



University  
of Windsor  
Faculty of Engineering

# First-year Handbook

2022



[uwindsor.ca/engineering](http://uwindsor.ca/engineering)

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## Safe Return to Campus

The health and well-being of students, staff, and instructors remain our foremost concern. We are continuing to respond to the changing conditions and guidelines in the province as we go forward with in-person teaching, research and associated activities. The Faculty of Engineering offers its Engineering Student Support Services, which will continue to provide in-person and online support for academics, tutoring, counselling, writing support and much more.

The university is focused on continuing the strong faculty-student relationships, peer collaboration, and community service partnerships that have always been a hallmark of the UWindsor experience. We will continue to offer high-quality engagement, teaching, and mentorship, and create environments where students are well supported.



**[uwindsor.ca/returntocampus](https://uwindsor.ca/returntocampus)**

Students are also encouraged to visit the University of Windsor's Return to Campus website, which is regularly updated and includes resources for students.



# Welcome, First-Year Students



**Dr. Jennifer  
Johrendt**  
Associate Dean  
Student Affairs

## **WINONE, the Office for First Year Engineering, welcomes you to the University of Windsor!**

As an engineering student at UWindsor, you'll be surrounded by classmates, mentors and faculty who share your passion for engineering, innovation and research. Appreciate the diversity that exists on our campus and take advantage of the experiential opportunities that exist locally and globally to learn and grow as an individual and future engineer. We can't wait to see how your ideas and contributions will further enrich our great community and the lives of others around the world!

This first-year student handbook will help you navigate your journey as a new student in the UWindsor Engineering program. Please read it carefully and keep it in a place where it will be readily available as a reference.

### **Meet With Me**

We're dedicated to your success. Schedule an appointment with me using the link below so I can help you navigate key parts of your first-year experience.

Book an online appointment:



[uwindsor.ca/engineering/1197/academic-advising](http://uwindsor.ca/engineering/1197/academic-advising)

### **WINONE Office for First-Year Engineering**

Engineering Student Support Services Centre  
Room 1160  
Ed Lumley Centre for Engineering Innovation  
2285 Wyandotte St. W.  
Windsor, Ont., Canada N9B 3P4

519-253-3000 ext. 2560

519-971-3622 (Fax)



[winone@uwindsor.ca](mailto:winone@uwindsor.ca)  
[uwindsor.ca/winone](http://uwindsor.ca/winone)



[@UWindsorEngineering](https://www.facebook.com/UWindsorEngineering)



[@UWindsorENG](https://twitter.com/UWindsorENG)



[UWindsor Engineering](https://www.youtube.com/UWindsorEngineering)



[UWindsor Engineering](https://www.linkedin.com/company/UWindsorEngineering)

### **#UWindsorENG**

Share the inspiring moments and events you experience during your first semester. Tag your pics and posts with our hashtag to join the conversation.

## Associate Deans and Support Staff



**Dr. Jennifer Johrendt**  
Associate Dean,  
Student Affairs  
winone@uwindsor.ca



**Shelly St. Louis**  
Winone Secretary  
winone@uwindsor.ca



**Dr. Randy Bowers**  
Associate Dean, Academic  
engadmin@uwindsor.ca



**Denise Lougheed**  
Secretary to the Associate  
Dean, Academic  
engadmin@uwindsor.ca

## Academic Advising

Do you have questions about program or course selection? Are you wondering how to select your Capstone project or maybe have questions about graduate studies or your career pathway? Our Engineering faculty department advisors are here to help with these questions and more! [uwindsor.ca/engineering/1197/academic-advising](http://uwindsor.ca/engineering/1197/academic-advising)

### First-year students in all undergraduate four-year programs

→ WINONE@uwindsor.ca

### Civil Engineering

#### Environmental Engineering

→ [uwindsor.ca/engineering/civil/advisor](http://uwindsor.ca/engineering/civil/advisor)

### Electrical Engineering

→ [uwindsor.ca/engineering/electrical/advisor](http://uwindsor.ca/engineering/electrical/advisor)

### Mechanical Engineering (General, Aerospace, Automotive, Environmental, Materials)

#### Industrial Engineering

→ [uwindsor.ca/engineering/mame/advisor](http://uwindsor.ca/engineering/mame/advisor)

### Bachelor of Engineering Technology (General, Civil, Mechanical, Mechatronics)

→ [bengtech@uwindsor.ca](mailto:bengtech@uwindsor.ca)



You can also visit [ask.uwindsor.ca](http://ask.uwindsor.ca) for more helpful information.





# Tips for First-Year Students



## Life in the Classroom

Go to class. You are paying for it, so get your money's worth!

Take notes during class.

Complete all assignments and keep up on assigned reading.

Ask questions if you are confused. If you still don't understand, make a note to get help during your instructor's office hours.

Join or form a study group with your peers.

Be on time for classes and appointments.

Bookmark the Office of the Registrar webpage [uwindsor.ca/registrar](http://uwindsor.ca/registrar) for important academic deadlines, course registration/add/drop dates and when university fees are due, plus all other pertinent dates.

The UWinsite Student is the University of Windsor's student information platform. Check it often.

Respect others and the undergraduate spaces that you have the privilege of using.

Pay all fees on time.

Check for registration holds and the reason well in advance of your registration deadlines.

Visit the Associate Dean's Office for counselling or your professors, GAs or TAs during office hours before you have a problem.

Seek help when needed (tutoring, medical, personal, etc.)

## Life Outside of the Classroom

Use a planner or develop an organizational system that works for you.

Set aside several hours each day outside of the classroom for homework/study.

Make time for yourself (make sure you are eating, sleeping, exercising, doing laundry and showering!)

Get involved in a school organization or attend events.

## Studying

What worked for you in high school may not work here. Be prepared to adapt.

For every hour that you are in class, plan to study a minimum of 2-3 hours outside of class.

Utilize campus resources. S.T.E.P.S, Math & Stats Lab, Student Success Centre & WINONE Tutorials.

Do not procrastinate. Know exam dates and start studying early!

Break studying up into small parts; make sure you study each day.

Find a distraction-free environment to study in (no TV or Facebook).

Need extra help? Our WINONE Tutorial program offers free tutoring with upper year students. [uwindsor.ca/engineering/tutorials](http://uwindsor.ca/engineering/tutorials)

## Communications

The official communication channel between you, the student, and the University is through the UWindsor email. Check it often!

Your email address is your username@uwindsor.ca. You are required to activate and maintain a UWindsor email account. It is essential that you check your email daily as all official UWindsor communication will be sent to this address. After your graduation, your UWin ID type will transition from "Undergraduate Student (U)" or "Graduate Student (G)" to "Alumni (A)" and your UWin email account will remain active.



## Four Keys to Success

As you think about how to approach the semester, please note the four points below. These points reflect the expectations of your professors, GAs & TAs, and advisors; and are critical to academic success.

Attend every class and complete every assignment. Class is a critical component of your academic success. You not only cover course material but you gain a sense for what the professor believes to be important. There are 168 hours in a week; plenty of time to meet your obligations if you create a plan and follow through.

Spend 2-3 hours out of class on course-related work for every hour in class. Your learning is your responsibility. To have command of course content, you must approach the material from a variety of angles. Map out a chapter before reading. Outline lecture content the morning before attending that lecture. Review lecture notes and rewrite important concepts in your own words. Create a plan and stick to it!

Manage your assignments and obligations. Not all of your commitments happen weekly. It's important that you have a system for tracking your assignments or obligations (e.g., a planner or calendar).

Include all of your homework assignments, exams, and due dates, along with appointments and other obligations in your planner.

## Don't Let These Things Happen

Fall behind in course work/studying/assignments

Play computer/video games to excess

Party excessively

Spend too much time socializing

Lie/cheat/steal/plagiarize

Get distracted from your academic goals

Procrastinate

Ignore good advice

Overextend your credit

Take courses you are not prepared for

Let your GPA fall below 60% (this is a signal that you are at risk, academically)

Work too many hours at a part-time job when you have a full course load





# The Iron Pin

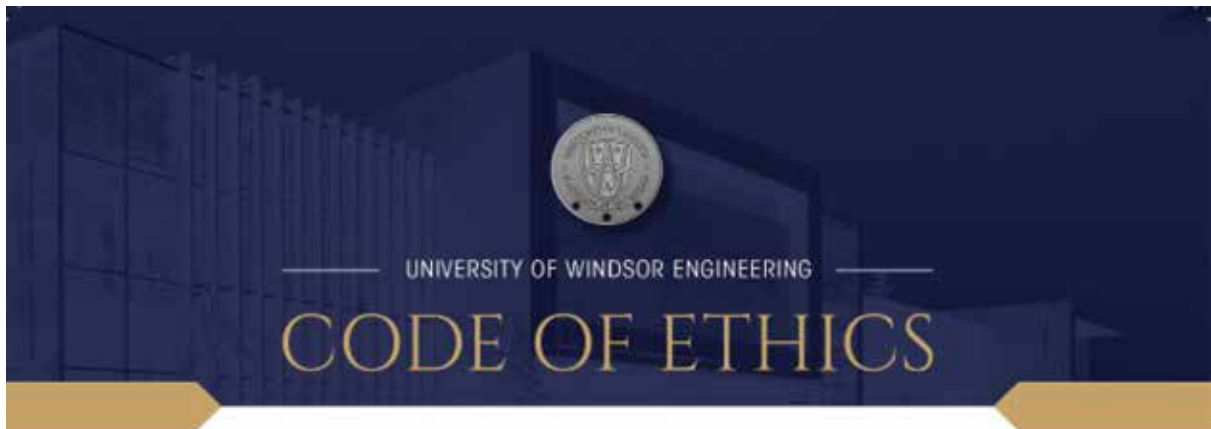
In 2018, the Faculty of Engineering introduced an Iron Pin Ceremony. The highlight of the ceremony is the reciting of the UWindsor Engineering Oath and presentation of an Iron Pin to each student. By reciting the oath, students pledge to uphold the ideals and expectations of the Association of Professional Engineers of Ontario, University of Windsor and Faculty of Engineering.

Ethics, integrity, respect and professionalism are key to the expectations we hold for our Engineering students as they work through the curriculum on a path to receiving their Iron Ring in their final year and a future career in Engineering. As students receive their Iron Pins, they will notice that there are three holes in the pin. The holes are placeholders for the bronze, silver, and gold medallions that they will receive following each year of their studies, having demonstrated the qualities that are detailed in the oath.



Learn more [uwindsor.ca/engineering/oath](https://uwindsor.ca/engineering/oath)

## UWindsor Engineering Oath



### **As a member of the University of Windsor Engineering community:**

I promise to behave in a manner that demonstrates my commitment to academic integrity and my devotion “to high ideals of personal honour and professional integrity”<sup>1</sup> as required by the Code of Ethics of the Association of Professional Engineers of Ontario.

I promise to treat my fellow students, the staff and faculty members with fairness and loyalty, respecting the equity, diversity, and inclusivity in my campus community.

I promise to treat University property and equipment with care and respect.

I promise to resist and report any behaviour that may be in conflict with this oath.

### **To demonstrate my belief in the University of Windsor’s core values<sup>2</sup>, I pledge to work towards:**

the highest intellectual and ethical standards and life-long learning,

the highest standards of human rights and freedoms,

civility and respect for all members of the campus community, and

making a positive impact on campus.

By reciting this oath, I pledge that I will strive to become an upstanding member of my community and a proud ambassador of the University of Windsor wherever I may be, before or after graduation.

# Preparing for UWindor Engineering

You are about to embark on an incredible journey of learning and exploration. Your Guide to First Year provides an overview of how you can prepare for your first semester.

## Accept Your Offer

Unlike other first-year UWindor students, engineering students do not have to choose their courses. During the first year, you'll take general courses that have already been determined for you.

However, you still have to enroll in these courses online. After your first year, you will select and enroll in your courses online.

Please visit [uwindsor.ca/registration-guide](http://uwindsor.ca/registration-guide) for more information about registering for your courses.

## Get to Know UWinSite Student

Access UWinsite Student for the following:

- Register and search for courses
- Find scholarships and awards
- Apply to live in residence
- View your course timetable, exam schedule and final marks
- Order transcripts
- Check your account balance
- Access your academic status
- View your grades and academic standing
- Update your contact info
- Print your tax form (T2202A)
- View your fees and financial information
- Vote during student elections

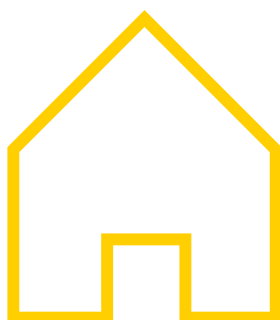
[uwindsor.ca/registrar/uwinsite-student](http://uwindsor.ca/registrar/uwinsite-student)

## Your First Year

You will need to use UWinsite Student in late June to verify your personal information (email and mailing address). You will also use UWinsite Student to review your course schedule in late July.

## What is the difference between Mailing Address and Permanent Address?

Your mailing address is where you live during your academic career (e.g., on-campus residence or off-campus apartment), while your permanent address is where your parent(s) or guardian(s) live, or your long-term home base.)



## Accessibility Services

Accessibility Services facilitates the inclusion of students with disabilities into all aspects of university life and provides services — alternate test arrangements, note-taking accommodation and more — to help them succeed. If you require accommodations, it is important that you register with Student Accessibility Services.



[uwindsor.ca/studentaccessibility](http://uwindsor.ca/studentaccessibility)

## Cashiers Office - Tuition Fees

Chrysler Hall North, 1st Floor  
401 Sunset Avenue Windsor, Ontario Canada N9B 3P4  
Phone: 519-253-3000 Ext: 3307  
Fax: 519-561-1434



[cashiers@uwindsor.ca](mailto:cashiers@uwindsor.ca)

Tuition Fee Estimator



[uwindsor.ca/finance/fee-estimator](http://uwindsor.ca/finance/fee-estimator)

You can view tuition information on UWinsite Student. If you do not have a UWinsite Student account, email [Tuitdep@uwindsor.ca](mailto:Tuitdep@uwindsor.ca) for a receipt of your tuition deposit.

## Registrar's Office

Chrysler Hall North, Room 1118  
Phone: 519-971-3650  
Fax: 519-971-3653  
[registrar@uwindsor.ca](mailto:registrar@uwindsor.ca)



[uwindsor.ca/registrar](http://uwindsor.ca/registrar)

## UWinCard Office

This is your official UWindor ID card that gives you access to the UWindor Library and can be used on campus for printing, food and coffee.

Your student ID card can also be used for booking undergrad CDIO rooms in engineering for private or group study.

You will also need your ID card for writing all mid-terms and final examinations.

The office is located in the CAW Student Centre B-07.



[uwindsor.ca/uwincard](http://uwindsor.ca/uwincard)



# Preparing for UWindsor Engineering

## Cell Phones and Electronic Devices

Cell phones and other electronic devices should be turned off during class; they are prohibited during exams. This is out of respect for your instructor and fellow classmates.

## Leddy Library

The University of Windsor Leddy Library provides a diverse range of materials and services, including access to computers, print stations, group study and independent quiet study areas.

[leddy.uwindsor.ca](http://leddy.uwindsor.ca)

## Calendar

The Undergraduate Calendar is the official statement of new and revised programs and courses approved by the University of Windsor Senate. We highly advise you spend some time reviewing the calendar as it contains important information for your academic career. Your program will follow the calendar that is labeled according to the semester in which you started your program.

The calendar can be accessed on the Registrars website.

[uwindsor.ca/secretariat/calendars](http://uwindsor.ca/secretariat/calendars)

## Campus Safety and Security

The university provides on campus security services around the clock. The walk safe program provides you with a protected escort by security officers 24 hours a day to any location on the campus. Campus police non-emergency 519-253-3000 Ext. 1234 and emergency is 519-253-3000 Ext. 4444

## The Office of Human Rights, Equity and Accessibility (OHREA)

The Office of Human Rights Equity and Accessibility (OHREA) works with students and faculty alike to promote a healthy academic environment free of discrimination and harassment.

[uwindsor.ca/ohrea](http://uwindsor.ca/ohrea)

## Program Intake

FALL START	
Semester 1	September - December (Fall Term)
Semester 2	January - April (Winter Term)
WINTER START	
Semester 1	January - April (Winter Term)
Semester 2	May - August (Summer/Intersession Term)

## Program Intakes

First-year engineering courses have two starts — fall and winter.

## January/Winter Start Students

Summer/Intersession courses are vital to your 2nd Year education. Because you started in January, your second semester will be in the summer from May to August. This way, you will have completed your first year of engineering by the end of August and can start your second year of engineering with the rest of the engineering students who normally start in the fall.

If you, as a January start student, must be absent for the summer then you can take the second semester (Term 2) of first year during the following January semester with the new incoming students. Doing so, however, will put you behind schedule.

You should speak to the Associate Dean - Academic or the Associate Dean - Student Affairs for counselling on this matter.

## Appointments

### Associate Dean - Student Affairs

WINONE Office Secretary/Associate Dean's Secretary  
Room 1166, CEI  
519-253-3000 Ext. 2560  
[winone@uwindsor.ca](mailto:winone@uwindsor.ca)

### Associate Dean - Academic

Associate Dean, Academic's Secretary  
Room 2139, CEI  
519-253-3000 Ext. 2565  
[engadmin@uwindsor.ca](mailto:engadmin@uwindsor.ca)

# Engineering First-Year Courses

All first-year engineering courses are mandatory unless transfer credit has been granted (for information about the transfer credit process, visit [ask.uwindsor.ca](mailto:ask.uwindsor.ca)). Course descriptions are available on the following pages.

## Semester 1 Courses

[Offered Fall and Winter]\*

- GENG-1110 - Engineering Mechanics
- GENG-1101 - Engineering 1
- GENG-1102 - Engineering Graphics
- MATH-1720 - Differential Calculus\*\*
- MATH-1270 - Linear Algebra (Engineering)\*\*

## Semester 2 Courses

[Offered Winter and Summer]\*

- GENG-1200 - Engineering Thermofluids
- MATH-1730 - Integral Calculus
- PHYS-1410 - Introductory Physics II
- CHEM-1103 - Topics in General Chemistry
- GENG-1201 - Cornerstone Design



\*Note: When multiple course sections are available, first-year students are grouped according to their student ID number. Students whose ID number ends with an odd digit (i.e. 1, 3, 5, 7, or 9) will be considered Group 1 students. Students whose ID number ends with an even digit (i.e. 0, 2, 4, 6, or 8) will be considered Group 2 students. Group 1 and group 2 students will register in designated sections of lectures and labs.

\*\*If you did not take Calculus and Vectors (MCV4U) in high school, please identify yourself to the WINONE Office for First-Year Engineering by sending an email to [winone@uwindsor.ca](mailto:winone@uwindsor.ca) once you have completed your Fall 2022 registration.

See the engineering timetables posted on the WINONE website at [uwindsor.ca/engineering/winone/resources](http://uwindsor.ca/engineering/winone/resources) for up-to-date class numbers. Class Number is a unique four-digit number that can be useful when searching for courses on UWINSITE Student during registration.



# Faculty of Engineering Course Descriptions

## Semester 1

### GENG-1101 Engineering 1

Overview of the engineering profession: fields, career development, sustainability, health and safety, relation to society, business and entrepreneurship, ethics, equity, and Canada's Truth and Reconciliation process. Academic integrity, strategies for university success, academic regulations, engineering-related extracurricular activities. Effective oral and written technical communication: informative and persuasive presentations; resumes and job search communications; technical writing and formatting; information gathering and analysis; research documentation and referencing; the use of visual tools such as graphs, figures, and tables; e-portfolios; and technical reports.

[Open only to Engineering students.] (3 lecture hours and 1.5 tutorial hours weekly.)

### GENG-1102 Engineering Graphics

Visualization techniques, graphical communication using sketching, descriptive geometry, and computer-aided design (CAD) for orthographic projection, pictorial drawings, dimensioning, section views, and auxiliary views. Reading engineering drawings. Engineering graphics e-portfolio and CAD project to develop visualization skills and task completion skills.

[Open only to Engineering students.] (4.5 hours weekly.)

### GENG-1110 Engineering Mechanics

Statics of particles and rigid bodies; trusses, frames, machines; centroids and centres of gravity; friction.

(3 lecture hours, 2 tutorial hours a week.)

### MATH 1270 Linear Algebra (Engineering)

Linear systems, matrix algebra, determinants, vectors in  $R^n$ , dot product, orthogonalization, and eigenvalues. (Prerequisite: MATH-1280 or Grade 12 Advanced Functions and Grade 12 Calculus and Vectors or equivalent.) (Antirequisite: MATH 1250 or MATH 1260)

(3 lecture hours, 1 tutorial hour a week.)

### MATH-1720 Differential Calculus

Trigonometric functions and identities. Inverse trigonometric functions. Limits and continuity. Derivatives and applications. Mean Value Theorem. Indeterminate forms and l'Hopital's Rule. Antiderivatives. Introduction to definite integrals. (Prerequisite: Grade 12 Advanced Functions and Grade 12 Calculus and Vectors or equivalent, or MATH 1780) (Antirequisite: MATH 1760)

(3 lecture hours, 1 tutorial hour a week.)

## Semester 2

### CHEM-1103 Topics in General Chemistry

An introduction to selected topics in modern chemistry for engineering: atomic and molecular structure; properties of matter and the periodic table; macroscopic chemical systems; stoichiometry; properties of the equilibrium state; and applications to thermochemistry and electrochemistry. (Restricted to Engineering students. Prerequisite: Grade 12 "U" Chemistry or equivalent.)

(3 lecture hours, 3 laboratory hours a week.)

## GENG-1200 Engineering Thermofluids

Introductory thermodynamics, fluid mechanics, and heat transfer. Terminology and units; sources of and types of energy and their interchange; types of fluid flow and heat transfer; physical and thermal properties of fluids. Solution of basic problems using laws of thermofluids; exploration of common thermofluid systems. Includes demonstrations and laboratory based experiments. (Prior knowledge from GENG 1110 or PHYS 1400 is recommended.)

(3 lecture hours, 2 tutorial/laboratory hours per week.)

## GENG-1201 Cornerstone Design

The engineering design process: problem formulation, functional requirements and constraints, competitive evaluation and areas of improvement, conceptual design through ideation sketches, selection of design, communication of the design solution, prototype construction, testing, iteration, reporting. Includes group work to develop personal, teamwork, leadership, and task completion skills as part of the design process.

(Open only to Engineering students.) (4.5 hours weekly.)

## MATH-1730 Integral Calculus

Topics include: antiderivatives; the definite integral and Fundamental Theorem; techniques of integration; applications of the definite integral; improper integrals; separable differential equations; and sequences and series. (Prerequisite: MATH 1760 or MATH 1720.)

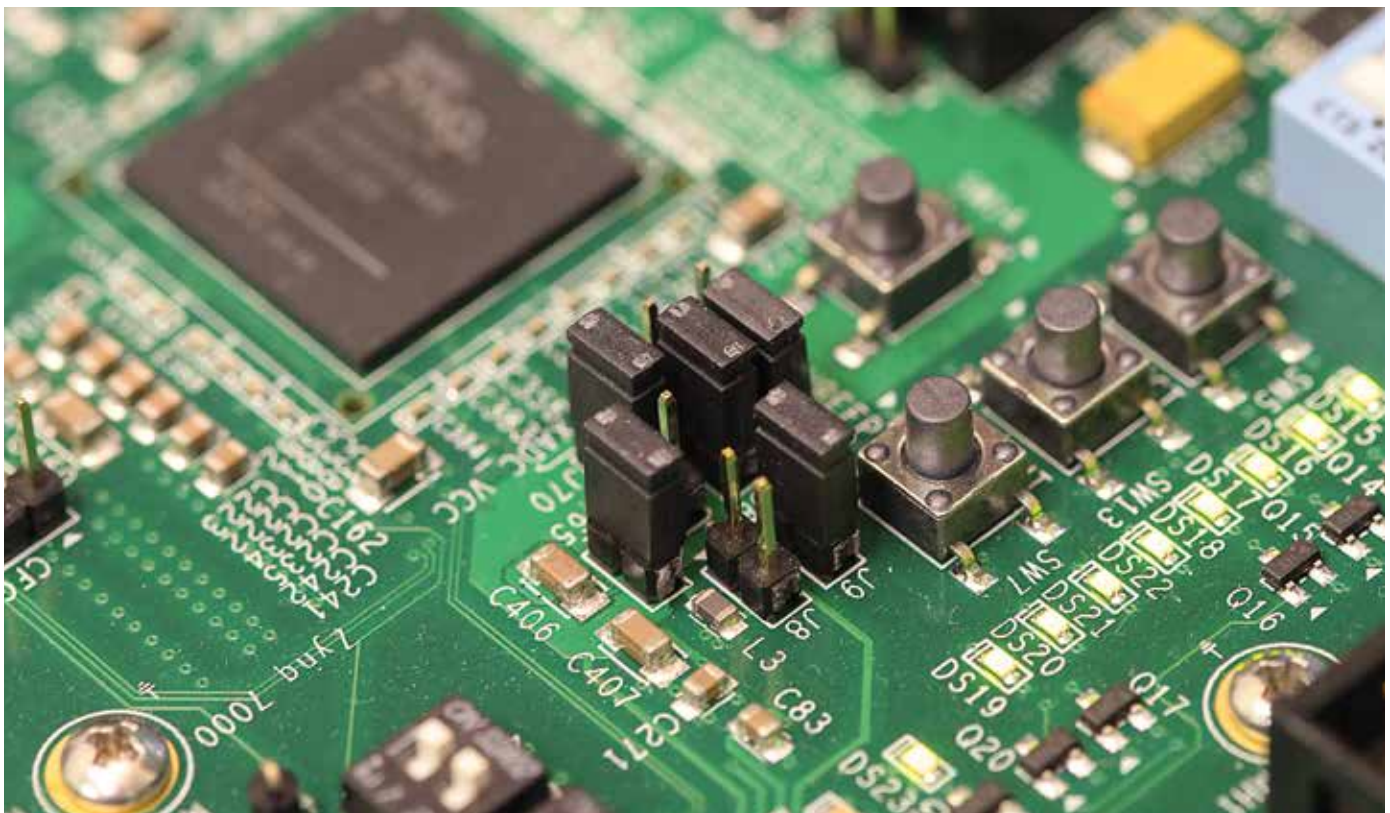
(3 lecture hours, 1 tutorial hour a week.)

## PHYS-1410 Introductory Physics II

Wave motion, sound, electricity and magnetism, light, and modern physics. (Prerequisite: PHYS 1400 or GENG 1110.)

(Antirequisites: PHYS 1310.)

(3 lecture hours per week, 1 tutorial hour and 2 laboratory hours every week.)







# Engineering Degree Descriptions



## First Year and WINONE

### First Year

All engineering programs begin with a general first year providing students flexibility in program choice. In your first year, you will learn and explore subjects important to engineering including:

- Forces, motions and movement
- Electricity and magnetism
- Mathematics and its applications
- Design and graphical communications
- Chemical and material interactions
- Technical communications
- Professional issues in the engineering disciplines
- Thermodynamics, fluids & heat transfer

### Admission Requirements

All engineering streams require a minimum 74% average from the top six high school courses, as well as an average of 74% between MHF4U, SCH4U, and SPH4U. MCV4U is strongly recommended.

### Experiential Learning

The Faculty of Engineering's co-op option in many of its programs gives you a well-rounded education founded both in academic theory and real-world application.

By combining your studies with full-time, paid employment in career-related positions, you will be able to apply what you learn in the classroom, gain related, hands-on experience, network with employers, explore career options and learn how to compete confidently in the job market. We offer placement opportunities with a wide range of corporate partners and government agencies.

### WINONE Office

The Faculty of Engineering WINONE Office provides additional counselling, explains the educational requirements of your degree and gives you extra support to help you succeed. The office can also connect you with other services on campus to help you make the most of your university experience.

### A First-Class Facility

Our \$112-million Ed Lumley Centre for Engineering Innovation (CEI) rivals the technical sophistication of any postsecondary institution in Canada.

The CEI was constructed to meet the highest environmental standards and to provide learning opportunities throughout the facility.

### Career Paths

State-of-the-art manufacturing and production  
Aerospace industry  
Renewable energies  
Systems design/operation/building/maintenance  
Water resources  
Transportation  
Pollution control and prevention  
Advanced computing and communications  
Medicine and medical technology  
Bio-based engineering  
Structural design  
Failure analysis  
Construction and infrastructure renewal  
Scheduling and optimization  
Automotive industry  
Environmental protection  
Project, process and systems management  
Robotics and advanced electronics  
Power generation and distribution

# Bachelor of Applied Science in Engineering

The demands on professional engineers around the world are increasing in terms of what they must address: our society must confront technical, societal and environmental issues.

As an engineer, you will have an opportunity to contribute to society by helping to plan communities, provide clean drinking water, build bridges or design the next generation automobile.

The Faculty of Engineering offers programs designed to develop your professional competence and prepare you to solve the technical problems of society and the global environment. UWindsor's unique climate of co-operation between academic, business and industry sectors gives you access to outstanding career opportunities.

## Degree Programs

Civil Engineering

Environmental Engineering

Electrical Engineering

Industrial Engineering (general degree, or with a Minor in Business Administration)

Mechanical Engineering (general degree, or with options in Aerospace, Automotive, Environmental, and Materials)

## Civil Engineering

As a civil engineer, you will play a critical role in designing, upgrading, and maintaining infrastructure. Civil engineering is one of the broadest areas of engineering practice, and includes multiple fields of practice, such as structural analysis and design, roadways and smart transportation innovations, bridges and superstructures, municipal works, geotechnical applications, hydraulics and waterways, and much more.

### Program Description

The Department of Civil and Environmental Engineering offers two separate degree programs: Civil Engineering and Environmental

Engineering. Both programs are similar in many respects, but each offers its

own unique strengths.

If you choose to specialize in civil engineering, after first year, you will take courses such as structural analysis, soil mechanics, the mechanics of deformable bodies, fluid mechanics, construction management, transportation, as well as how to design structures composed from wood, concrete and steel.

These will serve as a broad base to establish a career in the many different areas related to civil engineering.

### Career Tracks

Civil engineer, Concrete engineer, Consultant, Design engineer, Environmental specialist, Facility manager, GIS modeler, Industry trainer,

Operations director, Policy analyst, Project manager, Quality assurance supervisor, Structural engineer, Structural inspector, Transportation engineer, & Water resources engineer.

### Contact Us

Department of Civil & Environmental Engineering

519-253-3000, Ext. 2550

[civil@uwindsor.ca](mailto:civil@uwindsor.ca)  
[uwindsor.ca/engineering/civil](http://uwindsor.ca/engineering/civil)



## Environmental Engineering

Environmental engineers use chemistry, biology, ecology, and engineering principles to assess, remediate, and monitor air, water, and land pollution challenges. Environmental engineers address multiple issues, ranging from how to minimize climate change effects on our infrastructure and systems, to providing clean drinking water, to cleaning wastes before they re-enter our ecosystems. Ensuring that our operations are sustainable for future generations is one of the greatest challenges facing society, and environmental engineers are part of the solution.

### Program Description

The Department of Civil and Environmental Engineering offers two separate degree programs: Civil

Engineering and Environmental Engineering. Both programs are similar in many respects, but each offers its own unique strengths. UWindsor offered the first environmental engineering degree program in Canada.

After a common first year, you will specialize in subjects such as air pollution, water pollution control, chemical reaction engineering, environmental microbiology, waste management, and assessing the sustainability and environmental performance of engineering projects and systems.

These will serve as a broad base to further develop and apply your environmental expertise to a wide variety of environmental situations that may face industry and the community.

### Career Tracks

Biological engineer, Design engineer, Energy resources manager, GIS modeler, Environmental engineer, Environmental geologist, Operations director, Policy analyst, Project manager, Quality assurance supervisor, Research and development, & Water resources engineer.

### Contact Us

Department of Civil & Environmental Engineering

519-253-3000, Ext. 2550

[enviro@uwindsor.ca](mailto:enviro@uwindsor.ca)  
[uwindsor.ca/engineering/civil](http://uwindsor.ca/engineering/civil)



# Electrical and Computer Engineering

Electrical and Computer Engineering offers you a diverse range of exciting opportunities in high-tech industries.

As an electrical engineer, you will design communications systems, electrical power grids, circuits, electric motors, electronic sensors, and many more of the technologies and applications that are so important to society today.

## Program Description

After first year, you will take courses in programming, circuit analysis, digital design, electromagnetic fields and photons, signals, and physical electronics.

Third and fourth-year courses include microprocessors, analog communications, intelligent computing, power electronics, computer networks and security, wireless communications, and digital

computer architecture.

In fourth year, you can select technical electives that focus on communications, computer engineering, and electronics.

## Career Tracks

Automation manager, Biomedical engineer, Chief technology officer, Computer engineer, Consultant, Controls designer, Design engineer, Electrical engineer, Industry trainer, Network co-ordinator, Office manager, Project manager, Quality assurance supervisor, R&D director, R&D research engineer, Robotics technician, & Software engineer.

## Contact Us

Department of Electrical and Computer Engineering

519-253-3000, Ext.2570

[ece@uwindsor.ca](mailto:ece@uwindsor.ca)

[uwindsor.ca/electrical](http://uwindsor.ca/electrical)



# Industrial Engineering (Minor in Business Option)

Industrial engineers answer the needs of organizations to operate efficiently and cost effectively. As an industrial engineer, you may use intelligent processes to streamline production systems, design flexible manufacturing approaches, and you will use a wide range of knowledge to do so, including operations research, manufacturing sciences and enterprise resources planning/integration.

## Program Description

The University of Windsor is one of the few institutions in Canada to offer an undergraduate degree program in Industrial Engineering. This program is offered through our Department of Mechanical, Automotive, and Materials Engineering at UWindsor.

Your education will begin with a broad base of fundamental science, mathematics and engineering knowledge in courses that are common to all programs in first year.

Our program will allow you to engineer how systems interact with one another. We also offer Industrial Engineering with a Minor in Business Administration, in cooperation with the University's Odette School of Business.

This curriculum will prepare you for management and leadership careers in industry and manufacturing within four years.

## Career Tracks

Assembly maintenance, Consultant, Design engineer, Facility manager, Industrial engineer, Industry trainer, Materials manager, Office manager, Operations director, Packaging specialist, Performance specialist, Policy analyst, Process engineer, Project manager, Quality assurance supervisor, Quality engineer, Simulation analyst, Strategic logistics, & Technical specialist.

## Contact Us

Department of Mechanical, Automotive and Materials Engineering

519-253-3000, Ext. 2616, 2596

[mech@uwindsor.ca](mailto:mech@uwindsor.ca)

[uwindsor.ca/mame](http://uwindsor.ca/mame)





# Mechanical Engineering (Aerospace, Automotive, Environmental and Materials Options)

The field of Mechanical Engineering includes two broad areas of study. The first involves heat and power, and is referred to as thermofluids. The second involves the study of solid mechanics, which includes designing mechanical parts, determining the forces on those parts during operation and analyzing their performance as part of larger machines and systems.

## Program Description

The Department of Mechanical, Automotive and Materials Engineering offers a multi-faceted program where you tackle real-world problems, interact with local industry, and enjoy a hands-on experience. You can choose to stay in the General stream and select technical electives from a variety of areas, or choose one of the following:

- 1) Aerospace Option - learn about the fundamentals behind aerospace design, and especially the manufacturing, maintenance, and logistics involved in serving the aerospace industry.
- 2) Automotive Option - study topics such as vehicle dynamics, internal combustion engines, diesel technology, and fuel cell technologies. A highlight is the opportunity to design, build and race vehicles in events sponsored by the Society of Automotive Engineers.
- 3) Environmental Option - focus on subjects such as water/ wastewater treatment, noise control and abatement, environmental assessment, and recycling and materials recovery.
- 4) Materials Option - evaluate the structure and properties of metals, ceramics, polymers and composites to optimize designs.

## Career Tracks

Agricultural equipment, Automotive/ Aerospace engineer, Automation Systems Designer, Energy generation, Forestry, Heavy industry equipment, Materials Development Specialist, Manufacturing Engineer, Medical devices, Mining Engineer, Military/ Defence, Nuclear, Petroleum, Plastics, Railway, R&D manager, Steel/Metal production, & Transportation.

## Contact Us

Department of Mechanical,  
Automotive and Materials  
Engineering

519-253-3000, Ext. 2616, 2596  
[mech@uwindsor.ca](mailto:mech@uwindsor.ca)  
[uwindsor.ca/mame](http://uwindsor.ca/mame)



# Course Information

## First Year Completion

In order to register for second year, you must complete 80% of your first year courses. If this is not the case, you will have to meet with an Academic Advisor to discuss your options.

## Change of Program/Major

Whether you are requesting a change of program within engineering or to a program outside of engineering, you must submit a change of program request through UWINSITE Student. Your CPGA must be at least 60%. Step-by-step instructions are available at [ask.uwindsor.ca](http://ask.uwindsor.ca). Prior to submitting a program change request, it's recommended that you meet with the Associate Dean Student Affairs to discuss your options.

If you would like to switch out of engineering into another UWindsor Program, you will need to meet with an Academic Advisor or with the Associate Dean - Academic's Office to discuss your decision.

## Repeating Courses

If you repeat a course because you didn't pass it the first time, the second attempt is the grade that counts towards your degree if you pass the course the second time. You may only take a course twice. The Associate Dean approves a third attempt. All attempts will be recorded on your academic transcript.

If, after three attempts, you fail a required engineering course, you will no longer be eligible to complete an engineering degree at UWindsor.

## Adding/Dropping a Course

Most of the time you can add or drop a course from the UWinsite Student portal. However, there may be a time when you have to use a manual add/drop form. The undergrad course change form and instructions are available online at [uwindsor.ca/engineering/winone/resources](http://uwindsor.ca/engineering/winone/resources). Hardcopies of the form are also available from the Associate Dean Academic Secretary in CEI. In general, the last day to add a course is two weeks from the start of the semester. See [uwindsor.ca/registrar/events-listing](http://uwindsor.ca/registrar/events-listing) for additional information.

## Dropping a Course with Voluntary Withdrawal

You must voluntarily withdraw from a course that you do not want to take before the Voluntary Withdrawal deadline. The deadline is usually the first week of November for the Fall term and the first week of March for the Winter term. Pay careful attention to the deadlines for Voluntary Withdrawal because if you do not withdraw before the deadline, you will remain registered in the class and must be assigned a final grade by your instructor.

If you are failing a course, drop it before the drop deadline. It is better to receive a Voluntary Withdrawal (VW) than a failing grade and repeating courses but you are strongly advised to check the important dates listed on the registrar's website (see [uwindsor.ca/registrar/events-listing](http://uwindsor.ca/registrar/events-listing) for additional information).

## Deadlines

It is your responsibility to be familiar with all important deadlines and other significant academic dates. Missing deadlines may result in monetary or academic penalties.

Visit [uwindsor.ca/registrar/events-listing](http://uwindsor.ca/registrar/events-listing) for important academic dates.

## Course Credit

There are courses that are required components of our accredited programs in the Faculty of Engineering. As such, it is expected that students will take that course unless they have previously taken a university level course in that subject area that is considered to be equivalent.

Your degree requires the completion of a defined group of courses as defined by the Canadian Engineering Accreditation Board and for which you have demonstrated satisfactory proficiency. Until those conditions are met, we do not award the degree.

## Academic Progress

By signing into UWinsite and choosing the Academic Progress Tile you can evaluate your progress towards fulfilling the graduation requirements for your program of study. You can also select "Running and interpreting advisement reports" or if you would like to see options for a different program of study that you are thinking of transferring into you can select the What-if Advisement Report (WHIF).

While every effort is made to ensure accuracy and completeness of the degree progress, please note that it is only a tool you can use to check your progress towards your degree. It does not replace the need for academic advising, which you are **strongly encouraged** to seek through an Engineering Academic Advisor in your major area of study.

The official graduation requirements are listed in the University of Windsor's online calendar. Any discrepancy between the Academic Progress and the official calendar should be brought to the attention of the Office of the Registrar. Every effort is made to make the wording and order of program requirements within the Academic Progress consistent with the wording of program requirements within the University calendar. Follow the calendar according to the semester you began your studies.

## Course Timetable

The course timetable is found on the Registrar's website. It will show you all the courses offered at the University as well as the time the course/lab is being taught and which professor will teach the course. Timetables for first-year engineering can be found on the WINONE website at [uwindsor.ca/engineering/winone/resources](http://uwindsor.ca/engineering/winone/resources). All undergraduate courses can be found at [uwindsor.ca/registrar/541/timetable-information](http://uwindsor.ca/registrar/541/timetable-information).

## Religious Accommodation Guidelines

The University of Windsor recognizes and values religious diversity and will accommodate students who have religious obligations that conflict with an academic requirement (e.g., attending an exam, test, laboratory or other mandatory academic event).

## Religious Observances

The University provides departments with a multi-faith calendar with information about various religious observances. This calendar serves as a resource listing of some of the major religious observances which may impact study.

## Other Mandatory Academic Events (Test, Midterms, Labs, Etc.)

The student is responsible for making a formal request to their instructor(s) for an alternative date or other means of satisfying the course requirement. The request should state that the date/time conflicts with a specific religious observance. This should be done within the first three weeks of the academic term (one week for six week courses).

Where the date of the religious observance cannot be predetermined with certainty (e.g. those determined by the lunar calendar), the request should still be made as above, along with an explanation that there may be a conflict with a religious observance.

Failure to provide the instructor with reasonable time to consider the request and possible forms of accommodation may result in a denial of the request. After a written request for an accommodation is submitted, the student and instructor(s) should meet to work out the arrangements. The instructor will process requests in a timely manner, and in a way that avoids academic disadvantage to the student.

Both parties agree to act in good faith. If the student and the instructor cannot agree on an accommodation, either party can contact the Department Head or the Office of Human Rights, Equity & Accessibility for assistance.

## Other Issues

Where the accommodation relates to an academic issue that is not a scheduling matter (e.g. dress code), the student should discuss the matter directly with the instructor. If necessary, either party may contact the Office of Human Rights, Equity & Accessibility for assistance.

→ Office of Human Rights, Equity & Accessibility.  
519-253-3000 ext. 3400  
[uwindsor.ca/ohrea](http://uwindsor.ca/ohrea)  
[ohrea@uwindsor.ca](mailto:ohrea@uwindsor.ca)

## Medical Reporting Illness

With the potential for health-related concerns, the University has made the decision to extend the use of the student self-report of illness interface for the Winter 2022 semester.

All students are asked to use **UWinsite Student** to report an illness that will prevent them from attending in-person instruction, completing an assessment on time or taking an exam for a specific course.

→ For detailed instructions, see the following knowledge base article at [ask.uwindsor.ca](http://ask.uwindsor.ca).

→ Illness should be reported to [covid19reporting@uwindsor.ca](mailto:covid19reporting@uwindsor.ca).

As always, students are entitled to request accommodations based on medical or compassionate grounds, such as bereavement or serious mental or physical health circumstances, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.) (Bylaw 54, 2.18 and

Bylaw 55, 1.11). Determinations about whether and how to accommodate students who submit requests for consideration based on compassionate grounds will as usual be made by instructors and/or the Associate Dean, in keeping with any standard procedures within specific Faculties and the Senate bylaws.

## Final Exams

The final exam schedule is announced by the Registrar once all registrations are finalized after the start of the semester. It is important that you check your exam schedule and seek assistance should there be scheduling issues. We do advise students not to plan travel prior to the end of the examination period before their final exam dates are finalized.

Students must submit a written request for an alternative date to write a final exam to the Registrar's Office prior to the end of the fourth week of classes (second week for six week courses) as per Senate By-Law 51. Forms are available at the Registrar's Office or online at [uwindsor.ca/registrar](http://uwindsor.ca/registrar) (see forms and applications for students).

## Examination Policies

You are responsible for making sure you are in the right place at the right time to write your exam. Exam schedules are available prior to the start of your exams. You must be prepared to show your student ID card at any time during the examination. If you do not have your student ID you will not be allowed to write the exam. If you have a conflict in your exam schedule, you must report it to your professor(s). If you have more than three exams scheduled on the same day you should let your professor(s) know at the beginning of the semester. All exam dates are available after classes begin each semester. Final exam dates will not be known during registration nor will they be included in course outlines.

A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Associate Deans or their instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance.

The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request through the Office of the Registrar is also possible.

We all know that life "happens" and that sometimes circumstances take you away from your studies but you have to let us (your professor or Associate Deans) know to avoid academic trouble!

Leaving school for any lengthy period of time can put you in academic jeopardy. In case of an emergency either you or a family member should contact us to put your academics on hold until you're able to resume your studies.

# Academic Standing, Academic Probation (AP) & Required to Withdraw (RTW)

1	CUMULATIVE AVERAGE REQUIREMENTS	CUMULATIVE AVERAGE REQUIREMENT OF 60%
	In Good Academic Standing	Greater than or equal to 60%
	On Academic Probation	55%-59.9%
	Required to Withdraw from the program	less than 55%

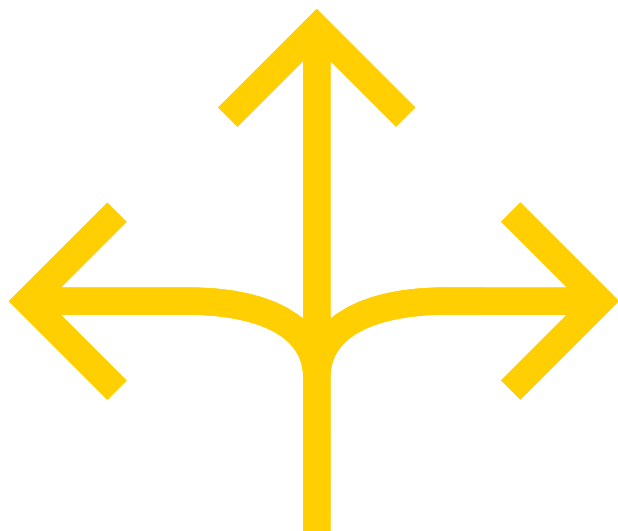
For First-Year Students Only - An Academic Standing Committee will review the student's academic record to determine whether to allow the student to continue on academic probation or whether to require the student to withdraw.

- 2 The Academic Standing Committee within each Faculty reviews the academic record of each student and makes academic decisions as appropriate in light of the cumulative and major averages achieved. In engineering, this evaluation occurs approximately once per year. This evaluation may occur at the conclusion of any term, depending upon the structure of the program.
- 3 A student will automatically be placed on probation if he/she has not met the minimum cumulative and major average requirements at the end of any term in which his/her record is not being formally reviewed. A student will automatically be placed on probation if he/she fails the same course twice. If a student is placed on Academic Probation, it is very important for them to make an appointment with an Academic Advisor in their area of study to have them review and recommend ways for them to return to good standing.
- 4 A student's record will be referred to an appropriate Academic Standing Committee within the Faculty for decision if he/she has not met the minimum cumulative or major average, according to the table above at the end of the term when the record is being reviewed.
- 5 Notification of the requirement to withdraw is included on the transcript, accessible via UWinsite. Students who have been required to withdraw may appeal. The Student will receive an email from the Associate Dean Academic's Office stating that the student has the right to appeal. The engineering appeal form must be submitted along with any supporting documentation (i.e. medical, death certificates, letter from a counsellor, travel documents) within the time frame set by the Associate Dean's Office. Appeals are considered by the Academic Appeals Committee; only circumstances of an extraordinary nature will result in rescinding the requirement to withdraw. Students may contact or make an appointment to speak with the Associate Dean - Student Affairs after receiving the RTW (required to withdraw) email and to receive further information and procedures concerning the appeals process.

All students who are Required to Withdraw (RTW) have the right to appeal. You also have the right to see all work completed for a course, including the final exam, and have the right to continue with your course work while an appeal is in progress.

No student in their first semester at UWindsor will be RTW in December or in April for a Winter Start Student. Students with a GPA less than 60% will continue in their program for the subsequent second semester of first year on Academic Probation (AP).

If you receive an email from the Associate Dean's Offices regarding your RTW status and appealing that RTW, you must respond and take the appropriate action of appealing. Ignoring the email and failure to appeal will seriously jeopardize your continuation in the engineering program.





## What happens when your appeal is not successful and you are “Required to Withdraw” (RTW)?

**Q. What happens when I formally appeal to the Engineering Academic Appeals Committee (EAAC) and they decide to uphold the RTW sanctioned by the Academic Standing Committee?**

A. Your registration will be blocked and held in general engineering and you will not be permitted to register for any courses. You will be removed from your engineering program for one year. If this is your first RTW and you know you want to reapply to continue your program after the one-year, consult with the Associate Dean - Academic about your return to engineering.

**Q. What happens if it is my second RTW and I formally appeal to the Engineering Academic Appeals Committee (EAAC) and they uphold the RTW sanctioned by the Academic Standing Committee?**

A. If you are RTW for a second time and the Engineering Academic Appeals Committee (EAAC) upholds the RTW then you cannot apply for reinstatement back into engineering. You can however apply to another university program. It is at the discretion of the receiving Faculty to allow you into their program.

**Q. Are there any other reasons that I may be required to withdraw?**

A. Yes! You could be “Required to Withdraw” if you fail a required course twice. You can also be “Required to Withdraw” if you fail to meet the terms of your academic probation if conditions have been implemented.

**Q. What happens if my appeal is successful?**

A. If your appeal is successful, you may be given conditions by the Engineering Academic Appeals Committee (EAAC). If there are conditions, failure to meet the conditions set out by the Engineering Academic Appeals Committee (EAAC) will result in the RTW being upheld, your registration will be blocked and you will be out of your engineering program for one year. If you meet all of the conditions set out by the EAAC then you will be permitted to continue in your program so long as you remain in good standing.

**Q. Whom should I contact if I have questions about being on “Academic Probation” or being “Required to Withdraw”?**

A. Contact the WINONE Office at [winone@uwindsor.ca](mailto:winone@uwindsor.ca) or 519-253-3000 ex. 2560 OR the Associate Dean - Academic's Office at [engadmin@uwindsor.ca](mailto:engadmin@uwindsor.ca) or 519-253-3000 ex. 2565.

## Grade Appeals

If unsatisfied with a final grade assigned in a course, students may file a Grade Appeal to have their grade reassessed.

### When to Apply

An appeal request must be received in the Registrar's Office no later than three weeks after the final mark has been released by the Registrar.

### What Happens Next

The appeal will usually be vetted by your course professor and at least one other faculty member. The final decision is reviewed by both the Head of Department and the Associate Dean of Engineering. Please refer to Senate Bylaw 51. Appeals generally take at least three weeks to process and may take up to six weeks depending on the circumstances.

After four weeks, you may contact the Faculty of Engineering office for information regarding the status of your appeal. Results of a Grade Appeal are mailed to the student by the Registrar's Office.

[uwindsor.ca/registrar](http://uwindsor.ca/registrar)

# Engineering Student Support Services Centre

## Ed Lumley Centre for Engineering Innovation, Room 1160

The Engineering Student Support Services Centre is your one-stop shop for academic and wellness support. All services are being offered virtually at this time.

WINONE First Year Office  
Technical Communication Support  
Counselling Centre  
Co-operative Education  
Engineering Outreach

→ [uwindsor.ca/engineering/studentsupport](http://uwindsor.ca/engineering/studentsupport)

## WINONE Office

WINONE will promote a positive learning experience and environment for our first year engineering students. The WINONE Office will:

Establish identifiable administrative presence and associated resources where first year engineering students can turn to for advice, referrals and direction. Stimulate the interest of our students thereby improving retention.

Develop communication strategies directed towards potential applicants, important third party groups (e.g. parents), and focus efforts to communicate with first year engineering students.

Assist students with the difficulties in transitioning from high school to university.

Promote greater life skills and self-responsibility so that first year engineering students are able to progress successfully through their senior university years.

Early intervention program – this program has been incorporated into the first-year Engineering experience as a proactive retention strategy to help students build the necessary skills for success in a demanding engineering curriculum. We identify students who are academically struggling and request by email that they meet with the Associate Dean of Student Affairs to discuss their options. The Office runs this program in the winter semester.

→ **WINONE OFFICE**  
519-253-3000 ext. 2560, [winone@uwindsor.ca](mailto:winone@uwindsor.ca)  
[uwindsor.ca/winone](http://uwindsor.ca/winone)

## Communication Support

The Faculty of Engineering offers free Engineering Technical Communication Support. All engineering students are welcome, from first-year to doctoral-level. The team provides guidance and instruction on the following:

grammar and punctuation, sentence structure  
constructing strong engineering arguments  
writing concisely  
finding, evaluating, and integrating research  
citing and referencing, oral presentations  
page design and formatting and much more!

→ [uwindsor.ca/engineering/studentsupport](http://uwindsor.ca/engineering/studentsupport)

## Engineering Counselling Centre

Outside of the obvious academic pressures, students may have to deal with stresses such as:

Emotional difficulties  
Balancing academic and personal lives  
Sleeping problems  
Relationship issues (e.g. family, friends, romantic)  
Adjusting to a new home/city/country/culture  
Identity issues

Sometimes coping with one or more of these stresses can prove to be overwhelming. The professional staff of the Student Counselling Centre is here to help students with skills such as stress management, emotional regulation, and relationship building.

To set up an initial appointment, please call 519-253-3000 Ext. 4616.

→ [uwindsor.ca/engineering/counselling](http://uwindsor.ca/engineering/counselling)

## Co-operative Education

The Co-operative Education Program works with students to help them develop their job search skills, find appropriate placements and define career goals. Employers will provide students with challenging work experiences that develop their transferable job skills. Faculty members will evaluate student work and help integrate experience from the workplace into the classroom.

Our programs provide a diverse range of opportunities yet are structured to offer students individual attention. We are proud to offer placement opportunities far beyond Windsor and Essex County. Students who are interested may seek a placement anywhere in Canada as well as many other countries around the globe. We have had students working as far away as Germany and Asia.

→ [uwindsor.ca/cces](http://uwindsor.ca/cces)

## Outreach

The Engineering Outreach Program at the University of Windsor invites elementary and secondary students and teachers in Windsor and Essex County to learn more about the world of engineering and its diverse career opportunities.

The program offers high school classroom visits and numerous hands-on activities related to specific areas of engineering; visits to our lab facilities; and tours of the Ed Lumley Centre For Engineering Innovation (CEI), including industry tours and visits.

Find out how you can become a mentor to aspiring engineers and volunteer within the Outreach program.

→ [uwindsor.ca/engineering/outreach](http://uwindsor.ca/engineering/outreach)

## WINONE Tutorials

WINONE Tutorials offer free one-on-one help with course content from senior engineering students. Peer tutors provide support with first and second-year Engineering course material as well as mentoring advice. Visit the website below for online drop-in hours and in-person sessions.

→ [uwindsor.ca/engineering/tutorials](http://uwindsor.ca/engineering/tutorials)

# University Academic Resources

## Skills to Enhance Personal Success

The Skills to Enhance Personal Success (STEPS) program offers a wide variety of free workshops aimed at providing students with practical methods for improving their learning and study skills.

Effective Reading Strategies  
Strategic Note Taking  
Multiple Choice Tests and Exams  
Effective Memory Strategies  
Study Smarter, Not Harder  
Taming the Chaos (Time Management)  
Exam Preparation  
Exam Strategies  
Test Anxiety

→ [uwindsor.ca/steps](http://uwindsor.ca/steps)

## Writing Help Services

The Writing Support Desk is located on the main floor of Leddy Library and is an online and in-person service that provides students with help regarding various aspects of their academic writing, including:

- Interpreting assignment prompts
- Constructing strong theses and arguments
- Grammar, punctuation, and syntax problems
- Analyzing and integrating sources
- Citing and referencing

Students should note that the WSD is not a proofreading service. Though we will examine as much of a sample of writing as we can in the space of a one-on-one consultation, our goal is to teach students how to improve their writing, not to simply edit the work. Read more about the WSD's Policies and Procedures.

Writing Support Desk – Leddy Library  
519-253-3000, Ext. 3472

→ [writingsupport@uwindsor.ca](mailto:writingsupport@uwindsor.ca)

## The Math and Stats Learning Centre

The Math and Stats Learning Centre, located on the 3rd floor of Erie Hall, offers FREE assistance for all students in first year Math and Statistics Courses. It is a large computer lab where students have access to computers to work on homework, as well as receive help from Graduate Students.

First-year math and second-year statistics courses.

It also offers an opportunity to interact and study with peers/classmates and upper year students who also drop-in to complete assignments. Course materials, including assignments, tests and solutions may be available.

Justin Lariviere  
Director Mathematics & Statistics Learning Centre  
→ [jlarivie@uwindsor.ca](mailto:jlarivie@uwindsor.ca)  
519-253-3000 ext. 4714 or 3021

## Outstanding Scholars

Outstanding Scholars are paid to do research outside class, working for faculty members! This unique opportunity lasts for three years, during your second, third, and fourth years of undergraduate study.

The Outstanding Scholars Program provides an exceptional and supportive undergraduate learning experience for high-achieving students, emphasizing depth and breadth of research-based academic inquiry, strong and ongoing faculty/student mentorship, effective communication of research achievement, and achievement of external recognition of academic excellence.

There are two points of entry into the OS program:

Directly from high school

After completing your first year at the University of Windsor

First year OS students are known as Candidates. If you are selected, the OS program will help you prepare to become a Scholar in your second year of study. To learn more, visit the Outstanding Scholars webpage below.

→ [uwindsor.ca/outstandingscholars](http://uwindsor.ca/outstandingscholars)

## Student Awards and Financial Aid

The Student Awards & Financial Aid Office has a three-fold function:

Recognition of academic achievement.

Accommodation of financial need.

Dissemination of information on the various awards available for undergraduate study at the University of Windsor.

A student award may take the form of a citation, medal, gift, prize or grant of money presented to a student. In some instances, students must submit an application form for consideration, although some are assigned based strictly on grades. Some awards give consideration to a combination of factors, for example, academic merit, financial need, volunteerism and/or leadership potential.

→ [uwindsor.ca/studentawards](http://uwindsor.ca/studentawards)

## Dean's Honour Roll

For a student to be considered for the Engineering Dean's Honour Roll, they must be enrolled in an Engineering program, and must have the following:

Student has successfully completed a least five courses in the current semester

Student has attained an 80% average in the current semester

Student is in overall good standing

Students can pick up their Honour Roll certificates in the office of the Secretary to the Dean of Engineering in Room 2123, CEI.

# Engineering Student Groups

Arduino Club  
Association of Energy Engineers Windsor Student Chapter Concrete Canoe Team  
Engineers Without Borders (EWB) Windsor Chapter  
Engineering Student Society  
FIRST Robotics Club (UWinFIRST)  
Rocketry Team  
Society of Automotive Engineers (SAE) International University of Windsor Chapter  
SAE Aero  
SAE Formula Electric  
SAE Formula  
SAE Supermileage  
Shell Eco-Marathon Team  
Windsor Chapter of the American Society of Heating

Refrigeration and Air Conditioning Engineers, Inc.  
Windsor Chapter of the American Concrete Institute  
Windsor Chapter of the Institute of Electrical and Electronics Engineers  
Windsor Chapter of the Institute of Electrical and Electronics Engineers (IEEE) Women in Engineering  
Windsor Chapter of the Institute of Industrial Engineers  
WINSAT Windsor Space and Aeronautics Team  
Women in Engineering Club  
Women in Renewable Energy (WiRE) Student Chapter

To get involved or learn more, visit [uwindsor.ca/engineering/student-groups](http://uwindsor.ca/engineering/student-groups)  
Please contact [WINONE@uwindsor.ca](mailto:WINONE@uwindsor.ca) with your interest.



## University Student Groups

With more than 150 student clubs and societies on campus, each UWSA student group has a niche in our campus community.

The UWSA Hub is the platform for all things related to student groups at the University of Windsor. Check out the Student Groups Directory for a list of clubs and societies on campus.

Learn more at [uwsa.ca/uwsa-services/student-groups](http://uwsa.ca/uwsa-services/student-groups)



# Student Services and Campus Resources

## Canadian Federation of Students

The Canadian Federation of Students (CFS) represents over 500,000 students provincially and nationally. This includes all three student unions at the University of Windsor – UWSA, OPUS, and GSS. The goals of the CFS are to fight for lower tuition fees and drop student debt, while at the same time advocating for students in all aspects of student life, including environmental issues, mental health awareness and support, among others.

Students formed the Federation in 1981 across Canada; among them were students from Windsor. Ever since this historic founding, Windsor has been well represented and has played a crucial role in the Federation, developing policy and participating in campaigns.

Finally, the Federation offers a lot of great services to students! International Student Identity Cards, which offer a huge amount of discounts to full-time students including products such as laptops, plane tickets, bus tickets, and computer software. This card is free to all members of the CFS, which includes all members of the UWSA.

→ [cfsontario.ca](http://cfsontario.ca)

## University of Windsor Students' Alliance (UWSA)

The University of Windsor Students' Alliance (UWSA) is an incorporated, not-for-profit, student-run organization. We are your undergraduate student government, your campus services, your clubs and societies, your student life, your community campaigns, your students' association. Every UWindsor full-time undergraduate student is a member of the UWSA and you are encouraged to take advantage of the services, events and programming we offer.

The UWSA provides services for students such as the health and dental plan, universal bus pass, student scholarships, events, coordination of over 150 student groups and more! Learn more about the UWSA Services and get involved!

→ [uwsa.ca](http://uwsa.ca)

## Student Health Plan

The UWSA, on behalf of its members, negotiates a health and dental plan for those students who are not already covered. This service is provided for students in order to reduce the costs of a benefit plan for students that are not already covered. The policy coverage ceases August 31st, of each year. Students have the opportunity to opt-out of the plan if they can show proof of alternate coverage.

The UWSA health and dental plan covers all full-time undergraduate students taking 4 or more credits

Students with coverage through a family member or employer may opt-out with proof of comparable coverage

The UWSA plan policy year is from September 1st to August 31st

The UWSA plan coverage includes prescription drugs, vision, dental, travel, practitioners (massage, chiropractor, physiotherapy, psychology/MSW, etc.), accident, and more.

→ For full plan information, visit [uwsa.ca](http://uwsa.ca)

## Medical Services

We are your family physician's office while on campus. The clinic at Student Health Services is a medical practice. The clinic can take care of all your health care needs providing confidential, student-centered health care, including comprehensive medical care, counselling, and referrals.

Patients must be University of Windsor students. Even if you opt out of the student drug plan, you are still welcome to see our dedicated team of physicians, nurses and administrative staff.

→ Call 519-973-7002 for a doctor's appointment or visit [uwindsor.ca/studenthealthservices](http://uwindsor.ca/studenthealthservices)

## Campus Community Police

The University of Windsor places a high priority on the public safety of our campus community. The Campus Community Police work in partnership with the University community to provide a safe and secure environment to all students, staff, faculty and visitors by providing a 24 hour presence on our campus to respond to routine and emergency calls for service.

The University of Windsor Campus Community Police operate a 911 emergency dispatch centre for the university community. By calling extension 911 from any campus phone, you will be immediately connected to a dispatcher. Campus Community Police respond to all emergency calls - police, fire or medical requests for service.

Along with the 911 emergency dispatch centre, there are blue emergency poles located throughout campus and when activated they provide a recorded and traced emergency line to Campus Community Police.

Non-emergencies (519) 253-3000 ext. 1234  
Emergencies ext. 4444 or 911 from a campus phone.  
2455 Wyandotte St. W. Innovation Centre, University of Windsor

## Safe Lancer Mobile App

Download the Safe Lancer Mobile App available on the campus police website below for one-touch access to police, virtual walk homes with campus police, COVID and much more.

→ [uwindsor.ca/campuspolice](http://uwindsor.ca/campuspolice)

## Walksafe Program

Walksafe is a free service provided for all students, faculty, employees and visitors at the University of Windsor. Walksafe is a student-run, student-staffed volunteer program provided by the UWSA to ensure everyone feels safe on campus when travelling at night. Feel free to use this free service anytime you want a walk to your home or car.

There are three ways to contact Walksafe to request a walk:

1. Just dial 0 (ext. 0), or call ext. 3504 from any UWindsor phone.
2. Press the "Walksafe" button on any Bell Payphone on Campus.
3. Ask a Walksafe Volunteer who is already on duty.

→ If you have any questions about Walksafe please contact the Walksafe Coordinator, at [walksafe@uwindsor.ca](mailto:walksafe@uwindsor.ca) or call ext. 3504 to leave a message.

## U of W Student Counselling Centre

The Student Counselling Centre at the University of Windsor provides free, confidential counselling to registered students as well as consultation and referral services for University of Windsor faculty and staff. Services are provided by Psychologists, Registered Therapists, a Registered Nurse, and Master's-level graduate students. University of Windsor's role in supporting students with serious ongoing mental health issues:

The University of Windsor is an institution of higher learning committed to the academic success of its students. We offer support programs to help students who may experience academic challenges caused by personal, physical or emotional difficulties. The University is able to offer short-term counselling and therapy services to students. Students in crisis will also be provided support and counselling as needed.

→ [uwindsor.ca/studentcounselling](http://uwindsor.ca/studentcounselling)

Student Counselling Centre  
Room 293 CAW Centre  
519-253-3000 ext. 4616  
[scc@uwindsor.ca](mailto:scc@uwindsor.ca)

All UWindsor students have access to 24/7 counselling services with the campus-wide launch of the My Student Support Program (MySSP), a program offered by a partnership between the University of Windsor and the University of Windsor Students' Alliance (UWSA).

→ [uwindsor.ca/studentexperience/500/my-student-support-program](http://uwindsor.ca/studentexperience/500/my-student-support-program)

## Peer Support Centre

The Peer Support Centre is a drop-in centre where students from across campus can find a supportive peer to talk to. It's a safe and inclusive space where trained peer support volunteers offer peer counselling to students.

Our volunteers are University of Windsor students who have gone through extensive training to better enable them to give support to their peers. The Peer Support Centre is a UWSA initiative, in collaboration with the Student Counselling Centre.

The Peer Support Centre is always looking for volunteers! To make an appointment contact the Peer Support Centre.

519-253-3000 Ext. 4551 [pssc@uwindsor.ca](mailto:pssc@uwindsor.ca)  
CAW Student Centre 2nd Floor, Room 209

→ [www.uwsa.ca/psscconnect](http://www.uwsa.ca/psscconnect)

## Organization of Part-time University Students (OPUS)

OPUS supports and advocates for part-time students. OPUS offers many bursaries and awards for part-time students, part-time student events, a lounge with computers and a kitchen, volunteer opportunities and discounted photocopying, faxing and printing service.

OPUS Office  
Room 172, 1st Floor CAW Student Centre  
401 Sunset Ave Windsor, ON, N9B 3P4  
519-253-3000 ext. 3603

→ [uwindsor.ca/opus](http://uwindsor.ca/opus)

## EPICentre

EPICentre is the hub of all entrepreneurial activities on campus. From in-class education, to extra-curricular events and activities, EPICentre is giving students and recent graduates the opportunity to start and grow a business with all of the resources required to be successful.

The EPICentre offers free consulting, mentoring, funding and physical space to help start and grow your business.

→ [epicentreuwindsor.ca](http://epicentreuwindsor.ca)

## U of W Print Shop

The University Print Shop is your one stop shop for all your printing needs. Services include; poster and retractable banner printing, report and thesis printing, binding, laminating, flyers, postcards and tickets. Contact [printshop@uwindsor.ca](mailto:printshop@uwindsor.ca) for quotes and all requests or call 519.253.3000 ext 3680.

Main location - Chrysler Hall Tower lower level room 01  
Hub - CAW Student Centre lower level

## U of W Campus Bookstore

You can purchase new and used textbooks from the U of W campus bookstore located in the basement of the CAW Centre. At certain times of the year, you can also sell back your old textbooks. At the campus bookstore you can find a variety of items such as diploma/portrait frames, general reading books, calculators, computers, grad rings, printers and clothing etc.

→ [uwindsor.ca/bookstore](http://uwindsor.ca/bookstore)

## Office of Human Rights, Equity & Accessibility (OHREA)

The University of Windsor is committed to upholding the Ontario Human Rights Code (OHRC) which prohibits discrimination and harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, creed (religion), disability, age, marital status, family status, sexual orientation, gender identity and gender expression, receipt of public assistance (in accommodation only), and record of offences (in employment only).

(519) 253-3000 Ext: 3400  
Room 325 Chrysler Hall Tower  
→ [uwindsor.ca/ohrea](http://uwindsor.ca/ohrea)

## The Academic Integrity Office

Academic integrity is more than just plagiarism and cheating. It means centering your academic journey around the core values of honesty, respect, fairness, and responsibility. At the University of Windsor, we expect our students, faculty, and staff to contribute to a positive environment where academic integrity is upheld in all of our work. As a University of Windsor student, you are responsible for understanding and following the listed policies to maintain academic integrity throughout your university career. It is recommended that you prevent any issues before they arise by making yourself familiar with the guiding policies. By upholding our values of academic responsibility, you can successfully earn your degree with honesty.

→ [uwindsor.ca/academic-integrity](http://uwindsor.ca/academic-integrity)  
CAW Student Centre, Room 117  
Telephone: 519-253-3000, ext. 5005

# Code of Conduct

## Senate Bylaw 31: Academic Integrity

Where there is a finding of misconduct, as defined in this bylaw, one or more of the sanctions listed below may be imposed by an adjudicator or by the Discipline Appeal Committee (with the exception of #11, which also requires the approval of the President), taking into account the nature and scope of the misconduct, whether there was intent, the context in which it occurred, the student's educational and cultural background and other relevant circumstances. Specific illustrations include (this list is not exhaustive):

- Relative weight of the assignment
- The level of the student's academic experience
- Whether the student accepts responsibility for his/her action and is amenable to educative remedies
- Extenuating circumstances that may help explain the action taken by a student
- Any other aggravating or mitigating factors (health or personal issues)
- Whether the work in which the offence has been committed is one of the major milestones of the graduate or undergraduate program (capstone, thesis, major paper)
- The severity of the offence, including its impact on others (within and outside the university community)
- Any record of previous offences

## List of Sanctions

**1. Admonition:** A notice to the student, orally or in writing, that s/he has violated a rule of conduct and that continuation or repetition of the conduct found wrongful may be cause for more severe disciplinary action. There shall be no transcript notation related to this sanction.

**2. Letter of Apology/or Reflection:** A short reflective paper describing the misconduct and acknowledging wrong-doing. There shall be no transcript notation related to this sanction.

**3. Educational Session:** A requirement that the student attend an educational session, if available, on what constitutes plagiarism and how to cite properly, on time management, or on stress management, etc. (The educational session may be offered by an individual (e.g., Associate Dean) or through a formal workshop offered through an appropriate University office, where available. There shall be no transcript notation related to this sanction.

**4. Mark Reduction:** 1) A reduction of the mark or assigning a mark of zero for the work submitted, based on an evaluation of the academic merit of the work and taking into account the criteria for, and nature of, the assignment and, taking into account the extent of the work that is the result of the misconduct. This may result in a reduction of the final grade in the course; or 2) A grade of zero in the course, where the academic misconduct so taints the student's academic performance in the course that no credit can be given. There shall be no transcript notation related to this sanction.

**5. Repeat Work for Assessment:** A requirement that the student re-do the assignment or re-sit the test/examination for full or partial credit. There shall be no transcript notation related to this sanction.

**6. Censure:** A reprimand for violation of a specified University regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period of time stated in the reprimand. This sanction shall normally result in a transcript notation for the specified period of time, unless otherwise directed by the adjudicator, in the case of the Faculty of Law, the Discipline Committee of the Faculty of Law, or the Discipline Appeal Committee.

**7. Denial of Registration:** A decision to deny the student permission to register, or to cancel the student's registration in a course or program. There shall be no transcript notation related to this sanction where there is no existing transcript. Where there is an existing transcript, this sanction shall normally result in a transcript notation for a specified period of time, unless otherwise directed the adjudicator, in the case of the Faculty of Law, the Discipline Committee of the Faculty of Law, or the Discipline Appeal Committee.

**8. Community Service:** Community service work within the campus or wider community as set forth in the order of community service for a definite period of time. The student shall make appropriate arrangements with the intended agency, with which s/he may be serving his/her community service work, and shall submit proof of hours worked by the deadline stated in the order. The community service work setting shall be approved by the person or body responsible for adjudicating the matter. This sanction shall normally result in a transcript notation for a specified period of time, unless otherwise directed by the adjudicator, in the case of the Faculty of Law, the Discipline Committee of the Faculty of Law, or the Discipline Appeal Committee, as the case may be.

**9. Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a specified period of time. This sanction shall result in a transcript notation for a specified period of time.

**10. Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion. A notation shall be placed on the student's transcript for an indefinite period of time. A student may apply to the adjudicator or the Discipline Appeal Committee, as the case may be, to request to have the notation of expulsion removed from his/her transcript three years after the imposition of the sanction.

**11. Rescinding Degree:** Rescinding the student's degree, requires approval by the President of the University, based on a recommendation from the Discipline Appeal Committee. In cases where this may be warranted, the adjudicator shall forward the matter with his/her recommendation to the Discipline Appeal Committee for a hearing. The rescinding of a student's degree shall remain on his/her transcript permanently.

Reach the Academic Integrity and Student Conduct Officer at [aio@uwindor.ca](mailto:aio@uwindor.ca) or at 519-253-3000 ext. 5072.

# Questions & Answers

## **Q. HOW DO I TRANSFER CREDITS FROM ANOTHER UNIVERSITY TO MY CURRENT ENGINEERING DEGREE HERE AT WINDSOR?**

A. If you wish to receive credit for a course you feel you have already qualified for, you need to provide an official transcript and a description of the courses to the Office of the Registrar for review.

## **Q. MY EXAM IS SCHEDULED TO BE WRITTEN ON MY RELIGIOUS HOLIDAY. WHAT CAN I DO?**

A. According to senate Bylaw 51: Students who are unable to write a final examination during the regularly scheduled time slot due to a conflict arising from a religious observance shall be given the opportunity to write an alternative examination during another time slot within the regularly scheduled examination period. Students must submit an application for an alternative examination to the Office of the Registrar. The Office of the Registrar is required to contact the instructors involved so that they can prepare for an alternative exam date and time.

## **Q. HOW DO I KNOW WHEN I HAVE TESTS AND ASSIGNMENTS DUE?**

A. On your first day of classes each professor will provide you with a course syllabus. It is an outline that specifies what happens in the course, assignment due dates and how you will be marked and graded. It will clearly state the times for both.

## **Q. WHAT IF I FAIL THE SAME CORE ENGINEERING COURSE THREE TIMES?**

A. You will be asked to leave the Faculty of Engineering permanently.



## **Q. I HAVE BEEN ACCEPTED INTO ONE ENGINEERING PROGRAM: HOWEVER, I WOULD LIKE TO SWITCH TO A DIFFERENT PROGRAM WITHIN THE ENGINEERING FACULTY. IS THIS POSSIBLE?**

A. Even though you have declared your major (environmental engineering), first year is general. This means that regardless of what program you take in second year, all first-year engineering students attend the same courses during your first year. You should make an appointment with the Associate Dean Academic or Associate Dean of Student Affairs regarding a transfer.

## **Q. CAN I TAKE COURSES IN THE SUMMER AFTER MY FIRST YEAR OF ENGINEERING AT UWINDSOR?**

A. Yes. Summer is a good time to catch up with your coursework if you are behind. Seek academic advising from WINONE or your undergraduate program advisor [uwindsor.ca/engineering/advising](http://uwindsor.ca/engineering/advising).

## **Q. CAN I TAKE A COURSE/S IN THE SUMMER AT ANOTHER UNIVERSITY?**

A. Yes, but you must apply for a Letter of Permission through the Registrar's Office beforehand. The course must be equivalent to a course offered here at our University in order to transfer the credit to your UWindsor Engineering transcript.

## **Q. WHAT HAPPENS IF I FAIL A REQUIRED ENGINEERING COURSE?**

A. You should meet with the Assistant Dean Student Affairs to make arrangements to repeat the course at the next available opportunity. As your course sequencing might be disrupted, academic advising is essential.

## **Q. WHAT HAPPENS IF I FAIL A REQUIRED ENGINEERING COURSE TWICE?**

A. When you fail a course twice you are automatically given an RTW (required to withdraw) designation on your transcript. When you are RTW'd you should seek immediate counselling from your first year or program advisor. You will have an opportunity to apply for an appeal of the decision to take the course for a third time.

Have more questions? Visit [ask.UWindsor.ca](http://ask.UWindsor.ca) to search our 'knowledge articles' for information or ask a question for our dedicated staff to answer.



