

## Step by step instructions for applying for an OUPFB field course

Choose the field course(s) that you want to apply for from the OUPFB web site ([www.oupfb.ca](http://www.oupfb.ca)). It is highly recommended you have some back-up choices, in case you don't get into your first choice because it is full. Be aware though that you must be willing to take these back up field courses if you are accepted into them, because if you decide to back out, there is a **risk of losing your deposit if your spot isn't filled by another student.**

Download and print the application form from the OUPFB web site ([www.oupfb.ca](http://www.oupfb.ca) and click on the 2012 Application Form). Fill in all three pages. On the Assumption of Risk page when they ask for date of field trip, because you don't know yet which course you'll be taking, you can leave this blank for now.

Download and print the Course Waiver Request form:

[http://www.uoguelph.ca/registrar/undergraduate/files/course\\_waiver\\_request.pdf](http://www.uoguelph.ca/registrar/undergraduate/files/course_waiver_request.pdf) and fill it out as indicated in this example: [http://www.uoguelph.ca/ib/pdfs/CourseWaiverForm\\_example.pdf](http://www.uoguelph.ca/ib/pdfs/CourseWaiverForm_example.pdf).

Please use the following course codes (all five have titles of "Field Biology"):

BIOL\*4700—for a two week or longer field course if this is your first OUPFB two-week field course (0.50 credit)

BIOL\*4710—for a one week field course if this is your first OUPFB one-week field course (0.25 credit)

BIOL\*4800—for a two week or longer field course if this is your second OUPFB two-week field course (0.50 credit)

BIOL\*4810—for a one week field course if this is your second OUPFB one-week field course (0.25 credit)

BIOL\*4900—for a two week or longer field course if this is your third OUPFB two-week field course (0.50 credit)

You **CANNOT** register for a field course through WebAdvisor because you need Instructor's Consent. This is why you are bringing this form along with your application, so we can register you in the course. Please indicate which semester you want the field course to be registered in. Most must be in the Fall semester following your field course, however those courses ending no later than June 10<sup>th</sup> are eligible for Summer registration as well as Fall registration. Be aware that if it is your only Summer course, you will be charged minimum tuition. The course fees listed on the OUPFB web site do NOT include tuition costs. Courses that run during the Dec/Jan holidays or over Reading Week will be registered in the Winter 2013 semester.

So you will bring **three** things when you apply: **1)** the application form, **2)** course waiver form and **3)** a deposit cheque for \$250 made payable to the University of Guelph for *each* field course you intend to go on (if you only want to take one field course, and indicate two back up choices, this requires only 1 cheque) to Lori Ferguson in Room 2483 Science Complex. Applications will start being accepted at 9:00am on the first day of classes in the Winter semester (January 9, 2012), and the deadline is Friday, January 27, 2012 at 4:00pm.

For more information contact Lori Ferguson at [loriferg@uoguelph.ca](mailto:loriferg@uoguelph.ca).