

UNIVERSITY
of GUELPH
RIDGETOWN
CAMPUS

CHANGING LIVES
IMPROVING LIFE

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

**VETERINARY TECHNOLOGY
(ALTERNATIVE)**

June 2011

**VETERINARY TECHNOLOGY ALTERNATIVE CLASS OF 2014
WELCOME from RIDGETOWN CAMPUS**

You are invited to attend an orientation session for new Veterinary Technology Alternative delivery students which is scheduled for Wednesday, September 7, 2011. More information on the agenda for the day will be forthcoming at a later date via your Guelph e-Mail.

In this mailing you will find your individual Central Login & Password information, along with your personal Guelph (Gryph) e-Mail address. Please note that e-mail via this address is Guelph's main mode of communication so remember to check your Guelph e-Mail account on a regular basis.

Also enclosed you will find information on 'How to Use WebAdvisor...' which is the system used for registering into courses; final grade posting; invoicing; etc. Please note that WebAdvisor and Courselink are two separate systems. Instructors use Courselink to post course material and possibly assignment/quiz/mid-term results but final grades are only posted on WebAdvisor.

For payment options and information be sure to read the 'Financial Matters...' write-up.

Each semester you will be responsible for registering into your own courses through WebAdvisor. The following are a list of Year 1 Fall and Winter courses that you will be taking. **Note that you only register into the Fall 2011 courses at this time.** You will receive notification at a later date indicating when you are to register into the Winter 2011 courses.

FALL 2011 YEAR 1 COURSES for DVTA Students:

DVT*1100 RDE Large Animal Production & Management I

DVT*3040 RDE Pharmacology (**be sure to register into correct section: 'RDE'**)

DVT*4910 R1 Active F/T Registration course code

WINTER 2012 YEAR 1 COURSES for DVTA Students:

DVT*1200 RDE Introduction to Animal Microbiology

DVT*1210 RDE Introduction to Urinalysis Theory

DVT*1220 RDE Canine and Feline Nutrition & Care

DVT*4910 R1 Active F/T Registration course code

If you have any questions concerning the information provided in this mailing, please contact me at registrar@ridgetownc.uoguelph.ca or by phoning 519-674-1600 ext. 63610.

Program-specific questions should be addressed to Mrs. Marion Beach, Veterinary Technology Alternative Co-ordinator: e-mail: mbeach@ridgetownc.uoguelph.ca ph: 519-674-1500 ext. 63523

Another important contact person for the Veterinary Technology Alternative program is:

Mrs. Judy O'Brien, Vet. Tech. Administrative Clerk

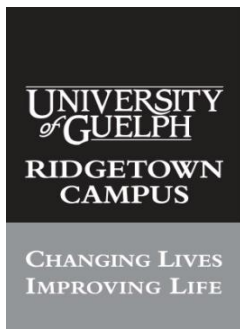
e-mail: jobrien@ridgetownc.uoguelph.ca ph: 519-674-1500 ext. 63670

OSAP issues are addressed by Ms. Catherine Chavis

e-mail: cchavis@ridgetownc.uoguelph.ca ph: 519-674-1500 ext. 63506

Sincerely,

Barb O'Neill
UGRC Registrar



TEXTBOOK REQUIREMENTS

Junior Veterinary Technology Alternative Program Fall 2011 / Winter 2012

COURSE TITLE	TEXTBOOK	COST
Livestock Production	Livestock Module	\$ -
Pharmacology & Medical Terminology	Pharmacology Module	\$ -
	Applied Pharmacology for Veterinary Technicians, 4th ed	\$ 67.00
	Veterinary Medical Terminology Online (text & access code pkg), 2nd ed.	\$ 99.00
Urinalysis (for Winter term)	Interpretation of Canine and Feline Urinalysis	\$ 39.50
Required for all courses	Saunders Comprehensive Veterinary Dictionary, 3rd ed	\$ 58.00

WHEN: Purchase your textbooks and pick up your modules during your on-campus orientation visit in September. (see schedule provided by Vet Tech department)

WHERE: Reek Building Gymnasium

PAYMENT: Visa, MasterCard, cheque, debit or cash. Prices and titles subject to change; 5% HST is charged on all books.

QUESTIONS: Contact Becky Clark in the library at 519-674-1500 ext. 63540 or library@ridgetownc.uoguelph.ca.

NOTE: *If you do NOT make it to the orientation and textbook sales, you must contact us and make payment by phone or cheque so your textbooks and manuals can be sent out to you.*

Getting Started...

Before you begin it is important that you acquaint yourself with the Associate Diploma Calendar. The calendar contains information you will need as a student at the University of Guelph, including required courses for each program. The Associate Diploma Calendar is available online at:

<http://www.uoguelph.ca/registrar/calendars/diploma/current/>

Once you have begun your studies you should definitely review the following sections:

I. Statement of Student's Academic Responsibilities

VIII. Associate Diploma Regulations and Procedures

X. Associate Diploma Programs (outlines the required courses needed to earn diploma)

XII. Course Descriptions

If you require assistance with any of the information contained in the calendar, please contact the Ridgetown Campus Registrar at: 519-674-1500 ext. 63610 or email registrar@ridgetownc.uoguelph.ca

As you complete your course selection, you will create your own individual course schedule. In many instances there will be several sections of a course from which to choose. The University reserves the right to add or cancel lecture/lab sections. Please note that registration is a self-administered process; students are responsible for establishing a schedule that is free from conflicts.

1. To REGISTER into your courses you go to:

WebAdvisor - WebAdvisor is the University of Guelph's online registration application.

It is quick, easy to use, and the most effective way to complete the course registration process.

WebAdvisor makes available to students a complete and searchable listing of course offerings. This handbook includes step-by-step instructions for selecting your courses using WebAdvisor. The only requirement is that you have access to the Internet. If you do not have access to the Internet at home, we recommend that you attempt to gain access to the Internet through friends or family, through your school or local public facilities such as community centres, internet cafés, your local Chamber of Commerce or your local library. Although the semester's courses appear on WebAdvisor at all times, there are only certain times when 'registration' is open for students to select courses.

STEPS to complete when selecting courses:

1. Open 'Search for Sections' in WebAdvisor to view Ridgetown's courses being offered during the semester. This will show you sections of your courses that may already be CLOSED (red colour).
2. Referring to the 'COURSE SELECTION' listing of courses that you need to register into, provided in this handbook; cross out the CLOSED sections of these courses on the time table supplied to you.
3. Plan out the course sections that you wish to register into.
4. Using the information in the 'How to Use WebAdvisor...' document found in this handbook, follow the steps to register into the course sections. Be sure to follow ALL of the steps in order to successfully be registered into the courses.

How to use WebAdvisor...

The following instructions will guide you through the process of registering for your Fall 2011 (F11) course sections. Navigate to WebAdvisor found at: www.uoguelph.ca

then follow these SIX basic steps:

1. Logging into WebAdvisor:

- a) Click on the “Log In” button in the upper right-hand corner of the welcome screen.
- b) Type your central login user ID into the “Central Login ID” field. (supplied by University of Guelph)
- c) Type your central login password into the “Central Login Password” field.
- d) Click the “Submit” button.
- e) You will now be brought back to the WebAdvisor welcome screen. Choose ‘Students’ under ‘MAIN MENU’ from the list on the right-hand side.

2. Searching for & Registering into Course Sections:

- a) Click on the “Search/Register for Sections” button on the right-hand side of the Students menu. This will bring you to the Search/Register for Sections Screen (2nd choice under ‘REGISTRATION’).
 - b) Using the “Term” drop-down menu select “Fall 2011”.
 - c) Choose ‘Ridgetown’ as LOCATION (found at bottom of screen)
 - d) Choose ‘Diploma’ as ACADEMIC LEVEL (found beside ‘Location’)
- DO NOT type in your course selections in the ‘Subjects’, ‘Course Levels’, ‘Course Number’, ‘Section’ portion of the screen. Leave this area blank.**
- e) Click on the “Submit” button.

Note: to **VIEW ONLY** the courses that will be offered in Fall 2011 you do not need to log in. Select ‘Students’ from the MAIN MENU in WebAdvisor and the ‘Search for Sections’ option (only) will appear under ‘REGISTRATION’.

3. Selecting Course Sections and adding them to your “Preferred Sections” List

- a) You will now be brought to the “Section Selection Results” page. On this page you will select a small list of course sections from which you will choose the course sections you eventually register for. In order to add your desired sections to your list of preferred sections place a check in the check box in the “Select Section(s)” column on the left-hand side.
- b) Click the “Submit” button to add the section to your list of preferred sections.

4. Register for your Course Sections

- a) You will now be brought to the “Register and Drop Sections” page. This screen, will display two lists: (1) your “Preferred Sections” list, and (2) your “Current Registrations” list. Scroll down the list entitled “Preferred Sections”.
- b) For each course in your “Preferred Sections” list you will find a drop-down menu under the column labeled “Action”. **Use the drop-down menu to choose “Register” for each course in which you wish to be registered.**
- c) Click the “Submit” button at the bottom of the page.
- d) This will bring you to the “Registration Results” page. This page will confirm your success or failure in registering for course sections: A list entitled “The following registration request(s) have been processed” will appear. This list includes a list of the sections you have successfully registered for. Please be sure that the message under the “Status” column of this list says “Registered for this section”. **If your registration was unsuccessful, a reason will be given.**

5. Confirm your Registration/Check for Conflicts

- a) Click on the “Class Schedule” button on the right-hand side of the Students menu.
- b) Using the “Term” drop-down menu select the relevant term.
- c) Click on the “Submit” button.
- d) This screen displays your schedule for the chosen semester. Be sure that none of your lectures, seminars, or labs overlap. Click on the “Class Schedule Grid” found at the top left-hand corner of the screen, for another display of your schedule. **If you have chosen courses that conflict, the names of the courses will appear written over top of one another on the grid. Pay close attention to this as it is sometimes difficult to see clearly. If your schedule does have conflicts, follow instruction #6 to drop the conflicting course section and return to instruction # 4 to register for a different course section.**
- e) Click the “OK” button to proceed.

6. Dropping Courses

- a) Select the “Register and Drop Sections” option from the main REGISTRATION menu. This screen, will display two lists: (1) your “Preferred Sections” list, and (2) your “Current Registrations” list. Scroll down to the list entitled “Current Registrations”.
- b) For each course in your “Current Registrations” list you will find a check-box under the column labeled “Drop”. Place a check in the check-box for each course you wish to drop.
- c) Click the “Submit” button at the bottom of the page.
- d) This will bring you to the “Registration Results” page. Please be sure that the message under the “Status” column of this list says Dropped from section”.
- e) Repeat step #5 and view/print a new schedule every time you make changes to your schedule.

Please note that there are a number of errors that may occur during the registration process:

1. If you receive a message that says “XXXX*1234*01 - Registration in XXXX*1234*01 puts student in overload. Program Counsellor signature is required.” You have attempted to register for more than your allowed credit limit. **In order to register for any more sections you will require the consent of the Registrar, who is also your Program/Academic Counsellor.**
2. If you receive a message that says “XXXX*1234*0101 - Course XXXX*1234 prerequisites have not been started.” You have attempted to register for a section for which you do not have the appropriate prerequisites. In order to register for this course you will require the instructor’s signature on a Course Waiver Request form (available at <http://www.uoguelph.ca/registrar/registrar/index.cfm?downloads> or in the Registrar’s Office).
3. If you receive a message that says “XXXX*1234*10 - Section XXXX*1234*10 is “Closed” (??/?). Enrollment not allowed.” You have attempted to register for a section that is full and therefore closed. In order to register for this section you will require the instructor’s signature on a Course Waiver Request form <http://www.uoguelph.ca/registrar/registrar/index.cfm?downloads> . **Approval is at the discretion of the instructor.**

Please also note that if there is a problem with your registration in any single course/section you will not be registered in any of the course/sections for which you have set the “Action” to “Register”. In other words, if you attempt to register for two or more courses at the same time and you do not meet the requirements for one of the courses, you will not be registered for any of the selected courses even if you do qualify to register for them. If this occurs, register into the courses one at a time.

Only when the list entitled “The following registration request(s) have been processed” on the “Registration Results” screen indicates “Registered for this section” under the “Status” column to the left of the sections you have chosen, have you successfully registered for the section.

NOTE: WebAdvisor and COURSELINK are two separate systems. Course selection and maintenance, as well as official grades are found only on WebAdvisor.

IMPORTANT DEADLINES AND PAYMENT INFORMATION for Fall 2011

Please mark these dates on your calendar!

If you are on vacation or working away from home during the summer you should designate another individual to act on your behalf.

June 6-August 5

- * Fall 2011 course selection registration (ADD/DROP) window open in WebAdvisor

July 19

- * Billing information (tuition & fees, etc.) will be available in WebAdvisor

August 12

- * Registration deposit of \$200 is due.
- * Registration deposit is required to maintain your current course selections.
- * All diploma and undergraduate students, regardless of their funding sources, are required to make the \$200 registration deposit. **This includes students in receipt of OSAP, scholarships, sponsorships, etc.**
- * Failure to make the registration deposit will result in deregistration.
- * Waiver of the registration deposit may be considered by contacting Supervisor, Student Accounts at either Guelph or Ridgetown Campus. Deadline for submission of waiver is August 12th.

August 22nd

- * ADD period for Fall 2011 opens in WebAdvisor
- * Mandatory \$200 registration deposit required in order to add and drop courses

September 16

- * Payment deadline - Account must be paid in full.
- * Students who have not settled their account in full or made satisfactory arrangement for settlement of their account will have their courses removed. A \$200 fee will apply to have the courses reinstated.
- * Course ADD for Fall 2011 ends

September 17

- * Late payment fee of \$60 will apply.

WHAT IS THE REGISTRATION DEPOSIT?

- * The registration deposit is a minimum non-refundable payment of \$200.
- * The registration deposit is required by all diploma and undergraduate students to maintain their current course selections.
- * The registration deposit will be applied to the Fall 2011 student account providing there is no prior outstanding balance.
- * Failure to make the registration deposit by August 12th will result in:
 - i) blocked access to course registration for the F'11 term

ii) de-registration (removal of courses, which will free up courses in the system for other students to select from). If your account has a previous balance, the \$200 will automatically be applied to the outstanding balance and WILL NOT be considered as a registration deposit.

WHAT IS DE-REGISTRATION?

* De-registration is the removal of courses as a result of not meeting payment requirements and deadlines. To be re-registered into courses, Ridgetown students must pay off their outstanding fees owing and contact the Registrar with their fall semester courses, including the SECTION for each course.

WHAT DO I OWE?

* Details of your account balance will be available through WebAdvisor after July 19th. Click on "Registration Billing". Your Registration Bill provides you with a detailed breakdown of your tuition, fees and other charges, a listing of your payments, University scholarships, the balance you currently owe to the University and the date by which it must be paid. Review your bill regularly, particularly after making course changes.

PLEASE NOTE: YOU WILL NOT BE SENT A PAPER COPY OF YOUR BILL.

REMINDER: ALL STUDENTS MUST PAY THE \$200 DEPOSIT BY AUGUST 12th, REGARDLESS OF FUNDING SOURCES, e.g. OSAP, scholarships, sponsorship, etc. or REGARDLESS OF THE DEBIT OR CREDIT BALANCE ON THE ACCOUNT.

HOW CAN I PAY?

* Please refer to the Student Financial Services Website:

<http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/payments> Payment options for Ridgetown are: Internet or tele-banking (using your Guelph student number as your 'account' number); cash; debit; money order or certified cheque (made payable to 'University of Guelph') – record your student number on the payment.

Ontario Student Assistance Program (OSAP)

- Students dependent on this program to pay their tuition and fees must apply for OSAP by JULY 1 to guarantee funds arrive at the Campus for September disbursement. OSAP questions should be directed to: Catherine Chavis cchavis@ridgetownc.uoguelph.ca 519-674-1500 ext. 63506.

For further information please contact Student Financial Services at accountquestions@registrar.uoguelph.ca or by calling (519) 824-4120 ext. 53953 (Guelph); (519) 674-1500 ext. 63511 (Ridgetown).

PLEASE REMEMBER to check your U of G e-mail and WebAdvisor regularly this summer for further updates and messages.

FINANCIAL MATTERS...

Applying for OSAP

To apply for federal and provincial financial aid visit the OSAP website at <http://osap.gov.on.ca>. (Be sure to select “Ridgetown Campus” (EVBG) institution code rather than “University of Guelph”.)

We recommend you apply for financial aid on-line approximately 6-8 weeks prior to attending college. The on-line website will allow you to apply for OSAP, and also provides access to your OSAP account to follow the progress of your application. It is recommended you visit the OSAP website to check your OSAP account on a regular basis to make sure that all documents have been submitted to University of Guelph, **Ridgetown Campus** to ensure your funding arrives on time for beginning classes.

The Ministry of Training, Colleges and Universities has enhanced the OSAP website to include the OSAP Access Window. This is a planning tool to assist students in preparing for a post-secondary education. This site provides the approximate costs of your post secondary education, estimate of financial assistance available to help you pay for university, a repayment calculator for estimating monthly loan payments after graduation, and other information to assist you to make decisions about funding your postsecondary education.

Refer questions concerning OSAP to:

Catherine Chavis – Financial Aid Officer, Ridgetown Campus

Reek Administration Building – Room 202

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

Student Fees & Payments

This information is intended to answer questions related to the rules and procedures for paying your fees. First, you should know that we bill and collect fees on a semester-by-semester basis. This is intended to ease the financial burden on students and their families so that they do not have to pay for the full year costs up front.

IMPORTANT INFORMATION & DATES

July 18th, 2011: On July 18th you will be able to view your bill on WebAdvisor. Follow the “Registration Billing” link. You will NOT be sent a paper copy of your bill. (note: you must have selected your F11 courses in order for billing to be generated).

August 12th, 2011: Payment to the University of Guelph must be submitted by the close of business August 12th to hold your place in your courses. This can either be the full semester payment or a minimum non-refundable registration deposit of \$200.00. Payments received after this date are subject to a late payment penalty. Students who do not pay by this date may be deregistered from their Fall 2011 courses. Please note that ALL students are required to make this \$200 payment on time, even if OSAP or external sponsorship is to expected to cover your academic fees.

September 16th, 2011: Full payment of your Fall 2011 account is due. Please note that if you do not pay on time, you will be de-registered from your Fall courses and will be required to pay an additional \$200 re-instatement fee in order to be re-registered into your Fall courses.

Registration Billing

You can review your invoice after July 17th by going to ‘Account Summary’ or ‘Registration Billing’ found under ‘FINANCIAL PROFILE’ on WebAdvisor. Your Registration Bill provides you with a detailed breakdown of your tuition, fees and other charges, a listing of your payments, University scholarships, the balance you currently owe to the University and the date by which it must be paid.

How to pay your UNIVERSITY OF GUELPH fees...

The primary method of payment is INTERNET or TELEPHONE banking. Payment for your academic fees, residence and meal plan should be made through INTERNET or TELEPHONE banking services. The amount you owe for the Fall semester is available to view through the Registration Billing option (as of July 18th) on WebAdvisor.

When creating the vendor/payee on your telephone or Internet banking system be sure to choose the “UNIVERSITY OF GUELPH STUDENT FEES” option, otherwise your payments will be misdirected and will not be credited against your account. Ridgetown Campus RESIDENCE fees will also be billed to, and paid to, that account name. DO NOT select ‘UofG Residence Fees’ to pay your Ridgetown residence fees. (Depending on your banking institution, The University of Guelph may be listed in a variety of ways: UNIVERSITY OF GUELPH STUDENT FEES, UNIV OF GUELPH – STUDENT FEES, etc.) For more information about TELEPHONE or INTERNET banking in general please contact your financial institution.

Payments made via TELEPHONE or INTERNET are processed and appear on your University of Guelph student account **within 3 business days. Make sure you keep your verification/confirmation number. It is your proof of payment.**

For more details on how to pay your registration fees, including helpful web links and answers to frequently asked questions, visit:

<http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/payments> (Payments & Settlements found under “Payments & Accounts”)

Other acceptable fee payment options are:

- Wire or Bank Transfer
- Debit Card (Debit payments must be made at Student Client Services at either the GUELPH CAMPUS, located on the 3rd level of the University Centre during [office hours](#), or in the Administration Office, W.R. Reek Administration Building – RIDGETOWN CAMPUS. A receipt will be provided and the payment will show on WebAdvisor 'Account Summary' immediately. (Note: Students may have a \$500.00 payment limit allowance per day when using Debit).
- Money order, Certified Cheque, Bank Draft

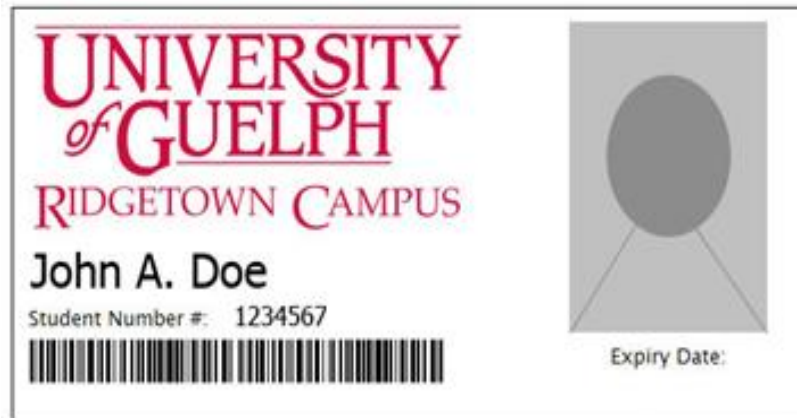
BE SURE TO MAKE PAYMENTS PAYABLE TO ‘UNIVERSITY OF GUELPH’ and record your Guelph I.D. (student number - seven digits) on the payment note.

If paying by money order or cheque, please send the payment (include UofG I.D.) to either:
STUDENT FINANCIAL SERVICES, UNIVERSITY OF GUELPH, GUELPH, ONTARIO N1G 2W1

Or

ADMINISTRATION, RIDGETOWN CAMPUS, 120 MAIN STREET EAST, RIDGETOWN, ON N0P 2C0

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.

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</u> students (1:00 p.m. – 2:00 p.m.)
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., Feb 3&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 yking@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 Ridgetown 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.

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)

RDC (Rural Development Centre)

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

STECKLEY HALL

S3 (Basement)

ENGINEERING BLDG

E1 (Portable)
E2 (Portable)

VET TECH BUILDING

VT 230; VT 232
Rotunda; Anatomy Lab

ANIMAL & POULTRY SCIENCE BLDG.

MICROBIOLOGY Lab (2nd Level)

RIDGETOWN CAMPUS MAP

