



University
of Windsor

Faculty of Arts, Humanities
and Social Sciences

First Year Transition Toolkit

First Year Resources Hub

The **First Year Transition Toolkit** is an online toolkit developed to assist incoming students make the successful transition to university.

Academic and Student Success Services

Reach

Reach is an online peer supporting program designed to provide academic support to first and second-year students. By joining a Reach session, students can expect to receive advice and tips from an upper year student relating to:

- Student Life (i.e. events, student groups, and campus involvement);
- Studying Tips;
- Time Management Strategies;
- Campus Services and Resources;
- First-Year Transition Questions

Click here to access the [Reach Portal here](#) or email reach@uwindsor.ca and a Reach Peer will try to answer within 24 hours.

Writing Support Desk

The **Writing Support Desk** is located on the main floor of the Leddy Library and is a 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 they will examine as much of a sample of writing as they can in the space of a one-on-one consultation, their goal is to teach students how to improve their writing, not to edit the work.

Students can email their work in advance of their appointments to writingsupport@uwindsor.ca (.docx. or .doc formats).

[Click here for more information about their services.](#)

Skills to Enhance Personal Success (STEPS)

Skills to Enhance Personal Success (STEPS) are workshops that are geared towards helping to develop study skills to achieve academic success in a university setting.

STEPS sessions are held throughout the fall and winter semesters to introduce practical methods that can help you improve your learning and study skills across disciplines. STEPS workshops are free of charge and no registration is required to attend their workshops.

[Click here to find more information about the STEPS program.](#)

Student Accessibility Services

Student Accessibility Services (SAS) is committed to working with the entire campus community in creating equal access to higher education for all academically qualified students who may have disabilities.

SAS strive to foster an inclusive climate of mutual respect and understanding on the UWindsor campus, so that all students are welcome and able to contribute to the fabric of the university community.

For more information about SAS, please [click here](#).

Career Development & Experiential Learning

Office of Career Development & Experiential Learning

They are a team of professionals who brings expertise in career exploration, job search strategies, resumes and cover letters, interview preparation, and labour market information. They are here to help students build bridges between the classroom and the world of work by supporting their career development and connecting them with resources and opportunities to prepare for whatever their goals might be after their time at the University of Windsor.

Some of the services that they offer are:

- Appointments
- Workshops and Webinars
- Peer Advising

Topics that the Career Development and Experiential Learning can assist with:

- Interview Prep
- Mock Interview
- Cover Letter and Resume
- Curriculum Vitae
- Job Search Techniques
- LinkedIn Profile Critique
- Personal Statements and Letters of Intent
- Further Education and Preparing for Professional Schools Interview
- Career Planning (What Can I Do with My Degree)
- Interest/Career Assessment Initial Appointment
- Career Exploration Program

For more information about their services, please [click here](#).

Ignite Work Study Program

The **Ignite** is the University of Windsor's Work Study program and funds part-time jobs on campus for students. Positions offer an opportunity for both financial benefits and skills development. The program is coordinated by Career Development & Experiential Learning.

For you to be eligible for Ignite, you must meet the following criteria:

- Be in good academic standing (cumulative average of 60% or higher and not be on academic probation);

- Be registered in a minimum course load (60% for domestic; 80% for international; 40% for students with a documented disability);
- Not be on a co-op work term in the semester they are employed in an Ignite position;
- Student cannot work more than 24 hours a week on campus and students with a GA position are limited to 100 hours of work per semester;
- After being hired into an Ignite position, students are to attend a mandatory one-hour Launch Session facilitated by CDEL within the first two weeks of their start date.

For more information about the Ignite program, please [click here](#).

Volunteer Internship Program (VIP) - Community Service Learning

VIP: Community Service-Learning students work with local community partners to have an impact on their community while gaining skills and experience for their future careers. Service learners will apply discipline specific knowledge while addressing community need. In addition to serving a minimum of 40 community hours, students will also complete professional development activities online and in-person. This opportunity will take place during a single semester and is co-curricular.

Successful students will be awarded a certificate, notation on their academic transcript, and earn skills and experience to help them with their future employment.

Students are encouraged to apply, and they will be able to view opportunities before they pay the administrative fee.

For students to be qualify for the program, they must:

- Be in good academic standing;
- Be in at least second term of study to apply so they can begin their community service-learning experience in their third term of study.

For more information about the VIP: Community Service Learning, please [click here](#).

Job Shadow Experience Program

The main goal of this program is to assist students with increasing their professional network, learning more about an industry of interest, potential careers and articulate their experiences.

By the end of this experience, students will:

- Research a local company, including relevant labour market information, using various online methods;
- Learn how to apply their skills, education, and training;
- Learn professional Canadian workplace expectations;
- Conduct at least one informational interview;
- Tour at least one company/organization of interest, observe various careers and operations;
- Learn how their skills and education can fit into the labour market;
- Follow up with at least one new network contact;
- Reflect on their experiences

Who can participate:

- Any students currently registered at the University of Windsor
- Must be able to attend the mandatory orientation sessions

For more information, please [click here](#).

[Outstanding Scholars Program](#)

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

The Outstanding Scholar 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.

For more information about the Outstanding Scholars program, please [click here](#).

[Student Exchange](#)

The University of Windsor has developed a broad range of student exchange partnerships with other universities and post-secondary institutions around the world. Currently, we have a variety of programs in a variety of countries, involving many different partner institutions including every continent except Antarctica.

Normally, students go on exchange for one or two semesters after completion of four or more semesters of study at the University of Windsor. No tuition is charged by the partner institution, as students continue to pay their University of Windsor tuition while they are away. Some financial assistance is also available. All course credits obtained on exchange may be applied to the University of Windsor degree requirements as appropriate.

For more information about the Exchange program, please [click here](#).

[LEAD Scholars Program](#)

The **LEAD Medallion Scholars** program recognizes students in good standing who have excelled within and beyond the classroom. In order to earn a medallion, recipients will have demonstrated **leadership, engagement, application, and discovery** during their time in the Faculty of Arts, Humanities and Social Sciences.

- **Leadership** through peer mentoring and campus involvement.
- **Engagement** through service learning, study abroad, or outreach activities.
- **Application** through internship, practicum, or other hands-on activities related to your field of study.
- **Discovery** through undergraduate research or creative pursuits.

Through the LEAD Medallion Scholars program, you can receive either a bronze, silver or gold medal based on how many of the LEAD categories you have completed. Each activity you participated in can only count towards one area of LEAD. For a course to be counted towards the LEAD Scholars program, you must have obtained a minimum of a 70% in that course.

For more information about the LEAD Scholars program, please [click here](#).

Mental Health, Physical Health and Wellness

[Student Counselling Centre](#)

The **Student Counselling Centre** at the University of Windsor provides registered students free, confidential mental health counselling delivered by trained mental health professionals. Students in crisis will be provided support and counselling.

Students may have to deal with stresses related to:

- Physical or mental illnesses (i.e. depression and anxiety);
- Family issues;

- Identify confusion;
- Time management;
- The end of important relationships;
- Illness or death of a loved one;
- Moving away from home;
- Financial concerns

For more information about the SCC, please [click here](#).

Therapy Assistant Online (TAO)

It may be helpful to think of TAO as an online library of engaging, interactive programs to learn life skills and to help you bounce back from disappointments or stumbling blocks in life. As you watch videos and engage with their interactive components, you'll gain the knowledge, self-awareness, and skills you need to achieve your goals.

[Click here to be directed to the TAO link.](#)

My Student Support Program (MySSP)

What is MySSP?

- Free confidential counselling by licensed counsellors;
- Available 24/7 via call or text;
- At any given time, students have access to 35+ languages/cultures;
- Program supports 140+ languages/cultures across their entire clinical network;
- App downloadable in simplified Chinese, Korean, Spanish, English and French;
- Resource library for common student concerns (i.e. relationships and homesickness)
- International phone number for when traveling abroad

What can MySSP counsellors help with?

- Stress, anxiety, feeling overwhelmed;
- Sadness, loneliness, homesickness;
- relationships with family, friends, roommates;
- Procrastination and trouble studying;
- Worries about upcoming exams or academic performance;
- And lots more!

For more information about MySSP, please [click here](#).

[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.

For more information for the PSC, please [click here](#).

[Student Health Services](#)

Student Health Services is an on-campus physician's office. They provide confidential, student-centred health care, including comprehensive medical care, counseling, and referrals.

Please be aware that all patients must be registered University of Windsor students.

Even if students opt-out of the student drug plan, students are still welcome to see their dedicated team of physicians, nurses and administrative staff.

For more information about Student Health Services, please [click here](#).

Financial Assistance

[Student Awards and Financial Aid](#)

The Office of **Student Awards and Financial Aid** is dedicated to assisting students in meeting their financial obligations with respect to their post-secondary educational costs. If you have questions regarding your financial aid eligibility, please contact the Office of Student Awards and Financial Aid. You may request an appointment to meet in person, or virtually, with one of their Financial Aid Specialists or their Financial Aid Administrator if you have special circumstances.

The University of Windsor offers many scholarships, bursaries and awards which are based on both academic merit and financial need.

The Student Awards and 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 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.

For more information, please click [here](#).

The enRICHed Program

Get an enRICHed Start on your financial future!

- Are you concerned about managing your own budget for the first time?
- Are you concerned about repaying your student loan upon graduation?
- Are you thinking about saving for your future?

Through a series of fun, insightful videos, the enRICHed Start program will help you:

- Steer away from poor money management traps;
- Avoid credit card traps that can bury you in debt;
- Understand the fundamentals of saving and investing early

To get started now, login to enRICHed Start now and register using your valid UWindsor email address. [Click here to get started on your enRICHed experience.](#)

For more information, please email enrichedstart@uwindsor.ca.

Admissions, Enrolment, Course Registration and Transcripts

Office of the Registrar

The Office of the Registrar is responsible for all matters relating to registration, enrolment, records, admissions, and graduation.

The Office of the Registrar is also responsible for timetable information, change of programs, and final grades.

Each student has an Admissions and Records Officer who is responsible for their records. Your Admissions and Records Officer is determined by your last name using the alphabetical listing below.

- Stacey Shuel (sshuel@uwindsor.ca) - A - Chaw
- Kelly Courneya (Kcourne@uwindsor.ca) - Chea - Gre
- Leanie Joya (leanie@uwindsor.ca) - Gri - Mek
- Lisa Learn (lmsmith@uwindsor.ca) - Mel - Suy
- Jen Molnar (jmolnar@uwindsor.ca) - Suz - Zzz

For information about transcripts, please email transcripts@uwindsor.ca.

[Timetable Information](#)

Looking for a course?

[Click here](#) to see the timetables.

Social and Intercultural Services

[Aboriginal Education Centre](#)

The **Aboriginal Education Centre** provides support to self-identified Aboriginal students reach their highest potential in a culturally supportive atmosphere by:

- Friendly and knowledgeable staff who can refer you to various student support services on campus;
- Cultural programming and events;
- A lounge and study area where you can socialize, study, or just relax;
- Printing, scanning, and faxing services;
- Volunteer and work opportunities;
- School visits and community presentations

For more information, please [click here](#).

[Campus Pride Centre](#)

The **Campus Pride Centre** provides a positive environment for Lesbian, Gay, Bisexual, Trans, Queer, Questioning, Two-Spirited, Intersex, Pansexual and Asexual individuals and their allies on the University of Windsor campus. Learn more about the Campus Pride Centre.

To find more about the Campus Pride Centre, please [click here](#).

[International Student Centre](#)

The **International Student Centre** provides a variety of quality services and programs to support almost 4000 UWindsor international students, scholars, and their family members from over 90 different countries. The International Student Centre team works diligently to help students to achieve their academic and personal goals while in Canada. They provide professional advising services including academic support, information about health coverage, and immigration information. The International Student Centre also administers the exchange programs for students coming from abroad and for students studying at our partner institutions around the world.

For more information about the ISC, please [click here](#).

[Womxn's Centre](#)

The **Womxn's Centre** operates as a free campus service providing a safe space and welcoming environment for people of all backgrounds and expressions.

As an actively pro-choice, feminist space, the Womxn's Centre provides guests with resources and information, as well as a positive supporting environment and redirection to more specific resources if required.

Feel free to visit the space to see all the resources and services that they offer!

For more information, please [click here](#).