

SoCA Student Guide

By Students → For Students

Table of Contents

- [Contact](#)
- [Disclaimer](#)
- [Campus Security](#)
- [Walksafe](#)
- [Student Counselling, Health Services, Student Accessibility Services](#)
- [Crisis & Suicide Prevention](#)
- [Mental Health: How to Find Help](#)
- [Health Insurance](#)
- [Peer Support](#)
- [MySuccess](#)
- [Registrars](#)
- [Obtaining a Locker](#)
- [Administration](#)
- [Technical Staff](#)
- [Program Coordinators](#)
- [Main & Downtown Virtual Map](#)
- [Bus Pass](#)
- [Where can I park?](#)
- [Main Campus Parking](#)
- [Degree and Required Course Information](#)
- [KeyControl Access](#)
- [Art Supply Cabinet](#)
- [SoCA Stock Room](#)
- [UwinCASH](#)
- [Student Pantry](#)
- [University Print Shop](#)

CASS - Creative Arts Student Society

We are an undergraduate society composed of students from various programs under the School of Creative Arts who provide help, enhance the experience of, and answer students' questions throughout their degree.

Our society aims to promote the arts throughout the university, bridge the gap between students of different programs, and ensure that all SoCA students have an enjoyable experience during their time here.

Contact:

You can contact us via Instagram: @cass_uwindsor_
DM us for the link to join the discord!

CASS email: cassociety@uwindsor.ca (Two S's, not three)

CASS 2023:

President: Bianca Daher (she/they) daherb@uwindsor.ca

Vice President: Gabbe Zagordo (she/her)

Secretary: Alexandra Baic (she/her)

Treasurer: Esther Yang (she/her)

Social Media Coordinators: Sarah Al Badri (she/her), Teniola Tokode (she/her)

Event Coordinators: Sandra Jabbour (she/her), Nolan Stadder (he/him), Finley Booth (she/her)

What this is:

This guide exists to help students during their time at SoCA. This is a simple compilation that can be used to answer basic questions, find links to UWindsor resources, and learn general tips.

This guide is made by the students of CASS.

Disclaimer:

This is not an exhaustive list. This document is simply a small compilation of helpful links to resources that may be unknown to students, in order to better their experience. In case of an emergency, need academic advising, or have important questions regarding your well-being, academics, graduation, or any other crucial matters, please use the contacts starting on the next page.

Campus Security:

Call Campus Community Police at 4444 or 911 from **any campus phone**

Or

(519) 253-3000 ext. 4444 from **a cell phone**

Or

(519) 253-3000 ext. 1234 for **general inquiries**

[Safe Lancer Mobile App Download](#)

Walksafe:

Walksafe is a free service provided for all students, faculty, employees and visitors at the University of Windsor. Feel free to use this free service anytime you want a walk to your car!

Hours: Monday-Friday from 7:30 pm to 11:30 pm

Dial 0 (ext. 0), or call ext. 3504 from any **University of Windsor phone**.

Press the "Walksafe" button on any **Bell Payphone on Campus**.

Ask a Walksafe Volunteer who is already on duty.

[Walksafe Website](#)

Student Counselling, Health Services, Student Accessibility Services:

<https://www.uwindsor.ca/campuspolice/297/emergencies>

Crisis & Suicide Prevention:

<https://www.uwindsor.ca/wellness/394/you-matter>

Mental Health: How to Find Help:

<https://www.uwindsor.ca/wellness/398/help>

Health Insurance:

- Understanding your Coverage:

https://studentcare.ca/plan/en-CA/IHaveAPlan_UWSA/understanding-my-coverage

- Opting Out of Coverage:

https://www.studentcare.ca/rte/en/IHaveAPlan_UWSA_ChangeofCoverage_OptOut

Peer Support:

Peer counselling for students
Monday–Friday from 10 am—8 pm
CAW Student Centre 2nd Floor, Room 291
[UWSA Peer Support Website](#)

Mental Health - Finding Help:

<https://www.uwindsor.ca/wellness/398/help>

MySuccess:

Click “Student/Alumni Login”

Here you'll find:

- Academic Advising
- Writing Support
- Co-Op Positions
- Ignite Work Study Positions (Paid)
- General Events/Workshops
- Careers
- Black Student Support

[MySuccess Website](#)

Registrars:

This is where you can request transcripts, ask questions about tuition and fees, find the academic calendar, and more.

You can find:

- Registration information
- Tuition & Fees information
- Forms & Applications
- Ask Questions about registration, courses, and those listed above
- Links to other resources + frequently asked questions

[General Information About Registrars](#)

Who Do I Contact for That?

All extensions (Ext.) are followed by (519) 253-3000

Obtaining a Locker:

CASS

You can contact us via [Instagram](#): @cass_uwindsor_

or

Email: cassociety@uwindsor.ca

Please provide your name, student number, UWindsor email, and reason if you're requesting a full-size locker. All types of lockers are first-come-first-serve.

Administration:

Kaitlyn Karns

Undergraduate & Graduate Secretary

Armouries, AM212

ext. 2829

kkarns@uwindsor.ca

- Course / Semester Schedule, general course and program questions/inquiries, SoCA Events, Music auditions, SoCA Friday, Social Media and Communications.

Irene Schiller

Secretary to the Director

Armouries, AM211

ext. 2828

Irene.schiller@uwindsor.ca

- Connects with students who serve on committees. Looks for volunteers.

Prof. Catherine Heard

Assistant Professor

Armouries, AM 2845

ext. 224

Catherine.Heard@uwindsor.ca

- Course / Semester Schedule, general course and program questions/inquiries, academic advising.

Technical Staff

Chris Blais

Technician

Armouries, AM B12

ext. 2832

cblais@uwindsor.ca

- Technology, Projectors, and Computers in the basement.

Lucy Howe

Make Lab Technician

Alan Wildeman Building, 102d

ext. 4780

lucy@uwindsor.ca

- Machinery, 3D Print Lab, questions regarding the Alan Wildeman building.

Trevor Pittman

Concert Producer/ Operations Manager

Armouries, AM213

ext: 2799

tpittman@uwindsor.ca

- Technology + Music Equipment, Lighting, Projectors.

Victor Romao

Gallery & Building Coordinator

Armouries, AM102

ext. 2830

romao1@uwindsor.ca

- Gallery, Installations, Projectors + Sound System in Gallery, Stock Room.

Program Coordinators + Director

Prof. Nick Hector

Associate Professor, Film
Armouries, AM 228
ext. 4296

Nick.Hector@uwindsor.ca

- Prof. Nick Hector serves as the academic adviser for all Film BFA students. In addition to academic advising, he's available for career counselling, and any queries about filmmaking or the film industry.

Dr. Nicholas Papador

Professor of Music
Armouries, AM 221
ext. 2786

papador@uwindsor.ca

- Dr. Nicholas Papador is returning to the role of SoCA Undergraduate Coordinator this year. Feel free to contact him with questions regarding degree audit reviews, course selection, and any other academic inquiries you may have. Dr. Papador is a member of SoCA's Music faculty and will be teaching courses in music performance, theory, and education this year.

Dr. Bruce Kotowich

Acting Director, School of Creative Arts
Armouries, AM 210
ext. 2828

kotowich@uwindsor.ca

- Administrative Issues, grade appeals, and other academic inquiries.

[SoCA Faculty & Staff List](#)

[FAHSS Faculty & Staff](#)

Where is SoCA?

Main & Downtown Virtual Map:

This map includes an outdoor property view of all UWindsor buildings, as well as a map of all the rooms inside all floors. (Include step-by-step on how to get to the armouries inside the app).

[Click me to view the map!](#)

- Choose either Alan Wildeman Centre for Creative Arts or School of Creative Arts - Armouries from the drop-down list.
- When selecting School of Creative Arts - Armouries, toggle between F2, F1, and BF to see different floors.

Bus Pass:

Did you know every student pays for a bus pass (UPass) with their tuition?

All undergraduate students can pick up their UPass at the UWSA Offices at the following times:

Monday to Thursday: 10 am - 3 pm.

Fall Bus Pass pick up will begin September 7th, 2023

***Hours and dates are permitted to change depending on semester and year. Please use the links provided to double-check for updated information.*

What to bring:

Student ID, or

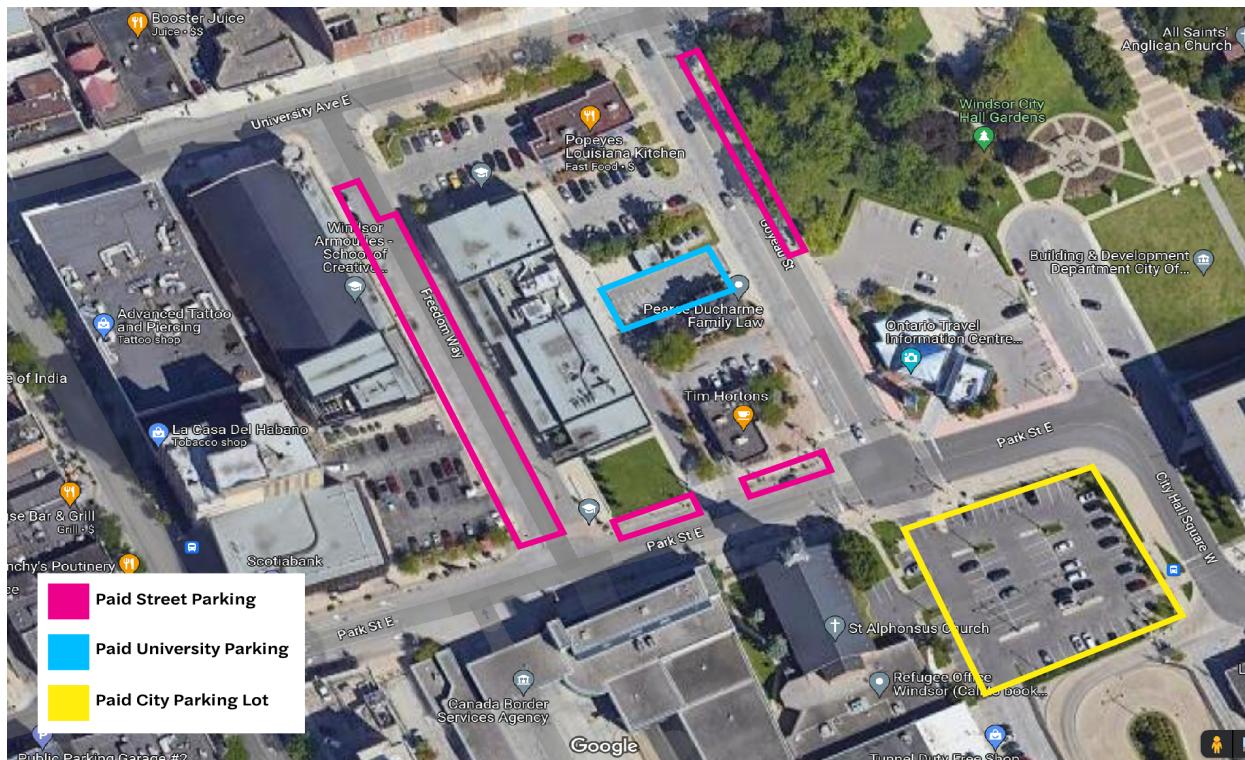
Government-issued photo ID

Note: No one besides the student receiving the bus pass may pick up the pass. The student must be present to verify their identification.

<https://www.uwindsor.ca/opus/378/bus-pass>

For more information on the bus pass service, please email opus@uwindsor.ca or visit <http://uwsa.ca/services/buspass/>.

Where can I park?



"Paid University Parking" is paid for with the Honk App. The University will issue tickets for these spots.

No coins? No Problem! Pay for metered city parking from your phone with the **Passport Parking Canada** app. This method requires a Credit Card.

[iOS Download](#)

[Android Download](#)

TIP: Parking metres on Freedom Way (and surrounding area) have 2-hour limits. A way to get more time without moving spots is by using both change and the Passport Parking Canada app. Pay for 2 hours with coins, then take a picture of your metre spot number, set a timer, and then when that time is up, pay for a new 2 hours from your phone.

The University also offers a downtown parking pass!

[Parking Pass Website](#) (choose downtown lot/garage):

This pass offers parking in the **Askin Lot** on the main campus as well.

[Click me for University parking pass info!](#)

Main Campus Parking:

[This PDF](#) shows a map of all the types and locations of parking on Main Campus!

Degree and Required Course Information:

The [**Undergraduate Calendar**](#) is a comprehensive guide to all undergraduate programs and courses available at the University of Windsor. It outlines academic regulations and standards, program degree requirements, and general University policies for all undergraduate programs (with the exception of Law).

The online calendars are the official calendars. The University of Windsor publishes undergraduate web calendars on a semester basis (Fall, Winter, and Spring).

[This link](#) brings you to the Graduate Calendar, as well as calendars from prior semesters.

How to navigate the Undergraduate Calendar:

Please refer to the table of contents in the document. For quick scrolling, the Faculty of Arts, Humanities And Social Sciences (FAHSS) starts on page 59.

Available Program Information:

- CMAF.....Page 75
- Dramatic Art.....Page 84
- School of Creative Arts.....Page 246

For example, after going to the School of Creative Arts section, scroll down to **page 249** to find a list of **all SoCA programs**. Under each program, you'll find a paragraph outlining its **course requirements**. This is the same for every other program and department.

This is an example of what you'll see:

Bachelor of Fine Arts in Visual Arts

Degree Requirements

Total courses: forty.

- (a) twenty courses (66 course credits) as follows: VSAR-1050, VSAR-1060, VSAR-1070, VSAR-1080; one of VSAR-3830 or VSAR-3840; VSAR-4800 (6.0 credits), VSAR-4810 (6.0 credits), VSAR-4900 and VSAR-4910; plus at least three 2000-level courses in three other separate areas; five additional 3000-level courses in at least three separate areas; and three additional studio courses at the 2000 or 3000 level (courses beginning either with a VSAR- or a FILM). Media Art Histories/Visual Culture: eight courses (24 course credits) as follows: MACS-1500, MACS-2140, MACS-2150 and MACS-3450 (MACS-3450 or must be taken before entry into year four), plus four more media art histories/visual culture courses, one of which has to be at the 4000-level.
- (b) two courses from Social Sciences, Humanities or Arts (excluding Visual Arts);
- (c) two courses from Languages or Science;
- (d) two courses from any area of study, including Visual Arts.
- (e) GART-1500, GART-1510;
- (f) two courses from any area of study, including Visual Arts.

TIP: Contact Kaitlyn Karns (Armouries AM212, kkarns@uwindsor.ca) for a **Course Sequence Checklist**. This form is a useful tool to help you keep track of how to organize your semester, and keep track of what courses you have taken, and which you plan to take. There is a different form for each program.

TIP: Periodically ask an advisor (SoCA or general academic advisor) for an **ADV (The Advisement Report) form**. You can also request one through UWinsite. This form tells you exactly which courses you have taken, and whether or not they're satisfying your degree.

[Here's a PDF](#) explaining how to request an ADV form through UWinsite. This document also explains how to:

- Request a WHIF (What-If) report
- How to add a minor
- Change majors
- Add a sub-plan
- See which courses do not satisfy degree requirements
- Find cumulative and major GPA

KeyControl Access:

[This is the website](#) for KeyControl access.

For General Access to Both Buildings:

1. Create New Request
2. Department: School of Creative Arts
3. Building: School of Creative Arts - ARMOURIES
4. Room: Group 2
5. Hit "Add Room"
6. If applying for specific rooms, include what class/reason you need it for in the request notes.
7. Include your student card's "Proxy Number" in the request notes. (5-digit number on the bottom corner of the back-side)

"Group 2" will also give you door access to the Alan Wildeman building. The only time you'd need to choose "School of Creative Arts 2 - Alan Wildeman Building" under the "Building" tab is when you request a specific room in that building like the Make Lab, Printmaking studio, 3D print lab, media studios, and others.

Art Supply Cabinet

Do you WANT to donate art supplies or extra materials?

Do you NEED extra art supplies or materials?

Remember to check the Art Supply Cabinet located towards the back of the student lounge!

SoCA Stock Room

The [Stock Room](#) will be open on Thursday, September 7th, for the **Fall 2023** semester.

The room is located in the small hallway next to the amphitheatre (open stairs).

Hours of operation are as follows:

Monday: 9:30 am-12:00 pm

Tuesday: 1:00-4:00 pm

Wednesday: 9:30 am-12:00 pm

Thursday: 1:00-4:00 pm

Friday: CLOSED

Stock Room Kits are reserved for students who are enrolled in classes that require a kit, but any supplies being sold outside the kit's stock can be bought by any student for any reason!

Payment may be made using: Mastercard, Visa, Debit, Uwincard, or Apple cards.

No cash will be accepted.

For more information, please contact romao1@uwindsor.ca

TIP: Before you go to Michaels, check out these other options:

1. The SoCA Stock Room.
2. [Beatnik Art Supplies](#), a local small business, located on 224 Erie St W.
3. [Above Group Art Supplies](#), a Canadian art store, located in Toronto, but available to ship.
4. [Blick Art Materials](#), an American art store located on 4501 Woodward Ave, Detroit, MI.

UwinCASH:

[Here's how to add money to your UWindsor Student Card.](#)

Some things you can/have to use UwinCASH for:

- CAN use it in the Stock Room
- HAVE to use it for and Uwindsor printer (photocopying too)
- CAN use it in the CAW cafeteria
- HAVE to use it for Laundry (dorms only)
- CAN use it for the bookstore

Student Pantry:

SoCA's Food Pantry is located off of the student lounge, inside the white cabinets and fridge!

- The food pantry is open to everyone. Take as you need!
- Donations are always open!
- Donations can be left inside of the cabinets/fridge. Non-perishables are always preferred, but perishables can be put into the fridge!

University Print Shop



[The University Print Shop](#) provides printing services of all kinds at a great rate, compared to Staples.

Contact them for:

- Posters
- Prints
- Business cards
- Invitations
- Tickets
- Flyers
- Banners
- And much more!

Located in Chrysler Hall Tower, Main Campus

Lower Level: Room 01 (Follow the signs in Chrysler Hall, they'll lead you there!)

Hours: Monday-Friday 9:00am - 4:00pm

Contact:

printshop@uwindsor.ca

(519) 253-3000 ext. 3680