

Instructions for the directed studies course (HSS5995) or other elective course

Students must complete an elective course as part of the requirements for the MSc. They have the option to complete a directed studies course (HSS5995) or another elective graduate-level course, which must be taken during the fall or winter session of the first year.

A directed studies course (HSS5995) is a personalized course designed by you and your thesis supervisor to expand your knowledge in a field of special interest. This course must be completed within one session. It is not possible to extend the course over a two-session period. Students may replace HSS5995 with a graduate-level elective course chosen in consultation with their thesis supervisor and approved by the director of graduate studies.

Approval must be obtained from the thesis supervisor as well as from the graduate program director before students can register for their directed studies or other elective course.

1.	Discuss with your thesis supervisor(s) as early as possible to determine which elective you should take and when.	
2.	HSS5995: With your supervisor, complete and sign the Abstract of Directed Study Form	Other elective: With your supervisor, complete and sign the Student/Supervisor Agreement Form
3.	Send the form to the graduate studies administrative assistant at grad.eiss@uottawa.ca	
4.	The administrative assistant will return the form to you by email once your course has been approved by the graduate studies director. If the course is not approved, you will be asked to make changes and resubmit your form.	
5.	Submit your approved form to the Faculty of Health Sciences Academic Office by email at healthsc@uOttawa.ca	
6.	Log into uoZone and go to your Student Center to see if you have been registered for the course. Please allow at least a few days for the course to appear in your schedule.	

Please allow a processing time of approximately two weeks from the time you submit your form for approval to the administrative assistant and the time you are registered. Processing time can be longer during peak periods. You are strongly encouraged to begin the process early to avoid missing the deadline for registration, which can be found here:

<https://www.uottawa.ca/important-academic-dates-and-deadlines/>

Important note: In the unlikely event that you have been able to register online for your elective, you must still obtain approval from the graduate program director by following these steps. This is to ensure that the chosen course will count toward the requirements for the MSc.