

2005-2006 Undergraduate Calendar

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2005-2006 academic year, including the Summer Semester 2005, the Fall Semester 2005 and the Winter Semester 2006.

For your convenience the Undergraduate Calendar is available in PDF format.

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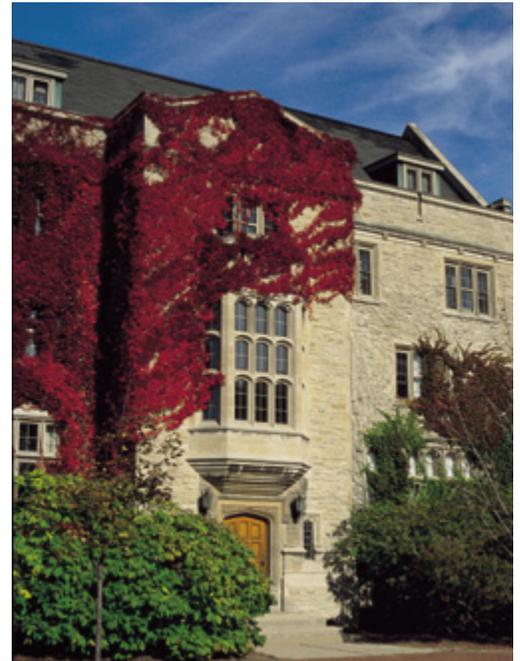
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Revision Information:	
February 1, 2005	Initial Publication
February 28, 2005	Second Publication
April 8, 2005	Third Publication
May 20, 2005	Fourth Publication
July 19, 2005	Fifth Publication
September 28, 2005	Sixth Publication
October 18, 2005	Seventh Publication



Disclaimer

University of Guelph 2005

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2005-2006 academic year, including the Summer Semester 2005, the Fall Semester 2005 and the Winter Semester 2006.

The University reserves the right to change without notice any information contained in this calendar, including 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

Editor: A.H. Goody, Associate Registrar

Assistant Editor: S.Holley, Program Co-ordinator

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VI. Schedule of Fees

All fees for a semester are due and payable on or before the date scheduled for registration for that semester.

Provisional registration may be granted to students who make arrangements with the Associate Registrar, Student Financial Services, to defer payment of their University account. Deferred payment normally will be granted only to students who can show proof of financial assistance from O.S.A.P. or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Students should apply for O.S.A.P. two months in advance of the first class day of each semester, in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the 10th class day for the semester. There is a \$200.00 reinstatement fee levied for students wishing to register after the 10th class day. Reinstatement will not be allowed after October 15th for the Fall semester, February 15th for the Winter semester and June 15th for the Summer semester.

Fall Semester Only - Minimum Registration Deposit

ALL students are required to make the **minimum, compulsory, non-refundable Registration Deposit** of \$418.00 prior to the beginning of the Fall semester (please refer to the Schedule of Important Dates on WebAdvisor for the exact date). Payment of this deposit by the deadline date will ensure that the courses selected for the Fall term will be retained. There are no exemptions from the payment of this deposit irrespective of current account balance or funding to come in the future.

Academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their University account. Academic sanction will prevent one or more of the following:

- release of semester examination results
- release of transcripts
- granting of a degree or diploma
- registration for a subsequent semester

Changes in Fee Schedule

The University reserves the right to make changes in the published schedule of fees and payment dates and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation provided at University expense.

Meal Plan Fees

Quoted fees 2004-2005 figures, the 2005-2006 Meal Plan fee will be issued as soon as available from Hospitality Services.

The Department of Hospitality Services offers four different sizes of On-Campus Meal Plans. All students living in residence (excluding East Residence and the East Village Townhouses), are required to purchase one of four different on-campus Meal Plans each semester. Unused food dollars from the fall semester will be automatically carried over to your winter semester Meal Plan. By the end of the winter semester, you must use up the food dollar equivalent of two Minimum Meal Plans. Any food dollars over and above the total of two Minimum Meal Plans will be carried over to your next semester.

Meal Plan	Per Semester
Minimum Plan	\$1,265.00
Light Plan	\$1,480.00
Full Plan	\$1,660.00
Plus Plan	\$1,830.00

All food items purchased on your meal plan are tax exempt. Any student on or off-campus can purchase the above mentioned On Campus Meal Plans. Hospitality Services also provides a convenient, money saving Off-Campus Meal Plan for those students who are not required to purchase an On Campus Meal Plan. For more information on Hospitality's meal plans visit the Hospitality Services website <http://www.hospitality.uoguelph.ca/mealplans.htm>. Hospitality Services will honour meal plans until 2:00 p.m. on the day following the conclusion of examinations.

Parking Fees

Quoted fees are in effect in 2004-2005. The 2005-2006 fee schedule will be issued as soon as available from the Department of Parking Administration. Students wishing to pay for a parking permit are asked to include the appropriate payment in accordance with the following schedule with their total payment submission. Students who comply with this procedure will receive their parking decals in the campus mail prior to the commencement of classes.

	Per Semester	Annual Rate
Students in residence	N/A	\$195.05
Students off-campus	\$99.68	\$299.04

Motorcycle	N/A	\$50.55
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Above rates are subject to change.

Prior Learning Assessment

Application Fee A fee will be charged for each application to challenge a course, irrespective of the number of courses specified in the application.	\$50.00
Course Fee Students who are permitted to challenge a course will be charged a fee for the course, regardless of whether or not the challenge is successful.	1/2 of the tuition fee for the course

Refunds

Withdrawal

A student who makes a request for Withdrawal from the University may apply to the Office of Registrarial Services for a refund of tuition fees provided the hiatus has been authorized (see also Withdrawal, Section VIII--Undergraduate Degree Regulations).

If the withdrawal or credit drop results in a credit balance in your fees account (i.e. payments are greater than charges) a refund cheque is produced. Allow four to six weeks before refunds are available from Student Financial Services. **The University has been directed by the Ministry of Training, Colleges and Universities to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.**

Winter and Summer Semesters - Refunds of tuition fees will be calculated according to the effective date and the following schedule:

Class Days	Refund Rate
1 - 5 inclusive	100%
6 - 10 inclusive	75%
11 - 15 inclusive	65%
16 - 20 inclusive	50%
21 - 25 inclusive	35%
26 - 30 inclusive	20%
31 and beyond	nil

Fall Semester - **The compulsory non-refundable Registration Deposit of \$418.00 is forfeited as the first charge against a withdrawal/cancellation or no show for the semester. The above schedule will only come into effect once the first \$418.00 penalty has been used up.**

Refunds of Other University Fees (except Residence and Meal Plan Fees) and Student Organization Fees (except Bus Pass, medical insurance premium and dental insurance premium, please see specific details on these fees) will be made in full up to and including the 15th class day of a semester. No refund of Other University Fees or Student Organization Fees will be made after the 15th class day. The effective date for the refund of tuition and fees will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal.

A registration payment not honoured by your bank does not constitute an official withdrawal from the University.

Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to section 4.3 of the Residence Contract Terms & Conditions for further information. The effective date for refund will be the date belongings are removed from the room, a room check made and the room key, post office key and university ID card returned; or, the authorized effective date for withdrawal, whichever is later. Students to whom a room assignment has been made and who withdraw and subsequently re-register up to and including the 5th class day will be liable for any penalties incurred through forfeiture of the residence contract.

Meal plan fees, excluding the Capital Fund Component, will be refunded on a pro rata basis for the operating expense portion, plus the unused food portion, for authorized cancellation of a contract. The effective date for refunds will be the date on which the student notifies the Office of Registrarial Services regarding the withdrawal, except if a student withdraws before or after the first day of classes and re-registers before or on the 5th day of classes, cancellation of the contract is not permitted.

Bus Pass Fee

This fee is not refundable unless a student withdraws from the university within the first five class days of the semester. Please direct inquiries to the C.S.A. office.

Classification Changes

Refunds of tuition fees for students changing from full-time to part-time will be calculated on the difference of tuition values at the same rates as shown above for tuition for

withdrawals. Refunds of Other University Fees and Student Organization Fees (except Bus Pass, Dental Insurance premium and medical insurance premium) will be made in full up to and including the 15th class day of a semester. No refunds of Other University Fees and Student Organization Fees will be made after the 15th class day. The effective date for classification change will be the date such change is reported to the Office of Registrarial Services.

Co-operative Education

Students must see the Policy Agreement for Student Involvement in Co-operative Education for withdrawal policies. If a student withdraws from co-op within the first 15 days of an Academic Semester, the student will receive a full refund of the co-op fee. Withdrawals after the 15th class day will not be eligible for a fee refund. Students who withdraw or are required to withdraw from a co-operative education program after accepting their second work term will be required to pay all remaining fees.

Dental Insurance Premium

The Dental Plan has an opt-out option. Please contact the Central Student Association office for the opt-out deadline. The fee is not refundable past the deadline.

Dropped Courses

Refunds of tuition fees for courses dropped by **part-time** students will be calculated at the same rates as shown above for tuition for withdrawals. The effective date for the drop action will be the date such information is reported to the Office of Registrarial Services.

Equipment Fund for D.V.M. Students

The Equipment Fund Fee is refundable during the first 15 class days of the semester to those who do not wish to support the fund. Applications for refund are to be made at the office of the Assistant Dean O.V.C. Refunds and receipts for donations will be remitted before the end of the fall semester.

Equipment Fund for Engineering Students

The Equipment Fund Fee is refundable during the first 15 class days of the semester to those who do not wish to support the fund. Applications for refund are to be made to the School of Engineering.

Medical Insurance Premium

This premium is not refundable unless a student withdraws from the university within the first five class days of the semester. Please direct inquiries to the C.S.A. office.

Student Society Fee for Landscape Architecture Students

Please refer to the Student Society for refund information.

Optional Fees

OPIRG-G is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to General Information Section of this Calendar. Applications for refund are to be made at the OPIRG-G offices. RADIO GRYPHON fee is refundable during the first 3 weeks of each semester to those who do not wish to support the activities. Applications for refund are to be made at the Radio Gryphon offices.

Food Bank Affordable Housing, must approach the CSA office for refund.

Session Courses

In addition to the refund schedule quoted above, there will be a flat fee levied for each session course dropped after the first week of the course. The financial penalty is approximately double the regular course rate penalty.

Residence Fees

Quoted fees are in effect in 2004-2005. The 2005-2006 fee schedule will be issued as soon as available from Student Housing Services.

Single Student Residence

Fall & Winter Semesters (two semester contract, per semester price)

Single room	\$1,987.00
Double room	\$1,808.00
Single room (suite with shared cooking facilities)	\$2,121.00
Double room (suite with shared cooking facilities)	\$1,940.00
East Townhouse (includes Utility deposit)	\$2,415.00

Summer Semester (one semester contract)

Single room (East townhouse)	\$2,000.00
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Other Residence Fees

Activity fee	\$15.94
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D.V.M. and Graduate Students in Single Student Residence

Due to the longer D.V.M. winter semester, an increased winter residence rate is applicable to D.V.M. students. Similarly, an increased rate is applicable to graduate students who

must remain in residence after the end of the regular winter semester. Students will be informed of the applicable dates, deadlines and charges late in the fall semester or early in the winter semester. A semester for residence purposes will terminate on the residence closing date indicated in the current Residence Contract. Section 6.2.8 of the Residence Contract requires that students vacate their rooms within 24 hours of completion of their final examination. Rates are for unfurnished units and include utilities (except telephone), parking, and satellite TV.

Family Housing

Family Housing Fee	Per Month
1 bedroom apartment	\$748.00 - \$792.00
2 bedroom apartment	\$868.00
2 bedroom townhouse - College Ave.	\$915.00
2 bedroom townhouse - Wellington Woods	\$915.00

Special University Fees

The following Special University Fees are charged on a user-fee basis as outlined below:

Account Deferral Fee	\$60.00 per occurrence
B.L.A. Student Society Fee	\$50.00 per semester
Cheque Refusal Fee For each cheque upon which payment is refused by the bank on which it is drawn.	\$60.00 per cheque in the amount of \$418.00 or greater upon which payment is refused (\$30.00 per cheque in the amount of less than \$418.00).
Cheque Processing Fee Applied to students receiving short term loans or OSAP advances.	\$20.00 per occurrence
Distance Education Resource Fee Non-refundable after the six-day add period.	\$70.00 per D.E. course
Equipment Fund for D.V.M. Charged to semester 1,3,5,7 students	\$50.00
Equipment Fund for B.SC. (ENG.) Charged per full-time semester	\$40.00
Graduation Fee Payable at time of submission of application for graduation. The fee covers the cost of the diploma and diploma case, and gown rental. It is applicable to all students (except those in continuing, unclassified or non degree categories) upon their first registration in the semester level as noted below: Associate Diploma in Agriculture (semester 4) All other Programs (semester 8)	\$30.00
Late Graduation Fee Payable at time of submission of a late application for graduation.	\$60.00
Late Registration Fee Payable at the time of late registration (fee payment). Appeals against the late fee must be made in writing to the Secretary of the Late Appeals Committee within 10 class days from the commencement of classes. Appeal forms are available from Undergraduate Program Services, Office of Registrarial Services.	\$60.00 per occurrence
Official Transcript	\$8.00 each copy
Program Transfer Fee For each applicant requesting a transfer from one degree program to another, or readmission.	\$40.00 per occurrence
Registration Reinstatement Fee Registration will be cancelled for students who have not paid or made satisfactory arrangement for payment by the 10 th class day for the semester. There is a \$200.00 reinstatement fee levied for students wishing to register after the 10 th class day. Reinstatement will not be allowed after October 15 th for the Fall semester, February 15 th for the Winter semester and June 15 th for the Summer semester.	\$200.00 per occurrence

Supplemental Privilege Students who write supplemental examinations at an outside centre may be required to pay an invigilator fee directly to that centre. Notification of non-payment will result in the withholding of grades.	\$50.00 per occurrence
Note: If the student pays the fee for the supplemental privilege and subsequently chooses not to write it, a refund will be made if the request is submitted in writing at least 15 days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. <i>No refunds will be made for fees paid for examinations which were to be written at another university or college under the direction of the student.</i>	

University Fees

Tuition Fees

The undermentioned rates are those in effect until April 30, 2005. At the time of printing the 2005-2006 fee schedule had not been determined. The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Student Fees, in this section.

Note: For tuition fees for the University of Guelph-Humber please check the University of Guelph-Humber website at <http://www.guelphhumber.ca/>.

Note: *Special or Non-degree full-time students* pay the same tuition fee per program as indicated by programs for regular full-time students.

Full-Time Fees - 2.00 credits or more

Program	Semester Fee
Bachelor of Applied Science	\$2,092.00
Bachelor of Arts	\$2,092.00
Bachelor of Arts and Science	\$2,092.00
Bachelor of Commerce	\$2,092.00
Bachelor of Computing	\$2,092.00
Bachelor of Landscape Architecture	\$2,272.00
Bachelor of Science	\$2,092.00
Bachelor of Science in Agriculture	\$2,092.00
Bachelor of Science in Engineering	\$2,272.00
Bachelor of Science in Environmental Sciences	\$2,092.00
Bachelor of Science in Technology	\$2,092.00
Doctor of Veterinary Medicine	\$2,272.00
General Studies	\$2,092.00

Part-Time Fees - less than 2.00 credits

Fee per 0.50 Credit	
Tuition fee	\$418.00
Central Student Association fee	\$5.84
Student Service fee	\$8.00
University Centre fee	\$2.30
Fee per Semester	
Aboriginal Student Association	\$0.26
Affordable Housing	\$0.89
Bull Ring	\$1.00
First Team Response	\$0.61
Food Bank	\$1.15
G.S.A.P.	\$3.14
Guelphbooks.com/Thecannon.ca	\$1.05
Munford Centre	\$0.25
OUTLine	\$0.40
Part-time athletic fee	\$33.20
Part-time athletic building fee	\$15.50
Student Health Service fee	\$9.50
Student bus pass	\$51.55
W.U.S.C.	\$0.80

Annual Fee	
Medical Insurance Premium	\$102.00
Dental Plan	\$149.00
Sign Club (Fall semester only)	\$0.26

Audit Fees

Registration fee per audited course	\$247.50
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Visa Student Fees

The tuition fee for students from outside of Canada who have obtained a student authorization and visa is as shown below:

Program	Full-time Semester Fee	Part-time Fee (per 0.50 credit)
B.A., B.A.S., B.A.SC., B.COMM., B.COMP., B.SC., B.SC. (AGR.), B.SC. (ENV.), B.SC. (TECH.), General Studies	\$4,678.00	\$937.00
B.L.A., B.SC. (ENG.)	\$6,725.00	\$1,345.00
D.V.M.	\$21,457.00	\$4,291.00

Health Insurance for International Students

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP) - participation is compulsory. The 2004-2005 fees are:

	Visa Per Year	Visa/Exchange Per Semester
Single coverage	\$532.85	\$195.37
Two-person coverage	\$1,065.71	\$390.73
Family coverage	\$1,686.65	\$618.44

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Programs Services, Office of Registrarial Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

- Canadian citizens, permanent residents, or their dependents.
- applicants for permanent residency who submit the appropriate letter.
- diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents.
- visitors, or their dependents, who are in Canada on an employment authorization.
- refugees (officially recognized).
- members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synopsized from the regulations of the Ministry of Training, Colleges and Universities. Final interpretation rests with the Office of Registrarial Services and documentation must be acceptable to the Office of Registrarial Services. The regulations are subject to change without notice.

Other Tuition and Incidental Fees

Co-operative Education

Fee per Semester	
Academic Semesters (maximum of 8)	\$200.00
Work Semesters	\$200.00
Annual Fee	
Dental Plan Premium*	\$149.00
Medical Insurance Premium*	\$102.00
Sign Club (Fall semester only)	\$0.26

Note: Students who withdraw or are required to withdraw from the co-op program after accepting their second work term offer of employment will be required to pay all remaining co-op fees.

Exchange Program

Guelph students attending other institutions are required to pay the University of Guelph the cost of **full-time** tuition and compulsory fees (less the Bus Pass fee). These students are assessed a \$75.00 Administration Fee.

Foreign students attending the University of Guelph are required to pay the University Health Insurance premiums shown below (UHIP) as well as the medical insurance premium, and Bus Pass fee.

Semester Abroad Program

Students are required to pay **full-time** tuition plus the compulsory medical insurance premium and dental plan premium.

Senior Citizens (Canadian Citizens & Permanent Residents only)

Senior citizens, aged 65 years and over as of the first day of the month in which registration for a semester occurs, who are admitted for registration, will be exempt from the payment of tuition, student organization and other fees, with the exception of material costs required for Fine Art and Distance Education courses.

Summer Semester and Summer Session

For classification purposes, any combination of Summer Semester credits (13 week) and Summer Session credits (6 week) that total 2.00 credits or more will constitute **full-time** enrolment and tuition and other university fees will be charged accordingly.

Other University Fees

These fees are applicable to students registered in 2.00 or more credits. They are compulsory and non refundable.

Athletic building fee	\$31.00
Athletic fee	\$72.34
Student health service fee	\$21.67
University centre fee*	\$11.53
Student support service fee	\$40.00
Total other university fees	\$176.54

*The University Centre Fee is payable at \$11.53 per semester to a total of \$23.06 for each 12 month period commencing with the Summer Semester. Part-time students are charged \$2.30 per 0.50 credit.

Student Organization Fees

Applicable to students registered in 2.00 credits or more. These fees, determined by programs, are collected as a service to the student government to support student organizations, distributed as follows:

Affordable Housing	\$0.89
Aboriginal Student Association	\$0.26
Bull Ring	\$1.00
Canadian Federation of Students	\$3.65
Carousel	\$0.50
Entertainment Media fee	\$5.01
First Response Team	\$0.61
Food Bank	\$1.15
G.S.A.P.	\$3.14
Guelph Queer Equality	\$0.22
Guelphbooks.com/Thecannon.ca	\$1.05
G-OPIRG	\$5.50
International Student Organization	\$0.50
Magic Bus	\$1.93
Munford Centre	\$0.25
O.C.U.S.	\$0.50
Ontario Federation of Students	\$3.02
Ontarion	\$2.43
OUTLine	\$0.40
Peak Newspaper	\$1.27
Radio Gryphon	\$5.99
Sign Club (Fall semester only)	\$0.26
Student Bus Pass	\$51.55
University of Guelph Central Student Association	\$13.24
Volunteer Connections	\$1.31
Women's Resource Centre	\$1.66
W.U.S.C.	\$0.80

In addition, the Dental Plan annual premium of \$149.00 and the Medical Insurance Premium of \$102.00 provide coverage for the duration of the semester, whether or not the student withdraws from the University. Married students wishing to have their spouse and/or children insured and students who marry during the semester must apply within 30 days of registration or marriage respectively. See the Central Student Association, UC Level 2 (Room 274). Please refer to your C.S.A. or G.S.A handbook for more details with respect to your student Health Plan.

Colleges Semester Fee

Arts	\$8.00
Biological Science	\$8.50
Physical Science	\$8.00
Physical Science (Engineering)	\$12.00
Ontario Agricultural College	\$10.00
Ontario Veterinary College	\$10.00
Social and Applied Human Sciences	\$6.00