

## Course Selection Package For Undergraduate Exchange Students

### Course Registration

The Centre for International Programs will be registering you for all of your courses. You will not be able to register for your courses by yourself on WebAdvisor like our full-degree students do. You must complete the **Undergraduate Course Request Form (pg. 11)** before we can register you for classes. If the exact course schedule is available on WebAdvisor, please also complete the **Course Selection Timetable (pg. 12)** to ensure that there are no time clashes with your classes. Both 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?

A full-time course load for undergraduate (Bachelor's) students at University of Guelph is 2.0 to 2.5 credits. Most U of Guelph courses are 0.5 credits each, therefore, our students usually take 4 to 5 courses per semester. It is ultimately up to your home university to decide the credit equivalency for the courses you will be taking while on exchange.

### How many courses should I list?

Although a full undergraduate course load at the University of Guelph is 4 or 5 courses per semester (2.0 - 2.5 credits), **it is advisable to list 8 or 9 courses on the Undergraduate Course Request form (and have all of them approved by your university if this is required).** When it is time for us to register you for your courses, this should ensure that at least some of the courses you have requested will be possible.

## 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) If you are looking for courses from a certain level, under Course Levels you can choose:
  - 100 – First Year (*undergraduate*)
  - 200 – Second Year (*undergraduate*)
  - 300 – Third Year (*undergraduate*)
  - 400 – Fourth Year (*undergraduate*)
  - 600 – Graduate (*Masters & PhD*)
  - 700 – Graduate (*Masters & PhD*)
- 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.

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

- 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, *ECON\*2560 Theory of Finance F,W (3-0) [0.50]* is offered in both the Fall and the Winter.

## Course Sections

For very big classes or those that have a laboratory or seminar time, there are often different 'sections' of the class listed on WebAdvisor. The section number of the class is found after the course code. For example, for BOT\*2100\*0102 - \*0102 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, or sometimes the class time is always the same but the section changes depending on what time you want to attend the laboratory or seminar component of the course. For very large classes, there may be no time difference between sections so it doesn't matter which section you register for (as long as the section is not Closed). You must choose the section of the class that fits your schedule the best. If the course schedule is available on WebAdvisor at the time when you complete your course selection forms, please make sure to include the course section for all courses that you list.

## Course Times

Most course lectures at the University of Guelph are held for a total of three hours a week. A course whose time is listed on WebAdvisor as LEC Tues, Thur / 10:00AM - 11:20AM, means that the lecture is twice a week, on Tuesdays and Thursdays. A course whose time is listed on WebAdvisor as LEC Mon, Wed, Fri / 12:30PM - 01:20PM means that the lecture is three times a week, on Mondays, Wednesdays and Fridays. In Canada, it is important for students to attend all or most of the lectures, laboratories and seminar times in order to succeed in the course.

There may be an additional time required for a laboratory or seminar component of a class which will be listed below the lecture times. A laboratory is a time for practicing what you have been learning during the lectures, such as for a science or language course. Seminars are small group lessons or discussions that are often led by student Teaching Assistants.

## Course Outlines / Syllabi

If you need more detailed course outlines (syllabi) for specific courses, see the list of departmental course outline websites on pgs. 7-9 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 our Academic Calendar:

<b>BIOM*4070 Biomedical Histology F (2-3) [0.50]</b>	
	This histology course is designed for students interested in biomedical sciences. Basic tissue types and major organ systems of mammals will be examined using virtual microscopy. Lectures and discussions will focus on the relationship of tissue structure to cell and organ functions and the effects of injury or disease on microscopic structure.
<i>Prerequisite(s):</i>	( <u>MCB*2050</u> or <u>MCB*2210</u> ), (1of <u>ANSC*3080</u> , <u>BIOM*3200</u> , <u>HK*3810</u> , <u>HK*3940</u> )
<i>Restriction(s):</i>	<u>ZOO*3000</u> This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations. See department for more information.
<i>Department(s):</i>	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\*4070 is a course in the subject area of Biomedical Science (BIOM\*XXXX), and it is a fourth year level undergraduate course. Courses in the 1000s are first-year level undergraduate courses, 2000s are second-year level, 3000s are third year-level, and 4000s are fourth year-level. Courses in the 6000s and 7000s are graduate level (Masters and PhD).

The number of credits for the course is listed in [ ], therefore, BIOM\*4070 is a [0.5] credit course. Most courses at University of Guelph are worth 0.5 credits, but there are some courses that are 0.75, 1.0 or even 1.25 credits. The maximum number of credits that students can take is 2.75 per semester. Student who wish to take more than 2.75 credits in one semester must obtain signed permission from a UofGuelph Program Counsellor (however, taking more than 2.5 credits per semester is not recommended).

The number of lecture and lab hours are listed in ( ). The first number indicates the number of lectures hours per week and the second number indicates the number of lab hours per week. Hence, this course, (2-3), has 2 lecture hours and 3 lab hours per week. Some classes may not have any lab hours, in which case, the second number would be indicated as a 0.

### 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. Most upper-year, but not all, UofGuelph courses have prerequisites. For example, for BIOM\*4070, University of Guelph students must have previously taken either MCB\*2050 or MCB\*2210, and at least one of the following courses: ANSC\*3080, BIOM\*3200, HK\*3810, HK\*3940.

For most courses, exchange students are not required to prove that they meet each of the course prerequisites for their desired courses (with some exceptions - see the next topic). **However, it is up to you to make sure that you have completed similar prerequisite course(s) at your home institution or have the equivalent background knowledge.** The prerequisites for a course are listed in the course description in the Academic Calendar. You can click on the prerequisite course(s) to see a short description of what topics were covered, and you should make sure that you have previously covered similar material in your courses at your home university. **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.**

### **Courses for Which Prerequisite Approval IS Required**

Some courses require the approval of a U of Guelph Program Counsellor and/or the course instructor before the Centre for International Programs can register exchange students for the courses. For these courses that require approvals, if you submit the course selection forms to us before your arrival, the Centre for International Programs will contact the Program Counsellor and/or instructor and give them a copy of the academic transcript from your home university so that they can assess whether you have completed the prerequisites. We will then e-mail you to let you know if you are approved to register for the course.

Exchange students will require the Program Counsellor and/or course instructor's approval for registration in most of courses in the following faculties:

CIS (Computer and Information Science)  
ENGG (Engineering)  
HROB (Human Resources and Organizational Behaviour)  
HTM (Hotel and Tourism Management)  
IDEV (International Development)  
MCS (Marketing and Consumer Studies)  
MGMT (Management)  
MUS (Music)  
SART (Studio Arts)

**Some courses in other faculties may also have restrictions which require the approval of the Program Counsellor and/or course instructor.** This is usually the case if, next to Restrictions in the course description, it says 'Instructor consent required', 'This is a Priority Access Course', or 'Restricted to students registered in the ----- major.'

**For a list of courses in the Biological Sciences that have restrictions,** please refer to this website [http://www.bsc.uoguelph.ca/current\\_students/course\\_info.shtml#restrictions](http://www.bsc.uoguelph.ca/current_students/course_info.shtml#restrictions)

### **Restrictions**

University of Guelph students cannot take a course if they have also taken a course listed next to 'Restrictions', as the courses are very similar. For example, a student who has taken BIOM\*4070 cannot also take ZOO\*3000. A 'Priority Access Course' means that the course is an important requirement for a certain degree program at University of Guelph, and therefore full-degree students will be given priority to register for the course. Therefore, whether you will be able to register for the course will depend on whether any spots are available after the full-degree students have registered.

### ***What is a DE (distance education) course?***

Courses that have DE after the course code (such as FOOD\*2420\*DE) are Distance Education courses. These courses are not taught in a classroom but instead involve independent study. You must do all of the reading and work on your own and correspond with the professor by e-mail. Distance Education courses are done online – the course instructor will post all of the information, assignments, discussions and sometimes even tests on CourseLink, the online software used for posting U of Guelph course materials. Since you are coming to Canada to experience Canadian classes and interact with other students, we don't recommend that exchange students take more than one DE course. Please note that there is an \$80 administrative fee for each DE which exchange students also have to pay.

### **Other Course Restrictions for Exchange Students**

#### **Courses that exchange students CANNOT take:**

Exchange students CANNOT register for courses in the following faculties / campuses:

- Veterinary Medicine (VETM)
- Masters of Business Administration
- Masters of Hospitality and Tourism
- Masters of Leadership
- COOP – Co-op Education (internships that are part of UofG degree programs)
- DTM – Turf Management Diploma
  
- Exchange students cannot take diploma courses at the Ridgetown campus of University of Guelph. These course codes begin with DAFL, DAGR, DENM, DEQN, DFN, DHTM, DTM, DVT.
  
- It is also not possible for exchange students to take University of Guelph - Humber College courses. This a separate institution from the University of Guelph. These course codes begin with AHSS, BADM, ECS, FCSS, JUST, KIN, MDST, SCMA.
  
- Exchange students cannot take the following Human Anatomy courses at University of Guelph: HK\*3401 Human Anatomy: Dissection, HK: 3402: Human Anatomy: Dissection, HK\*3501 Human Anatomy: Prosection, HK\*3502 Human Anatomy, HK\*4441 Advanced Study in Human Anatomy, HK\*4442 Advanced Study in Human Anatomy
  
- In general, exchange students cannot take (LARC) Landscape Architecture and (SART) Studio Art courses unless it is related to their main area of study at their home university. This is due to limited studio space.

#### **Field Trip Courses**

There are some courses that involve a field trip. Some of these courses, such as ZOO\*4300 Marine Biology & Oceanography, BIOL\*4410 Field Ecology, CROP\*4260 Crop Science Field Trip, and GEOG\*4690 Geography Field Research are held during the month of August before



the beginning of the regular fall semester at University of Guelph. If you want to try to register for one of these pre-semester courses, it is important that you e-mail the Centre for International Programs [cip@uoguelph.ca](mailto:cip@uoguelph.ca) to inform us as early as possible, as spaces in these courses fill up quickly, and if you are able to register, we will need to put you in contact with the professor for information about the travel plans and additional costs of the program (for travel to the field location, accommodations, and food).

### Studio Art Fees

Students taking courses in Studio Art (SART) should be aware that students are charged a studio fee for some of these courses to cover the costs of chemicals or special materials that are provided by the department. These fees will be charged to the student's account and must be paid by the deadline for all student fees.

### Course Outline Websites

Department	Course Outline Link	Program Code
<b>College of Arts</b>		
History	<a href="https://www.uoguelph.ca/arts/history/course-outlines">https://www.uoguelph.ca/arts/history/course-outlines</a>	HIST
Philosophy	<a href="https://www.uoguelph.ca/arts/philosophy/course-outlines">https://www.uoguelph.ca/arts/philosophy/course-outlines</a>	PHIL
English & Theatre Studies	<a href="https://www.uoguelph.ca/sets/syllabi">https://www.uoguelph.ca/sets/syllabi</a>	ENGL THST
Fine Arts and Music	<a href="https://www.uoguelph.ca/sofam/syllabi">https://www.uoguelph.ca/sofam/syllabi</a>	ARTH MUSC SART
Languages and Literatures	<a href="https://www.uoguelph.ca/arts/solal/course-outlines">https://www.uoguelph.ca/arts/solal/course-outlines</a>	CHIN CLAS LAT FREN EURO ITAL HISP GREK PORT LACS GERM HUMN ARTH
<b>College of Biological Science</b>		
Integrative Biology	<a href="https://www.uoguelph.ca/ib/course-outlines">https://www.uoguelph.ca/ib/course-outlines</a> * Note: Select the semester (term) from the right hand column to see current outlines	BIOL BOT IBIO ZOO
Molecular and Cellular Biology	<a href="http://www.uoguelph.ca/mcb/courses/undergrad-courses.shtml">http://www.uoguelph.ca/mcb/courses/undergrad-courses.shtml</a> * Note: Select the semester from the right hand column to see current outlines	BIOC BIOL BOT MBG MCB MICR
Human Health and Nutritional Sciences	<a href="http://www.uoguelph.ca/hhns/Undergraduate/Courses.html">http://www.uoguelph.ca/hhns/Undergraduate/Courses.html</a>	NUTR HK

<b>College of Business &amp; Economics</b>		
Management	<a href="https://www.uoguelph.ca/management/current-students/course-outlines">https://www.uoguelph.ca/management/current-students/course-outlines</a>	ACCT BUS MGMT HROB
Economics & Finance	<a href="https://www.uoguelph.ca/economics/course-archives">https://www.uoguelph.ca/economics/course-archives</a>	ECON
Marketing & Consumer Studies	E-mail, Lianne Foti <a href="mailto:foti@uoguelph.ca">foti@uoguelph.ca</a> , Marketing Management Advisor E-mail, Paul Anglin <a href="mailto:panglin@uoguelph.ca">panglin@uoguelph.ca</a> , Real Estate and Housing Advisor	MCS REAL
Hospitality & Tourism Management	<a href="https://www.uoguelph.ca/hftm/course-outlines-0">https://www.uoguelph.ca/hftm/course-outlines-0</a>	HTM BUS MGMT UNIV
<b>College of Physical &amp; Engineering Science</b>		
Chemistry	<a href="http://www.chemistry.uoguelph.ca/cgi-bin/uchem.exe?ac=v_page&amp;pa=RWA7VK">http://www.chemistry.uoguelph.ca/cgi-bin/uchem.exe?ac=v_page&amp;pa=RWA7VK</a>	CHEM NANO TOX
Computer Science	E-mail, Greg Klotz <a href="mailto:gklotz@uoguelph.ca">gklotz@uoguelph.ca</a> , Undergraduate Program Counsellor, to ask for course outlines.	CIS
Mathematics & Statistics	<a href="https://mathstat.uoguelph.ca/course-outlines">https://mathstat.uoguelph.ca/course-outlines</a>	MATH STAT
Physics	<a href="https://www.physics.uoguelph.ca/undergraduate-studies/courses">https://www.physics.uoguelph.ca/undergraduate-studies/courses</a>	IPS NANO PHYS
Engineering	<a href="http://www.uoguelph.ca/engineering/course-outline">http://www.uoguelph.ca/engineering/course-outline</a> *Note: Select the semester at the top	ENGG
<b>College of Social &amp; Applied Human Sciences</b>		
Family Relations & Applied Nutrition	<a href="http://www.uoguelph.ca/family/undergraduate-courses">http://www.uoguelph.ca/family/undergraduate-courses</a>	FRHD NUTR
Geography	<a href="http://www.uoguelph.ca/geography/undergraduate-courses">http://www.uoguelph.ca/geography/undergraduate-courses</a>	GEOG
Psychology	<a href="https://www.uoguelph.ca/psychology/undergraduate/course-outlines">https://www.uoguelph.ca/psychology/undergraduate/course-outlines</a> *Note: Select the semester at the top	PSYC
Political Science	<a href="http://www.uoguelph.ca/polisci/undergraduate-courses">http://www.uoguelph.ca/polisci/undergraduate-courses</a>	POLS
Sociology & Anthropology	<a href="http://www.uoguelph.ca/socioanthro/undergraduate-courses?field_semester_tid=29&amp;sort_by=field_course_name_value&amp;sort_order=ASC">http://www.uoguelph.ca/socioanthro/undergraduate-courses?field_semester_tid=29&amp;sort_by=field_course_name_value&amp;sort_order=ASC</a> *Note: choose the semester at the bottom of the page	SOC ANTH SOAN



International Development Studies	<a href="http://www.ids.uoguelph.ca/undergraduate-studies/idev-course-offerings">http://www.ids.uoguelph.ca/undergraduate-studies/idev-course-offerings</a> *Note: If course outline is not listed, email Anita Beaudette <a href="mailto:abeaudet@uoguelph.ca">abeaudet@uoguelph.ca</a>	IDEV
<b>Ontario Agricultural College</b>		
Food, Agricultural & Resource Economics	<a href="http://www.uoguelph.ca/fare/students/undergrads/courses">http://www.uoguelph.ca/fare/students/undergrads/courses</a> *Note: Click on the full course outlines on the far right-hand column	FARE
Animal Biosciences	<a href="http://www.aps.uoguelph.ca/coursesu">http://www.aps.uoguelph.ca/coursesu</a>	AGR ANSC EQN MBG POPM
Environmental Sciences	<a href="http://www.uoguelph.ca/ses/programs/undergraduate-courses/undergraduate-graduate-courses">http://www.uoguelph.ca/ses/programs/undergraduate-courses/undergraduate-graduate-courses</a> *Note: Not all courses have outlines listed	ENVS
Plant Agriculture	<a href="http://www.uoguelph.ca/plant/courses/">http://www.uoguelph.ca/plant/courses/</a> *Note: select semester	AGR BIO CROP HORT MBG OAGR PBIO
<b>Ontario Veterinary College</b>		
Biomedical Sciences	<a href="http://ovc.uoguelph.ca/biomedical-sciences/courses">http://ovc.uoguelph.ca/biomedical-sciences/courses</a> *Note: Exchange students cannot take courses from the VETM program	BIOM TOX NEUR
Pathobiology	<a href="http://ovc.uoguelph.ca/pathobiology/courses">http://ovc.uoguelph.ca/pathobiology/courses</a>	PATH MICR TOX
Population Medicine	<a href="https://ovc.uoguelph.ca/population-medicine/courses/undergraduate">https://ovc.uoguelph.ca/population-medicine/courses/undergraduate</a>	POPM

Please see pages 10 & 11 to complete the Undergraduate Course Request form with your course choices. Again, it is a good idea to list 8 or 9 courses in your order of preference (even though you will only be taking 4 or 5 of these courses). The extra courses will serve as back-up choices in case we are not able to register you in any of your top choices. If the course schedule is available on WebAdvisor before you need to submit your exchange application to your home university, please also complete the Course Selection Timetable on page 12 to make sure none of your course times clash.

## **Instructions for completing the Undergraduate Course Request Form**

### ***Section A – General Information***

- a. Complete the following sections: SURNAME, INITIALS, COMMONLY- USED NAME
- b. Do not complete the following sections: I.D NUMBER, PROGRAM, COLLEGE, ACADEMIC STANDING, STUDENT TYPE

### ***Section B - Course Adds***

- a. Do not complete the following section: COURSE SYNONYM and Credit Weight.
- b. Fill in the Course Code, Sec. (Section) and Title for each course. See pg. 4 for information about Course Codes and Sections. If the exact course schedule has not been posted on WebAdvisor yet, you do not have to fill in the Section.

### ***Section C - Course Drops***

Do not complete this section. Section C is only completed to cancel your registration in courses that you are already registered in.

### ***Section D - Audit or Graduate Level Courses***

If you are interested in auditing or taking graduate level courses, you must obtain the signature of both the course instructor and the chair of the department. You must have the appropriate background for the course (prerequisites). In general, it is usually not possible for undergraduate exchange students to take graduate-level courses at University of Guelph.

Auditing a course means taking part in a class without obtaining credit (you attend the lectures but do not write the exams, assignments, labs, papers, etc.) and the course will not appear on your University of Guelph academic transcript. It is generally not recommended for exchange students to audit courses.

### ***Section E - Student's Acknowledgement***

You must SIGN and DATE this form before it can be processed. Forms without signatures will not be processed.

### ***Section F - Program Counsellor's Approval***

Do not write in this section – it is for University of Guelph use. You do not require a signature from your home university here.



## Course Selection Timetable

Use this grid to create a schedule for the 4 or 5 courses that you most prefer, in order to make sure that the class, laboratory and/or seminar times do not conflict. Please indicate the course codes in the grid. **If the exact course schedule is not available on WebAdvisor yet, then you do not have to complete this form.**

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					

Signature \_\_\_\_\_ Date \_\_\_\_\_