

2013-2014 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2013-2014 academic year, including Summer Semester 2013, Fall Semester 2013 and Winter Semester 2014.

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 9, 2013	Initial Publication
July 3, 2013	Second Publication
March 20, 2014	Updates for AODA Compliance

UNIVERSITY
of GUELPH

CHANGING LIVES
IMPROVING LIFE

Disclaimer

University of Guelph-Humber 2013

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2013-2014 academic year, including the Summer Semester 2013, the Fall Semester 2013, and the Winter Semester 2014.

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.

Published by: Undergraduate Program Services

Editor: G. Kerr, Campus Registrar (Guelph-Humber) & J. Gustavel, Department Head, Academic Services (Guelph-Humber)

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 by completing a Notice of Change of Address form, from Registrarial Services.

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>.

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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 3,800 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 20,000 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 and Rent-a-Text (textbook rental) 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 has two centres on campus designed to accommodate the child care needs of students, staff and community members on a full-time basis. Child care is provided by Registered Early Childhood Educators. Applications should be made early as the centres usually have a waiting list. Please contact the Humber College Child Care Centre at 416-675-6622 ext. 4070 or the Humber Child Development Centre at 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 internet access. 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 computer 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 University of Guelph-Humber book collection is located at the Humber North Campus Library and is complemented by access to the collections in the Tri-University 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 Staff/Student ID Card is required each time a book is borrowed from the Library. This card also provides University of Guelph-Humber community members 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 University of Guelph-Humber Library staff in GH204 conveniently located in the University of Guelph-Humber 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 research support peers located in the Learning Commons. Other Learning Commons facilities and services include the Presentation Practice Room, the Math and Writing Centres, as well as computing and learning support. Photocopiers, printers and individual and group study spaces are located in both the Learning Commons and the Humber Library.

Safety and Security

As at any academic institution, the welfare and safety of students is of paramount importance. Campus Security patrols the campus 24 hours a day, 7 days a week.

Campus Walk Program provides a walking partner for students, employees and visitors who wish to be accompanied to their vehicle on the property, to the campus residence or to the perimeter of the campus property. Contact Public Safety at the Information Desk at the Library entrance 416.675.8500 or ext. 8500

HEART (Humber Emergency Auto Response Team) is a service designed to help anyone who is experiencing vehicle problems while at the college. Contact us via Parking Services at 416.675.6622 ext 4416, 416.675.8500, ext 8500 or through any emergency telephone. We will help you get on your way safely! If we are unable to get you on your way, we will provide access to a telephone and appropriate phone numbers to arrange emergency assistance.

Food Services

There are 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 Tim Horton's, Pizza Pizza and Mr. Sub. In an open marketplace setting, the Rez Café Dining Hall and Cafe Spice (Indian Cuisine) 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 Acker 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, sandwiches, 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.

Dining On Campus Program

The Dine on Campus Program is designed specifically for students living off-campus. This Dining Program offers a wide selection of voluntary meal plans for students to choose from. Meal Plan options include: Light \$900 (tax free), Super Savings \$500, Super Savings \$250 and Super Savings \$100. Students receive bonus dollars on their plan when they sign up. For more information, please visit: <http://www.dineoncampus.ca/humber/?cmd=MealPlans>.

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 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 \$2,350, \$2,850 and \$3,400. Students also have the option of adding additional funds to their dining plans in increments of \$100 throughout the academic year.

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://humberlife.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.

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://humberlife.com/> For clubs related to academic programs please contact the University of Guelph-Humber Student Life department at life@guelphhumber.ca

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, 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, zumba 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://gryphons.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 dodgeball. These are some of the 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.

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, and staff. Orientation is the official introduction and welcome to the University of Guelph-Humber. For more information <http://www.guelphhumber.ca/orientation>.

Student Transition and Resource Team (START) Program

Every incoming 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.

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. They provide career, academic and personal counselling. When necessary, counsellors will refer students to appropriate services in the community. Some of the concerns that are brought to counsellors include academic problems, relationship problems, dealing with loss or death, school failure, depression and stress management. For more information visit <http://www.humber.ca/counselling>.

Career and Placement Services

Career & Placement Services is ready to assist students and alumni in finding full-time, part-time and summer employment offer assistance in résumé-writing and interviewing techniques and can provide students with job search tips and resources. Graduate school advising is also available for students considering further education, as well as support for finding and securing field placement and internships. 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. Physicians 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://www.humber.ca/interfaith/>.

Peer Tutoring

Peer Tutors are available to provide one-on-one assistance to students having difficulties with a specific course or wanting some additional support to improve their grades. Peer Tutors are students who have achieved 80% or better in their courses, and are ready and willing to help students do the same. Tutoring is provided at a low cost and it is an easily accessible service. For more information, visit us in Room H217 or check out our website <http://www.humber.ca/peertutoring/>.

Services for Students with Disabilities

Disability Services supports students in addressing the impact of their disability on academic performance. We work with students experiencing disabling conditions such as mobility impairments, hearing impairments, visual impairments, serious medical conditions, mental health conditions, Attention Deficit Disorder, and specific Learning Disabilities. Contact Disability Services to make an appointment to discuss your academic accommodation needs and learn more about the services and resources available. Our services are FREE and CONFIDENTIAL. Contact information: Room B112 416-675-6622, ext.4151 disability.services@humber.ca

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 Campus 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 Student Services, Level 1, GH108.
7. Finding of the University Card should be reported to Student Services, GH108, during regular University office hours.

8. Fill out an ID Replacement Form for Loss or Damage of the University Card in Student Services, Level 1, GH108