



CENTRE FOR
INTERNATIONAL PROGRAMS

Course Selection Package For Graduate Exchange Students



- Fall 2023 -

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Course Registration

The Centre for International Programs will be registering you for ALL your courses.

Note: you are not able to register your courses by yourself on WebAdvisor like our full-degree students. If the exact course schedule is available on WebAdvisor, please complete the **Course Selection Timetable** (pg. 10) to ensure no time clashes with your selections.

How can I find courses?

The Fall course schedule is usually posted by mid-June and Winter by mid-October.

- 1) Visit [WebAdvisor](#)
- 2) Scroll down to find the red button on the right, 'Search for Courses'
- 3) Select 'Advanced Search' along the top and specify the following items:
 - i. **Term:** select the term that you will be studying in Guelph (e.g. Fall)
 - ii. **Subject Area:** Choose one or more subject area(s) that interest you
 - iii. **Location:** select Guelph (you are NOT eligible to take courses at Guelph-Humber or the Ridgetown campus)
 - iv. **Academic Level:** choose graduate-level programs.
 - **600** – Graduate (Masters and PhD)
 - **700** – Graduate (Masters and PhD)
 - 100 – Undergraduate (first year)
 - 200 – Undergraduate (second year)
 - 300 – Undergraduate (third year)
 - 400 – Undergraduate (fourth year)
 - v. Leave everything else blank
- 4) Click the 'SEARCH' button

WebAdvisor vs. 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.

[Graduate Calendar](#)

[Undergraduate Calendar](#)

Grad Course Waiver Form Requirement

You must submit the Graduate Course Waiver Request form to CIP before we can register you for classes. You must complete a separate form for each course you would like to take. Don't forget to sign the bottom.

Please upload the forms to U of G's online application for incoming exchange students.

*Name your waiver file with your **first & last name, and the course code**

[Graduate Course Waiver Form](#)

[Example Graduate Course Waiver Form](#)

Course Code and Description

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

PSYC*6060 Research Design and Statistics Unspecified [0.50]

This course covers non-parametric and parametric hypothesis testing and estimation, analysis of variance and covariance, and multiple correlation and multiple regression. Current controversial issues are presented.

Restriction(s): Restricted to Psychology students.

Department(s): Department of Psychology

Location(s): Guelph

Course Labelling, Levels & Credits

Here is an example of what a course code may look like and what it means:

PSYC*6060 Research Design and Statistics Unspecified [0.50]



Course Code Component	Example	Description
Subject Area	PSYC	Outlines which faculty this course falls under
Course Level	6060	Course Level break down: <ul style="list-style-type: none"> - 6000 & 7000 = graduate level (Master & PhD) - 1000's = first year - 2000's = second year - 3000's = third year - 4000's = fourth year
Course Title	Research Design and Statistics	
Semester Offered	Unspecified	This component may say: <ul style="list-style-type: none"> - Fall Only - Winter Only - Fall & Winter - Unspecified (sometimes it's offered sometimes in fall, sometimes winter, and sometimes not at all) *Note: most graduate courses are listed as Unspecified, meaning that you won't be able to know for sure whether the course is being offered until the exact course schedule for each semester is posted on WebAdvisor
Credits	[0.5]	Most graduate courses at U of G are worth 0.5 credits

Other Course Information

- **Prerequisites:** are courses that must be completed before registering for this course to ensure students have the required background knowledge needed to understand the material and do well in the course. Prerequisites are listed in the Academic Calendar, and you can click on the courses to see a short description of topics that were covered
 - You are NOT required to prove that you meet each prerequisite (with some exceptions)
 - You are required to make sure you have completed similar prerequisites courses from your home institution or have equivalent background knowledge
 - CIP and U of G are not responsible for academic problems that exchanges may encounter because they do not have appropriate prerequisites for a course
- **Courses Requiring Approval:** Before the CIP 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](#) for each course you want to take and sign the form. The CIP will then contact the course instructor and Graduate Coordinator on your behalf to seek the approvals.
- **Course Restrictions for Exchange Students:** exchange students CANNOT register for courses in the following programs:
 - o VETM – Veterinary Medicine
 - o Master of Business Administration
 - o Master of Hospitality and Tourism: note, that exchange students can take courses starting with TRMH pending department approval but are not able to take 6000 level (graduate) courses starting with HTM
 - o Master of Leadership (LEAD)
 - o Graduate exchange students cannot take the Psychology practicum courses PSYC 6471, 6472, 6473, 7991, 7992, 7993, and 8000
 - o Data Science
- **Closed Courses:** this means that a course is full. You can still request closed courses on the course selection survey as sometimes CIP is able to get permission from the academic departments to register students even if the class is full. If CIP can't register you for the course, there are some other options available:
 - o Many students change the courses they are registered for during the first week of classes and spaces often become available
 - o Once you arrive, you can ask the professor for special permission to be added to the class – the professor will have to sign a waiver form if they agree
- **Taking Courses from Other Faculties:** Graduate exchange students can take courses from any degree program (except for restricted programs, listed above) as long as they have the prerequisites for the course.

- **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 CIP must seek approval from the course instructor and Graduate Coordinator before we can register you for the course(s).
- **Doing Research:** Graduate exchange students wanting to engage in research during their period of study must identify a U of G 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.
- **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 to succeed in the course.
- **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 course section. Sometimes the section number changes if there are several different times when you can take the class, in which case, you must choose the section that fits your schedule best. However, most graduate courses only have one section time, listed as **01* or **0101*.
- **Course Outlines/Syllabi:** If you need more detailed course outlines (syllabi) for specific courses, see the list of departmental course outline websites on pgs. 8-9 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 [U of G homepage](#) and a link to the course outline may come up in the search results.

Course Selection

How Many Courses Should I Take?

Graduate students at the U of G usually take 2 to 3 graduate courses per semester (usually 1.0 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.

Academic Integrity

Academic misconduct can come in many different forms. Issues of plagiarism, cheating on exams, copying another student's work, or falsifying documents for example will not be tolerated. Understanding academic integrity and the academic code of ethics within the Canadian context will be key to your success at the University of Guelph. For more information regarding the academic code of ethics, please visit the [Academic Integrity](#) website. Such issues are taken seriously within higher education. Hence, you are encouraged to review the guidelines and understand the potential consequences that students may face if academic integrity is breached.

All graduate students are required to take the online course entitled [UNIV 7100 Academic Integrity](#). Please visit the [Academic Integrity Course Guide](#) for more information. This course will take approximately three hours to complete.

Course Outline Websites

Faculty	Course Outline Link	Course Code
<u>College of Arts</u>		
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
<u>College of Biological Science</u>		
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
<u>College of Business & Economics</u>		
Economics & Finance	https://www.uoguelph.ca/economics/current-students/course-archives	ECON
<u>College of Physical & Engineering Science</u>		
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	https://www.physics.uoguelph.ca/graduate-courses	PHYS
Engineering	https://www.uoguelph.ca/engineering/grad/courses	ENGG
<u>College of Social & Applied Human Sciences</u>		
Psychology	https://www.uoguelph.ca/psychology/undergraduate/course-outlines *Note: Choose 'Graduate' at the top	PSYC
Political Science	https://graduatestudies.uoguelph.ca/programs/pols	POLS
Sociology, Anthropology, Criminal Justice & Public Policy	https://socioanthro.uoguelph.ca/graduate-studies/graduate-courses	SOC, ANTH, CJPP
International Development Studies	https://graduatestudies.uoguelph.ca/programs/idev	IDEV
<u>Ontario Agricultural College</u>		
Food, Agricultural & Resource Economics	http://www.uoguelph.ca/fare/students/graduates/courses	FARE
Animal Biosciences	http://www.aps.uoguelph.ca/courses	ANSC
Environmental Sciences	http://www.uoguelph.ca/ses/programs/graduate-courses	ENVS
<u>Ontario Veterinary College</u>		
Biomedical Sciences	https://ovc.uoguelph.ca/biomedical-sciences/graduate-programs/master-biomedical-science-mbs See the bottom of the page	BIOM, NEUR
Pathobiology	https://graduatestudies.uoguelph.ca/programs/path	PABI
Population Medicine	https://ovc.uoguelph.ca/population-medicine/courses/graduate	POPM

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					