

UNIVERSITY
of GUELPH
RIDGETOWN
CAMPUS

CHANGING LIVES
IMPROVING LIFE

Registration Handbook for
New Students
2011

**VETERINARY TECHNOLOGY
(CONVENTIONAL)**

UNIVERSITY OF GUELPH, RIDGETOWN CAMPUS

120 Main Street East, Ridgetown, Ontario N0P 2C0

GENERAL INFORMATION

Summer 2011

Students of the Class of 2013 – 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.

ALL SENIOR / YEAR 2 STUDENTS:

Registration will take place on **Wednesday, September 7th between 1:00 p.m. - 2:00 p.m.**

NOTE: Year 2 Vet. Tech. students will be leaving from the Vet. Tech. parking lot @ 9:00 that morning for a one-day field trip.

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) are found at <http://www.ridgetownc.uoguelph.ca/current/>. Foreign students will also be required to obtain UHIP student health coverage insurance (information being sent through the Student Life Department, Guelph Campus).

Text books will be on sale 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. The Text Book List for your program has been included in this information package for your reference. This listing is subject to change.

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.

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 the program-specific Fall 2011 Semester time table for your reference (subject to change) to assist you with course registration. **It is your responsibility to sign up for the required courses for your program through WebAdvisor (information provided in this package).** Please pay particular attention to the 'Financial Matters...' information provided. It explains 'How to pay your fees...' for the upcoming semester.

Junior (Year 1) Agriculture, Environmental Management and Horticulture students please note the sections of the courses that you are to choose from when selecting your courses through WebAdvisor (course section by program list provided). Vet. Tech. Year 1 students must register into the six specified courses; all Vet. Tech. course sections are either R101 or R1.

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 Dr. Irene Moore, Associate Director, Academics, if you have any questions concerning this issue.

For any students considering transferring from diploma to degree (University of Guelph) after the completion of their diploma education, there is a listing of courses available for transfer credit in the Registrar's Office. This list will assist you in choosing the proper electives to receive the greatest number of transfer credits when applying to the B.Sc.Agr or B.Comm at the University of Guelph upon completion of your diploma. Advanced standing credits are also recognized in the B.Sc. And B.Sc. (Agr) Programs at the U. of Guelph for the Veterinary Technology graduates.

Students who are considering completing the Agriculture diploma program in one additional year, upon completion of either the Environmental Management or Horticulture diplomas, please note that you are to contact me in your final semester of studies of your first program to initiate this process, when course selection for the following fall semester commences.

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 Reek Administration building 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

Hope your summer is enjoyable. See you in September!

Sincerely,

www.ridgetownc.uoguelph.ca

Barb O'Neill
Campus Registrar
(519) 674-1500 ext. 63610 (519) 674-1650 (fax)

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.

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 ‘REGISTRATON’).
 - 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.

Program Information...

Associate Diploma in Veterinary Technology

For your first semester, you will select the following six courses. A copy of your Fall 2011 time table schedule has been included for your reference. Please note that lab assignments will be determined upon commencement of the semester and that the schedule is subject to change.

COURSE SELECTION

Detailed instructions for selecting courses on WebAdvisor are available on the “Getting Started...” and “How to Use WebAdvisor...” information pages.

Select the following six courses:

DVT*1000 R101 Livestock Production and Management

DVT*1010 R101 Anatomy & Physiology I

DVT*1040 R101 Medical Exercises I

DVT*1070 R101 Laboratory Techniques

DVT*1080 R101 Laboratory Quality Assurance

DVT*3040 R1 Pharmacology

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

- **Coveralls** – one pair necessary farm calls and large animal labs.
- **Boots** – one pair, steel toed, rubber boots necessary for farm calls and large animal labs.
- **Scrubs** – one set, any colour other than surgical green ... prints are also acceptable.
- **Lab Coats** – two white lab coats, knee length.
- **Shoes** – one pair, clean and close toed.
- **Watch** – Must be able to count seconds.

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 strongly recommended that you have been immunized for Hepatitis A&B. Please bring proof of immunization to Registration on September 6th.

For additional information and academic counseling please contact:

Barb O'Neill – Registrar and Academic Counsellor

Agronomy Building – Registrar's Office Area

(ph) 519-674-1500 ext. 63610 (fx) 519-674-1650

registrar@ridgetownc.uoguelph.ca

Marion Beach – Veterinary Technology Program Co-ordinator

Veterinary Technology Building – Room 104

(ph) 519-674-1500 ext. 63523 (fx) 519-674-1675

mbeach@ridgetownc.uoguelph.ca

**JUNIOR VETERINARY TECHNOLOGY
FALL SCHEDULE - 2011**

PER#	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	PER#			
8:00-8:50	FLOATING LECTURE	DVT*1000 LIVESTOCK MGMT. (Swine) Van Helten VTB 232	DVT*1000 LIVESTOCK MGMT. (Beef/Dairy)	DVT*1070 LAB TECHNIQUES (Hematology)	SPARE	FLOATING LECTURE 1. 08:00-08:50			
9:00-9:50	DVT*1080 LABORATORY Q.A. (Pre-lab) Pont VTB 232	DVT*1070 LAB TECHNIQUES (Hematology Pre-Lab) Jones VTB 230	Dougherty VTB 232	Jones/Fletcher APS 211		FLOATING LECTURE 2. 09:00-09:50			
10:00-10:50	DVT *1040 MED. EXERCISES I (Pre-Lab) Hines/Dougherty VTB 232	DVT*1070 LAB TECHNIQUES (Microbiology Lecture) Jones VTB 230	DVT*1080 LABORATORY Q.A. Pont VTB 232	DVT*1070 LAB TECHNIQUES (Hematology)	SPARE	On-line Livestock Mgmt. Tutorial Session Jones VTB 230 *Schedule TBA* 3. 10:00-10:50			
1:00-1:50	DVT*1080 LABORATORY Q.A. (Math) Pont VTB 232	FLOATING LECTURE	SPECIAL ACTIVITIES	Jones/Fletcher APS 211		DVT*1070 LAB TECHNIQUES (Micro. Lecture) Jones VTB 230 4. 11:00-11:50			
L U N C H									
1:00-1:50	DVT*1070 LAB TECHNIQUES (Micro. Pre-Lab) Jones VTB 232	DVT*1070 LAB TECHNIQUES (Micro.) Jones/ Fletcher	DVT*1010 ANATOMY LAB VanHelten/ Campbell	DVT*1040 MED. EXERCISE I Hines/ Dougherty	DVT*1080 LABORATORY Q. A. Pont	DVT*1040 MED. EXERCISE I Hines/ Dougherty	DVT*1080 LABORATORY Q. A. Pont	DVT*1010 ANAT. & PHYSIOLOGY I (Pre-lab) Van Helten VTB 232	6. 01:00-01:50
2:00-2:50	DVT*1070 LAB TECHNIQUES (Microbiology Plating) Jones AGRO B8	AGRO B8	VTB 201	Campbell	AGRO B8	Campbell	AGRO B8	DVT*1010 ANAT. & PHYSIOLOGY I Van Helten VTB 232	7. 02:00-02:50
3:00-3:50	FLOATING LECTURE	DVT*1070 LAB TECHNIQUES (Micro.) Jones/ Fletcher	DVT*1010 ANATOMY LAB VanHelten/ Campbell	VTB RTD		VTB RTD		DVT*3040 PHARMACOLOGY Burlatschenko RDC Pioneer Lecture Theatre	8. 03:00-03:50
4:00-4:50	DVT*3040 PHARMACOLOGY (Tutorial) Campbell AGRO 137 - Ag. Theatre	AGRO B8	VTB 201						9. 04:00-04:50

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)

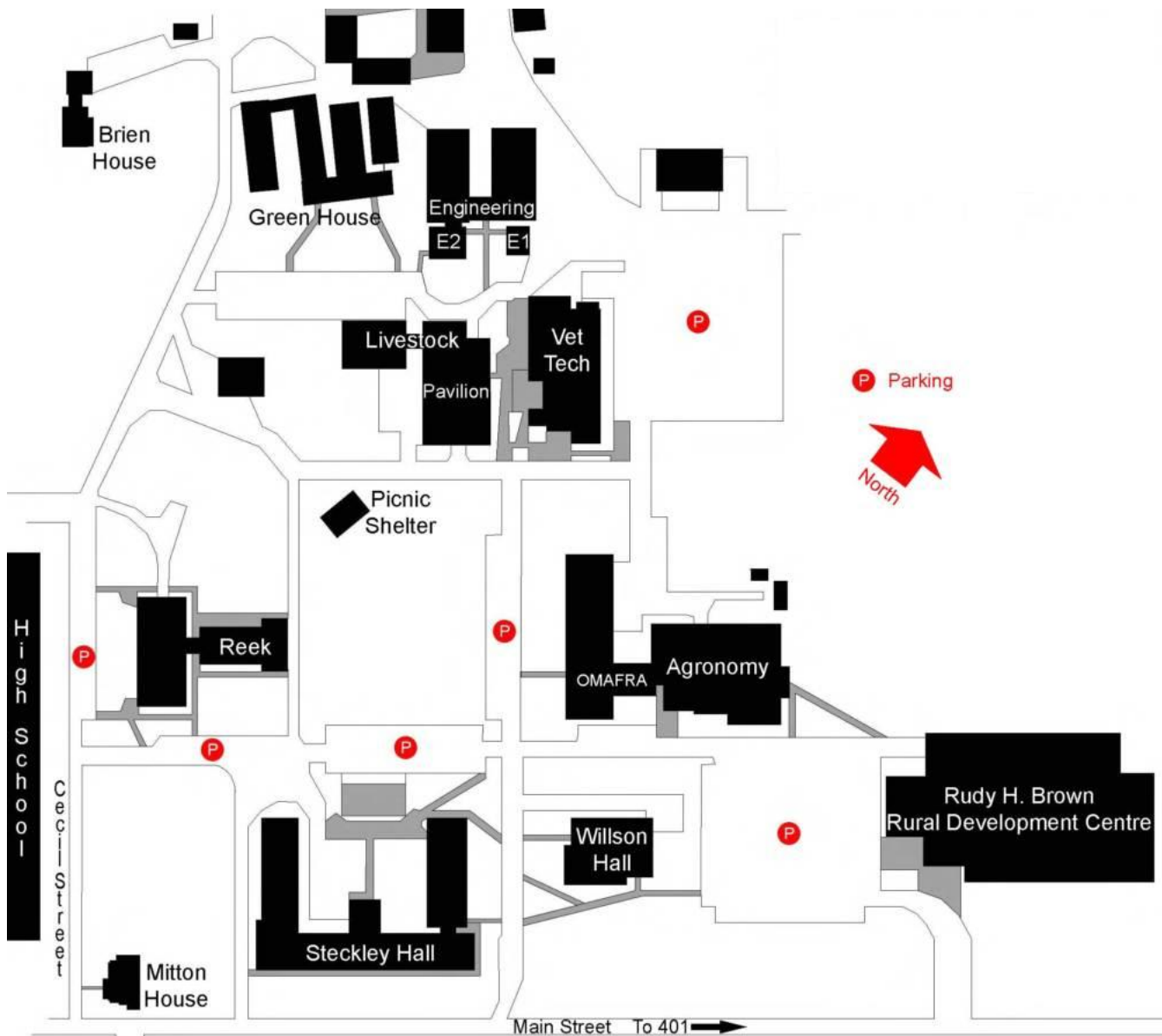
VET TECH BUILDING

VT 230; VT 232
Rotunda; Anatomy Lab

ANIMAL & POULTRY SCIENCE BLDG.

MICROBIOLOGY Lab (2nd Level)

RIDGETOWN CAMPUS MAP



TEXTBOOK REQUIREMENTS

Junior Veterinary Technology (Semester 1)

Fall 2011

COURSE ID	COURSE TITLE	TEXTBOOK	COST
DVT*1000	Livestock Production	Livestock Production and Management notes	\$ 25.00
DVT*1010	Anatomy & Physiology I	Anatomy & Physiology notes	\$ 10.00
		Mammalian Anatomy: The Cat, 2nd ed.	\$ 40.00
		Clinical Anatomy and Physiology for Veterinary Technicians - Text & Lab Manual Pkg, 2nd ed.	\$ 106.00
DVT*1040	Medical Exercises I	Clinical Textbook for Veterinary Technicians, 7th ed.	\$ 103.00
		Medical Exercises I notes	\$ 10.00
		Mosby's Veterinary PDQ	\$ 29.00
		Saunders Comprehensive Veterinary Dictionary, 3rd ed	\$ 58.00
DVT*1070	Laboratory Techniques	Microbiology manual	\$ 15.00
		Haematology manual	\$ 15.00
		Laboratory Procedures for Veterinary Technicians, 5th ed	\$ 64.00
		Veterinary Haematology : Atlas of Common Domestic Species, 1st ed.	\$ 76.00
DVT*1080	Laboratory Quality Assurance	Essential Calculations for Veterinary Nurses and Technicians, 2nd ed.	\$ 48.00
		Laboratory Quality Assurance lecture notes	\$ 15.00
DVT*3040	Pharmacology & Medical Terminology	Applied Pharmacology for Veterinary Technicians, 4th ed	\$ 67.00
		Pharmacology manual	\$ 15.00
		Veterinary Medical Terminology Online (text & access code pkg), 2nd ed.	\$ 99.00
	Laboratory	Med. Ex. Kit (mandatory)	\$ 130.00

**Books will be available for purchase during REGISTRATION.
They are NOT available later in the semester.**

WHEN: Tuesday, Sept. 6th from 9:00 - 11:00 a.m. and 1:00 - 3:00 p.m.

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.

Please highlight the courses you are in, and bring the list with you to the textbook sales

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

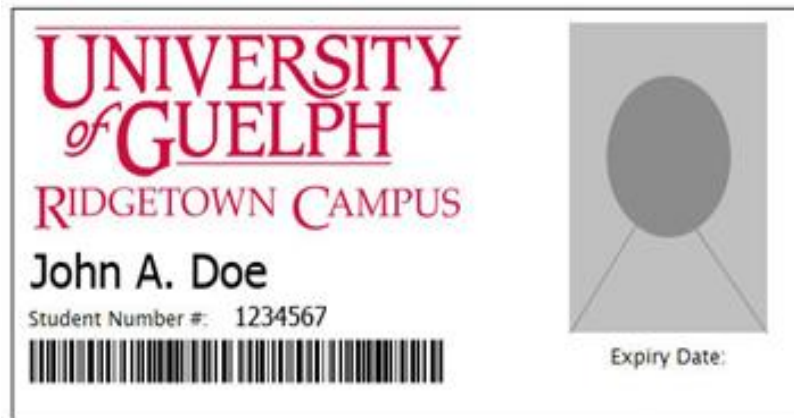
BE SURE TO MAKE PAYMENTS PAYABLE TO 'UNIVERSITY OF GUELPH' and record your Guelph I.D. (student number - seven digits) on the payment note.

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 (schedule)	Fall Semester classes end (Dec. 1 st - classes will be MONDAY's)
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 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 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.