

Registration Handbook for **New Students** **2011**

**VETERINARY OFFICE
ADMINISTRATION**

UNIVERSITY OF GUELPH, RIDGETOWN CAMPUS

120 Main Street East, Ridgetown, Ontario N0P 2C0

GENERAL INFORMATION

Summer 2011

**Students of the VETERINARY OFFICE ADMINISTRATION CERTIFICATE Class of 2012 –
WELCOME from RIDGETOWN CAMPUS!!!**

REGISTRATION

ALL JUNIOR / YEAR 1 STUDENTS:

Registration will run from **1:00 p.m. - 2:00 p.m. on Tuesday, September 6th**. The registration process will take place in the **gymnasium of the Rural Development Centre (RDC)**. A RIDGETOWN CAMPUS map has been included in your information package indicating the location of the different buildings on campus. An orientation banquet will be held that evening in the Willson cafeteria and orientation events are planned for **all** JUNIOR (Year 1) students throughout the week.

Information has been enclosed concerning electronic submission of photos for student cards.

PLEASE NOTE!!

Classes for the Fall 2011 semester will commence on THURSDAY, SEPTEMBER 8TH

When you register your vehicle you will have three LOT options for parking. Please have your licence plate number handy to record on the Vehicle Registration Information Sheet at time of Registration. Separate payments are to be made for parking (Steckley - Residence Lot \$120 or Willson Lot \$60 or Vet. Tech. Lot \$30). **VEHICLE & PARKING REGULATIONS information is enclosed.** All vehicles must be registered.

Ridgetown Campus students will be enrolled into our Student Health & Dental Benefits program. Information about this program, and a waiver form (for those who qualify) can be found at <http://www.ridgetownc.uoguelph.ca/current/>. Foreign students will be required to obtain UHIP student health coverage insurance (information being sent through the Student Life Department, Guelph Campus).

Text books will be available in the **W.R. Reek Administration Building gymnasium**. There will be notification of the different times throughout the week that the book room will be open. **Note that the text book fees for your program is included on your Fall 2011 invoice that is INCLUDED in this mailing.** August 12th is the initial payment due date for \$200. The remainder of the Fall 2011 fees will be due by September 16th.

For students who are planning on living in our Steckley Hall residence this fall, further information about this will be mailed to you at a later date from our residence supervisor, Vicki King. Her contact information is as follows: e-mail: vking@ridgetownc.uoguelph.ca phone: 519-674-1500 ext. 63536.

Students: Please note that your Guelph central login and password information has been supplied to you in this mailing. **It is very important that all students frequently check their University of Guelph email account (Gryph eMail).** This is the main mode of communication that is used to notify/contact students about issues pertaining to academics, fees, etc.

I have enclosed a copy of your Fall 2011 Semester time table for your reference (subject to change).

You are responsible for obtaining the following clothing, prior to the commencement of the fall semester:

- **Scrubs** – one set, any colour other than surgical green ... prints are also acceptable.

Remember that if you have not already been vaccinated, the mandatory rabies vaccines will be administered at the Campus at the beginning of the fall semester. If you have been vaccinated prior to the beginning of the program, be sure to have your titre checked and bring your results on registration day.

Also, please note that students of this program are required to have current Diphtheria and Tetanus immunizations, proof of which is to be presented in September at registration. It is also recommended that you have been immunized for Hepatitis A&B. Please bring proof of immunization to Registration on September 7th.

Any student with **special needs documentation** may either forward the documents to my office prior to the commencement of the fall semester or hand in the paperwork during Registration. Contact me if you have any questions concerning this issue.

On-campus employment opportunities may exist in the library, computer labs and in the barns. Please bring a resume to Ms. Catherine Chavis in the Director's Office and indicate which area you are interested in working. **Also, for Financial Aid issues (OSAP) please see Ms. Chavis or contact her at 519-674-1500 ext. 63506 or send an email to cchavis@ridgetownc.uoguelph.ca.**

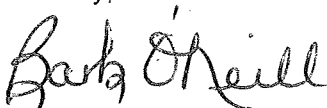
If you have any questions pertaining to Registration Day, academics, or campus life in general, please do not hesitate to call me at **(519) 674-1500 ext. 63610** or email to registrar@ridgetownc.uoguelph.ca

Program-specific questions should be directed to:

Mrs. Marion Beach – Vet. Office Administration program co-ordinator
mbeach@ridgetownc.uoguelph.ca
ph: 519-674-1500 ext. 63523

Hope your summer is enjoyable. See you in September!

Sincerely,



Barb O'Neill

Registrar

(519) 674-1500 ext. 63610 (519) 674-1650 (fax)

www.ridgetownc.uoguelph.ca

RIDGETOWN CAMPUS CLASSROOM LOCATIONS

AGRONOMY BUILDING

AGRO AG1 (Lab)
 AGRO B8 (Lab)
 AGRO B29
 AGRO B30
 AGRO B34/35
 AGRO 126
 AGRO 127
 AGRO 137 (Ag. Theatre)
 (B-Basement)

REEK ADMIN. BUILDING

REEK 301 (Computer Lab)
 REEK 311 (Computer Lab)
 Reek 110 (Computer Lab)

STECKLEY HALL

S3 (Basement)

ENGINEERING BLDG.

E1 (Portable)
 E2 (Portable)

RDC (Rural Development Centre)

RDC 102
 RDC 110
 RDC 111
 RDC 125 (Pioneer Room)

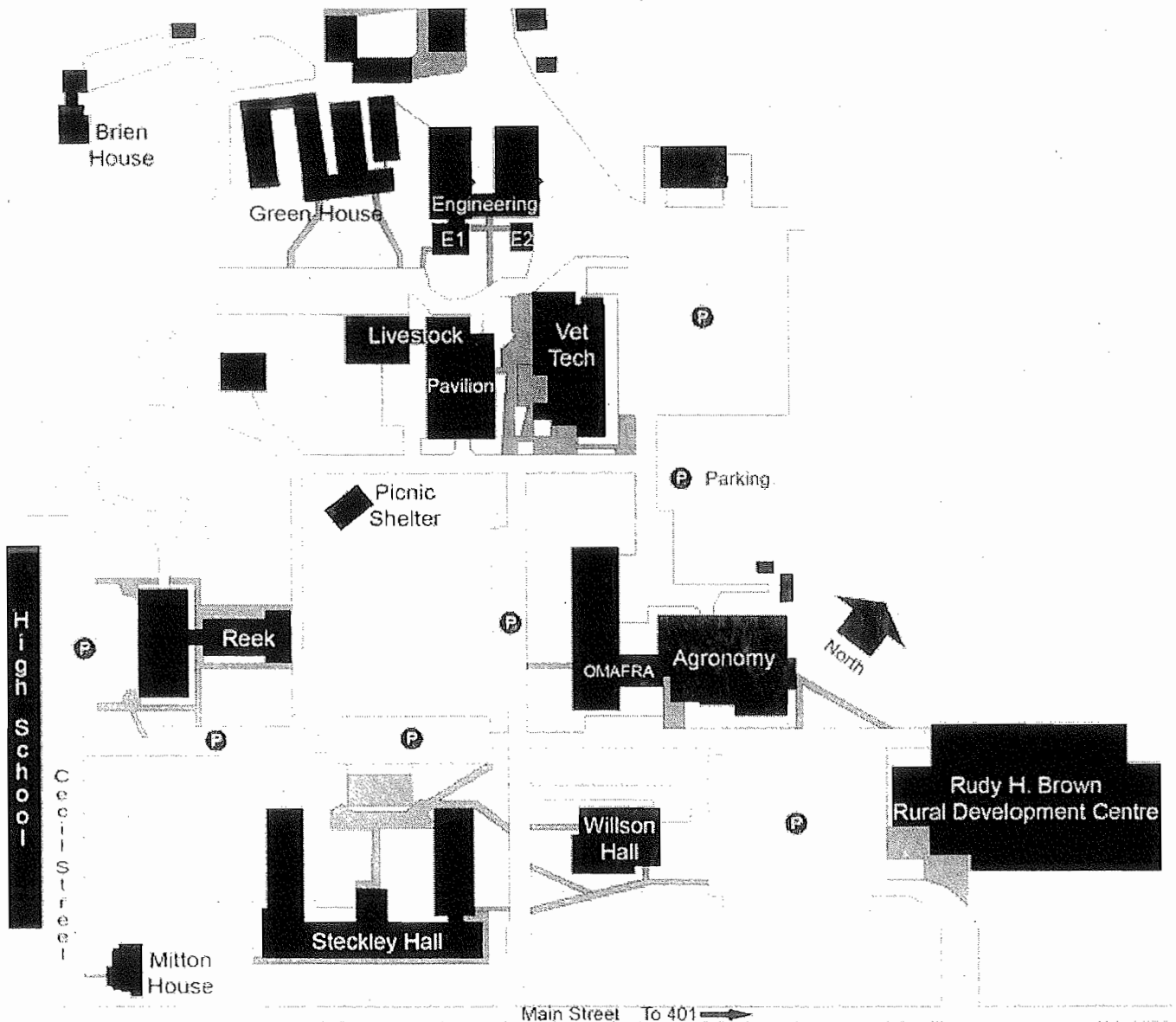
VET. TECH. BUILDING

VT230; VT 232
 Rotunda; Anatomy Lab

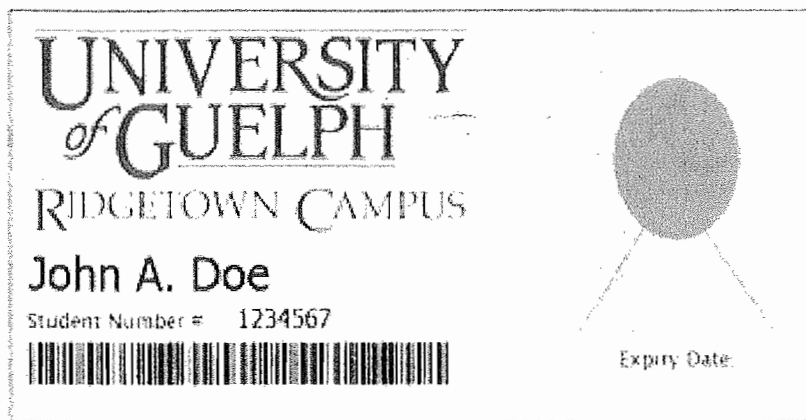
ANIMAL & POULTRY SCIENCE BLDG.

Microbiology Lab (2nd level)

RIDGETOWN CAMPUS MAP



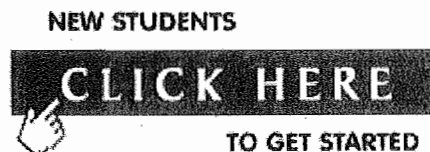
Student Card Photo Online Submission



3 Easy Steps:

Step 1 Click on “Current Students” tab on the site
www.ridgetownc.uoguelph.ca

Step 2 Click on the image



Step 3 Login to the website with your **CENTRAL LOGIN** information supplied and upload your student card photo

Please read and complete the online photo submission and check list. We invite you to explore the site and check it often for Campus updates and information.

VOA 2011 Fall Semester Timetable

(subject to change) June 7, 2011

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
8:00 - 8:50	Behaviour Walks 1 Alternating Group 1 Alternating Group	FLOATING LECTURE	FLOATING LECTURE	FLOATING LECTURE	FLOATING LECTURE	
9:00 - 9:50	Behaviour Walks 1 Alternating Group 1 Alternating Group					Clinical Exercise Bryant (Pre-lab) Vet. Tech. 232 Alternating Groups
10:00 - 10:50	Terminology Fletcher Vet. Tech. Anatomy Lab Group A	Pharmacology Beach Vet. Tech. 232 Groups A & B	Clinical Exercise Bryant / Fletcher Vet. Tech. Rotunda Alternating Groups <i>(Follow Clinical Exercise Schedule)</i>	Animal Care I (Fundamentals) Campbell Vet. Tech. 232 Groups A & B	Vet. Communication Warwick Vet. Tech. 232 Groups A & B	
11:00 - 11:50	Bus. Math Warwick Reek 110 Group B	Groups A & B	Groups A & B	SPARE Alternating Groups	Bus. Math Warwick Reek 110 Alternating Groups	
12:00 - 12:50	LUNCH		LUNCH		LUNCH	
1:00 - 1:50	Computers Warwick Reek 301	Anatomy Bryant Vet. Tech. 232 Groups A & B	Terminology Fletcher Vet. Tech. 232 Group B	Marketing Bryant Vet. Tech. 232 Groups A & B	Clinical Exercise Bryant / Fletcher Vet. Tech. Rotunda or Open Computer Lab Time Reek 301	
2:00 - 2:50	Alternating Groups	SPARE Alternating Groups	Bus. Math Warwick Reek 110 Group A	Open Computer Lab Time Reek 301	Alternating Groups <i>(Follow Clinical Exercise Schedule)</i>	
3:00 - 3:50	Computers Warwick Reek 301	Behaviour Walks 1 Alternating Group 1 Alternating Group	Vet. Communication Warwick Vet. Tech. 232 Groups A & B	FLOATING LECTURE	FLOATING LECTURE	
4:00 - 4:50	Alternating Groups	Behaviour Walks 1 Alternating Group 1 Alternating Group	Groups A & B	Open Computer Lab Time Reek 301	FLOATING LECTURE	

UNIVERSITY OF GUELPH, RIDGETOWN CAMPUS

IMPORTANT DATES TO REMEMBER - 2011/2012

FALL 2011 SEMESTER

Monday, June 6 – Fri., Aug. 6	NEW STUDENT course selection open for F11
Friday, August 12	\$200 academic registration deposit required (diploma & degree students)
Monday, August 15	F11 Course ADD period begins
Tuesday, September 6	Registration - <u>ALL JUNIOR/ Year 1 Degree, Diploma and Certificate students (1:00 p.m. – 2:00 p.m.)</u>
Tues.& Wed., September 6-7	Orientation events planned for all Year 1 (Junior) Students
Wednesday, September 7	Registration - ALL SENIOR (Year 2) Degree and Diploma Students (1:00 p.m. – 2:00 p.m.)
Thursday, September 8	Fall 2011 semester classes begin
Friday, September 16	Fall 2011 Course ADD period ends; remainder of F11 fees due
Monday, October 10	Thanksgiving - Campus closed
October 17 -21	6 th week of classes (mid-term exams in most courses – check course outlines for actual dates)
Thursday, November 3	Last day to DROP Fall 2011 Semester courses
Wednesday, November 23	Awards & Scholarships Night
Thursday, December 1	Fall Semester classes end (Dec. 1 st - classes will be MONDAY's schedule)
Monday, December 5	Examinations begin
Friday, December 9*	Examinations conclude - last day of Fall 2011 Semester

* NOTE: some BBRM final exams MAY be held during the following week

WINTER 2012 SEMESTER

Monday, December 12, 2011	Winter 2012 Semester Course ADD period begins
Wed. / Thurs., Jan. 4&5	Southwest Ag Conference held on campus
Monday, January 9	Winter 2012 Semester classes begin
Friday, January 13	Winter 2012 Course ADD period ends
Fri.-Sat., Feb3&4	OPAC Winter Games (host: Guelph Campus) Classes <u>NOT</u> cancelled
Mon.- Fri., Feb. 13 -17	6 th week of classes (mid-term exams in most courses – check course outlines for actual dates)
Mon.-Fri., Feb. 20-24	Winter Break
Monday, February 27	Classes resume
Friday, March 9	Last day to DROP Winter 2012 Semester courses
Fri-Sat., March 16&17	SPRING EXPO – (classes CANCELLED on Friday)
Thursday, April 5	Regular Winter 2012 Semester classes end
Friday, April 6	Easter - Campus closed
Monday, April 9	Examinations begin
Friday, April 13	Examinations conclude - last day of Winter 2012 Semester
Friday, June 1	Graduation

* NOTE: some BBRM final exams MAY be held during the following week

Winter 2012 fees due date to be determined. Watch for email notifications.

PERTINENT COMPUTER AND CONTACT INFORMATION

Forms, Downloads, and Software Packages found on www.uoguelph.ca website:

www.uoguelph.ca/registrar/?downloads

To access all of the registration related forms and documents please visit the downloads page of the Office of Registrarial Services web site. Here you will find helpful schedule worksheets and other important forms. Check out this link for software purchasing availability through the CCS department at Guelph Campus

<http://www.uoguelph.ca/ccs/software/downloads/index.shtml>

Program Counseling:

Diploma program questions should be directed to:

Barb O'Neill – Ridgetown Campus Registrar and Academic Counsellor (Agronomy Building)

(ph) 519-674-1500 ext.63610 (fx) 519-674-1650 registrar@ridgetownc.uoguelph.ca

INDIVIDUAL DIPLOMA PROGRAM CO-ORDINATOR CONTACTS:

Agriculture – John Zandstra (ph) 519-674-1500 ext.63627 jzandstr@ridgetownc.uoguelph.ca

Environmental Mgt. – Rick Gray (ph) 519-674-1500 ext.63639 rgray@ridgetownc.uoguelph.ca

Horticulture – John Zandstra (ph) 519-674-1500 ext.63627 jzandstr@ridgetownc.uoguelph.ca

Veterinary Technology – Marion Beach (ph) 519-674-1500 ext. 63523 mbeach@ridgetownc.uoguelph.ca

Student Financial Services

Questions concerning student financial accounts should be directed to

www.uoguelph.ca/registrar/studentfinance/index.cfm?index (Guelph Campus contacts)

Certain financial questions may also be directed to:

Janine Bedford, Accounts Dept., Reek Administration Building, Ridgetown Campus.

(Ph) 519-674-1500 ext.63511 (fx) 519-674-1515 jbedford@ridgetownc.uoguelph.ca

OSAP questions should be directed to:

Catherine Chavis, Student Financial Services, Reek Administration Building – Room 202

(ph) 519-674-1500 ext.63506 (fx) 519-674-1515 cchavis@ridgetownc.uoguelph.ca

Scholarships & Awards Information can be obtained from:

Carolyn Lucio, Awards Co-ordinator, Reek Administration Building (third floor)

(ph) 519-674-1500 ext.63524 (fx) 519-674-1530 clucio@ridgetownc.uoguelph.ca

Residence & Recreation

Vicki King, Steckley Hall Residence and Student Recreation Supervisor

(ph) 519-674-1500 ext.63536 (fx) 519-674-1515 vking@ridgetownc.uoguelph.ca

Steckley Hall (Residence) General Office Phone: 519-674-1500 ext.63537

Central Login Account Support

Your University of Guelph Central Login and password provides access to WebAdvisor, GryphMail, and other online services. For more information concerning your Central Login and password or if you've misplaced your password, please consult:

Ridgetown Campus I.T. Department Contacts:

Doug Bodkin (ph) 519-674-1500 ext.63509 dbodkin@ridgetownc.uoguelph.ca

Richard Armstrong (ph) 519-674-1500 ext.63508 rarmstro@ridgetownc.uoguelph.ca

Joseph Krogman (Web Master) (ph) 519-674-1500 ext.63528 jkrogman@ridgetownc.uoguelph.ca

or

www.uoguelph.ca/ccs/ Computing & Communication Services **GUELPH** - 519-824-4120 (ext. 58888).

Privacy Policy

The University of Guelph endeavors to maintain the privacy of students' information. All students should be aware that staff and faculty will share information regarding a student in order to meet the University's administrative and academic needs from time to time. Students who have not yet attained the age of majority are subject to the same policies, procedures and regulations as those over the age of 18.

A Message for Parents and Guardians

Staff and faculty of the University of Guelph are bound by Provincial legislation that prevents them from discussing a student's confidential information (including, but not limited to, information pertaining to scheduling, finances, and academic achievement) with anyone other than the student. We understand the difficulties this may result in but ask that parents keep these restrictions in mind when assisting their children in navigating the various administrative processes. For the University of Guelph's official policy statement with regard to student confidentiality please follow the "Student Confidentiality and Release of Student Information" link at the bottom of the following web-page:

<http://www.uoguelph.ca/policies/>

University of Guelph e-mail

The University-issued e-mail address is considered an official address and will be used for correspondence from the University. **Students are responsible for monitoring their University-issued email account regularly (Gryph eMail link found on the home page of Ridgeway Campus's website)**. See the Diploma Calendar, Section I "Statement of Student's Academic Responsibilities" for more information.

An individual Guelph Central Login (and password) is provided to each University of Guelph student. It is that login information that is required for signing into courses; viewing the individual student financial accounts; obtaining online academic grades and other resources. Be sure to keep the Central Login information that is provided to you on file for future reference.