

## **INSTRUCTIONS for REQUESTING SPECIAL PERMISSION for PSYCHOLOGY COURSES**

### **1) IF YOU ARE MISSING A PREREQUISITE**

In order to obtain the Special Permission you are requesting, i.e., the waiving of prerequisites or taking a prerequisite concurrently with the course, you must first email the professor of the exact course/section for which you want the Special Permission, to explain your situation and to request approval.

It is most helpful, although not obligatory, if you copy and paste your Academic Summary into the initial email so that each professor may make an informed decision, otherwise it is difficult to assess/verify your suitability as a candidate for his/her course.

Once the professor has replied to you and, if approval is granted for you to register for that particular course, forward the professor's reply to us at: [psycouns@uwo.ca](mailto:psycouns@uwo.ca)

DO NOT PASTE THE PROFESSOR'S REPLY. WE MUST SEE THE ORIGINAL EMAIL. - To look up the professor of the course/section, look in the Timetable at: <https://studentservices.uwo.ca/secure/timetables/mastertt/ttindex.cfm> . - To look up the professor's email address look in the Western Directory at: <http://www.uwo.ca/westerndir/index-people.html> - To copy and paste your Academic Summary unofficial summary transcript into the email, go to: <http://student.uwo.ca> -> Self-Service -> View Academic Summary -> under Report Type choose "Web Academic Report".

When the summary appears, you may either copy & paste it into the email to the professor or into a Word document that you then attach to the email. Again, once and only once you've obtained the professor's permission, forward the professor's reply to: [psycouns@uwo.ca](mailto:psycouns@uwo.ca). We must see the ORIGINAL email from the professor. On the Western email page <https://ce.uwo.ca/uwc/auth>, select "Forward" and it will attach the original reply. We will respond to you with further instructions regarding the next step in the Special Permission process. Ramona Fudge ([psycouns@uwo.ca](mailto:psycouns@uwo.ca)) Psychology Undergraduate Program Advisor

### **2) FOR COURSES LISTED AS FULL - FIRST TERM (SEPTEMBER)**

The Faculty of Social Science policy states that students must continue to check online for availability during **Online Course Registration (June 21 to August**

**12) and Extended Web Registration (August 26 to September 14 at 11:59 pm).**

- If an **ON-CAMPUS COURSE** is full at the end of September Add/Drop, students may email the instructor to request permission to add over the course capacity. THERE IS NO GUARANTEE THAT THIS PERMISSION WILL BE GRANTED. Print out the reply from the instructor and bring it to the Psychology Add/Drop office (SSC 7400) during the **Paper Add/Drop Period (September 15-16)**. **You must provide written permission from the instructor.**

- If an **ONLINE COURSE** is full at the end of September Add/Drop, students may email the instructor to request permission to add over the course capacity. THERE IS NO GUARANTEE THAT THIS PERMISSION WILL BE GRANTED. Print out the reply from the instructor and take it to Gary Kim of Distance Studies in WSSB 2140 during the **Paper Add/Drop Period (September 15-16)**. **You must provide written permission from the instructor.**

**NOTE: Gary handles all online course adds and drops.**

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## **SECOND TERM (JANUARY)**

***Extended Web Registration* for second term courses continues until Saturday January 14.**

If a second term **ON-CAMPUS COURSE** is full at the end of September Add/Drop, you must continue to check online for availability until January 14. At that time you may email the instructor to request permission to add over the course capacity. THERE IS NO GUARANTEE THIS PERMISSION WILL BE GRANTED. Print out the reply from the instructor and bring it to the Psychology Add/Drop location (SSC 7400) during the **Paper Add/Drop Period (January 16-17)**.

**You must provide written permission from the instructor.**

- If a second term **ONLINE COURSE** is full at the end of September Add/Drop, you must continue to check online for availability until January 14. At that time you may email the course instructor to request permission to add over the course capacity. THERE IS NO GUARANTEE THIS PERMISSION WILL BE GRANTED. Print out the reply from the instructor and take it to Gary Kim of Distance Studies in WSSB 2140 during the **Paper Add/Drop Period (January 16-17)**.

**You must provide written permission from the instructor.**

**NOTE: Gary handles all online course adds and drops.**