

## Instructions for Application to an OUPFB Field Course

Choose the field course(s) that you want to apply for from the OUPFB web site ([www.oupfb.ca](http://www.oupfb.ca)). 2020 Field Course offerings will be updated by January 6, 2020.

Please keep in mind that the University of Guelph has a limited number of seats available for Guelph students to participate in Field Courses offered by other Universities. Registration in OUPFB courses is done on a first-come-first-serve basis.

If you are interested in participating in more than one field course (eg a first choice, second choice, third choice) please remember that you must be willing to take any of these field courses if you are accepted into them. If you are accepted into a field course but choose not to participate, there is a possibility that you would lose 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](http://www.oupfb.ca) – to be updated by January 6, 2020) or from the University of Guelph's website ([https://www.uoguelph.ca/ib/field\\_courses](https://www.uoguelph.ca/ib/field_courses)). Read carefully and complete all three pages.

Download and print the Course Waiver Request form from the University of Guelph's website ([http://www.uoguelph.ca/registrar/undergraduate/files/course\\_waiver\\_request.pdf](http://www.uoguelph.ca/registrar/undergraduate/files/course_waiver_request.pdf)) and fill in as indicated in this example: [Course Waiver Form Example 2016](#). 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 that will be completed before June 10<sup>th</sup> 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 2021 semester.

Please ensure you have the following **three** items with you for proper application: **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.

To clarify, if you only want to take **one field course** and indicate two back up choices, **you would only need to bring one cheque with you**.

Applications can be brought to Sarah Lakhan on **Jan. 6<sup>th</sup>, 2020 from 9:00 – 11:30 AM in SSC 2312, or on Tuesday, Jan. 7<sup>th</sup> from 1:30 – 3:00 PM in SSC 2312**. After these dates, applications can be brought to **SSC 2484 until Friday, January 24<sup>th</sup>, 2020**. Registration in OUPFB modules is on a first-come-first-serve basis. For more information, contact Sarah Lakhan at [slakhan@uoguelph.ca](mailto:slakhan@uoguelph.ca).