



CENTRE FOR  
INTERNATIONAL PROGRAMS

# FIRST WEEK CHECKLIST for W20 EXCHANGE STUDENTS

## MEET YOUR EDUCATION ABROAD ADVISOR (EAA)

**Chen Chen** is the **EAA** for students in Arts, Social Science & Commerce, and **Mike Lafleur** is the **EAA** for students in Science & Engineering. You will meet Chen & Mike during START International Orientation if you attend it. Afterwards, if you need to finalize your course registration or have any questions, please meet with Chen or Mike at the **Centre for International Programs, 3rd Floor, University Centre**. They 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 Chen or Mike are not available when you drop by, you can also speak to **Jacqueline Veres, the International Education Intern** or our student **Peer Helpers** at the front desk.

## 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. You must show your **passport** in order to get your student ID card, and if you are here on exchange for two semesters you must also show your **Study Permit**.

## GET YOUR BUS PASS STICKER

Thanks to an agreement between the Central Students' Association (CSA), the Graduate Students Association 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 corner of your student ID card.

Undergraduate students: You can get your bus pass sticker on **Thursday, Jan 9, and Friday, Jan. 10** from 9:00 am – 6:00 pm in Peter Clark Hall (in the basement of the University Centre) or on **Monday, Jan. 13** from 9:00am – 6:00pm in the CSA Clubs Room (UC 225, 2<sup>nd</sup> floor of the University Centre)

Graduate students: You can get your bus pass sticker beginning on **Thursday, Jan. 9, Friday, Jan. 10 or Monday, Jan.13** from 9:00am – 1:00pm and 2:00pm – 5:00pm at the Graduate Students Association boardroom on the 5<sup>th</sup> floor of the University Centre, room 529. GSA website for sticker distribution schedule: <https://www.uoguelph.ca/gsa/>

**Until you get your bus pass, you can still take the buses for free (without the bus pass sticker) during the grace period between January 2 – January 10, 2020** 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. Your UHIP card will be e-mailed to you during the first week of classes (possibly sooner). You are 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.

The UHIP insurance is provided by Sun Life Assurance Company of Canada. It is highly recommended that you activate your online Sun Life account in order to print additional UHIP cards if you have dependents, or in case you need to

eventually submit a medical claim. The Education Abroad Advisors will e-mail you instructions about how to activate your Sun Life account during the first week of classes.

#### 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://www.mystudentplan.ca/uofguelph/en/card-generator>

To opt-out of the Dental Plan, you will have to submit the online dental Opt-Out form by **January 24** at: <https://www.mystudentplan.ca/uofguelph/en/forms>

For more information about what is covered by the Student Health Plan and the Dental Plan go to: <https://www.mystudentplan.ca/uofguelph/en/home>

or contact the Student Benefits Plan Office located on level 1, University Centre, Room 108A  
Tel: 519-824-4120 ext. 54798, Email [quelpplan@mystudentplan.ca](mailto:quelpplan@mystudentplan.ca).

#### THE INTERNATIONAL STUDENT ADVISOR

Matthew Keefe ([mkeefe@uoguelph.ca](mailto:mkeefe@uoguelph.ca)) is the **International Student Advisor**. If you have any questions about your UHIP health insurance during the semester, Matt is the person to see. Matt can also provide advice if you are struggling with cultural adjustment or personal problems. To see Matt, stop by his office on the 3rd Floor, University Centre, in the Office of Intercultural Affairs during his office hours or call extension 58698. His drop-in hours are **Monday, Wednesday, Thursday 2-4pm, and Tuesday 9-11am**.

#### FINALIZE YOUR COURSE REGISTRATION

##### **Registering for or Changing Courses (Add/Drop):**

The last day to **ADD** Winter 2020 courses is **Friday, January 10, 2020**.  
The last day to **DROP** Winter 2020 courses is **Friday, April 3, 2020**.

##### **For Undergraduate Students:**

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), **CIS** (Computer & Information Science), **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. You can ask at the front desk of the Centre for International Programs for information about who you need approval from and their location.
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. Your 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. When you are ready to register for a course(s), complete an **Undergraduate Course Request** form (you can get one at the front desk of the Centre for Int'l Programs).
6. Give the Undergraduate Course Request form (and Course Waiver Request Form with signatures – if required), to your Education Abroad Advisor. They will then register you for the courses.

##### **For Graduate Students:**

If you are a graduate exchange student, you must complete a **Graduate Course Waiver Form** for each course you want to register for (even if the course is an undergraduate level course) and get a signature from the

course instructor (professor). You can get this form at the Centre for International Programs front desk and ask about who you need approval from and their location. You must then give the completed form to your Education Abroad Advisor who will register you for the course(s).

### **For Graduate Students continued:**

**Academic Integrity Course (UNIV 7100)** – all graduate students are automatically registered for this online course which must be completed by **January 31, 2020**. The course can be found on CourseLink and takes about one hour to complete.

### **To DROP courses (Undergraduate & Graduate):**

You do not have to see your 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**

If you want to open a bank account in Canada, you can visit the Royal Bank of Canada (RBC) located on the main level of the W.F. Mitchell Athletics 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)
- 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, January 10, 2020**. Your Account Summary can be found on WebAdvisor: <https://webadvisor.uoguelph.ca/>

The most common methods of payment for exchange students are **GlobalPay** or **International Wire Transfer**

You can also pay at Student Client Services on the 3rd floor of the University Center, however, please note that University of Guelph doesn't accept credit card or cash payment for student fees. Bank Debit Cards from some countries may work at Student Client Services, while others don't work. If you have opened a Canadian bank account, you can pay your fees using your debit card from that account, or through online banking from that account. 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 January 10** you must inform Student Financial Services at [accquest@registrar.uoguelph.ca](mailto: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 Jan 10 (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 Student Financial Services so that they know that your payment is on the way. If you do not pay your fees by Jan 10 and don't arrange for an extension of the deadline, you will eventually be de-registered from your classes.

If you are receiving a **student loan** from your home country that is paid in installments throughout the semester and therefore can't pay all your fees by Jan 10, you must complete a Financial Arrangement Form and give this to Student Financial Services in order to order to arrange to pay your fees in installments. You can get this form from: <https://www.uoguelph.ca/registrar/studentfinance/sites/studentfinance/files/docs/fin-arrangement-req.pdf>

### **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: <https://hospitality.uoguelph.ca/student-plans/campus-meal-plans>

**The Ultra Plan** 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% HST savings 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>

#### **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 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 – this simply means that the professor of that course has chosen not to use CourseLink.

#### **MEET YOUR LINK PARTNER AND OTHER INTERNATIONAL STUDENTS**

Make arrangements to meet with your LINK partner within the first week of arriving at Guelph. Your LINK partner can help you find your way around campus and the city. If you have any questions about the LINK program, please contact [link@uoguelph.ca](mailto:link@uoguelph.ca)

#### **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 your Education Abroad Advisor can register you for courses.