

Step by step instructions for applying for an OUPFB field course

Choose the field course(s) that you want to apply for from the OUPFB web site (www.oupfb.ca). It is highly recommended you have some back-up choices, in case you don't get into your first choice because it is full. Be aware though that you must be willing to take these back up field courses if you are accepted into them, because if you decide to back out, there is a **risk of losing your deposit if your spot isn't filled by another student**.

Download and print the application form from the OUPFB web site (www.oupfb.ca and click on the 2017 Application Form). Fill in all three pages. On the Assumption of Risk page when they ask for date of field trip, because you don't know yet which course you'll be taking, you can leave this blank for now.

Download and print the Course Waiver Request form:

http://www.uoguelph.ca/registrar/undergraduate/files/course_waiver_request.pdf.

Please use the following course codes (all three have course titles of "Field Biology"):

BIOL*4700—for a two week or longer field course if this is your first OUPFB two-week field course (0.50 credit)

BIOL*4800—for a two week or longer field course if this is your second OUPFB two-week field course (0.50 credit)

BIOL*4900—for a two week or longer field course if this is your third OUPFB two-week field course (0.50 credit)

You **CANNOT** register for a field course through WebAdvisor because you need Instructor's Consent. This is why you are bringing this form along with your application, so we can register you in the course. Please indicate which semester you want the field course to be registered in. Most must be in the Fall semester following your field course, however those courses ending no later than June 10th are eligible for Summer registration as well as Fall registration. Be aware that if it is your only Summer course, you will be charged minimum tuition. The course fees listed on the OUPFB web site do NOT include University of Guelph tuition costs. Courses that run during the Dec/Jan holidays or over Reading Week will be registered in the Winter 2018 semester.

So you will bring **three** things when you apply: **1)** the application form, **2)** course waiver form and **3)** a deposit cheque/or money order (**not cash**) for \$350 made payable to the University of Guelph for *each* field course you intend to go on (if you only want to take one field course, and indicate two back up choices, this requires only 1 cheque) to Connie Davison in Room **SSC 2312 for the week of Jan. 9-13, 2017 only, starting at 9:00 am on Monday – dates and times for this week only will be posted on IB website and on bulletin boards**, after this week, applications will be accepted in room SSC2484. Registration in OUPFB modules is on a first-come-first-serve basis. The deadline to submit an application is Friday, January 27th, 2017 at 4:00pm.

For more information, contact Connie Davison at davisonc@uoguelph.ca.