

# 2016-2017 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2016-2017 academic year, including Summer Semester 2016, Fall Semester 2016 and Winter Semester 2017.

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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of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Disclaimer

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## University of Guelph-Humber 2016

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The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2016-2017 academic year, including the Summer Semester 2016, the Fall Semester 2016, and the Winter Semester 2017.

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 Registrar Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrar Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

## Disclosure of Personal Information to the Ontario Ministry of Training, Colleges and Universities

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The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the MTCU Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Training Colleges and Universities website: <http://www.tcu.gov.on.ca> (English) or <http://www.tcu.gov.on.ca/fre/> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and MTCU Notice of Disclosure Activities is posted at <http://www.tcu.gov.on.ca/pepg/publications/NoticeofCollection.pdf>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: <http://www.tcu.gov.on.ca/pepg/publications/FAQs.html>

### Authority to Disclose Personal Information to Statistics Canada

The Ministry of Training, Colleges and Universities discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives MTCU authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

## Notification of Disclosure of Personal Information to Statistics Canada

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

## 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

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 Enrolment Services.

## 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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## VI. Academic Advising

A university education is a complex and multi-faceted experience, which is best undertaken in a supportive and encouraging environment. As part of its dedication to student success, the University of Guelph-Humber is committed to providing high-quality academic advising, in order to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. The responsibility for developing educational plans and setting goals rests with the student. Academic advising contributes to this process by identifying alternatives, exploring likely outcomes, and referring students to appropriate resources.

Academic advising at University of Guelph-Humber is delivered by a team which includes Academic Advisors, the Program Heads (academic leaders of each of the University's programs), the Vice-Provost and others. The Academic Advisors are the primary source of advising for students and should be the student's first contact to discuss any issue, question or concern about their academic program. Student Services (GH108) provides general walk-in assistance to students and, as appropriate, Academic Advisors may direct students to specialized advising resources available on the campus. Each student has direct access to their Academic Advisor who focuses on program-related issues and advice, and can assist with degree program requirements and expectations.

These components of the academic advising system work together to achieve goals and objectives that include:

- helping students develop an educational plan and choose an appropriate course of study to meet their academic and life objectives;
- ensuring that students are aware of opportunities and resources that can assist students in achieving their educational goals
- assisting students in interpreting university policies and procedures, and applying general rules to their specific cases
- facilitating resolution of academic problems, conflicts and concerns, as appropriate
- referring students as necessary to other resource units
- collecting and disseminating information on student needs, wants, perceptions, and trends in order to enhance institutional effectiveness and adaptability

Within the system, specific roles and responsibilities are distributed as indicated below:

### Students

#### Responsibilities of the Student

Students admitted to the University are responsible for being aware of, and understanding and meeting certain obligations related to, Undergraduate Degree Regulations and Procedures, degree requirements, course requirements, Schedule of Dates, rules of conduct and accessing their University of Guelph-Humber e-mail account. These responsibilities are described in Section I - Statement of Students' Academic Responsibilities.

The responsibilities of students regarding academic advising are:

- to seek advice from their Academic Advisor regarding any aspect of their academic program, schedule of study, or University regulation or procedure for which they require clarification or interpretation;
- to communicate with their Academic Advisor if they are failing to meet academic obligations or feel that they require additional support or assistance.

### Academic Advisor

#### Role of the Academic Advisor

The Academic Advisor has particular expertise in the program requirements and regulations, as well as the various areas of emphasis and their fit within the program. The Academic Advisor is also familiar with the policies and procedures that govern university practice. The role of the Academic Advisor is:

- to provide information about the academic requirements of the program, including eligibility to declare an area of emphasis and graduation requirements;
- to refer to other campus services, as necessary
- to communicate information about the program to the Program Head, faculty members, curriculum committees, program committees (and their sub-committees); and to bring forward any concerns or issues as students progress through the Schedule of Studies for the program;
- to liaise with the student, in order to provide information about the degree program and the fit of various areas of emphasis within the degree program.

Students are advised to consult their Academic Advisor if they are experiencing personal problems or situations that require counselling. The Academic Advisors are well informed of the information on the types and locations of non-academic counselling offered by the University.

#### Responsibilities of the Academic Advisor

The responsibilities of the Academic Advisor are:

- to be familiar with the academic requirements of the program(s), including admission requirements, the Schedule of Studies and Continuation of Study requirements, and graduation requirements for the degree program;

- to assist the student to make academic decisions and understand the implications of those decisions;
- to assist with course selection and enrolment management issues as related to the degree program;
- to explain appeal procedures;
- to facilitate graduation checks;
- to sign program approvals, as appropriate;
- to change student type, as appropriate;
- to meet with students as requested, or required;
- to refer students and situations to the Program Head, as appropriate;
- to uphold the academic policies of the university;
- to help interpret the academic policies and procedures to students, staff, and faculty;
- to act as a source of referral to other campus services;
- to be generally aware of career and graduate study opportunities related to the field of study, or refer appropriately;
- to work closely with the faculty and Program Head on any changes to the Schedule of Studies;
- to consult, as necessary, with other campus services.

### Name & Location of Academic Advisors

Name and Location of Academic Advisors

PROGRAM(S)	NAME	LOCATION
Business	Caroline Samrah-Sergnese	GH108
Early Childhood Studeis	Alice Salamon	GH108
Family and Community Social Services	Lalita Manku	GH108
Justice Studies and BAA	Cheryl Nicholas	GH108
Kinesiology	Lalita Manku	GH108
Media Studies	Nasreene Corpuz-Kasznia	GH108
Psychology	Alice Salamon	GH108

### Program Head

#### Role of the Program Head

The Program Head plays a leadership role for a particular program in facilitating, in collaboration with the supporting deans from each institution, the quality of the students' learning experience. The Program Head ensures the program is current and coherent in its design, planning, delivery and assessment, and that both the professional and academic components of a program are respected and promoted among all those teaching and learning in the program. He/she acts as the primary arbitrator for student disputes, instructor issues and parent concerns. In addition the Program Head represents the program in recruitment, promotional and community activities, contributing contributes to the growth of Guelph-Humber as a learning community and the development and implementation of Guelph-Humber's mission, goals and objectives.