

UW*insite*
Student

**Go-Live
Kit**

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Welcome to UWinsite Student

About the UWinsite Project

UWinsite Student, the University of Windsor's new student information platform, launches November 26. The system will replace the current Student Information System (SIS) including myUWindsor.ca and uwindsor.ca/sis

UWinsite Student is built on Campus Solutions, an Oracle PeopleSoft product used at post-secondary institutions across North America and beyond.

The introduction of UWinsite Student follows the launch of UWinsite Finance in February 2018 and UWinsite Service and UWinsite Engage in August 2018. It marks the third and final milestone in the campus-wide Enterprise Resource Planning (ERP) project.

If you have any questions or need help using UWinsite Student, there are many ways in which you can get support. Refer to the *Support* section of this kit on page 4.

System Audience

UWinsite Student includes modules for Student Records, Admissions, Academic Advising, Convocation, Student Financials, and Financial Aid.

The level of access is determined by the user's role:



Login

All users will access UWinsite from their web browsers at student.uwindsor.ca. For best performance, access UWinsite Student with the Google Chrome browser. To log into the system:

1. Go to student.uwindsor.ca.
2. Enter your **UWin ID** and **Password**
3. Click Login



UWinID _____

Password _____

Login

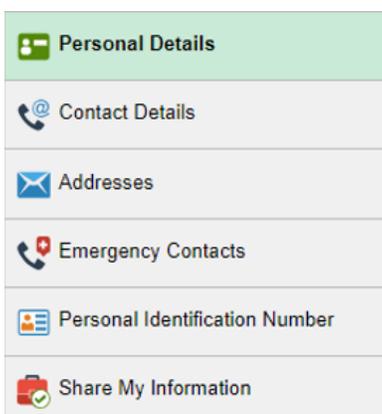
For security reasons, please remember to log out and close all windows of your web browser when you are done accessing services that require authentication.

• Forgot your password?
• Need Help?

Set-Up Your Profile

When you log into UWinsite Student you will see the **Student Homepage**. This is the default homepage for all current, future, and former students. To get started in the system, it is important to set up your profile and ensure all of your personal information is correct. To validate and/or update your personal information:

1. Click on the **Profile** tile on the **Student Homepage**.



2. View or change your personal information through the following tabs on the left navigation menu:
 - Personal Details
 - Contact Details
 - Addresses
 - Emergency Contacts
 - Personal Identification Number
3. Click **Save** if you make any changes to your personal information.

Share My Information

If you previously provided authorization to your academic and/or financial accounts, you will need to re-authorize this access in UWinsite Student. To share your information:

1. Click **Share My Information** on the left navigation menu.
2. Click **Delegate Access To A New Contact**.
3. Read the Terms and Conditions. If you agree, click **I Accept**.
4. In the **Share My Information - Details** page, enter the required information about the individual to whom you are delegating access. Identify the type(s) of information you are delegating access to by using the checkboxes next to each row in the table.
5. Click **Save**.
6. Click **OK** to confirm the submission of your request.

Navigation Tips



UWinsite Student users will access the system for a variety of purposes. Below is a list of navigation tips that all users can leverage to help ensure an optimal experience:

- UWinsite Student works best in the **Google Chrome** browser.
- Since UWinsite Student is a web-based application accessed within an internet browser, remember to use the navigation controls on the application screens, **not** the internet browser's back button.
- The Student Homepage uses a responsive interface that dynamically adapts according to the size of the browser window on various device like smartphone, desktops, laptops, or tablets. It is recommended that students use a laptop or desktop computer for registration.

Support

Ways to get help:

1. Use www.uwindsor.ca/uwinsitestudent.
 - Self-guided learning materials include videos, go-live kits, and reference materials.
2. **Connect with a UWinsite Student Brigade Member**
 - Phone Assistance: 8:30 a.m. to 4:30 p.m. University business days at 519-253-3000 ext. 5385.
 - Drop-In Centres for Students: www.uwindsor.ca/registrar/3006/drop-centre-schedule.
3. **Submit a Support Ticket at www.ask.uwindsor.ca**

UWinsite Student Basics

Term Naming

In UWinsite Student, terms will be displayed as four digit numbers.

Millennium (1 digit) + Year (2 digits) + Month when the term starts (1 digit)

In the example below, 2189, represents the current Fall 2018 term.



Key Terms

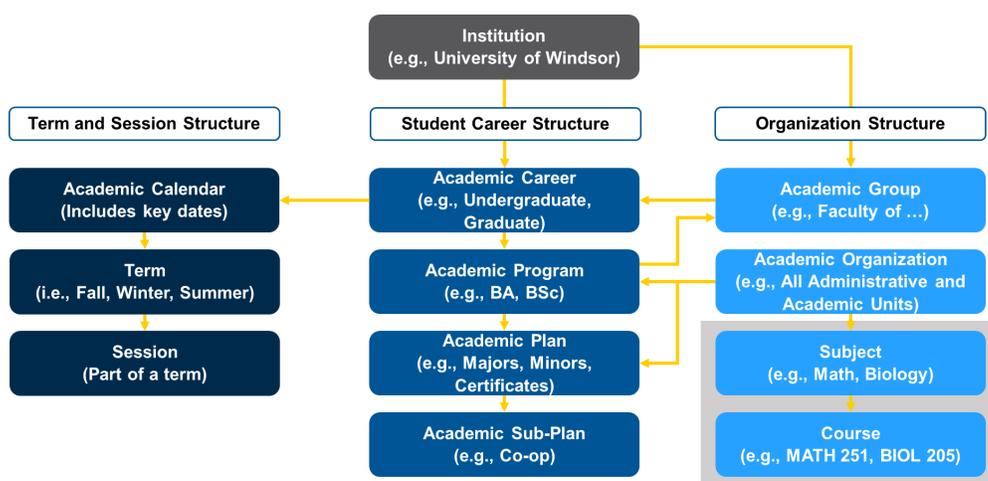
A glossary of key terms can be found at <http://www.uwindsor.ca/registrar/3009/uwinsite-student-key-terms>.

Academic Structure

Academic structure defines how all components of the University of Windsor are represented in UWinsite Student. Academic structure forms the foundation of UWinsite Student and was developed based on the University's structure, organization, and policies.

Academic Structure:

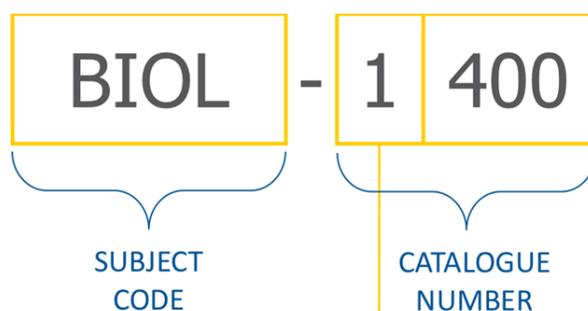
- Defines the relationships between programs, degrees, terms, and organizations
- Defines policies, procedures and deadlines
- Informs reporting analysis



Course Codes and Translator

Though not related to UWinsite Student, new course codes accompany the implementation of UWinsite Student. The new course code begin with a four-letter subject code identifying the discipline followed by the catalogue number. The first digit of the catalogue number signifies the level of study, while the last three digits are determined by the academic area.

For example, the course code for Cell Biology will change from 03-55-141 to BIOL-1101.



First digit signifies level of study:

- 1XXX – first year undergraduate course
- 2XXX – second year undergraduate course
- 3XXX – third year undergraduate course
- 4XXX – fourth year undergraduate course
- 5XXX – second-entry programs (Education, Law)
- 6XXX – post-baccalaureate diploma or certificate courses
-
- 8XXX – Masters and Doctoral level courses
- 9XXX – Doctoral level courses

A **Course Code Translator** is available at www.uwindsor.ca/registrar/courses/translation. In preparation for the Winter 2019 registration, students may have completed a [Registration Planning Guide](#). If student noted down the old course codes for the courses in which they want to register, these codes can be translated to the new course code quickly and easily with the course code translator. Students can then input the new course codes into UWinsite Student

Starting in the Winter 2019 semester, the University of Windsor will release its final exam schedule *after* the semester is underway. This change is part of the transition to the new UWinsite Student platform. This new timeline is consistent with exam scheduling practices at other Canadian universities and is designed to reduce the number of conflicts in the exam schedule.



As a UWindsor student, this change means that your final exam dates will no longer be known when you register for your courses. It also means that final exam dates and times will no longer be included in your course outlines at the start of the semester.

The final exam schedule for the Winter 2019 semester will be made available by the end of February. The winter semester final exam period runs from **Saturday, April 6 - Wednesday, April 17 inclusive, with make up exam dates on faculty scheduled dates** for those who may need it. **You must be available for this entire final exam period.** Please do not contact your course professor to inquire about the final exam date/time, as professors will find out at the same time as students.

Student Information

Course Catalogue and Search

When preparing for the Winter 2019 semester, it is important to know where to look for information regarding the classes offered. To look at class information:

1. Click on the **Manage Classes** tile on the **Student Homepage**.
2. Select the **Browse Course Catalogue** tab from the left navigation menu.
3. Enter a keyword (e.g., course, subject).
4. If the View Search Results page returns too many results, use the filters on the left side of the page to narrow down your results.
5. Select the desired course. To add this course to your planner, click **Add to Planner**. To see when this course is offered, click **View Classes**.
6. Select a semester to see the details, such as Class Days and Times, Room, Instructor, and Seats.

Register for Classes

With the implementation of UWinsite Student, Winter 2019 registration will be delayed. Registration will open on November 30 by appointment time.

Please see www.uwindsor.ca/uwinsitestudent to see the:

- [Registration Appointment Schedule](#).
- [Registration Guide](#) for step-by-step instructions.

My Schedule

The My Schedule feature displays your class schedule for the current semester. Once the exam schedule is posted, it will also list your exams.

1. Ensure you are on the Student Homepage Dashboard
2. Click the **Manage Classes** tile.
3. Select **View My Classes**.
4. Select **By Date** tab to view schedule by date. Clicking on a time will allow you to view the class information.

View Final Grades

To view official grades:

1. Click the **Academic Records** tile on the **Student Homepage**.
2. Click **View Grades** in the left navigation menu. Select the desired Semester.

The **View Grades** is now displayed. You can take note of:

- Term GPA and Cumulative GPA
- Academic Standing
- Grades associated with each class

Academic Progress

In UWinsite Student, your Academic Progress is a report generated to indicate your status towards degree completion. This report provides the information formerly found in your degree audit.

1. Click on the **Academic Progress** tile on the **Student Homepage**.
2. Your Academic Progress Summary is displayed as a pie chart showing the percentage of complete, incomplete, and in progress program requirements.
3. Select the Academic Progress tab on the left hand menu to view the requirements of your current program of study.
4. The Academic Progress page displays a list of course requirements, as well as major and cumulative averages.

What-if Reports

The **What-if Report** is a tool you can use to see how a change in your program of study would affect your progress towards program completion.

1. Click on the Academic Progress tile in the Student Homepage.
2. On the left-hand navigation menu, click **View What-if Report**.
3. Click **Create New Report** and choose your career, Academic Program, Area of Study, and Concentration.
4. Click **Browse Course Catalog** and choose the courses relevant to your What-if Scenario.
5. Select the **Submit Request** button to request a degree progress report (What-if Report) based on your what-if information.

To print or save your What-If Report, the report must be in PDF format. To create a PDF click **View Report as PDF**. Note that you may need to allow pop-ups. Once in PDF format, the report can be downloaded and saved, or printed.

Student Financials

To access your financial information:

1. From the **Student Homepage**, select the **Financial Account** tile.
 2. In **Account Balance**, you will see the amount due in the top-left corner of the page.
 3. To print a Student Statement select the appropriate **Term** and click **Print Student Statement**.
 4. To view due dates and details of charges, select **Charges Due**.
 5. To view your payment history and credit balance, select **Payment History**.
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Student Awards and Financial Aid

To view awards and financial aid information:

1. From the **Student Homepage**, select the **Tasks** tile.
2. A list of task items are displayed with their status. Select a Financial Aid task to complete by selecting an item under the **To Do List**.



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