

STUDENT CENTRAL

Student Central, Western Student Services Building, Room 1120

Regular Office Hours*

Mon-Tues, Thurs-Fri: 9:00am - 4:00pm
Wednesday: 10:00am - 5:00pm

**Hours are subject to change*

Telephone: 519-661-2100
Fax: 519-850-2590

Email: contact@uwo.ca
Website: registrar.uwo.ca
twitter.com/westernuReg
facebook.com/westernuRegistrar

Student Central offers a wide variety of services for current students, future students, and alumni. Services are offered in person, online, and by telephone. Below is a partial listing of the services offered by Student Central. For detailed information on the services offered by Student Central, visit the website at registrar.uwo.ca.

Transcripts

A transcript is a copy of a student's permanent academic record at this University, duly certified by the Registrar and bearing the seal of the University. Current and former students can order their transcript in four different ways: in person, by mail, by fax, or online. A student's transcript is a confidential document. To ensure student records are kept secure, the student's signature is required for verification purposes or, if ordering online, you must log in using your Western user ID and password before copies of your transcript can be released.

Official Western Letters

An Official Western letter is a document that can be used for purposes such as:

- ▶ Proof of current or past enrolment
- ▶ Statement of current fees or past fees paid
- ▶ Visa letters for international students
- ▶ Verification of a degree
- ▶ Verification of upcoming graduation
- ▶ Courses taken extra to a degree

Some letters can be ordered online through student.uwo.ca. Other letters must be ordered using the paper form found at registrar.uwo.ca > Student Records > Official Western Letters.

Third Party Forms

We complete a variety of third party forms to validate registration.

Western ONECard

A Western ONECard is issued to every student when they first attend Western. Students are to keep their Western ONECard for the duration of their studies and the card is to be used only by the person to whom it is issued. There is a fee charged to replace a lost or damaged Western ONECard. To obtain your Western ONECard, please upload a photo by logging into your Student Center account at student.uwo.ca or by visiting Student Central in person. You will be required to present a piece of government-issued photo identification at Student Central when you come to have your photo taken or to pick up your Western ONECard after uploading a photo.

Students taking only Distance Studies courses can request to have their Western ONECard mailed. Submit the request and a photocopy of one piece of valid government-issued photo ID to Student Central by fax or email (from your @uwo.ca email account). Western ONECards will be mailed to the "Home" address that Western has on file for you.

Release of Information

Through the online Release of Information service, students can give permission to a third party to do specific tasks or to obtain specific information on their behalf in the Office of the Registrar. To add a Release of Information to your file, visit the Student Center at student.uwo.ca and select "Release of Information" under the Personal Information heading.

Fee Payments

Fee payments can be made in Student Central by Canadian debit, cheque, or money order.

Course Registration Assistance

Contact Student Central if you have a special permission for course registration.

Diploma Pickup

Diplomas are retained for two years after Convocation. If a student did not attend Convocation, diplomas can be picked up in person from Student Central, with a valid piece of photo ID.



Mona Murdoch received the Angela Armitt Award for obtaining the highest average among part-time students graduating at February In Absentia Convocation, 2017.

"Learning at Western was like exercising my mind. My professors inspired me to stretch existing thoughts, to examine long-held beliefs, and to contemplate new ideas. Gradually, these exercises became habit that increased my tolerance for beliefs unlike my own, and tolerance makes the world a better place. This is one reason why, like my benefactor Angela Armitt, I advocate life-long learning."

- Mona Murdoch