

# 2009-2010 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including Summer Semester 2009, Fall Semester 2009 and Winter Semester 2010.

For your convenience the Guelph-Humber Calendar is available in PDF format.

If you wish to link to the Guelph-Humber Calendar please refer to the Linking Guidelines.

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

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# Disclaimer

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## University of Guelph-Humber 2009

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The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including the Summer Semester 2009, the Fall Semester 2009, and the Winter Semester 2010.

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, public health emergencies, 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.

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## **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>.



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## XII. General Information

### Our Community

The University of Guelph-Humber community is made up of a diverse and vibrant student population with approachable and supportive faculty and staff. Our student population is 2,300 students. While the University of Guelph-Humber provides students with an intimate educational setting, University of Guelph-Humber students are also part of Humber's community made up of 11,000 students pursuing post-secondary education on Humber's North Campus.

### Bookstore

The Bookstore carries every textbook required for every course plus course packs, additional reading material and all the stationery supplies students need. They also provide as many used texts as possible to help students defray costs. In addition to academic material, the Bookstore offers a wide selection of University clothing and gifts, popular paperbacks and magazines.

### Child Care

Humber's Child Care Centre is designed to accommodate the child care needs of students, staff and community members on a full-time basis. Child care is provided by professional graduates of Early Childhood Education programs. Applications should be made early as the centre usually has a waiting list. They can be reached at: 416-675-6622 ext. 4484.

### Computing

The University of Guelph-Humber provides the most current technologies, including innovative learning spaces, virtually unlimited access to the internet throughout the main academic building, multiple PC and MAC labs, the Learning Commons computing lounge, print, broadcast and photo labs for the Media Studies program, wireless, telecommunications and networked labs for the Computing Co-op program and access to Humber technology labs on the North Campus. Even with multiple labs available, many students will choose to purchase their own lap-top or desk-top computers for personal use.

### International Students

University can be especially challenging if you are studying in a new country. The International Student Services Office can help international students make a smooth transition to the University of Guelph-Humber. They can assist in matters such as purchasing medical insurance, finding housing and linking new students with senior students. See page 14 for admissions information.

### Library Services

The library services for the University of Guelph-Humber students and faculty are provided in collaboration with the University of Guelph and Humber College Libraries. The library collection is housed in a modern space on the Humber North Campus joined by a bridge to the Guelph-Humber building. Both individual and group study facilities are available at the Learning Commons in the Guelph-Humber building as well as in the main Humber library. The collection located at the Humber North Campus is complemented by the access to the collections in TriUniversity Group of Libraries (TUG – University of Guelph, University of Waterloo, Wilfrid Laurier University.) The Guelph-Humber students can request books and documents from TUG partner libraries, which will be delivered in next day service to the Humber North campus Library. Presentation of the non-transferable Student ID Card is required each time a book is borrowed from the Library. The credentials on the Student ID Card are used to provide remote access to wide range of electronic resources as well as for requesting interlibrary loan and document delivery services. This card also provides University of Guelph-Humber users borrowing privileges at other Ontario university libraries. Library staff is available to offer help in the use of a wide range of print and electronic information resources. Orientation tours and instructional classes in the use of the Library are available. Photocopying machines and printers are located in the Learning Commons and Humber Library.

### Residence

The Campus Dining Plan is designed specifically for students living off-campus. This dining plan offers many practical and economical benefits for students. Most Campus Dining Plan purchases are also PST & GST exempt, a guaranteed savings of 7-15% on meal purchases. The Campus Dining Plan is purchased by semester for \$500.00 or every two months at \$250.00 for mid-semester purchases. For more information, visit <http://residence.humber.ca/>.

### Safety and Security

As at any academic institution, the welfare and safety of students is of paramount importance. Security staff patrol the campus 24 hours a day, 7 days a week. In addition, the Humber Campus Watch program provides a safety escort program, strategically located emergency telephones and comprehensive information on personal safety and awareness. As well, the Humber Emergency Auto Response Team (HEART) is available to assist students who experience car troubles.

### Food Services

There is a wide-range of food service outlets available on-campus to cater to your dietary needs. Enjoy a complete campus dining experience that features popular national brands such as Harvey's, Pizza Pizza and Mr. Sub. In an open marketplace setting, the Rez Café Dining Hall and the Food Emporium offer a variety of culinary options at the Garden Emporium, Fresh Grille, Culinary Table, and Menutainment for your made-to-order entrees. This is just the beginning. Other North Campus eateries include: the Ackee Tree for Caribbean cuisine, Java Jazz coffeehouse, Tout Sweet candy store, Bubble Tease and Trattoria. In the University of Guelph-Humber building Williams Coffee Pub features freshly made salads, baguettes, soups, delicious desserts, gourmet coffees and teas, and other premium beverages. Be sure to check out the on-campus pub Caps that sells food and drinks, and also features many entertainment events throughout the year.

### Campus Dining Plan

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### Residence Dining Plan

All students living in residence are required to purchase the Residence Dining Plan. The Res Café Dining Hall and Convenience Store is open from 7:00 am to midnight most days and provides nutritious and delicious menu items, quality foods and a friendly environment with exceptional service and flexibility. Students living in residence pay for meals using their Residence ID card, which is also their Dining Plan card, laundry card and room key. The card works like a debit card against a declining balance account. The cost of this dining plan is \$2,175 for the year with the option of increasing the balance if required. Students also have the option of purchasing Flex Dollars for \$345 which allows them to use their Dining Plan cards at additional eateries on campus.

### Statistics Canada - Notification of Disclosure

Statistics Canada is the national statistics agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information being released in any way that would identify a student.

Students who do not wish to have their information released are able to ask Statistics Canada to remove their identification and contact information from the national database. For further information, please see Statistics Canada's web site at <http://www.statcan.ca> or write to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Ontario, K1A 0T6.

### Student Life

#### Student Government

Guelph-Humber Student Association (GHSA) & Humber Students' Federation (HSF) The Guelph-Humber Student Association (GHSA) and Humber Students' Federation (HSF) are elected by students to represent the needs and interests of University of Guelph-Humber students. The HSF is the campus-wide student government. The HSF provides a range of services including the health and dental plan, legal advice and extensive volunteer and employment opportunities. For more information on the HSF please visit [www.hsfweb.com](http://www.hsfweb.com). The Guelph-Humber Student Association (GHSA) represents University of Guelph-Humber students on issues specific to the University of Guelph-Humber (e.g. academics and student life). Both organizations plan activities to make campus life more enjoyable. Barbecues, live concerts, celebrity speakers, comedy nights and off-campus excursions are just some of the events that your student leaders have in store for you. The GHSA will also be looking for first year students to become involved.

#### Clubs

There are many clubs available for you to join including the Environmental Action Team, the Outdoor Adventure Club, the Dance Team, the Latino Cultural Organization and the Writers' Circle. University of Guelph-Humber students have also organized many clubs and associations including the Yearbook Club and the Events Committee who plan and organize activities throughout the year. And, if you have an interest not covered by a club, the HSF can help you set one up.

#### Athletics

As a student, you will have access to the Athletics Centre. The newly renovated facility includes:

- three gymnasiums where you can book, or drop in on, a game of badminton, table tennis, volleyball or basketball,
- a squash court,
- a weight and cardio fitness centre which has treadmills, cross trainers, step machines, weight machines and free weights,
- an aerobics studio with fitness classes such as step, yoga, kickboxing, jazz aerobics and spin
- access to the pool which includes a whirlpool and aqua-fit classes, and
- access to the close-by Westwood arena and sports fields

## Varsity Teams

You are eligible to join University of Guelph or Humber Institute of Technology and Advanced Learning varsity teams as long as you declare which institution you would like to represent before the first try-out. To join a Humber team you should contact Humber's Director of Athletics at 416-675-6622 ext. 5097. To join a Guelph team, you should contact the coaches directly. You can find their names and contact information at [www.uoguelph.ca](http://www.uoguelph.ca).

## Varsity Teams Available

### Humber

- Men's and Women's Basketball
- Men's and Women's Golf
- Men's and Women's Soccer
- Men's and Women's Volleyball
- Men's Hockey
- Men's Rugby

### University of Guelph

- Men's and Women's Basketball
- Men's and Women's Cross Country
- Men's and Women's Hockey
- Men's and Women's Lacrosse
- Men's and Women's Nordic Skiing
- Men's and Women's Rowing
- Men's and Women's Rugby
- Men's and Women's Soccer
- Men's and Women's Swimming
- Men's and Women's Indoor Track and Field
- Men's and Women's Volleyball
- Men's and Women's Wrestling
- Men's Baseball
- Men's Football
- Men's Golf
- Women's Field Hockey
- Women's Figure Skating
- Women's Indoor Hockey

## Intramural Teams and Campus Recreation

Floor hockey, ice hockey, volleyball, basketball, squash, table tennis and indoor soccer. These are all sports that are organized through open times in the gym, intramural leagues, and tournaments throughout the year. In addition, weekly University of Guelph-Humber Gym Nights are another way for students to participate in leagues and pick-up games during the year.

## Orientation

Orientation week is your official introduction and welcome to the University of Guelph-Humber. During Orientation, students will participate in activities and sessions that are designed to help them become familiar with the campus, meet new people, and learn more about academic life and events and activities hosted on the campus.

## Student Transition and Mentoring Program (STAMP)

Every first year student is part of a STAMP group assigned to help students make a smooth transition to university life and study. Each STAMP group is made up of first year students and a STAMP leader who is a senior University of Guelph-Humber student. STAMP groups meet during Orientation and throughout the academic year. Your STAMP leader will help you connect to the campus and its resources and will mentor you through your transition to university.

## Study Counselling

Through the Counselling and Student Development Centre, you will have access to counsellors who are professionally trained to advise you in the areas of study skills. By assisting you in identifying areas of difficulty, your counsellor will help you to develop strategies to improve your academic performance. Study skills workshops are available

that teach you how to write exams, manage your time, improve your concentration and take class notes.

## Personal Counselling

Professional counselling is provided free of charge in a private confidential setting through the Counselling and Student Development Centre. The counsellors work with students to assist them in identifying and resolving problems and concerns. When necessary, counsellors will refer students to appropriate services in the community. Some of the concerns that are brought to counsellors include anger management, dealing with loss or death, school failure, depression and stress management.

## Career Counselling

The Career Centre is ready to assist students in finding permanent, summer and part-time employment. They offer assistance in résumé-writing and interviewing techniques and can provide students with job search tips and resources. Career counsellors are available in the Counselling and Student Development Centre to conduct career assessments and to assist students in setting academic and career goals.

## Health Services

Medical and nursing assistance is available on campus. Every weekday, experienced nurses are on duty in the Health Centre. Physicians are available by appointment during the week. All full-time University of Guelph-Humber students are automatically covered by the Humber Students' Federation's accident, sickness, and dental insurance plan. Find out more at [www.hsfweb.com/services/health](http://www.hsfweb.com/services/health). International students studying at the University of Guelph-Humber are covered under the University Health Insurance Plan (UHIP).

## Interfaith Chaplaincy Services

An interfaith chaplain is available to assist in the spiritual needs of people of all faiths at the University of Guelph-Humber. An interfaith prayer room is also available for individual or group prayer.

## Peer Tutoring

Peer Tutors are available to provide one-on-one assistance to students having difficulties with a specific course.

## Services for Students with Disabilities

Services for Students with Disabilities (SSD) is dedicated to meeting the needs of students with learning, physical or medical disabilities. We encourage students with disabilities to contact SSD before arriving on campus. Early self-identification will help SSD to provide the best possible service including note-takers and sign language interpreters, specialized accommodations such as audio-taped text books and extra time for tests. SSD can be reached at: 416-675-6622 ext. 4151 or 4697.

## University ID cards

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

1. The University of Guelph-Humber ID Card must have: the University of Guelph-Humber 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-Humber 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 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 Registrarial Services, Level 2, GH108.
7. Loss or finding of the University Card should be reported to Registrarial Services, GH108, during regular University office hours.
8. Replacement charge is \$20.00.