Course Selection Package
For Graduate Exchange Students

Course Registration

<u>The Centre for International Programs will be registering you for all of your courses.</u> You will not be able to register for your courses by yourself on WebAdvisor like our full-degree students do. You must complete the **Graduate Exchange Course Selection Form** (pg. 8), and a **Graduate Course Waiver Request Form** (pg. 9) for each course, before we can register you for classes. If the exact course schedule is available on WebAdvisor, please also complete the **Course Selection Timetable** (pg. 10) to ensure that there are no time clashes with your classes. All of these forms can be found at the end of this document. Please scan and upload the forms to University of Guelph's online application for incoming exchange students (you will be given access to the application after your home university has nominated you for exchange). If you will be studying at University of Guelph for more than one semester, you only need to complete the course forms for your first semester. The course selection for your second semester will be done after your arrival here.

How many courses should I take?

Graduate students at the University of Guelph usually take 1 to 3 graduate courses per semester (usually 0.5 to 1.5 credits). Taking more than 3 graduate courses per semester is not advised as the amount of work would likely be very difficult to manage.   If you plan to take a combination of undergraduate and graduate-level courses, this may equal 4 – 5 total courses (2.0 – 2.5 credits). For example, you may want to take 2 graduate courses and 2 undergraduate courses.

How can I find courses?

The exact course schedule for each semester is posted on **WebAdvisor**. The course schedule for Fall is usually posted by late February, and the schedule for Winter is usually posted by mid-October.

1) Visit http://webadvisor.uoguelph.ca

2) Select the "Students" tab at the right side of the screen

3) Select "Search for Sections"

4) Specify the "Term" that you will be studying in Guelph

5) Choose one or more subject area(s) that you are interested in

6) To see which courses are graduate-level, under Course Levels choose:

> **600 – Graduate** *(Masters & PhD) or* **700 – Graduate** *(Masters & PhD)*
>
> 100 – First Year *(undergraduate),* 200 – Second Year *(undergraduate)*
> 300 – Third Year *(undergraduate),* 400 – Fourth Year *(undergraduate)*

7) Leave everything else blank

8) Click on the SUBMIT button

From the search results, if you click on any of the courses that are listed, it will open the short description of the course from the Academic Calendar.

Academic Calendar

If the exact course schedule is not yet available on WebAdvisor, our Academic Calendar lists all courses that are offered, their short descriptions, and the semester when they are usually offered.

https://www.uoguelph.ca/registrar/calendars/graduate/current/apdxa/index.shtml

- Graduate Calendar

http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c12/index.shtml

- Undergraduate Calendar

- Courses that have an "F" at the end of the course title are usually offered in the Fall
- Courses that have a 'W' at the end of the course title are usually offered in the Winter
- Courses that have a "U" at the end of the course title are sometimes offered in the Fall and sometimes in the Winter, and sometimes not at all

For example, *ANTH*6080 Anthropological Theory F [0.5]* is offered in the Fall. Many graduate courses are listed as U, meaning that you will not be able to know for sure whether the course is being offered until the exact course schedule for each semester is posted on WebAdvisor.

Course Sections

The section number of the class is found after the course code. For example, for *ANTH*6080*01 Anthropological Theory, *01* is the section of the course. Sometimes the section number changes if there are several different times when you can choose to take the class, in which case, you must choose the section of the class that fits your schedule the best. However, the majority of graduate courses only have one section time, listed as *01 or *0101.

Course Times

Most course lectures at the University of Guelph are held for a total of three hours a week. Many graduate courses have one 3-hour lecture on the same day each week. However, some courses may have a shorter lecture period held several times a week. For example, a course listed on WebAdvisor as LEC Tues, Thur / 10:00AM - 11:20AM, means that the lecture is twice a week, on Tuesdays and Thursdays. There may be an additional time required for a laboratory component of a class which will be listed below the lecture times. In Canada, it is important for students to attend all or most of the lectures and laboratory times in order to succeed in the course.

Course Outlines / Syllabi

If you need more detailed course outlines (syllabi) for specific courses, see the list of departmental course outline websites on pgs. 6-7 of this guide. If you can't find the course outline you are looking for there, try typing the course code in the search box at the top right hand corner of the University of Guelph homepage - http://www.uoguelph.ca and a link to the course outline may come up in the search results.

Courses that are Closed

You may notice that some courses are marked on WebAdvisor as Closed – this means that a class is full (these appear shaded in pink). You can still list Closed courses on your course selection forms, as we are sometimes able to get permission from the academic departments to register students even if a class is full. If we aren't able to register you in the Closed course, don't panic! Many students change the courses they are registered for during the first week of classes and spaces often become. Additionally, you can ask the professor for special permission to be added to the class. The professor will have to sign a waiver form if he/she agrees to let you register for the course. Many professors are willing to let exchange students be added to their course even if it is already full, however, this cannot be guaranteed and the decision is ultimately up to each professor.

How do I know what the course code and description means?

Here is an example of a course description from the Graduate Academic Calendar:

BIOM*6400 Critical Thinking in Medicinal Research F [0.50]

This course will explore a variety of issues related to the scientific ideals and practical realities of research in the health sciences. Topics include critical thinking, critical appraisal of the medical literatures (with emphasis on clinical trials), the principles of evidence-based medicine, and selected issues related to scientific integrity.

Prerequisite(s): Undergraduate or graduate course in statistics.

Department(s): Department of Biomedical Sciences

Course Labelling, Levels & Credits

The first part of the course code refers to the subject area, and the second to the level of the course. Thus, the course BIOM*6400 is a course in the subject area of Biomedical Science (BIOM*XXXX), and it is a graduate-level course since courses in the 6000s and 7000s are part of Masters and PhD programs. The number of credits for the course is listed in [ ], therefore, BIOM*6400 is a [0.5] credit course. Most graduate courses at University of Guelph are worth 0.5 credits.

Prerequisites

Prerequisite courses are courses that students at the University of Guelph must have completed before being able to register for a higher level course. In short, a prerequisite is the required background knowledge needed in order to understand the course material and do well in the course. For example, BIOM*6400 you are requires that students have previously taken a statistics course.

The professors of the courses you have selected will review your academic transcript from your home university to assess whether you have the prerequisite knowledge for the courses. However, you should also ensure that you have an appropriate background for the courses you register for, by reading the course descriptions. The Centre for International Programs and the University of Guelph are not responsible for academic problems that exchange students may encounter because they do not have the appropriate prerequisites for a course.

Taking Courses From Other Faculties

Graduate exchange students can take courses from any degree program (except for restricted programs (see pg. 5) as long as they have the prerequisites for the course. For example, a graduate student in Theatre Studies may want and be eligible to take a graduate course in English studies, or it may make sense for a graduate student in Environmental Studies to take a graduate course in Rural Planning and Development.

Doing Research

Graduate exchange students wanting to engage in research during their period of study must identify a U of Guelph professor who is willing to supervise their research. As the purpose of our exchange agreements is mainly for students to come and take courses at the University of Guelph, we cannot guarantee that you will be able to find a professor to supervise you for research. Most of our graduate programs have a website that lists the professors who teach in that department and what area of research they are engaged in. When you contact a professor(s) to ask if they would be willing to supervise you, it is important to indicate that you are coming on an exchange semester(s) and are not looking for a paid research position. Please note that it is not possible for graduate exchange student research to be supervised by a third-party such as a business or other off-campus entity.

Taking Undergraduate Courses

Some graduate exchange students choose to take a 3rd or 4th year level undergraduate course(s) at the University of Guelph. If you intend to take any undergraduate courses, it is advised that you also read the Undergraduate Exchange Course Selection Guide which contains more detailed information about undergraduate courses. However, if you want to take undergraduate course(s), you must still complete a Graduate Course Waiver Request form for each of these courses and the Centre for International Programs must seek approval from the course instructor and Graduate Coordinator before we can register you for the course(s).

Course Restrictions

Exchange students CANNOT register for courses in the following programs:

- Veterinary Medicine (VETM)
- Masters of Business Administration
- Masters of Hospitality and Tourism
- Masters of Leadership (LEAD)

- graduate exchange students cannot take the Psychology practicum courses PSYC 6471, 6472, and 6473, 7991, 7992, 7993, 8000.

Courses Approvals

Before the Centre for International Programs can register you for your courses, graduate exchange students require approval from both the course instructor (professor) and the Graduate Coordinator for the program you have been accepted for each course. Please complete a Graduate Course Waiver Request form (pg. 9) for each course you want to take and sign the form. The Centre for International Programs will then contact the course instructor and Graduate Coordinator on your behalf to seek the approvals.

Course Outline Websites

Faculty	Course Outline Link	Course Code
College of Arts		
History	https://www.uoguelph.ca/arts/history/course-outlines *Note: for 'Course Level', choose '600 – Graduate'	HIST
Philosophy	https://www.uoguelph.ca/arts/philosophy/course-outlines *Note: for 'Course Level', choose '600 – Graduate'	PHIL
European Studies, French, Latin American & Caribbean Studies	https://www.uoguelph.ca/arts/solal/course-outlines *Note: for 'Course Level', choose '600 – Graduate'	EURO, FREN, LACS
English, Creative Writing, Theatre Studies	https://www.uoguelph.ca/sets/english-studies/english-ma/graduate-courses	ENGL, CRWR, THST
College of Biological Science		
Integrative Biology	https://www.uoguelph.ca/ib/course-outlines *Note: for 'Course Level', choose '600' for Graduate	IBIO
Molecular and Cellular Biology	http://www.uoguelph.ca/mcb/courses/grad-courses.shtml *Click on a Semester on the right	MCB
Human Health and Nutritional Sciences	https://www.uoguelph.ca/hhns/Graduate/MSCprog.html	HHNS
College of Business & Economics		
Economics & Finance	https://www.uoguelph.ca/economics/current-students/course-archives	ECON
College of Physical & Engineering Science		
Chemistry	http://www.chemistry.uoguelph.ca/cgi-bin/uchem.exe?ac=v_page&pa=RWA7VK *See bottom of the page	CHEM
Mathematics & Statistics	https://mathstat.uoguelph.ca/course-outlines *Note: for 'Course Level', choose '6000'	MATH STAT

Physics	http://www.physics.uoguelph.ca/grad-courses.php	PHYS
Engineering	http://www.uoguelph.ca/engineering/grads-outline	ENGG
College of Social & Applied Human Sciences		
Psychology	https://www.uoguelph.ca/psychology/undergraduate/course-outlines *Note: Choose 'Graduate' at the top	PSYC
Political Science	http://www.uoguelph.ca/polisci/graduate-courses	POLS
Sociology, Anthropology, Criminal Justice & Public Policy	http://www.uoguelph.ca/socioanthro/graduate-courses	SOC, ANTH, CJPP
International Development Studies	http://www.ids.uoguelph.ca/?q=graduate-studies/schedule-graduate-courses	IDEV
Ontario Agricultural College		
Food, Agricultural & Resource Economics	http://www.uoguelph.ca/fare/students/graduates/courses	FARE
Animal Biosciences	http://www.aps.uoguelph.ca/coursesg	ANSC
Environmental Sciences	http://www.uoguelph.ca/ses/programs/graduate-courses	ENVS
Ontario Veterinary College		
Biomedical Sciences	http://ovc.uoguelph.ca/biomedical-sciences/courses See the bottom of the page	BIOM, NEUR
Pathobiology	http://ovc.uoguelph.ca/pathobiology/courses	PABI
Population Medicine	https://ovc.uoguelph.ca/population-medicine/courses/graduate	POPM

UNIVERSITY
of **GUELPH**

Graduate Exchange Student
Course Request Form

☐ Summer	
☐ Fall	⊔⊔⊔⊔
☐ Winter	Year

A. General Information

⊔⊔⊔⊔⊔⊔⊔   ⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔⊔

UofG ID NUMBER   SURNAME   COMMONLY USED NAME

PROGRAM
(e.g. Economics, Chemistry, History . . .)

B. Courses Adds

Subject Code					Course Number					Section				Course Title	Credits			
E	C	O	N	*	6	0	5	0	*	0	1	0	1	Microeconomic Theory I	0	.	5	0
E	N	G	L	*	6	6	1	1	*	0	1			Topics in Women's Writing	0	.	5	0
Examples																		
				*					*							.		
				*					*							.		
				*					*							.		
				*					*							.		
				*					*							.		
				*					*							.		

C. Course Drops

Subject Code					Course Number					Section				Course Title	Credits			
				*					*							.		
				*					*							.		
				*					*							.		

D. Student's Acknowledgement

I have selected courses in accordance with the instructions in the Graduate Exchange Course Selection Guide. I understand that approval from both the Graduate Coordinator for my program and the instructor are required before the Centre for International Programs will be able to register me for the courses I have selected.

_____   ⊔⊔⊔⊔⊔⊔
Student's Signature   Date   D D M M Y Y

Please complete a Graduate Course Waiver form for each course you want to take. The Centre for International Programs will then seek the the approval of the course instructor and Graduate Coordinator for you. Don't forget to sign the form at the bottom.

UNIVERSITY of GUELPH

Office of Registrarial Services
Enrolment Services
Guelph, Ontario, Canada N1G 2W1

GRADUATE
Course Waiver Request

CHECK ONLY ONE OF THE FOLLOWING:

☐ Summer

☐ Fall

☐ Winter _____ (YEAR)

NOTE: THIS FORM MUST BE RETURNED TO THE OFFICE OF REGISTRARIAL SERVICES

GENERAL INFORMATION
NOTE: INFORMATION IN THIS SECTION MUST BE COMPLETED IN FULL.

I.D. NUMBER _____   LAST NAME _____   FIRST NAME _____

COURSE INFORMATION

☐ UNIV✳7510 ACTIVE F/T REGISTRATION   ☐ UNIV✳7520 ACTIVE P/T REGISTRATION

*APPLICATION IS REQUIRED TO CHANGE LOAD STATUS. SEE OFFICE OF GRADUATE STUDIES.

☐ **ADD**   ☐ **DROP**

COURSE		CODE		SEC.	COURSE TITLE
	✳		✳		
eg: CIS	✳	6000	✳	0104	DISTRIBUTED SYSTEMS

Program Approval – REQUIRED
Form will not be processed without signature

Signature _____ Date _____

Section Overload Waiver
Course Section is at capacity. Signing this box will override the section capacity.

Instructor's Signature _____ Date _____

Late Add
Required for adding courses beyond the last day of the Add period for the current semester.

Instructor's Signature _____ Date _____

INSTRUCTOR'S ACKNOWLEDGEMENT
BASED ON OUR DISCUSSIONS I, THE INSTRUCTOR UNDERSIGNED, ACKNOWLEDGE THAT THE STUDENT MAY NOT HAVE THE SPECIFIED REQUIREMENTS. BY WAY OF MY SIGNATURE I AM WAIVING THEM.

Course Prerequisite or Corequisite Waiver
A prerequisite is a requirement for entry into a course. A corequisite is a course, the content of which is integrated with that of another course such that the courses must be taken simultaneously. Signing this box will override the prerequisite or corequisite requirement.

Course Restriction Waiver
A rule that restricts access to the course based on Student Program or previous credits. Signing this box will override this rule.

Instructor Consent
Instructor consent is **required** if taking undergraduate courses, courses for audit (sect=AU), distance education courses (sec=DE), courses designated as "instructor consent required".

Instructor's Signature _____

Date _____

STUDENT'S ACKNOWLEDGEMENT
I ACKNOWLEDGE THAT THE INFORMATION ON THIS FORM IS CORRECT AND THAT I HAVE SELECTED COURSES IN ACCORDANCE WITH PROCEDURES OUTLINED IN THE GRADUATE CALENDAR. I ALSO AGREE TO ABIDE BY THE STATEMENT ON THE STUDENT'S RIGHTS AND RESPONSIBILITIES AND ACADEMIC RESPONSIBILITIES AS DESCRIBED IN THE GRADUATE CALENDAR.

STUDENT'S SIGNATURE _____   DATE _____

FOR OFFICE USE ONLY

DATE OF RECEIPT _____   REC'D BY _____

Course Selection Timetable

If the exact course schedule is available on WebAdvisor, you may want to complete this course schedule sheet for yourself in order to ensure that your course times do not clash.

Class Schedule Worksheet Grid

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:30					
09:30					
10:30					
11:30					
12:30					
13:30					
14:30					
15:30					
16:30					
17:30					
19:00					
21:00					
22:00					