

# ACADEMIC ADVISING ESSENTIALS FOR UNDERGRADUATE STUDENTS



**University  
of Victoria**

Academic Advising  
for Humanities, Science  
& Social Sciences

# INTRODUCTIONS

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**Academic Advising Centre for the Faculties of  
Humanities, Science & Social Sciences (Tri-Faculties)**



# HOW CAN ACADEMIC ADVISERS HELP ME?

- Assist with course selection and in developing personal academic plans that ensure you will meet your graduation requirements
- Clarify and interpret University policies and procedures
- Help you access resources and information for many of the opportunities available to UVic students
- Provide informed referrals as required



# WHO ARE ACADEMIC UNIT/DEPARTMENT ADVISERS?

- Instructors who represent specific academic programs within a faculty
- Course and program content specialist
- Experience and expertise in field of study
- evaluating relevant transfer or exchange credits
- discussing entry into an honours programs



# WHAT DO YOU MEAN BY...

- Department or School
- Program
- Bachelor's degree / BA / BSc
- Major



# HOW DO I DECIDE WHICH COURSES TO TAKE?

- UVic Academic Calendar
- Program Planning Worksheets
- Elective courses by theme / Elective courses without pre-requisites
- Recommendations on department websites
- Attend an event, workshop or have an appointment with an Academic Adviser
- EXPLORE and take a variety of courses!



# THE ACADEMIC CALENDAR



University  
of Victoria | Academic  
calendar

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## Undergraduate calendar - September 2024

### Academic Calendar

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regulations](#)

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The Calendar is the official guide to all programs, services and regulations of the University.

### Important Information

The official academic year begins on May 1. Changes in Calendar regulations take effect **May 1**, **September 1**, and **January 1** of each academic year unless otherwise approved by the Senate. Nevertheless, the University reserves the right to revise or cancel at any time any rule or regulation published in this Calendar or its supplements. The Calendar is published **three times per year**: in the spring (effective May 1), summer (effective September 1) and winter (effective January 1) by the Office of the Registrar, Student Affairs, under authority granted by the Senate of the University.



The University of Victoria operates under the authority of the University Act (RSBC 1996 c. 468) which provides for a Convocation, Board of Governors, Senate and Faculties. The University Act describes the powers and responsibilities of those bodies, as well as the duties of the officers of the University. Copies of this Act are held in the University Library.



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This worksheet is for **PLANNING PURPOSES ONLY** and does not replace your CAPP report once you have declared your program. In the event of any discrepancy, your CAPP report and the academic calendar will be considered the authority.

## Chemistry Major (BSc)

Faculty of Science, Department of Chemistry

### Year 1

Course requirement	Units	Taken
BIOL 186	1.5	
CHEM 091 *	0	
CHEM 101	1.5	
CHEM 102	1.5	
MATH 100 or 109	1.5	
MATH 101	1.5	
PHYS 110 and 111 <del>or</del> PHYS 120 and 130	3.0	
Approved AWR course (or elective)	1.5	
Electives (any level)	3.0	

### Year 2

Course requirement	Units	Taken
CHEM 212	1.5	
CHEM 225	1.5	
CHEM 231 *	1.5	
CHEM 234	1.5	
CHEM 245	1.5	
CHEM 260	1.5	
MATH 200 or 202	1.5	
STAT 255 or 260	1.5	
Electives (any level)	3.0	

### Years 3 & 4

Course requirement	Units	Taken
BIOC 299 or 300A	1.5	
CHEM 318	1.5	
CHEM 324	1.5	
CHEM 347	1.5	
CHEM 405	1.5	
CHEM 361	1.5	
CHEM 362	1.5	
CHEM 363	1.5	
CHEM 364	1.5	
CHEM courses (400-level) *	3.0	
Electives (300/400-level)	6.0	
Electives (any level)	7.5	
<b>Total units required for degree</b>	<b>60.0</b>	

This worksheet is based on the **September 2024** calendar.  
Have questions? Visit [uvic.ca/academic-advising](http://uvic.ca/academic-advising)

### PROGRAM & COURSE NOTES

Course requirements with an asterisk (\*) have associated details; consult the program entry in the [Academic Calendar](#) for more information. It is your responsibility to ensure you are informed about all supplemental information related to courses, as they apply to your program, including prerequisites.

### FACULTY & UNIVERSITY REQUIREMENTS

In addition to the listed courses, you must satisfy all requirements for the Faculty of Science, as well as complete at least 30 of the minimum 60 required units at UVic. Within these 60 units, 21 units must be upper-level (300/400-level) courses, and 18 of those 21 units must be taken at UVic.

### ACADEMIC WRITING REQUIREMENT

If you have not already satisfied UVic's Academic Writing Requirement (AWR), you will need to complete one of ATWP 135, ENSH 101, ENSH 102, ENSH 103, ATWP 110, or another approved course. Some programs require these courses in addition to the AWR.

### DECLARING YOUR PROGRAM

Students are normally expected to request to declare their academic program at the end of first year.  
Declared students have access to a CAPP report for tracking graduation requirements.



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## Electives by theme

Not sure what courses to take to round out your first year? After selecting courses required for your program, you'll likely be left with a number of elective slots to fill.

Choosing electives can seem daunting—there are many courses, offered by many academic units, from which to choose. The Faculties of Humanities and Social Sciences have grouped together courses into a number of thematic areas to help you as you explore your options. You can find these electives on our [Humanities electives](#) and [Social Sciences electives](#) pages. These courses are appropriate for first- and second-year students (or above), from any faculty.

**Note:** You can also review a complete list of [100- and 200-level courses without prerequisites](#) if you would prefer to search by faculty and unit, rather than by theme.

## University success

The following courses help support your academic progress. Taking an English course can help improve writing at all levels, while ED-D 101 will help you develop learning strategies for overall success at university.

- ATWP 101 - Fundamentals of Academic Literacy
  - Focus is on sentence and paragraph-level skills and basic essay writing; recommended for students who want extra support as they prepare for university academic writing
- ATWP 135 - Academic Reading and Writing \*
- ED-D101 - Learning Strategies for University Success
- ENSH 101 - Themes in Literature \* (formerly ENGL 146)
- ENSH 102 - Literature in Action\* (formerly ENGL 147)
- ENSH 202 - Technical Communications, Written and Verbal (formerly ENGL 225)

Courses with an asterisk also satisfy UVic's [Academic Writing Requirement](#).

PROGRAM  
PLANNING  
WORKSHEETS

### – Advising Centre

Jamie Cassels Centre  
Room A203 (2nd floor)

☎ 250-721-7567 ext. 6  
✉ [advising@uvic.ca](mailto:advising@uvic.ca)

### POPULAR LINKS

+ Students

+ Faculty and staff

+ Forms



# HOW MANY COURSES SHOULD I TAKE?

Plan a maximum of 7.5 units per term (you may take fewer for a variety of reasons)

- Consider how much time you will need to spend on courses outside of the classroom

Students should consider the following when deciding on their course load:

- Study permit for international students
- Centre for Accessible Learning (CAL)
- On campus housing requirements
- Funding sources, Scholarships and Band funding
- Varsity Athlete



# ENHACING YOUR DEGREE

- Primary degree programs
  - Major \*
  - General \*
  - Double major
  - Combined major
- Optional Programs
  - Minor
  - Certificates and diplomas
  - Honours

[uvic.ca/degree-basics](https://uvic.ca/degree-basics)



# HOW DO I CONNECT WITH ACADEMIC ADVISING?

You can connect with us in a variety of ways:

- Visit our website and check out our resources
- Attend a virtual or in person event (like this presentation)
- Contact our Academic Advising Centre
- Meet with an Academic Adviser for an individual appointment



# HOW DO I MAKE AN APPOINTMENT WITH AN ACADEMIC ADVISER?

You can book an individual appointment with an Academic Adviser by contacting our Frontline Team: 250-721-7567 ext. 6

- We are open all year Monday to Friday.
  - We are closed on Weekends and Holidays.
- Appointments are 15-20 minutes long.
- Appointments will be held by phone, in-person or online using MS Teams.



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In September we will have same day appointments available from Wednesday September 4 to Friday September 12. Phone or visit our office to make a booking for that same day.



## TIPS FOR SUCCESS

- Take advantage of all of the Clubs, Course Unions, volunteer, co-op, work experience, exchange opportunities UVic offers.
- Check out community-engagement learning opportunities
- Visit Help Centers in the Library – Centre for Academic Communication (CAC)
- Check out the [UVIC Learn Anywhere](#) website to help you with academic success



## OTHER TIPS FOR SUCCESS

- Be sure to attend your classes
- Prepare for class - attempt readings ahead of time
- Set aside enough time to study and complete coursework outside of “class time”
- Don’t hesitate to talk with Professors and TAs during office hours
- Check in with yourself and stay balanced and organized
- Reach out when you need support





# UPCOMING ADVISING EVENTS AND RESOURCES

- **Residence Orientation** (Monday September 2)
- **Faculty Sessions** (Tuesday September 3)
  - Humanities, Science, and Social Sciences presentations
- **Word of Advice** (short workshops series during the Fall term)
- Drop-in Advising times in the library learning commons

Our events page will be updated regularly  
[www.uvic.ca/advising/events](http://www.uvic.ca/advising/events)



# THANK YOU!

We look forward to connect with you  
in Academic Advising!

250-721-7567 ext. 6

Room A203 – on the 2<sup>nd</sup>  
floor of the JCC building

