

FIRST WEEK CHECKLIST for EXCHANGE STUDENTS – FALL 2015

MEET THE EDUCATION ABROAD ADVISOR

You will meet Allison Broadbent, the Education Abroad Advisor, during START International Orientation. Afterward, if you need to finalize your course registration or have any questions, please meet with Allison at the Centre for International Programs, 3rd Floor, University Centre. Allison may also be able to help or refer you to other services and resources if you are having any problems during the semester such as health issues, personal problems, or academic challenges. If Allison is not available when you drop by, you can also speak to our International Education Intern, Haruho Kubota, or our student Peer Helpers questions at our front desk. Staff member Dimitra Stefopoulou at CIP is also able to help exchange students register for their courses.

GET YOUR STUDENT ID CARD

You must have a student ID card because it is used as your bus pass, Library card, and meal plan (if you ordered a meal plan). If you submitted your photo for the ID card before coming to Canada, you can pick up your ID card at the Student Client Services on the 3rd Floor of the University Centre. If you didn't submit a photo, you can have an ID card made at Student Client Services – they will take a photo of you there. Please make sure to bring your University of Guelph student ID number with you when you go to Student Client Services.

GET YOUR BUS PASS STICKER

Thanks to an agreement between the Central Students' Association (CSA) and Guelph Transit, all University of Guelph students receive a bus pass for use in the City of Guelph at a greatly discounted fee. You must obtain a bus pass sticker that will go on the bottom right hand corner of your student ID card. You can get your bus pass sticker on Thursday, Sept. 10 and Friday, Sept. 11 from 8:30 am – 4:30 pm in Peter Clark Hall (in the basement of the University Centre) or on Monday, Sept. 14 in the CSA Board Room (in room ---, 2nd floor of the University Centre) **Until then, you can still take the buses for free (without the bus pass sticker) during the grace period between Saturday, August 29th – Friday, September 11th** by simply presenting your student ID card.

PRINT YOUR UHIP CARD

The University Health Insurance Plan (UHIP) covers basic medical care for international and exchange students, such as seeing the doctor, going to the hospital and laboratory tests. During the first week of classes, you will receive an e-mail from the Education Abroad Advisor with instructions about how to print your UHIP health insurance card online. In the meantime, you are still covered by UHIP from the first day you arrive in Canada even if you have not printed the card yet – this means that you can still go to the doctor or hospital if you need to, but you will need to provide your UHIP registration number to the medical provider later, after you have printed your card.

STUDENT HEALTH & DENTAL PLAN

The Student Health & Dental Plan covers most prescription medications, professional services such as physiotherapy and chiropractor, and some dental benefits. Print your Student Health & Dental Plan card from this website: <https://mystudentplan.ca/uofguelph/carecards.aspx>

To opt-out of the Dental Plan, you will have to submit the online dental Opt-Out form by mid-September at: <https://mystudentplan.ca/uofguelph/opt-out-form>

For more information about what is covered by the Student Health Plan and the Dental Plan go to: <https://mystudentplan.ca/uofguelph/mybenefits-at-a-glance>

☐ THE INTERNATIONAL STUDENT ADVISOR

Megan Sager, the International Student Advisor, offers a variety of services for international students. If you have any questions about your UHIP health insurance during the semester, Megan is the person to see. She can also provide advice if you are struggling with cultural adjustment or personal problems. To see Megan, just stop by her office on the 3rd Floor, University Centre, in the Office of Intercultural Affairs (right next to the Centre for International Programs) or e-mail her at sagerm@uoguelph.ca

☐ FINALIZE YOUR COURSE REGISTRATION

Registering for or Changing Courses (Add/Drop):

The last day to **ADD** Fall 2015 courses is **Friday, September 18, 2015.**

The last day to **DROP** Fall 2015 courses is **Friday, November 6, 2015.**

Adding Undergraduate Courses:

1. Search on WebAdvisor for courses you would like to take and to see if they fit into your schedule. A description of each course can be found by clicking on the course code.
2. Professors are often willing to let exchange students be added to a course even if it is **Closed** (full). You can ask the instructor for special permission to register for the course - if the instructor agrees, he/she must sign a **Course Waiver Request** form (you can get this form at the front desk of the Centre for Int'l Programs).
3. Some academic programs require that you obtain the signature of a Program Counsellor for courses in their department. If you want to take a course from ENGG (Engineering), IDEV (International Development), MCS (Marketing), HTM (Hotel and Tourism Management), SART (Studio Arts), or MUS (Music), you will likely need to see the course instructor or Program Counsellor for that department and they must sign a **Course Waiver Request** form to give their approval.
4. Some courses in other faculties may also have restrictions that require the approval of the course instructor before you can register for the course. The Education Abroad Advisor will tell you if you need to get approval for any courses. If the course requires approval, the professor must sign a **Course Waiver Request** form.
5. Complete an **Undergraduate Course Request** form (you can get one at the Centre for Int'l Programs).
6. Give the Undergraduate Course Request form (and Course Waiver Request Form with signatures – if required), to Allison Broadbent, Education Abroad Advisor, at the Centre for International Programs. She will then register you for the courses.

Adding Graduate Level Courses:

If you want to take a **graduate level** course but applied to UofGuelph using the undergraduate exchange student application, you will need signatures from the course instructor and the department Chair (Head of the department) in Section D of the **Undergraduate Course Request** form.

If you want to take a **graduate level** course and applied to UofGuelph using the graduate exchange student application, you will need signatures from the course instructor and your graduate advisor or the Graduate Coordinator for your department on the Graduate Course Waiver form. You can get this form at the Centre for International Programs front desk. You must then submit the form to Student Client Services on the 3rd floor of the University Centre and they will register you for the courses.)

To DROP courses:

You do not have to see the Education Abroad Advisor in order to drop courses – you can drop them yourself.

1. Log-in to WebAdvisor <https://webadvisor.uoguelph.ca>
2. Under Registration, click on Register and Drop Sections
3. Under Current Registrations, Click on Drop and then hit Submit

OPENING A BANK ACCOUNT

Please note - Most exchange students who are here for only one semester choose to use a credit card, a bank card from their home bank which allows them to withdraw money from bank machines in Canada (CIRRUS or PLUS symbol on the card, for example), traveller's cheques, or a combination of these to pay for things while in Canada. However, for convenience, exchange students who are here for two semesters may want to open a bank account and transfer money to this account.

If you want to open a bank account in Canada, you can do this at any bank in Guelph. There are many different banks to choose from, however, the **Canadian Imperial Bank of Commerce (CIBC) is the only bank that has bank machines located on campus. If you use a bank card from a bank other than CIBC to withdraw money at the bank machines on campus, there will be an additional \$2.00 fee from CIBC and at least a \$1.50 charge from your own bank. For this reason, most students prefer to open a bank account with CIBC.**

The closest CIBC branch is located at 374 Stone Road West, across the street from the Stone Road Mall. It is a 10-15 minute walk from the University or you can take the #2A bus (marked West Loop) in front of the University Centre.

To open a bank account, you will need:

- your Passport or Birth Certificate
- a second piece of photo identification
- your Guelph Student ID card (to be eligible for special student plans)
- some money to deposit

PAY YOUR FEES

The remainder of your fees for residence, meal plans and student fees (health insurance, bus pass) must be paid by **Friday, September 18, 2015**. Your bill can be found on WebAdvisor: <https://webadvisor.uoguelph.ca/> under "Account Summary".

The most common methods of payment for exchange students are:

GlobalPay

International Wire Transfer

You can also pay at Student Client Services on the 3rd floor of the University Centre with **cash** or a **Debit Card from a Canadian bank**. The University of Guelph does not accept credit card payment.

You can see a complete list of accepted forms of payment at:

<http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/payments>

If you can't pay by September 18, you must inform Student Financial Services at accquest@registrar.uoguelph.ca. If you have already sent a wire transfer but are not sure if it will be received by the University of Guelph by Sept. 18 (it can take up to two weeks for wire transfers to arrive), please scan and e-mail a copy of your wire transfer receipt to so that Student Financial Services at accquest@registrar.uoguelph.ca know that your payment is on the way. If you do not pay your fees by the deadline and do not arrange for an extension of the deadline, your registration at the University of Guelph may be cancelled and you will be de-registered from your classes.

BUYING A MEAL PLAN

If you want to buy a meal plan, you can do so at Creelman Hall. Hospitality Services, the company that provides all food service on campus, does accept credit card payment for meal plans. You can see the different meal plans to choose from at: <http://hospitality.uoguelph.ca/studentPlans/onCampus.cfm>

The Ultra Plan and is specifically designed for off-campus students and students living in the East Residences, East Village Townhouses and the West Residence. The minimum fee for the Ultra plan is \$195 - the money gets credited to your Student ID card and your food purchases are deducted each time you use your card. Students with the Ultra Plan get a 10% discount plus 8% tax discount on campus food. Having a small meal plan can provide the flexibility of grabbing a quick coffee or sandwich at the various cafeterias when you're in a rush.

BUYING TEXTBOOKS

The **University of Guelph Bookstore** is located in the McNaughton Building and sells both new and used textbooks, school supplies and UofG-branded clothing. <http://www.bookstore.uoguelph.ca>

The **Co-op Bookstore**, located in Johnson Hall, sells new and used textbooks. You have to pay a \$5 membership fee for the semester but you then get a 5% discount on all textbooks.

<http://www.guelphcampus.coop/bookstore>

You can search for which textbooks are required for your classes on both the University Bookstore and Co-op Bookstore websites. As professors sometimes list books that are optional, you may want to wait until after you attend the first class during which the professor will go over the course outline (syllabus) and tell students which textbooks are absolutely necessary to buy.

While both the University Bookstore and Co-op Bookstore do sell some used textbooks, used textbooks tend to be the cheapest if you buy them directly from other students. Lots of students sell their used textbooks through the website called **The Cannon** - <http://www.thecannon.ca/classifieds/books>

ATTEND SOME ORIENTATION EVENTS

You are encouraged to participate in some of the great events that will be taking place during Orientation Week for all new students, such as workshops, information sessions, special speakers, concerts and other entertainment. If you are living in residence, you will find a copy of the Orientation Week schedule in your room. The schedule is also available online at <http://www.startonline.ca/oweeek2015/home>

CHECK COURSELINK

Many professors (but not all) use CourseLink, an online portal, to post information for their course such as the course outline (syllabus), readings, assignments and notices. CourseLink is also often used for class discussion forums and even for online tests. Beginning on the first day of classes, you can log-in to CourseLink at <https://courselink.uoguelph.ca> to see which of your courses are using CourseLink. Don't worry if any of your courses don't appear in CourseLink – this simply means that the professor of that course has chosen not to use CourseLink.

MEET YOUR LINK PARTNER

Your LINK partner can help you find your way around campus and the city. If you signed up to have a LINK partner, there will be a kick-off event when you can meet your partner on Friday, September 11th from 7:30-9:30pm at the Bullring. If you can't attend that event, then make arrangements to meet with your LINK partner within the first week of arriving in Guelph. If you have any questions about the LINK program, please e-mail link@uoguelph.ca

If you didn't sign-up to have a LINK partner, it's not too late – just e-mail link@uoguelph.ca and ask for the registration instructions.

CHECK YOUR E-MAIL

Activate your University of Guelph e-mail account if you have not already done so. Your login and password are in your acceptance letter. **Check your e-mail regularly** - the Centre for International Programs, the University of Guelph and your professors send important messages to this e-mail address only.

REVIEW YOUR WEBADVISOR ACCOUNT

Log-in to your WebAdvisor account at <https://webadvisor.uoguelph.ca/> if you have not already done so. You can print your class schedule and locations by clicking on 'Class Schedule' and then Class Schedule Grid'. As well, when your semester is complete you will be able to check your grades online. You will NOT be able to add courses using WebAdvisor – only the staff at the Centre for International Programs can register you for courses.

VISIT THE LIBRARY

Visit the Library at the University of Guelph to find out the hours of operation and ask for a guided tour to learn how the Library system works and what services are available.