a complete listing of both Program Counsellors AND Faculty Advisors by going to the University of Guelph homepage and clicking on “Current Students” and then selecting “Academic Advising.”

In terms of COURSE SELECTION.....

Program Counsellors

...can help you figure out what courses you need to take in order to meet your program requirements and graduate. They help you look at the BIG picture, including your majors, minors, electives, level requirements, and things like that.

Faculty Advisors

...can help you figure out the specific requirements needed in your minors. They are also the people to talk to about making substitutions for certain requirements. If you have specific questions about your minor, these are the best people to talk to.
Which Undergraduate Calendar do I use???

Ok, So the general rule is you are supposed to follow the calendar of the year that you came into the BAS program. So if you started out in BAS and have always been in BAS, you should technically follow the calendar from the year you started. If you transferred into the BAS program, you need to follow the year that you actually transferred in.

The reason that you should follow one calendar (and one calendar only) is because sometimes requirements for certain minors change from year to year. So if a program kept changing its requirements every year, and each year you kept following the most current calendar, you’d always be trying to keep up with the changes, and you’d never graduate. By sticking to one calendar, you can be sure that your requirements will not change. If some of the courses are discontinued or change, then you should see your faculty advisor to see what course(s) you should pick up instead.

The other rule is, you are allowed to change to any calendar from the time you started the program until the present. You might want to change calendars if, for example, a new minor became available, or a requirement changed in one of your minors that helps you to graduate sooner. Stuff like that.

The only time you should use the most current undergraduate calendar is when you want to see course descriptions and prerequisites because the most current calendar will always have the most up to date information about actual courses.

Did all of that make sense? No worries, it IS kind of complicated. Come see me to go over this together if you want.
During the original course selection period, there are usually no final exams scheduled. What happens is, after course selection closes, all the information from course selection is put into a program that then generates an exam schedule with the least number of final exam conflicts.

An exam conflict is when two (or more) exams are scheduled on the same day at the same time. This is the only definition for “exam conflict”.

There have been myths about not being allowed to have 2 exams on one day or 3 exams in a 48hr period. These are lies. That’s not an exam conflict, that’s just a crappy exam schedule. Don’t like it? Change it during the Add Period.

Since you know your exam schedule 4 months in advance, you should be able to manage your time accordingly and come up with a study schedule that matches your exam schedule. If you have more questions about this, just let me know at bas@uoguelph.ca

More important info that you WILL find useful!...

- If you fail a class that is a prerequisite for a course that you are registered to take next semester, it is YOUR responsibility to drop that class from WebAdvisor.
- Hundreds of thousands of camels run wild in Australia.
- Declaring your minors before course selection can help you to avoid course restrictions.
- Camels can go for over a week without water and for months without food.
- As you progress from semester to semester, the order that course selection windows open rotate to keep it fair for everyone.
- Camels have been known to drink as much as 30 gallons (135 liters) of water in as little as 13 minutes.
- If you’re planning on taking a semester off, just don’t register for courses. You have up to 5 consecutive semesters to not register for classes. You must register for the 6th semester or you will be deregistered.
- Camels do not store water in their humps! They store fat in their humps.
- Spots always open up in the Add Period as people find out their marks from the last semester.
- Please get at least one other student to read this newsletter. Any student. Pretty please?

Not sure where to find information online?
CHECK OUT OUR WEBSITE!!
www.uoqugelph.ca/bas

Another option is to click “Current Students” on the UofG homepage...check out all the links!
University can be a very stressful time. Learning to recognize stress and dealing with university related stress positively will have a profound impact on your university experience. Some students wait until it is too late. Their grades begin to fall by performing poorly on tests, turning assignments in late, not attending (or being able to wake-up for) class. Relationships can also suffer, with students distancing themselves from family and friends; their health deteriorates; some wind up on academic probation or even get kick out of the university. This sounds like a nightmare, but it can be avoided by positive dealing with stress.

**University Stress Statistics**

1. Stress often makes a university student sick because it has a negative impact on the immune system (Source: Dr. Drew.com).
2. University stress can cause fatigue, hair loss, acid reflux, and many other conditions (Source: The Princeton Review).
3. 75 to 90 percent of university students who saw a doctor regarding university stress (Source: American Institute of Stress).
4. The five biggest causes of university stress related disorders are: peer pressure, competition, separation from family, freedom, and choosing a major/career (Source: The University of Wisconsin-Plainville).

Everyone knows university can be stressful. Attending university definitely introduces new stressors to your life, especially when you may also have a job or involved with extracurricular activities. This forces you to balance activities and homework. Some students even have problems with roommates and living arrangement on top of other stressors.

**I identify and Beat the Source of Stress**

By identifying what is bothering you, you can work towards solving the problem permanently with effective solutions. Once you have identified the source of stress in your life, you should develop a plan to resolve the stress. Talking with a counselor or friends is always helpful.

**Here are some other ways you might find helpful in combating stress:**

1. Make a list the night before on what needs to be done the next day. This may help you to get a good night's rest by keeping you organized.
2. Put only things on the list that can be accomplished. If the list is unreasonable it will end up making you feel unproductive.
3. Try spacing out assignments over a period of time. Don't try to do everything at once.
4. Get help on stressful assignments. Speak to a professor, other students, or a tutor. This will boost your confidence.
5. Make sure you have some alone time and time with friends. This will recharge you.
6. Try deep breathing exercises or yoga.
7. Make sure the student stays in close contact with their family.

**Other Helpful Tips for Dealing with Stress**

If the stress continues you should consider speaking to a health professional to give you some much need advice on how to deal with university stress. Many universities have health clinics on campus dealing with this very issue. The clinic might have group or individual counseling. The most important things is that you get the help you need.

(From http://ezinearticles.com/?Dealing-With-Stress-During-College&id=958683)