

2014-2015 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2014-2015 academic year, including the Summer Semester 2014, the Fall Semester 2014 and the Winter Semester 2015.

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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UNIVERSITY
of GUELPH

CHANGING LIVES
IMPROVING LIFE

Disclaimer

University of Guelph 2014

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2014-2015 academic year, including the Summer Semester 2014, the Fall Semester 2014 and the Winter Semester 2015.

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

Collection, Use and Disclosure of Personal Information

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

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

Address for University Communication

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

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

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

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

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

XI. Certificate Programs	43
Subject Area and Alpha Course Prefix Index	43
Campus d'Alfred	43
Belgium Exchange	43
Kemptonville Campus	43
Industrial Welding and Fabrication	43
Oil Burner Technician Certification (OBT)	43
Professional Horse Care Certificate	43
Ridgetown Campus	43
Veterinary Medical Office Administration Program	43

XI. Certificate Programs

Subject Area and Alpha Course Prefix Index

Subject Area and Alpha Course Prefix Index

ALPHA PREFIX	SUBJECT AREA
CPHC	Professional Horse Care
CIWF	Industrial Welding and Fabrication
CLMG	Landscape Management
CVMR	Veterinary Medical Office Administration

Campus d'Alfred

In addition to Diploma programs, Campus d'Alfred offers innovative French-language certificate programs. Campus tours are the best way for you to learn more about Campus d'Alfred. Explore the educational possibilities and sample the College's lifestyle. In touring the facilities and when making arrangements to discuss specific programs, you will be sure to receive the personal attention you deserve. To obtain more information about Campus d'Alfred or to arrange an appointment please call (613) 679-2218 Ext. 514. For information on admissions, fees, courses and program requirements for any programs contact the college directly at Campus d'Alfred, 31, rue St-Paul - C.P. 580, Alfred, Ontario, Canada, K0B 1A0, Tel: 613-679-2218 Extension 318, Fax: 613-679-2421, Email: admissions@alfredc.uoguelph.ca

Belgium Exchange

An agreement with the Haute Ecole Provinciale du Hainaut Occidental allows students to complete their second year of the Associate Diploma in Agriculture in Belgium. Candidates must successfully complete their first year at Campus d'Alfred. Canadian students are integrated in the second and third year courses with Belgian students. Courses are offered exclusively in French; therefore candidates must be fluent in French. Interested students should contact the Associate Director at Campus d'Alfred.

Kemptville Campus

In addition to Diploma programs, Kemptville Campus offers a number of innovative certificate programs, developed with direct industry input to satisfy their requirements for qualified workers. These programs are designed to offer graduating students life-long, rewarding career opportunities in diesel equipment, welding, and equestrian and arboriculture industries.

Established in 1917, Kemptville Campus is one of Ontario's oldest and most beautiful colleges. Kemptville Campus is committed to specialized quality education and academic excellence with many years of experience, heritage, and tradition. Our programs are recognized and supported by the Ontario Ministry of Training, Colleges and Universities (Apprenticeship Branch); the Canadian Welding Bureau (CWB); the Ontario Farm Equipment Dealers Association (ORFEDA); the Upper Canada District School Board; and many other institutions and associations in the Canadian agri-business sector.

The campus is a highly specialized school offering unique programs comparable to no other community college. All programs are integrated with technologically equipped facilities, computerized machinery and laboratory equipment. The campus has built a strong foundation with a network of solid support from the industries of Canada. Preparation for exciting, challenging careers and employment begin at Kemptville Campus. The campus faculty and staff combine their extensive career experience with a strong desire to improve their respective industries in passing on this experience during the development and delivery of "In-Demand" training to all students.

This full commitment to students continues in supplying assistance and counsel as students move from college to the work environment.

The Power and Equipment Centre at Kemptville Campus is approved by the Ministry of Training, College, and Education to deliver the in-school apprenticeship training requirements in farm equipment, heavy duty equipment and fork lift equipment apprentice mechanic training programs.

Campus tours are the best way for you to learn more about Kemptville Campus. Explore education possibilities or sample the lifestyle at our campus. Tours are available year round. Touring the facilities, and making arrangements to discuss specific programs, you'll be sure to receive the personal attention you deserve. To find out more information about the Kemptville Campus, watch for posters and visiting dates available at your local school or call the Campus Tours/Liaison Office at 613-258-8336 ext 61655 to arrange an appointment. For information on admissions, fees, courses and program requirements for any of the following certificate programs contact the campus directly at Kemptville Campus, P.O. Bag 2003, Kemptville, Ontario, Canada, K0G 1J0, Tel: 613-258-8336 Ext.61655 / Fax: 613-258-8384.

Industrial Welding and Fabrication

OCAS Program Code K101 - Two Semesters (28 wks., begins in September)

This 2 semester (24 week) program provides students with the knowledge and practical training to perform basic welding techniques using major arc welding methods. Students will learn to interpret blueprints, cut, form, fit, and weld a variety of materials including ferrous and non-ferrous metals in sheet, plate, pipe, and structural shop forms. Kemptville Campus's professional teaching environment and emphasis on essential employability skills and sustainable practices prepare graduates to enter the work force as welders in a wide range of settings.

Certification

The curriculum content meets and exceeds the MTCU apprenticeship in-school curriculum standards for the Welder and Metal Fabricator Level 1 – Common Core (456A and 437A). Students who successfully complete the IWF certificate are eligible to challenge the welding apprenticeship Level 1 equivalency exam.

IWF Courses and Instructional hours over two semesters; 24 weeks

CIWF*1301	Trade Safety (30 hours)
CIWF*1302	Trade Calculations (34 hours)
CIWF*1303	Electricity & Power Tools (24 hours)
CIWF*1304	Workplace Communication Essentials (48 hours)
CIWF*1305	Blueprint Reading (48 hours)
CIWF*1306	Fabrication & Layout (72 hours)
CIWF*1307	Oxy-Fuel Welding & Thermal Cutting Process (36 hours)
CIWF*1308	Gas Tungsten Arc Welding (78 hours)
CIWF*1309	Gas Metal Arc Welding (92 hours)
CIWF*1310	Shielded Metal Arc Welding (104 hours)
CIWF*1311	Welding Fundamentals (96 hours)

Oil Burner Technician Certification (OBT)

Developed in partnership with the Canadian Oil Heat Association and Technical Standards and Safety Authority, Kemptville Campus delivers a comprehensive training program for the oil heat industry. In eleven weeks you can be employed as a certified technician meeting the growing demand for skilled workers across Ontario. Students receive room and board, free parking, and access to our recreational facilities available on campus.

Professional Horse Care Certificate

OCAS Program Code K112 One Semesters (12 wks., begins in January, May and September)

This 12 week program provides students with the knowledge and practical training to confidently provide the daily care of horses at show facilities, riding schools and equestrian training centres. Students develop basic horse-handling skills; learn to check the general health of a horse, treat minor injuries, maintain and repair facilities and apply safe and ethical practices with respect to overall horse health and welfare. Kemptville Campus's professional teaching environment and emphasis on hands-on training and essential employability skills prepares graduates for a wide range of entry level positions in Canada's horse industry.

Semester 1 - 12 weeks

CPHC*1401	Stable Management-180 hours
CPHC*1402	Equine Health And Welfare- 120 hours
CPHC*1403	Canadian Horse Industry-8 hours
CPHC*1404	Nutrition-8 hours
CPHC*1405	Horse Anatomy and Physiology-16 hours
CPHC*1406	Workplace Skills-16 hours

Ridgetown Campus

Veterinary Medical Office Administration Program

OCAS Program Code R101 (2 semesters)

This certificate program offers specialized training to prepare the student for a front-line role in the field of animal health. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent).

Semester 1

CVMR*1010	Animal Care
CVMR*1030	Business Communications
CVMR*1040	Anatomy
CVMR*1160	Veterinary Medical Terminology

CVMR*1080	Introduction to Computers
CVMR*1090	Business Math and Office Accounting
CVMR*1120	Pharmacology
CVMR*1190	Veterinary Hospital Marketing
Semester 2	
CVMR*1020	Veterinary Office Software
CVMR*1050	Animal Diseases
CVMR*1060	Clinical Safety
CVMR*1070	Keyboarding / Dictating
CVMR*1100	Nutrition
CVMR*1110	Website Design
CVMR*1140	Front Office Administration
CVMR*1150	Work Placement
CVMR*1170	Human Resource Administration
CVMR*1210	Clinical Exercises

Contact Barb O'Neil, Registrar, Ridgetown Campus directly at 519-674-1610 (email: registrar@ridgetownc.uoguelph.ca), fax 519-674-1650 for information on admission requirements, fees and courses.