

# 2010-2011 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2010-2011 academic year, including the Summer Semester 2010, the Fall Semester 2010 and the Winter Semester 2011.

For your convenience the Diploma Calendar is available in PDF format.

If you wish to link to the Diploma Calendar please refer to the Linking Guidelines.

Campus d'Alfred

Kemptville Campus

Guelph Campus

Ridgetown Campus

The University is a full member of:

- The Association of Universities and Colleges of Canada

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The logo for the University of Guelph, featuring the text "UNIVERSITY of GUELPH" in a stylized font.The tagline "CHANGING LIVES IMPROVING LIFE" in a bold, sans-serif font, set against a yellow background.

# **Disclaimer**

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## **University of Guelph 2010**

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The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2010-2011 academic year, including the Summer Semester 2010, the Fall Semester 2010 and the Winter Semester 2011.

The University reserves the right to change without notice any information contained in this calendar, including fees, any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

Published by: Undergraduate Program Services

## **Introduction**

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### **Collection, Use and Disclosure of Personal Information**

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <http://www.e-laws.gov.on.ca/index.html>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

### **Statistics Canada - Notification of Disclosure**

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For further information, please see Statistics Canada's web site at <http://www.statcan.ca>.

### **Address for University Communication**

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Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

#### **Email Address**

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The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I --Statement of Students' Academic Responsibilities for more information.

#### **Home Address**

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Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through the Registrar's office.

#### **Name Changes**

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The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

### **Student Confidentiality and Release of Student Information Policy Excerpt**

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The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <http://www.uoguelph.ca/policies>.



# Table of Contents

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<b>XIII. General Information .....</b>	<b>57</b>
<b>University of Guelph General Information .....</b>	<b>57</b>
Copyright Policy .....	57
Counselling and Student Development Centre (Guelph Students) .....	57
International Students .....	57
Inventions Policy .....	57
Student Life and Counselling Services .....	57
Student Rights and Responsibilities .....	57
Students With Disabilities (CSD) .....	59
University I.D. Cards .....	59



## XIII. General Information

### University of Guelph General Information

#### Copyright Policy

When a student produces a work eligible for copyright based on research or other scholarly activity conducted under the supervision of a faculty member and the supervision of that work is a requirement of the academic program, the University, whilst acknowledging the sole copyright ownership by the student, reserves the right of access to the work.

It is a condition of engaging in the diploma programs at the University that the University receives a non-exclusive royalty fee license to:

1. circulate the work as part of the University library collection;
2. make copies or representations of the work for academic purposes within the University;
3. make single copies of a thesis deposited in the University Library at the request of other universities or bona fide institutions;
4. microfilm the work and submit the microfilm to the National Library of Canada;
5. publish the abstract of any work which is a student thesis.

#### Counselling and Student Development Centre (Guelph Students)

The Counselling and Student Resource Centre offers support to students in their learning and personal development.

Because learning takes place both inside and outside of the classroom, we encourage students to take part in the following programs and services:

**Multi Faith Resource Team** is a multi-faith service providing pastoral care and worship services. This group of religious persons, representing major world religions, sponsors programs related to agriculture, feminism, justice and spirituality. An interfaith resource centre is open to students.

**The Centre for Students With Disabilities** assists students with disabilities by providing counselling and support, arranging appropriate classroom and exam accommodations and promoting greater awareness and understanding of disability issues in the university community.

**Contact Help and Safety Line** is an after-hours phone line available to all members of the University community. Trained volunteers offer support and referral services to callers. All calls are confidential and anonymous. The Contact Line is open from 6:00 p.m. to 12:00 midnight every day.

**Counselling Services** offers professional counselling to help students deal with personal or psychological problems in order to foster personal and academic growth. Both individual and group counselling therapy are provided.

**Raithby House Drop-in** volunteers provide personal support, information, a listening ear and referrals on an informal drop-in basis. Any member of the university community is welcome to use the Drop-In when they wish to talk to someone or wish information. Raithby House Drop-In is staffed by trained student volunteers. The House Drop-In is open Monday to Friday from 4:00 p.m. to 12:00 midnight. You will see The House flag flying when we are open.

#### Learning Commons

The Learning Commons, located on the first floor of the McLaughlin Library, brings together in one location services that enhance learning, writing, research, and technology at the University of Guelph

**IT Help Desk** provides computers, printing, and scanning in addition to on-line resources, information, and assistance with various University-supported software.

**Learning Services** provides support to undergraduate and graduate students concerned with improving their learning and enhancing their academic performance. Services include a range of programs, workshops, presentations, printed and on-line resources, and individual assistance.

**Library Centre for Students with Disabilities (LCSD)** offers a range of services and adaptive software that enable students with disabilities to access Library as well as other information resources.

**Library Research Help Desk** assists students, staff and faculty in developing their information literacy skills in locating, evaluating, and effectively managing the information they need for their assignments and research.

**Supported Learning Group Program (SLG)** uses peer-led study sessions to enrich the learning experience of students enrolled in historically challenging courses including first year Chemistry, Computer Science, Economics, Mathematics, and Psychology.

**Writing and ESL Services** provides support to undergraduate and graduate students who wish to enhance their writing skills, as well as for those who are having difficulty writing critically and analytically, or whose first language is not English. Services include a wide range of programs, workshops, presentations, printed and on-line resources, and individual assistance.

For more information about the Learning Commons visit their web site at <<http://www.learningcommons.uoguelph.ca>>.

#### International Students

The University of Guelph invites international students to apply for admission to our associate diploma programs.

The University supports the presence, and values the contribution of international students in the cross-cultural learning and global understanding of the academic community and the City of Guelph.

#### Inventions Policy

In the course of completing their diploma, students may discover or help discover technology which might be patentable and/or have the possibility for commercial development. Any student who suspects this might be the case should, without delay, contact his or her research supervisor, if appropriate, and the Office of Research. Although the rights to such inventions are owned by the University, a student who is an inventor or co-inventor would share in any revenues earned by the invention.

#### Student Life and Counselling Services

Student Life and Counselling Services fosters academic success, personal development, and spiritual growth by engaging students in the life of the campus and greater community and supporting them through the many transitions they experience during their university career.

Because learning takes place both inside and outside of the classroom, we encourage students to take part in the following programs and services:

**Multi Faith Resource Team** is a multi-faith service providing pastoral care and worship services. This group of religious persons, representing major world religions, sponsors programs related to agriculture, feminism, justice and spirituality. An interfaith resource centre is open to students

**The Centre for Students With Disabilities** assists students with disabilities by providing counselling and support, arranging appropriate classroom and exam accommodations and promoting greater awareness and understanding of disability issues in the university community.

**The Information Desk**, located at the South Entrance to the 1st floor of the University Centre.

**Counselling Services** offers professional counselling to help students deal with personal or psychological problems in order to foster personal and academic growth. Both individual and group counselling therapy are provided.

**Student Support Network (SSN)** peer counsellors provide personal support, information, a listening ear and referrals on an informal drop-in and telephone basis. Any member of the university community is welcome to use the drop-in or call (ext. 55002) when they wish to talk to someone or seek information. The Network is located in McNally House (on Gordon Street across from the Science complex), and it is staffed by trained student volunteers. The Network is open Monday to Friday at noon until 10:00 pm. You will see the outdoor sign displayed at the front of McNally House when we are open.

**Student Life** supports the mission and strategic directions of the University of Guelph by offering comprehensive programs and services that help students make successful transitions to, through and from university life and study. Curricular and co-curricular initiatives and advising and support activities serve as vehicles, through which students explore their leadership capacity, make lasting connections, optimize opportunities for learning through experience, develop civic responsibility, and engage in campus and community life. Student Life includes the Office of Intercultural Affairs, Centre for New Students, Leadership and Community Engagement and Neighbourhood Relations and Off Campus Housing.

**Off Campus Living**, a unit within Student Life, maintains listings of various types of accommodation in the Guelph area. The office can help you to look for housing, can advise or make referrals on landlord/ tenant issues, and has information that can make your housing search, and getting settled in, easier. Listings can be viewed at <http://www.studentlife.uoguelph.ca/home/>.

#### Student Rights and Responsibilities

Student membership at the University of Guelph is associated with fundamental rights and responsibilities intended to maintain the integrity of the University as a community for learning. Staff, faculty and students co-operate to sustain an educational environment that promotes individual learning and development. The University is responsible for providing the resources and opportunities that students require to succeed.

The University accepts that you are able to make responsible decisions regarding your own ethical and social behaviour. The purpose of these regulations is to provide for an environment that supports personal and intellectual growth. These regulations are intended to recognize your rights as a student and the rights of others, while also identifying certain responsibilities of students that are a part of the exercise of these rights. These regulations can apply to all students who are engaged in University- sanctioned activities, and may apply to off- campus conduct, so long as the violation in question materially affects the safety, integrity and/or educational interests of the University community.

This brochure outlines the basis of conduct considered to be consistent with the goals and well-being of the University community. The code of conduct was developed collaboratively by students, staff and faculty and is regularly reviewed by the entire University community.

For the purposes of Student Rights and Responsibilities, a student is any person registered in an undergraduate or graduate program at the University of Guelph, or otherwise taking credit or non-credit courses offered by the University, or any person who was a student at the time the alleged offence occurred. Allegations involving non-academic offences for students registered in University of Guelph-Humber programs are handled under the procedures for Humber College.

The term A University of Guelph community @ , as referenced in this document, includes the regional campuses at Alfred, Kemptville and Ridgetown.

As a student, you have the RIGHT to access the judicial system if a violation of this policy has occurred, whether that violation has occurred on or off campus, provided that the violation affects your ability to use and enjoy University facilities. In addition, University organizations like Campus Police or Student Housing Services may charge students under this policy.

## University Community Principles

The University of Guelph is dedicated to the advancement of learning and the dissemination of knowledge; the intellectual, social, moral and physical development of its members; and the betterment of society (University of Guelph Act, 1964). These overall goals commit us to three central values:

- The development of all members of this University community, which implies and affirms the dignity, worth and autonomy of the individual.
- A focus on learning and knowledge, which upholds the fundamental importance of reasoned debate and inquiry in all of this University's academic and service functions.
- Societal enhancement, which extends the commitment to individual development beyond the walls of the institution to the ideal of service to the broader community.

## Academic Responsibilities

You have the RIGHT to engage in free intellectual enquiry and, within the limits of the materials and human resources and approved University protocols, to access the resources necessary to plan and accomplish your educational and career objectives. You have the RESPONSIBILITY to:

- pursue the Learning Objectives\* established by the University in the context of your own program and goals;
- adhere to the schedule of dates\* and academic and non-academic regulations;
- select courses based on academic program requirements\*;
- consult your academic advisor (Program Counsellor, Departmental Advisor, Graduate Coordinator) or the relevant Academic Review Committee if extenuating circumstances affect your academic performance;
- abide by the University's Policy on Academic Misconduct.<sup>1</sup>

<sup>1</sup> Refer to the Associate Diploma Calendar; Undergraduate and Graduates calendars, available electronically at <http://www.uoguelph.ca/registrar/calendars/>.

## Offences

### I. Civil/Criminal Statutes

You retain your RIGHTS as a citizen when you become a member of the University community. You have the RESPONSIBILITY to abide by Federal, Provincial and Municipal statutes in addition to all University regulations and policies, including but not limited to the Acceptable Use Policy and Guidelines for University of Guelph Computing and Networking Facilities<sup>1</sup>, Residence Community Living Standards, and the University of Guelph Human Rights Policy<sup>2</sup>.

The University's interest may cause it to initiate an internal judicial process whether or not criminal or civil action is taken with respect to the same incident(s).

### II. Offences Against Persons

#### 1. Bodily Harm

You have the RIGHT to an environment that is safe and free from unwanted attention. You have the RESPONSIBILITY not to engage in activities likely to endanger the health or safety of yourself or another person, or to assault or threaten to assault another person or to knowingly cause another person to fear bodily harm.

#### 2. Harassment

You have the RIGHT to an environment characterized by mutual respect. You have the RESPONSIBILITY to treat all members of the University community with respect and without harassment, bullying or hazing. Harassment is defined as any attention or conduct (oral, written, virtual, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating. The University views offences involving harassment against employees or agents of the University in the lawful execution of their duties to be particularly grievous.

#### 3. Human Rights

You have the RIGHT to an environment where the inherent worth of all individuals is respected, regardless of race, sex, national or ethnic origin, religion, age, sexual orientation or mental or physical disability. You have the RESPONSIBILITY to respect the diversity that exists in the University community. The University views actions that undermine the dignity and worth of any individual or group based on the above grounds to be particularly grievous.

### 4. Sexual Assault

You have the RIGHT to an environment free from sexual violence, coercion or harassment. You have the RESPONSIBILITY to not assault any person sexually, threaten any person with sexual assault, or subject any person to sexual harassment.

### III. Offences Involving Life Safety Equipment

You have the RIGHT to a safe and secure environment. You have the RESPONSIBILITY not to tamper or interfere with, discharge or activate any life safety equipment on campus unless for the purposes of responding to an emergency. Life safety equipment includes but is not limited to fire extinguishers, fire alarms and emergency call stations.

Each offence under this section carries a minimum fine of \$500, in addition to possible charges under the Criminal Code of Canada or City of Guelph bylaws and the cost for responding Fire Department vehicles.

### IV. Offences Involving Property

#### 1. Facilities, Telecommunications, Library, University Property and Private Property

You have the RIGHT to the use of University facilities. You have the RESPONSIBILITY to:

- a. respect posted hours and limits on entry where such conditions exist;
- b. abide by the University smoking policy, which includes not smoking inside any University building or vehicle, or within nine metres of any building entrance or exit, loading dock, fresh-air intake or compressed-gas storage area;
- c. not destroy, tamper with, deface or vandalize, monopolize, unlawfully access, remove or possess property not your own, including, but not limited to, Library material, computing facilities, telecommunication systems and emergency telephones.

#### 2. Permits and Identification

You have the RIGHT, upon payment of any required fee, to access certain special services as a University community member. You have a RESPONSIBILITY not to acquire or use meal cards, University identification, computer identification, bus passes or parking permits that are stolen, cancelled, lost, false, altered or expired.

#### 3. Guests and Visitors

Unless otherwise stated in University policy, you have the RIGHT to have guests and visitors from off campus. You have the RESPONSIBILITY to:

- a. ensure that your guests or visitors comply with all existing University sign-in requirements (for example Student Housing Services and licensed establishments).
- b. ensure that your guests or visitors comply with all the terms of the Student Rights and Responsibilities policy, or any Federal, Provincial, Municipal or University statute, bylaw or policy, while on University property. You will be held responsible for any breach of the rules committed by your guests on campus

### V. Disruption

You have the RIGHT to an environment that, while safeguarding dissent, is free from interference and disruption. You have the RESPONSIBILITY not to interfere with the normal functioning of the University, nor to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes, or to hinder other members of the University community from being able to carry on their legitimate activities, including their ability to speak or associate with others.

### VI. Drugs, Alcohol and Firearms

1. **Drugs.** - You have the RIGHT to a drug-free environment, especially in student housing. You have the RESPONSIBILITY to abide by the Federal and Provincial statutes pertaining to illegal drugs and controlled substances. The possession, use or trafficking of illegal drugs or controlled substances is prohibited, and each activity may form the basis of a separate charge.
2. **Alcohol** - The purchase, possession and/or consumption of liquor by those under the age of 19 is prohibited. Consumption or open possession of liquor is prohibited on campus other than in those areas where it has been specifically permitted, or in licensed premises.
3. **Firearms and other Weapons.** Firearms, which include but is not limited to BB guns, paintball guns, any other weapons, firecrackers, gunpowder or any other forms of unauthorized hazardous materials are prohibited on campus.

### Judicial Processes

Every student has a RIGHT to a full and fair hearing, by an impartial tribunal, of the merits of any charge brought against him or her under these regulations. Every student who is charged with a non-academic offence has a right to present a full and complete defence and to be accompanied by an advisor (or legal counsel) at any hearing of the charge against him/her. Students charged are presumed innocent until found guilty on the basis of evidence presented, using the balance of probabilities as the standard of proof. The University has devised a process that provides for appropriate disciplinary penalties to be imposed. These penalties may include fines (up to \$1,000), probationary periods, warnings and, in extreme cases, a recommendation for suspension or expulsion.

Every student has a RESPONSIBILITY to comply with a Summons or Decision and Order of the Judicial Committee and/or Hearing Board. Failure to do so may constitute a breach of *Student Rights and Responsibilities*.

The President or designate may implement an interim suspension if, in his/her opinion, a student's conduct raises a reasonable apprehension of harm to the student or to others in



the University community, or the normal functioning of the University. A judicial proceeding will be undertaken as soon as possible to allow for a hearing of the case and, in any event, no longer than fourteen working days from the laying of the charge.

The Judicial Committee at the main campus and each regional campus has the authority to enforce these regulations if a breach of the regulations occurs off-campus, which affects the rights of members of the University community to use and enjoy University facilities. Each Judicial Committee is an appointed tribunal of students, staff and faculty that hears reported incidents of student behaviour that represent alleged infractions of the Student Rights and Responsibilities policy, and formal complaints against students under the Human Rights at the University of Guelph policy. The Judicial Committees may also act as an appeal body to hear appeals regarding decisions of a non-academic nature imposed by a University of Guelph department or regional campus where there is no other existing appeal process.

Decisions of a Judicial Committee may be appealed to the Hearing Board, or in the case of the regional campus, the Appeal Board. The Hearing/Appeal Board is a student/faculty tribunal appointed from a roster of candidates based on recommendations from the colleges or campuses. The Hearing Board hears appeals from decisions of the Judicial Committee when one or more of the grounds for appeal are satisfied.

Further information and additional copies of the Student Rights and Responsibilities policy are available from the Office of Student Affairs, 4th Floor, University Centre, or call extension 53868.

This policy is also available at the University of Guelph's website: [www.studentaffairs.uoguelph.ca/docs/student\\_rights\\_responsibilities.pdf](http://www.studentaffairs.uoguelph.ca/docs/student_rights_responsibilities.pdf)

Comments on this policy and specific suggestions for amendments or additions to the student regulation are welcome at any time

<sup>1</sup> Refer to the University's Acceptable Use Policy, available online at: [www.uoguelph.ca/web/aupg.shtml](http://www.uoguelph.ca/web/aupg.shtml).

<sup>2</sup> Refer to the Human Rights at the University of Guelph document, available online at: [www.uoguelph.ca/web/aupg.shtml](http://www.uoguelph.ca/web/aupg.shtml).

### **Students With Disabilities (CSD)**

The University of Guelph is committed to creating a barrier-free environment. We feel that providing services for students with disabilities is a shared responsibility among students, faculty and administration. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open, supportive learning environment.

The CSD is staffed with special needs advisors, strategists, specialists and administrative support. Our services are complemented by Peer Helpers and volunteers who provide one-to-one assistance. When necessary, referrals are made to other services such as personal counselling, career counselling and Student Health Services.

The CSD provides support by implementing appropriate exam and classroom accommodations, advising students on academic, personal, and disability issues, and educating students on how to develop effective learning strategies. The staff and volunteers of the CSD also develop workshops, events and educational campaigns designed to promote greater awareness and understanding of disability issues in the University community.

### **Admission Procedures**

The University of Guelph is committed to ensuring equal access for students with disabilities. The University encourages applications from students with disabilities and will provide admission information to applicants in alternate formats (Braille, audio tape) upon request.

If you need assistance with the admission process or your marks do not reflect your ability, contact the Centre for Students with Disabilities or Admission Services (extension 58721) for further information.

All information that you provide is held in confidence and the disclosure of a disability will in no way jeopardize your chance of admission.

*Upon admission*, students requiring services and accommodations related to their disability must forward supportive documentation of their disability to the Centre for Students with Disabilities. In the case of students with learning disabilities, documentation should include a recent and valid psycho-educational assessment.

### **Services (at Guelph)**

The Centre for Students with Disabilities (CSD) works with students who have hearing, visual, learning, medical, physical or psychological disabilities. The Centre has a variety of resources providing support and resources that will facilitate success in the academic process. Resources such as taped texts, writing tutors, computer assisted technology, photocopy services, notetakers, interpreters and library assistance are available. Counselling is provided in the academic, financial, residential and personal areas. Advisors will also liaise with faculty to ensure that the proper classroom and exam accommodations are available to the student. A learning disabilities strategist is available to provide learning strategy instruction and counselling related to their disability. The CSD is located on the 3rd Floor, University Centre, extension 56208.

### **University I.D. Cards**

A University I.D. Card is issued to each student registered at the University. The following regulations apply:

1. The University of Guelph Card must have: the University of Guelph logo; the cardholder's surname, initials and identification number; a colour photograph of the cardholder; the cardholder's signature; a bar code for Library check-out privileges; a magnetically encoded stripe on the back of the card; and a brief summary of the rules and regulations for use of the card.
2. The Card is the property of the University of Guelph and may only be used for identification purposes.
3. The Card is not transferable and the cardholder will be responsible for all use made of the Card unless and until written notice is received by Undergraduate Program Services, Office of Registrarial Services.
4. Presentation of the Card will be required before certain University services will be extended. University services may be denied to an individual who does not present a valid card.
5. The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.
6. A University Card will be issued to each new student. New students who do not obtain a card must contact Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre for assistance.
7. Loss or finding of the University Card should be reported to Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre, during regular University office hours. At other times, a preliminary notification may be made during Library hours at the Circulation Information Desk on the main floor of the Library.
8. Replacement charge is \$20.00.