

# 2011-2012 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2011-2012 academic year, including Summer Semester 2011, Fall Semester 2011 and Winter Semester 2012.

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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Revision Information:

Date	Description
May 2, 2011	Initial Publication
July 20, 2011	Second Publication
October 11, 2011	Third Publication
March 20, 2014	Updates for AODA Compliance

UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Disclaimer

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## University of Guelph-Humber 2011

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The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2011-2012 academic year, including the Summer Semester 2011, the Fall Semester 2011, and the Winter Semester 2012.

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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Published by: Undergraduate Program Services

Editor: J. DeDominicis, Campus Registrar (Guelph-Humber)

## **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 by completing a Notice of Change of Address form, from 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 3,400 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 current technologies, including innovative learning spaces, broadcast and photo labs, multiple PC and MAC labs, the Learning Commons open access lab, printing and wireless including access to the internet. Students also have access to Humber's open computing labs on the North Campus. Even with multiple labs available, many students choose to purchase their own laptop 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

Library Services at the University of Guelph-Humber are provided to both faculty and students by a dedicated team of library professionals and in collaboration with its partner institutions. The UoGH book collection is located at the Humber North Campus Library and is complemented by access to the collections in the TriUniversity Group of Libraries (TUG includes University of Guelph, University of Waterloo, and Wilfrid Laurier University.) Book and document requests from TUG partner libraries will be delivered to the Humber North Campus Library within 2-4 days. Presentation of the non-transferable Student ID Card is required each time a book is borrowed from the Library. This card also provides University of Guelph-Humber students with access to many online databases and electronic books as well as borrowing privileges at other Ontario university libraries.

One-on-one research assistance for students is available from UoGH Library staff in the Writing Centre, conveniently located in the UoGH building. Library staff is available to assist in the use of a wide range of print and electronic information resources, both in-person and remotely through chat reference. The Library also provides research support through student leaders working as Research Support Peers in the Learning Commons. Other Learning Commons services located in the UoGH building include the Math Centre and Writing Centre, and Computer Support Assistants and Learning Support Peers. Orientation tours and classroom presentations in the use of the library resources, research databases, and citation styles are provided. Photocopiers and printers are located in the Learning Commons and the Humber Library. Individual and group study facilities, including the Practice Presentation Room, are available in the Learning Commons in the UoGH building and at Humber College.

### Residence

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 and room key. The card works like a debit card against a declining balance account. There are three dining plan options available to students for the year, they are \$2,150, \$2,650 and \$3,200. Students also have the option of adding additional funds to their dining plans in increments of \$100 throughout the academic year.

### 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, Second Cup, Booster Juice, Mucho Burrito and Teriyaki. 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 LinX that sells food and drinks, and also features many entertainment events throughout the year.

### Campus Dining Plan

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 tax exempt, a guaranteed savings of 7-13% 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/off-campus/dining.htm>.

### 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. Depending on the plan, the cost ranges from \$2,150, \$2,650 and \$3,200 with the option of increasing the balance if required. The meal plans include a Flex Dollar component which allows students to use their Dining Plan cards at various vending machines 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

Students at the University of Guelph-Humber are represented by both the Humber Students' Federation (HSF) & the Guelph-Humber Student Association (GHSA). 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 <http://www.hsfweb.com/>. The GHSA advocates on behalf of University of Guelph-Humber students to administration and has representation at curriculum meetings. 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 governments have in store for you.

## Clubs

There are many clubs available for you to join with various interests. Categories range from culture to program related initiatives. For a complete listing please visit <http://www.humberlife.com/clubs/> If you have an interest not covered by a club, the HSF can help you set one up. For more information on how to start a club please visit <http://www.hsfweb.com/servicesclubs.html>

## Athletics

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

- three gymnasiums where you can drop in on, a game of badminton, table tennis, volleyball or basketball,
- 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 easily access the close-by Westwood arena and various local 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 Athletic Director Mr. Doug Fox at 416-675-6622 ext. 4456. To join a Guelph team, you should contact the coaches directly. You can find their names and contact information at <http://www.athletics.uoguelph.ca/>. Please make contact as early as possible, as some sport training camps begin prior to start up.

### Varsity Teams Available

#### Humber

- Men's and Women's Badminton
- Men's and Women's Basketball
- Men's and Women's Cross Country
- Men's and Women's Golf
- Men's and Women's Indoor & Outdoor Soccer
- Men's and Women's Volleyball
- Men's and Women's Rugby
- Men's and Women's Curling
- Men's Baseball
- Women's Fastball
- Cheerleading
- Humber Hype Dance Team

#### 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, and outdoor soccer. These are all sports that are organized through open times in the gym, intramural leagues, and tournaments throughout the year. For more information visit [http://athletics.humber.ca/campus\\_rec/index.htm](http://athletics.humber.ca/campus_rec/index.htm).

## Orientation

Orientation is a one-day program filled with information to prepare new students for their classes and how to succeed as a University of Guelph-Humber student. They will meet other incoming students, START Leaders, staff and faculty. Orientation is the official introduction and welcome to the University of Guelph-Humber. For more information visit <http://www.guelphhumber.ca/orientation>.

## Student Transition and Resource Team (START) Program

Every first year student is assigned a Student Transition and Resource Team (START) Leader. A START Leader is a current University of Guelph-Humber student who is knowledgeable about the services and resources available on campus. They are the best people to offer new students a student perspective on what campus life is really like.

## Academic Counselling

Through the Counselling department at Humber College, you will have access to counsellors who are professionally trained to advise you in the areas of learning skills. By assisting you in identifying areas of difficulty, your counsellor will help you to develop strategies aimed to improve your academic performance. Learning skills workshops are available through Peer Tutoring, to students that need improvement in the areas of Time Management, Exam preparation, Presentation Skills, Reading and Notetaking and Stress Management. Visit <http://www.humber.ca/peertutoring/> for a schedule.

## Personal Counselling

Professional counselling is provided free of charge in a private and confidential setting through the Counselling department. 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. For more information visit <http://www.humber.ca/counselling>.

## Career Services

Career Services is ready to assist students in finding permanent, summer and part-time employment, as well as to support students through field placement and internship. They offer assistance in résumé-writing and interviewing techniques and can provide students with job search tips and resources. For more information visit <http://www.guelphhumber.ca/career>.

## Health Services

The Humber College Health Centres provide quality health care and education in a friendly and professional manner. Health Care service is available to all fulltime students of Humber Institute of Technology & Advanced Learning, and the University of Guelph-Humber. Registered nurses are on duty in the Health Centre five days a week. A physician and nurse practitioner are also 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 <http://www.hsfweb.com/serviceshealthdental.html>. International students studying at the University of Guelph-Humber are covered under the University Health Insurance Plan (UHIP). For more information on the Health Centre visit <http://www.humber.ca/health>.

## 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. For more information visit <http://chaplain.humberc.on.ca/>.

## Peer Tutoring

Peer Tutors are available to provide one-on-one assistance to students having difficulties with a specific course. For more information visit <http://studentservices.humber.ca/peertutor/>.

## Services for Students with Disabilities

Disability Services is dedicated to meeting the needs of current and potential students who have a disabling condition. Students who want to access our services will need to provide adequate documentation from a Regulated Health Professional diagnosing a disability. We encourage students with disabilities to contact Disability Services to make an appointment so that we can determine their effects on your academic performance and designate reasonable accommodations. Academic accommodations and assistive technology are available to assist students to meet the educational challenges associated with the effects of their disabilities. Disability Services can be reached at: 416-675-6622 ext. 4151 or 4697. For more information visit <http://www.humber.ca/disabilityservices>.

## 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 cardholder's surname and given name, identification number; a colour photograph of the cardholder; 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 1, 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.