

2007-2008 Undergraduate Calendar

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2007-2008 academic year, including the Summer Semester 2007, the Fall Semester 2007 and the Winter Semester 2008.

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

If you wish to link to the Undergraduate Calendar please refer to the [Linking Guidelines](#).

The University is a full member of:

- The Association of Universities and Colleges of Canada

Contact Information:



University of Guelph
Guelph, Ontario, Canada
N1G 2W1
519-824-4120
<http://www.uoguelph.ca>

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Disclaimer

University of Guelph 2007

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2007-2008 academic year, including the Summer Semester 2007, the Fall Semester 2007 and the Winter Semester 2008.

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

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/DBLaws/Statutes/English/90f31_e.htm. 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> and Section XIV Statistics Canada.

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, in writing, through Undergraduate Program 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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XIV. General Information

Centres and Institutes

Centre For International Programs

The Centre for International Programs, the first of its kind in Canada, aims to facilitate, stimulate and support a continuously growing range of University involvement in international activities. This goal is accomplished by developing and maintaining contacts with university partners around the world, supporting study abroad programs, and providing liaison with government agencies, private sector companies and non-governmental organizations. The Centre promotes development cooperation partnerships with developing countries, provides information on international opportunities and resources to students and faculty, provides support for international students and manages the University's student exchange programs. The Centre contributes to university policy on internationalization and serves as a focal point for links with other universities, government agencies, and private sector firms wishing to cooperate with the university in international activities.

Computing and Communications Services

Students are encouraged to purchase or arrange access to a computer for general computing needs, including word processing and spreadsheet applications. The computing environment on campus is primarily Windows. Laser printing facilities are available in several areas on campus.

Whether you are off campus or in residence, Computing and Communications Services (CCS) can help you. Central computing accounts provide access to the Internet and instructional software. You will enjoy access to e-mail and the Web, increasingly important educational tools. All residence rooms are connected to the campus fibre-optic network, providing you with Internet access.

You can access your account from many of the over 1,000 campus microcomputers or via your own computer. Training seminars are available to introduce you to the major software packages and applications. CCS offers phone support through their Help Centre as well as walk-in support at their Help Desk in the Library. To get started, you can access the CCS web site at www.uoguelph.ca/ccs. for information and help.

Child Care

The University of Guelph is consciously striving to provide equal opportunity for academically qualified students who are pregnant or have child care responsibilities, and to overcome barriers to full participation by such students in the University community. To this end, the University faculty and administration are sensitive to the need to assist students who are pregnant, or are parents, when unforeseen family responsibilities interfere with their educational endeavours. Students who require special consideration due to pregnancy or child care responsibilities are encouraged to speak to their course instructors or academic counsellors.

Campus Child Care Co-operative of Guelph

The Campus Child Care Co-operative of Guelph is a registered charitable organization incorporated as a co-operative non-profit day care. The centre is located on the edge of the University campus and offers care for 62 children between the ages of 3 months and 6 years. There are full-time and part-time programs offered weekly from 07:30 - 17:30. The child care centre is a family-supportive setting governed by a Board of Directors who are elected by the parent body. Parents are welcome to visit and participate in the program. The facility is open to children of OMAF employees, faculty, staff and students of the University and to the Guelph community. Subsidy is available for families that qualify for assistance. For further information contact Shelly Croth, Director at 822-1280.

University of Guelph Child Care and Learning Centre

The University of Guelph Child Care and Learning Centre (CCLC) is located on campus at the corner of East Ring Road and Arboretum Road. The CCLC operates within the Division of Student Affairs in collaboration with the Department of Family Relations and Applied Nutrition, within the College of Social and Applied Human Sciences. The CCLC has three primary goals:

- to provide family-sensitive, family-centred programs for children while their parents work or study
- to provide a resource for the academic community in which observation of children, research and practical experiences can take place
- to demonstrate excellence in child care, education and student training

The CCLC offers 111 child care spaces for up to 10 infants, 15 toddlers, 64 preschoolers and 22 kindergarteners. Care is available for children from three months to 5 or 6 years of age on a full or part-time basis, Mondays through Fridays from 07:30 to 17:30. Parents may get involved in several ways, including membership on the Parent Advisory Council, attending parent information meetings, observing their children at play by using the specially designed observation facilities, or by visiting their child at any point during the day. Spaces are open to faculty, staff and students of the University of Guelph and to the Guelph community. Subsidy is available for families that qualify for financial assistance. Written enquiries may be directed to: Judy Callahan, Director, Child Care Services, University of Guelph, Guelph, Ontario, N1G 2W1, or call 519-824-4120 extension 52682.

Copyright Policy

When a student produces a work eligible for copyright based on research or other scholarly activity conducted under the supervision of a faculty member and the supervision of that work is a requirement of the academic program, the University, whilst acknowledging the sole copyright ownership by the student, reserves the right of access to the work.

It is a condition of engaging in the undergraduate or graduate programs at the University that the University receives a non-exclusive royalty free license to:

1. Circulate the work as part of the University library collection;
2. Make copies or representations of the work for academic purposes within the University;
3. Make single copies of a thesis deposited in the University Library at the request of other universities or bona fide institutions;
4. Microfilm the work and submit the microfilm to the National Library of Canada;
5. Publish the abstract of any work which is a student thesis.

Cultural Affairs

The University of Guelph promotes a wide range of activities in fine art, music and drama. These activities, some of which are integral to the teaching program of the College of Arts, are administered by the appropriate departments and schools of the College and by the Curator of Art.

Guelph Campus Cooperative

The Guelph Campus Co-op was started in 1913 by students who knew they couldn't count on others to look out for their interests. So they organized their buying power. Their biggest concerns: the availability and cost of textbooks and finding a decent place to live. Sound familiar? Obviously a lot has changed since then. But not the principles behind the co-op. First and foremost, we're still by students for students. Students still dictate Co-op policy and our services are still focused squarely on making student life better. Perhaps most relevant to you is that we are not a profit-centred corporation. Getting more of your money is not our mandate. Saving you money is.

Annual memberships are available for \$10 and entitle you to a 5 per cent discount at the Bookstore, use of Co-op resources, the right to apply for Co-op housing, and the right to vote and run for the Board of Directors. For more information call 824-4950 or email info@guelphcampus.coop.

Guelph Campus Co-op Housing

Affordable and close to campus, the Co-op operates shared houses and apartments at below market rates. It's a better deal because our mandate is to serve students, not make big profits. Another reason it's affordable is that the deal includes your participation in the upkeep and running of your place. Sound reasonable? Apply early: only a limited number of units become available each term, and the waiting list can get pretty long. Application forms are available at the Co-op office at 17 College Avenue West (across from OVC) or our website at <http://www.guelphcampus.coop/>.

Co-op Bookstore

There are two bookstores on campus - only one of them is owned by students. You get the lowest possible prices, and we'll always substitute good used texts when they are in stock. We'll also buy back your texts for cash any time throughout the year. When ordering, all you have to do is give us your order - in person, over the phone, or by email - and we'll get everything ready for you. We know textbooks, and we know the courses you're taking. So if you need help reviewing your course list needs, talk to us. That's part of our service. To check your course lists online, visit our web site at <http://www.guelphcampus.coop/>. Where you spend your money counts.

Health and Performance Centre

The Health and Performance Centre is located on the second floor of the John T. Powell Building. It is easily accessed off of East Ring Road and is located near the Twin Pad Arena, Athletics and Student Health Services. The Centre provides service to all students and their families, staff and the general community.

The Health and Performance Centre specializes in the diagnosis, treatment and rehabilitation of acute and chronic orthopedic, musculoskeletal, sport and activity related injuries. The Centre also provides a variety of health promotion services including fitness and nutrition expertise. The Centre's multi-disciplinary team includes: sports medicine physicians, physiotherapists, athletic therapists, massage therapists, dietitians, pedorthist, chiropractor, fitness consultant and professional bike fit technician.

Services are offered on a fee for service basis. Many of the services are eligible for coverage by provincial and international health plans, the University of Guelph student health plan and other extended health plans. Students are encouraged to investigate their health coverage.

The Health and Performance Centre is open from 8:00 a.m. to 8:00 p.m. Monday to Thursday and 8:00 a.m. to 6:00 p.m. Friday. For general enquiries and appointments, please visit the website at <http://www.uoguelph.ca/hpc> or call 519-767-5011 or ext. 53039.

Human Rights and Equity Office

The HREO is located at the north side of the campus at Fielding House, 15 University Avenue East. All enquiries are confidential. Office hours are Monday-Friday: 8:45a.m.-4:45p.m. Phone: 824-4120, ext. 53000; TTY: 767-0615; Website: <http://www.uoguelph.ca/hre>.

"The University of Guelph Human Rights and Equity Office (HREO) is dedicated to the removal of all systemic barriers, discrimination and harassment and will engage in advocacy within the university community towards this end."

(Mission Statement, Human Rights and Equity Office)

The University of Guelph prohibits harassment or discrimination in work, study, residential and university life on the basis of: **race, colour, ancestry, place of origin (where you were born), ethnic background, citizenship, creed (religion), sex, disability, sexual orientation, age, marital status, and family status.** In some cases, discrimination includes unfair treatment on the basis of the receipt of public assistance or a pardoned criminal offense.

The Ontario Human Rights Code and the Canadian Human Rights Act, as well as the University's Sexual and Gender Harassment Policy and Procedure and Interim Human Rights Procedure, prohibit harassment or discrimination on the basis of these grounds. The University of Guelph is currently developing a comprehensive human rights policy and complaints procedure to integrate and replace these existing policies and procedures. The University's human rights policies and complaint procedures are available on the HREO Web Page at <http://www.uoguelph.ca/hre/>.

Definitions

Harassment is defined as any attention or conduct (oral, written, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating.

Discrimination is defined as the denial of equal treatment, civil liberties, and/or opportunity to a group or member of the group on the basis of: race, colour, ancestry, place of origin, ethnic background, citizenship, creed (religion), sex, disability, sexual orientation, age, marital status, family status and, in some cases, receipt of public assistance or a pardoned criminal offense. Discrimination may be systemic wherein the policies and practices that have become standard in established institutions appear to be neutral but result in the exclusion of certain groups.

Inquiries and Complaints

Members of the University community (including students, staff and faculty) have the right to seek confidential advice and information about concerns or complaints regarding harassment or discrimination. The HREO may assist individuals to resolve complaints by serving as a resource to the parties involved, providing mediation, or facilitating the University's human rights concern and complaint resolution procedures.

In addition, any party may consult with the HREO regarding an administrative, managerial or curriculum decision which may relate to a human rights or equity issue. The HREO also provides human rights education and training and works in partnership with the University constituents on matters of educational and employment equity.

Services

The HREO provides the following services to members of the University: information and advice regarding discrimination and harassment; facilitation of an internal human rights complaint procedure; mediation to resolve complaints; resource information on human rights and equity issues; training and education; participation on university committees; and research development and evaluation of equity initiatives.

Information on Teaching Certificates

Students contemplating a teaching career are advised to contact the appropriate Faculty of Education to determine the subjects, credits, and grades required for admission. Information on all Ontario Faculties, as well as those in other provinces and some international schools, is available in the Connection Centre, 3rd Floor of the University Centre. Applications for the Ontario Faculties of Education can be found at <http://www.ouac.on.ca/teas>, along with the web links to each Ontario Faculty of Education. For more information email Career Services at: careers@uoguelph.ca.

Brock University Faculty of Education St. Catharines ON L2S 3A1 (905)685-5550 ext.3591 < http://www.brocku.ca >	University of Windsor Faculty of Education 401 Sunset Windsor ON N9B 3P4 (519)253-4232 ext.3800 < http://www.uwindsor.ca >	Queen's University Faculty of Education Duncan McArthur Hall Kingston ON K7L 3N6 (613)533-6210 Fax: (613)-533-6584 < http://educ.queensu.ca >
University of Ottawa Faculty of Education 145 Jean-Jacques Lussie Ottawa ON K1N 6N5 (613)562-5804 ext.4057 < http://www.uottawa.ca >	Lakehead University Thunder Bay ON P7B 5E1 (807)343-8520 < http://www.lakeheadu.ca > Fax: (807)344-6807	Laurentian University School of Education Ramsey Lake Road Sudbury ON P3E 2C6 (705)474-3450 ext. 5004 < http://www.laurentian.ca >

Nipissing University Faculty of Education P.O. Box 5002 North Bay ON P1B 8L7 (705)474-3450 Fax: (705)474-1947 < http://www.nipissingu.ca >	York University Faculty of Education 4700 Keele Street Toronto ON M3J 1P3 (416)736-5002 Fax: (416)736-5613 < http://www.edu.yorku.ca >	University of Western Ontario Faculty of Education 1137 Western Road London ON N6G 1G7 (519)661-2080 Fax: (519)661-3833 < http://www.edu.uwo.ca >
The Ontario Institute for Studies In Education/University of Toronto 252 Bloor Street West Toronto, ON M5S 1V6 (416)923-6641 Fax: (416)926-4725 < http://www.oise.utoronto.ca >	Trent University (Co-operative Concurrent Teacher Education Program with Queen's University) Otanabee College Peterborough, ON K9J 7B8 (705) 748-1464 Fax: (705)748-1625 < http://www.trentu.ca >	

International Students

The University of Guelph invites international students to apply for admission to our undergraduate and graduate programs. Financial awards and research grants are available to both undergraduate and graduate students.

The University supports the presence, and values the contribution, of international students in the cross-cultural learning and global understanding of the academic community and the City of Guelph.

Inventions Policy

In the course of completing their degree requirements, undergraduate or graduate students may discover or help discover technology which might be patentable and/or have the possibility for commercial development. Any student who suspects this might be the case should, without delay, contact his or her research supervisor, if appropriate, and the Office of Research. Although the rights to such inventions are owned by the University, in accordance with the University's Invention Policy, a student who is an inventor or co-inventor would share in any revenues earned by the invention.

Library

Collection

The University's collection of books, journals, documents, maps, microforms, films, video and audio materials is administered in the McLaughlin Library building, located in the centre of the campus, and in a branch in the Ontario Veterinary College. The collection consists of more than 2.1 million equivalent volumes and is increasing at the rate of 50-60,000 per year. In addition, the library has over 12,000 audio-visual holdings (audio recordings, films and video tapes) and over 70,000 maps. Access to these materials and the collections at the University of Waterloo and Wilfrid Laurier University is available through the TRELIS system.

Services

The collection is housed in a modern building, considered among the best in Canada. In a pleasant air conditioned atmosphere all students and faculty have open access to the collection. Both individual and group study facilities are provided. Presentation of the non-transferable University Card is required each time a book is borrowed from the Library. This card also provides University of Guelph users borrowing privileges at all other Ontario university libraries.

Each holder of a University of Guelph or special borrower card is fully responsible for all Library material borrowed using that card.

Library staff is available to offer help in the use of a wide range of paper and electronic information resources. Orientation tours and instructional classes in the use of the Library are available. Photocopying machines are located throughout the Library. Please refer to the Library's information sheet "Copyright Guidelines".

Regulations and Hours

A series of leaflets detailing library privileges, services, regulations and hours may be obtained on the First Floor of the Library. For more information about the Library and its services visit <http://www.lib.uoguelph.ca> or <http://www.tug-libraries.on.ca>.

OPIRG-Guelph

OPIRG-Guelph (Ontario Public Interest Research Group - Guelph) is a part of a provincial network of "PIRGs" that engage in research, education, and action on a variety of environmental and social justice issues. We often act as a bridge between the campus and community. Recent projects include a permaculture garden on campus, creation of an annual Environment Week pull-out in the Guelph Tribune. We continually host events and workshops on a range of topics. Working groups of OPIRG raise awareness of such issues as political prisoners worldwide, sustainable food growing practices, and unfair international labour practices.

OPIRG-Guelph maintains an alternative library with books, documents, periodicals, videos and DVDs that students and OPIRG members can access. The Research for Credit program allows students to apply their course work to community projects. Volunteer opportunities include being involved with or starting working groups, helping in the library or office, and sitting on the board of directors. Core funding (supplemented by grants and donations) is provided per semester through full-time graduate and undergraduate student fees. The fee is refundable in the first three weeks if requested. OPIRG (ext. 52129 or 824-2091) is located at 1 Trent Lane. OPIRG-Guelph can be reached by email at opirg@uoguelph.ca.

Regular Officer Training Plan (ROTP)

Under the ROTP, undergraduates who are successful applicants are enrolled as Officer Cadets in the Canadian Forces. Applicants must be Canadian citizens and pass pre-enrolment tests. Application may be made prior to entrance, or at any time prior to the last year of university studies. Applications are processed through Canadian Forces Recruiting Centres. For more information contact the local Recruiting Centre at 1-800-856-8488.

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 Computing

Students are encouraged to purchase or arrange access to a computer for general computing needs, including word processing and spreadsheet applications. The computing environment on campus is primarily Windows. Laser printing facilities are available in several areas on campus.

Whether you are off campus or in residence, Computing and Communications Services (CCS) can help you. Central computing accounts provide access to the Internet and instructional software. You will enjoy access to e-mail and the Web, increasingly important educational tools. All residence rooms are connected to the campus fibre-optic network, providing you with Internet access.

You can access your account from over 1,000 campus microcomputers or your own computer. Training seminars are available to introduce you to the major software packages and applications. CCS offers phone support through their Help Centre and as a partner in the Learning Commons, we provide walk-in support at the IT Help Desk in the Library. To get started, you can access the CCS web site at <http://www.uoguelph.ca/ccs> for information and help.

Student Life

Athletics

The University of Guelph offers students an excellent opportunity to combine academic pursuits with an athletics program of their choice. A quality athletics program is available to complement any student's leisure hours.

For skilled and competitive student athletes, dedicated to the pursuit of excellence, men's and women's intercollegiate programs are offered. The men's and women's teams compete in 17 team and individual sports at the provincial (OUA - Ontario University Athletics) and/or national levels (CIS - Canadian Interuniversity Sport). Prospective intercollegiate athletes are urged to contact the coach by writing, phoning or emailing our Intercollegiate Office as soon as possible. Many teams require on- and off-season conditioning and training. For a full list of the intercollegiate sports offered, browse "Varsity Sport" on our web site at <http://www.gryphons.ca>.

The Department of Athletics offers a multitude of on-campus recreational opportunities to all members of the University community. These on campus programs cover four general areas: intramurals, interest classes, sports groups and clubs and recreational activities. They are geared to all levels of skill and interest. All on-campus programs begin early each semester. Students should consult the "RecreAction" brochure, or the Department of Athletics website for detailed information.

Intramural sports involve more than 6,000 people at various levels of competition. The intramural programs encourage groups of students: men, women and co-ed to "get together" in an enjoyable "competitive" or "fun" setting at their own skill level. Soccer, ultimate

frisbee, hockey, volleyball and basketball are very popular while the newest addition is badminton. Several one-day tournament activities are also offered. For a full list of sports, click on "Intramurals" on the athletics website.

More than forty different activities are offered in the interest class framework. Most of these programs are introductory in nature, providing participants with a foundation to continue these activities in future years. They range from CPR, dance, martial arts and aquatics to other various sports activities. In addition, there are a multitude of fitness programs that include both land and water classes operating throughout the day. For more information, consult the "Fitness and Recreation" section of our website.

Sports Groups and Clubs provide another format for students to share their interest and enthusiasm through activity. The level and intensity of the activity will be determined by the demonstrated interest. Anyone interested in pushing themselves to new limits should definitely look into the Climbing Club. For a full list of sports groups or clubs, visit "Clubs" on our website.

The University of Guelph has a wide range of indoor and outdoor facilities to service our varied, broad-based athletic programs. We have a stadium, lighted soccer, rugby, fastball and multi-purpose fields, four ball diamonds and four additional multi-purpose fields. The W.F. Mitchell Building has three gymnasiums, two pools, five squash courts, three dance/multi-purpose rooms, a weight room, circuit room, cardio theatre, combatives room and two climbing walls. The Gryphon Centre houses a twin pad arena and our Gryphon Dome has a 200 m running track and (163' by 116') indoor turf field. For facility hours of operation, click on the "Facilities" section of our website.

The Department of Athletics also offers employment opportunities to students in a variety of capacities including lifeguards, fitness and lifestyle instructors, intramural referees, interest class instructors, event management staff, weight and circuit room staff, client service centre staff, camp staff as well as many other areas within athletics. Browse the "Facility" and "Fitness and Recreation" pages on our website to see a list of employment opportunities in Athletics.

Learning Commons

The Learning Commons, located on the first floor of the McLaughlin Library, brings together in one location services that enhance learning, writing, research, and technology at the University of Guelph

IT Help Desk provides assistance to students, faculty and staff with IT related questions or problems. Scanners are available and workshops on a variety of software applications are offered for students.

Learning Services provides support to undergraduate and graduate students concerned with improving their learning and enhancing their academic performance. Services include a range of programs, workshops, presentations, printed and on-line resources, and individual assistance.

Library Centre for Students with Disabilities (LCSD) offers a range of services and adaptive software that enable students with disabilities to access Library as well as other information resources.

Library Research Help Desk assists students, staff and faculty in developing their information literacy skills in locating, evaluating, and effectively managing the information they need for their assignments and research.

Supported Learning Group Program (SLG) uses peer-led study sessions to enrich the learning experience of students enrolled in historically challenging courses including first year Chemistry, Computer Science, Economics, Mathematics, and Psychology.

Writing and ESL Services provides support to undergraduate and graduate students who wish to enhance their writing skills, as well as for those who are having difficulty writing critically and analytically, or whose first language is not English. Services include a wide range of programs, workshops, presentations, printed and on-line resources, and individual assistance.

For more information about the Learning Commons visit their web site at <http://www.learningcommons.uoguelph.ca>.

Office of the Associate Vice-President, Student Affairs

The Associate Vice President, Student Affairs, is responsible for student life programs at the University of Guelph. This includes addressing the needs of individual students through specific student services programs and working to create an environment that is conducive to intellectual and personal growth.

The Office of Student Affairs is located in the University Centre, Level 4. The Associate V.P. (Student Affairs) is responsible for overall management of the Departments of Athletics, Student Health Services, Student Housing Services, Co-operative Education and Career Services, Student Life and Counselling Services, Child Care and Learning Centre and the Learning Commons.

Student Affairs' Units provide learning opportunities and support services to help students achieve their goals in the context of the University's learning objectives and to be effective contributors in society. Student Affairs staff are committed to helping students by promoting a sense of personal responsibility and self-reliance in addition to assisting in specific problem-solving activities.

Student Government

Student government at the University of Guelph includes the following organizations:

Central Student Association
 Canadian Federation of Students
 Canadian Federation of Students-Ontario
 Other Student Groups

Central Student Association

The more than 17,000 full-time and part-time undergraduate students at the University of Guelph are represented by the Central Student Association -- the official student association which is elected by all undergraduate students every year. When you pay your student fee (\$14.00 which is collected when you pay your tuition, and which also happens to be the lowest in Canada), you become a voting member of your student association. The C.S.A. receives its direction from a 32-member Board of Directors which is comprised of:

- representatives from each of the 7 colleges (two elected, one appointed);
- 5 executive members elected at large from the student body;
- representatives from various student organizations (Interhall, the Board of Governors, the Guelph Campus Co-op, OPIRG, and the Student Senate Caucus).

The C.S.A. has a three-fold purpose:

Lobbying

The Central Student Association, in conjunction with the Canadian Federation of Students, and the Canadian Federation of Students-Ontario, works to ensure that the rights of students are heard at all levels. Everyone knows that there is strength in numbers. That's why the C.S.A. is the voice for all undergraduate students at the University of Guelph. The C.S.A. works to provide change when the rights of students are being infringed upon.

Representation

The Central Student Association represents all University of Guelph undergraduate students to the provincial and federal governments, the University Administration, the Board of Governors, the Senate, City Council, the Guelph Transit Commission, and various standing committees, task forces, and commissions, as they arise. This is done to ensure that all of the rights of students are maintained in all decision-making bodies.

Services

Entertainment and Activities: movies, speakers, concerts, student academic appeals, orientation, faxing, photocopying, and over 70 clubs to join. The C.S.A. provides opportunities for you to expand beyond the world of formal academics by providing services that make student life at this University less cumbersome and a lot more fun!

The Central Student Association is located on the 2nd floor of the University Centre, Room 274. The phone extension is 56748, the email address is csatalk@uoguelph.ca and the website is located at <<http://www.csa.uoguelph.ca>>. The day-to-day operations of the Central Student Association are coordinated by the 5 executive and 3 staff members. Executive members can be contacted at the following on-campus extensions and email addresses:

Academic Commissioner - csacad@uoguelph.ca - x56742
 External Commissioner - csaext@uoguelph.ca - x58328
 Local Affairs Commissioner - csalocal@uoguelph.ca - x54407
 Finance and Human Resources Commissioner - csaadmin@uoguelph.ca - x54408
 Communications Commissioner - csatalk@uoguelph.ca - x56376

Canadian Federation of Students

The C.F.S. is the national voice of students, representing more than 400,000 students across the country. The C.F.S. lobbies the federal government for changes which are aimed at making post-secondary education more accessible to all students. They provide research documents, campaigns, and services for all members across the country.

Canadian Federation of Students-Ontario

The C.F.S.-O. is the provincial voice of students, representing more than 200,000 students across the province. The C.F.S.-O. lobbies the provincial government for changes which are aimed at making post-secondary education more accessible to all students. They provide research documents, campaigns, and services for all members across the province.

Other Student Groups

Other important groups on campus include College Student Governments, Interhall Council, the Guelph Campus Co-operative, and the Ontario Public Interest Research Group. All of the above organizations combine to make Guelph one of the most active campuses in the country. We hope that you continue in that tradition, and come on up to the C.S.A. office (University Centre 274) or give us a call at extension 56748. Remember that your education does not end when class is over. So make a difference in your university experience by getting involved with your student association.

Student Health Services

Student Health Services, located in the John T. Powell Building, provides comprehensive medical and healthcare services to all students and their immediate families.

Student Health Services provides acute care intervention and continuing care for any health related problems. Health Services has a multi-disciplinary team that includes family physicians, psychiatrist, nurses, dietitians, and health educators. In addition to appointment

clinics, specialty programs include the Wellness Centre, Walk-in Clinic, a dispensary and immunization clinics.

Students are required to bring their OHIP card, other provincial health plan information or UHIP card when attending Health Services for care.

To make an appointment, for general enquiries, hours of operations or for after-hour care information call extension 52131.

Student Housing Services

Living on Campus

Student Housing Services wants you to feel that residence is your home; a place where you can study, develop lasting friendships, become involved in University activities, or just relax. Each building has a professional Residence Manager and a Residence Life Staff comprised of students. They are there to meet you in September, introduce you to others in the building, and act as resource people throughout the year.

Residence living is convenient. A full range of services is provided to residence students. Each room comes completely furnished and includes a telephone and voicemail. The residences are equipped with laundry facilities, study rooms, lounges, and other common spaces. Renowned for its excellence in food service, Guelph provides 14 different on-campus food facilities including dining halls that cater mainly to residence students.

A variety of living accommodations is available: study intensive areas, co-educational and all-female residence halls including traditional residence halls, a building of self contained suites, modern townhouses and two sites for students with families. Buildings range in size from those for 50 people, to a unique residence complex which houses almost 1,800 students in small living units.

The University of Guelph has several unique residence learning communities including La Maison Francaise, Arts House, International House, Eco House and Academic clusters.

Family Housing

Accommodation for students with families is available in apartment and townhouse units located on two sites near the west end of the campus. With close proximity to campus and a strong sense of community, these facilities are in very high demand. If you are considering applying for Family Housing, please contact the Family Housing Office (ext. 52551).

Further Information

For further information on individual residences and application procedures, please refer to the University of Guelph Admissions Handbook or contact Student Housing Services, University of Guelph, Guelph, Ontario, N1G 2W1. Telephone: (519)824-4120, extension 58701. Fax: (519)767-1670. E-mail: resadmit@uoguelph.ca. Web site: <http://www.housing.uoguelph.ca>.

Student Life and Counselling Services

Student Life and Counselling Services fosters academic success, personal development, and spiritual growth by engaging students in the life of the campus and greater community and supporting them through the many transitions they experience during their university career.

Because learning takes place both inside and outside of the classroom, we encourage students to take part in the following programs and services:

Multi Faith Resource Team is a multi-faith service providing pastoral care and worship services. This group of religious persons, representing major world religions, sponsors programs related to agriculture, feminism, justice and spirituality. An interfaith resource centre is open to students

The Centre for Students With Disabilities assists students with disabilities by providing counselling and support, arranging appropriate classroom and exam accommodations and promoting greater awareness and understanding of disability issues in the university community.

The Information Desk, located at the South Entrance to the 1st floor of the University Centre.

Contact Help and Safety Line is an after-hours phone line available to all members of the University community. Trained volunteers offer support and referral services to callers. All calls are confidential and anonymous. The Contact Line is open from 6:00 p.m. to 12:00 midnight every day.

Counselling Services offers professional counselling to help students deal with personal or psychological problems in order to foster personal and academic growth. Both individual and group counselling therapy are provided.

Student Support Network volunteers provide personal support, information, a listening ear and referrals on an informal drop-in basis. Any member of the university community is welcome to use the Drop-In when they wish to talk to someone or wish information. Raithby House Drop-In is staffed by trained student volunteers. The House Drop-In is open Monday to Friday from 4:00 p.m. to 12:00 midnight. You will see The House flag flying when we are open.

Student Life supports the mission and strategic directions of the University of Guelph by offering comprehensive programs and services that help students make successful transitions to, through and from university life and study. Curricular and co-curricular initiatives and advising and support activities serve as vehicles, through which students explore their leadership capacity, make lasting connections, optimize opportunities for

learning through experience, develop civic responsibility, and engage in campus and community life. Student Life includes the Office of Intercultural Affairs, Centre for New Students, Leadership and Community Engagement and Neighbourhood Relations and Off Campus Housing.

Neighbourhood Relations and Off Campus Housing, a functional area within Student Life, maintains listings of various types of accommodation in the Guelph area. The office can help you with where and when to look for housing, can advise or make referrals on landlord/tenant issues, and has information that can make your housing search, and getting settled in, easier. Listings can be viewed at <http://www.housing.uoguelph.ca/ocho>.

Co-operative Education & Career Services

Co-operative Education and Career Services facilitates student learning and career development, helps produce skilled graduates, and meets employer and labour needs. With over 1,600 co-op students, U of G enjoys one of the highest student enrollment in co-operative education among Ontario universities. By working in partnership with industry, co-operative education aims to enable students to "learn by doing", and to allow employers to select and train the workforce of tomorrow. Career Services aims to help students, graduates and alumni succeed in their transition to the world of work or further education. Career Services provides a variety of comprehensive career development and job search planning programs and events to ensure access to a wide variety of employment possibilities and help our clients learn to self manage their careers.

Student Rights and Responsibilities

Student membership at the University of Guelph is associated with fundamental rights and responsibilities intended to maintain the integrity of the University as a community for learning. Staff, faculty and students co-operate to sustain an education environment that promotes individual learning and development.

The University accepts that students are able to make responsible decisions regarding their behaviour. These regulations help to provide for an environment that supports personal and intellectual growth. They are intended to recognize a student's rights and the rights of others, while also identifying certain responsibilities of students that are a part of the exercise of these rights.

For purposes of *Student Rights and Responsibilities*, a student is any person registered in an undergraduate or graduate program at the University of Guelph, or otherwise taking credit or non-credit courses offered by the University or any person who was a student at the time the alleged offence occurred.

Students have the RIGHT to access the Judicial system if a violation of this policy has occurred, whether that violation has occurred on or off campus provided that the violation affects their ability to use and enjoy University facilities.

University Community Principles

The University of Guelph is dedicated to the advancement of learning and the dissemination of knowledge; the intellectual, social, moral and physical development of its members; and the betterment of society (University of Guelph Act, 1964). These overall goals commit us to three central values:

- The development of all members of this university community, which implies and affirms the dignity, worth and autonomy of the individual.
- A focus on learning and knowledge, which upholds the fundamental importance of reasoned debate and inquiry in all of this university's academic and service functions.
- Societal enhancement, which extends the commitment to individual development beyond the walls of the institution to the ideal of service to the broader community.

Academic Responsibilities

You have the RIGHT to engage in free intellectual enquiry and, within the limits of the materials and human resources and approved University protocols, to access the resources necessary to plan and accomplish your educational and career objectives. You have the RESPONSIBILITY to:

- pursue the Learning Objectives* established by the University in the context of your own program and goals;
- adhere to the schedule of dates* and academic and non-academic regulations;
- select courses based on academic program requirements*;
- consult your academic advisor (Program Counsellor, Departmental Advisor, Graduate Coordinator) or the relevant Academic Review Committee if extenuating circumstances affect your academic performance;
- abide by the University's Policy on Academic Misconduct.¹

¹ Refer to the Associate Diploma Calendar; Undergraduate and Graduates calendars, available electronically at http://www.uoguelph.ca/undergrad_calendar/ or <http://www.uoguelph.ca/GraduateStudies/calendar>

Offenses

I. Civil/Criminal Statutes.

You retain your RIGHTS as a citizen when you become a member of the University community. You have the RESPONSIBILITY to abide by Federal, Provincial and Municipal statutes in addition to the University's own regulations, including, but not limited to the Acceptable Use Policy and Guidelines for the University of Guelph

Computing and Networking Facilities² and the In-line Skates, Roller Blades and Skateboards Policy³. The University's interest may cause it to initiate a hearing (refer to Judicial Processes) whether or not criminal or civil action is taken with respect to the same incident(s).

² Refer to the University's Acceptable Use Policy available on line at <http://www.uoguelph.ca/AUPG.html>.

³ Refer to the University's In-Line Skates, Roller Blades and Skateboards Policy available at the Director's Office at each Regional College or electronically on the University's Financial Services website: <http://www.fin.uoguelph.ca/uploadFiles/GE380.pdf>.

II. Offenses against Persons.

1. Bodily Harm

You have the RIGHT to an environment that is safe and free from unwanted attention. You have the RESPONSIBILITY not to engage in activities likely to endanger the health or safety of yourself or another person, or to assault or threaten to assault another person, or to knowingly cause another person to fear bodily harm.

2. Harassment

You have the RIGHT to an environment characterized by mutual respect. You have the RESPONSIBILITY to treat all members of the University community with respect and without harassment. Harassment is defined as any attention or conduct (oral, written, graphic or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive, or intimidating.

III. Offenses involving Property.

1. Facilities, Telecommunications, Library, University Property and Private Property

You have the RIGHT to the use of University facilities. You have the RESPONSIBILITY to:

1. respect posted hours and limits on entry where such conditions exist;
2. confine smoking only to areas designed for that purpose;
3. not destroy, tamper with, deface or vandalize, monopolize, unlawfully access, remove or possess property not your own, including, but not limited to, Library material, computing facilities, telecommunication systems, and emergency telephones;
4. not discharge, tamper with or operate any fire prevention or detection equipment for any purpose other than the control of fire. (For students found guilty of offences under this section, mandatory minimum penalties apply.)

2. Permits and Identification

You have the RIGHT, upon payment of any required fee, to access certain special services as a University community member. You have a RESPONSIBILITY not to acquire or use meal cards, University identification, computer identification, bus passes or parking permits that are stolen, cancelled, lost, false, altered or expired.

3. Grounds

You have the RIGHT to use of the University grounds. You have the RESPONSIBILITY to observe the following specific limitations:

1. **Authorized Entry** - posted hours and limits on entry must be observed and adhered to.
2. **Bicycles** - Bicycles are subject to removal at the owner's expense if they are secured to trees or railings, secured to ramps for the disabled, left in fire routes or stairwells of any University building or otherwise found obstructing by being in any unauthorized area.
3. **Automobiles** - Automobiles are subject to removal at the owner's expense if left in fire routes, area for disabled access, pedestrian walkways, driveways, or otherwise found obstructing by being in an unauthorized area.
4. **Temporary Accommodation** - Sleeping or maintaining residence in vehicles, trailers, tents or University facilities is prohibited, except where specifically authorized.
5. **Pets** - Pets on campus must be under direct control at all times and must not be left unattended. Pets are not allowed in University buildings except as authorized.

IV. Disruption.

You have the RIGHT to an environment that, while safeguarding dissent, is free from interference and disruption. You have the RESPONSIBILITY not to interfere with the normal functioning of the University, nor to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes, or to hinder other members of the University community from being able to carry out their legitimate activities, including their ability to speak or associate with others.

V. Other.

1. **Drugs and Alcohol.** You have the RESPONSIBILITY to abide by the Provincial Liquor Licence Act and Provincial and Federal statutes pertaining to illegal drugs and alcohol. The possession, use or trafficking of illegal drugs is prohibited, and each activity may form the basis of a separate charge. For students found guilty of a drug offence within Student Housing, mandatory minimum penalties will apply. The possession of liquor by those under the age of 19, is prohibited. Consumption or open possession of liquor is prohibited, other than in those residence rooms where it has been specifically permitted or in licensed premises.

- 2. Visitors.** You have the RIGHT, upon compliance with existing sign-in requirements (Student Housing Services and licensed establishments), to have visitors on campus. As their sponsor, you have the personal RESPONSIBILITY to ensure that your guests abide by these regulations.
- 3. Firearms and other Weapons.** Firearms, any other weapons, firecrackers, gunpowder, or any other forms of unauthorized explosive or volatile materials are prohibited on campus.

Judicial Processes

Every student has a RIGHT to a full and fair hearing, by an impartial tribunal, of the merits of any charge brought against him or her under these regulations. Every student who is charged with a non-academic offence has a right to present a full and complete defense, and to be accompanied by an advisor (or legal counsel) at any hearing of the charge against him/her. Students charged are presumed innocent until found guilty on the basis of evidence presented, using the balance of probabilities as the standard of proof. The University has devised a process which provides for appropriate disciplinary penalties to be imposed. These penalties may include fines (up to \$1,000), non-academic probation periods, warnings and, in extreme cases, a recommendation for suspension or expulsion. Every student has a responsibility to comply with a Summons or Decision and Order of the Judicial Committee and/or Hearing Board. Failure to do so may constitute a breach of *Student Rights and Responsibilities*.

The President or designate may implement an interim suspension if, in his/her opinion, a student's conduct raises a reasonable apprehension of harm to the student or to others in the University community, or the normal functioning of the University. A Judicial proceeding will be undertaken as soon as possible to allow for a hearing of the case and, in any event, no longer than fourteen (14) working days from the laying of the charge.

The Judicial Committee at the main campus and each Regional College has the authority to enforce these regulations if a breach of the regulations occurs off campus, which affects the rights of the members of the University community to use and enjoy University facilities.

Each Judicial Committee is an appointed tribunal of students, staff and faculty that hears reported incidents of student behaviour that represent alleged infractions of the student regulations and formal complaints against students under the policy *Human Rights at the University of Guelph*⁴. The Judicial Committee may also act as an appeal body to hear appeals regarding decisions of a non-academic nature imposed by a University of Guelph department or Regional College where there is no other existing appeal process.

Decisions of a Judicial Committee may be appealed to the Hearing Board or in the case of the Regional Colleges, the Appeal Board. The Hearing/Appeal Board is a student/faculty/staff tribunal. The Board hears appeals from decisions of the Judicial Committee when one or more of the grounds for appeal are satisfied.

Further information on the Judicial process may be obtained from the Judicial Officer, Senate Office, 4th floor, University Centre, ext. 53116 (or from the Director's Office at each Regional College). Terms of Reference and Rules of Procedure documents for the Judicial Committee are available on-line at http://www2.uoguelph.ca/studentaffairs/home/documents/judicial_committee_terms_of_ref_approved_june04_000.pdf. Frequently asked questions for charges under Students Rights and Responsibilities (SR&R) are available at http://www2.uoguelph.ca/studentaffairs/home/documents/judicial_committee_student_information_000.pdf.

Further information and copies of the Student Rights and Responsibilities document are available from the Office of Student Affairs, 4th floor, University Centre, at ext. 53868 for from the Director's Office at each Regional College. It can be viewed on-line at http://www2.uoguelph.ca/studentaffairs/home/documents/student_rights_responsibilities.pdf. Comments on the document and specific suggestions for amendments or additions to the student regulations are welcome at any time and should be referred to the Office of Student Affairs.

⁴ Refer to the Human Rights at the University of Guelph document, available on-line at <http://www.uoguelph.ca/hre/>.

Students With Disabilities (CSD)

The University of Guelph is committed to creating a barrier-free environment. We feel that providing services for students with disabilities is a shared responsibility among students, faculty and administration. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open, supportive learning environment.

The CSD is staffed with special needs advisors, strategists and specialists and administrative support. Our services are complemented by Peer Helpers and volunteers who provide one-to-one assistance. When necessary, referrals are made to other services such as personal counselling, career counselling and Student Health Services.

The CSD provides support by implementing appropriate exam and classroom accommodations, advising students on academic, personal, disability issues and educating students in the development of learning strategies.

Admission Procedures

The University of Guelph is committed to ensuring equal access for students with disabilities. The University encourages applications from students with disabilities and

will provide admission information to applicants in alternate formats (Braille, audio tape) upon request.

If you need assistance with the admission process or your marks do not reflect your ability, contact the Centre for Students with Disabilities or Admission Services (extension 58721) for further information.

All information that you provide is held in confidence and the disclosure of a disability will in no way jeopardize your chance of admission.

Upon admission, students requiring services and accommodations related to their disability must forward supportive documentation of their disability to the Centre for Students with Disabilities. In the case of students with learning disabilities, documentation should include a recent and valid psycho-educational assessment.

Services

The Centre for Students with Disabilities (CSD) works with students who have hearing, visual, learning, medical, physical or psychological disabilities. The Centre has a variety of resources providing support and resources that will facilitate success in the academic process. Resources such as taped texts, writing tutors, computer assisted technology, photocopy services, notetakers, interpreters and library assistance are available. Counselling is provided in the academic, financial, residential and personal areas. Advisors will also liaise with faculty to ensure that the proper classroom and exam accommodations are available to the student. A learning disabilities strategist is available to provide students with learning disabilities learning strategy instruction and counselling related to their disability. The CSD is located on the 3rd Floor, University Centre, extension 56208.

University Bookstore

The University Bookstore Located in the MacNaughton Building, the Bookstore carries every text book required for all of your courses. Students can find everything they need for school right on campus! This is your "one-stop shop" for text books, additional reading material and school supplies. The University Bookstore also carries an impressive selection of University clothing and giftware. For additional information, please visit the University Bookstore website at: <http://bookstore.uoguelph.ca/home.htm>

Pages Coffeehouse Pages, featuring a full service Tim Hortons, is located on the second floor of the University Bookstore. Students can relax and enjoy the comfortable surroundings and full line of Tim Hortons products including hot and cold beverages, baked goods, sandwiches, soups and chili. Pages is open Monday through Friday.

University Centre

The University Centre exists both as a service and community centre. The University Centre is governed by a Board composed of representatives from the University Centre user groups, including undergraduate and graduate students, faculty, administration, staff and alumni. This group of people, appointed on a two-year basis, is charged with the responsibility of ensuring the University Centre's goals are met through policy and planning. Within the Centre, numerous administrative departments, commercial services, student organizations and programming facilities exist for the convenience and enjoyment of all members of the University Community. A wide variety of shops and services are located on the first floor of the University Centre surrounding an open courtyard.

Centre Six Food Court opens early and closes late, offering a wide array of specialty shops including Nature's Best Vegetarian, Exhibition Cooking and the Wokathon. Enhancing the variety are several popular brands such as Subway, Tim Hortons, Williams Coffee Pub, Taco Bell, KFC and the Pita Pit.

The University Centre Variety and Gift Shop, located on the main floor, carries a wide selection of greeting cards, magazines, gift items and provides a full service Post Office.

The Daily Grind is a casual coffeehouse serving Starbucks and fairly traded coffees, Booster Juice, toasted sandwiches, gourmet pizza, and delicious baked goods plus an extensive selection of grab'n go sandwiches and salads. This is a great place to meet with friends, study, read or watch your favourite TV shows.

The Brass Taps (level 2), with its relaxed atmosphere and excellent weekly entertainment line-up (never a cover!), is a favourite campus meeting spot. The Taps kitchen offers a wide range of daily specials and a menu geared to the many diverse appetites found on campus. Meal Plans accepted.

The Programming Department offers a wide selection of entertainment and cultural events to the University Community. As well, this department offers students, staff and faculty assistance in setting up their own entertainment programs on campus. The **Performance Season** features concerts and plays held both on and off campus at such locations as the River Run Centre, War Memorial Hall and Peter Clark Hall.

The **Programming Office** presents a number of weekend fairs of interest to students, faculty and staff. The most successful and popular of these has proven to be Fair November, our annual fall Craft Show.

On Level 0 the facilities include the Music Practice Room, the Off Campus Student Lounge, Mail Services, and Loading Dock with courier pick up and delivery service. Peter Clark Hall is located in this level as well.

Level 1 houses many businesses including a travel agency, a dentist, a chiropractor/massage therapist, a CD shop, a hair salon, a sign making shop, a photographer and bank machines. Also located on Level 1 is the Women's Resource Centre, an information desk, the 103 meeting room and the various courtyard activities and sales.

On Level 2 of the University Centre, office space and operational facilities are provided for the University Centre Building Administration and the Central Student Association. Space and operational facilities are also provided for the various clubs and organizations of the Central Student Association, the *Ontarion* (a weekly campus tabloid newspaper) and CFRU-FM or Radio Gryphon. The CUPE 3913 office is also located on this level.

Levels 3 holds many meeting rooms which can be booked through the University Centre Administration office. The CUPE 1334 office is also located on this level. Administrative offices are located on this level and include the Office of Registrarial Services, Co-operative Education & Career Services, Student Life and Counselling Services, Undergraduate Academic Information Centre, and The Centre for Student's with Disabilities.

Level 4 North houses meeting rooms and the Steelworkers Union Office and Catering and Conference Services for the University.

Level 4 South houses the University's Administrative Offices.

Level 5 North houses the University Club (formerly the Faculty Club), the Graduate Students' Association and the Older-Than-Average Students Lounges. Other facilities include the Graduate Students' Association Administrative Office, the Chapel and the Professional Staff Association.

Level 5 South houses the University's Financial Services, Purchasing and Human Resources Departments.

The University Centre is a meeting place for people engaged in a wide spectrum of activities. It is the focal point or "living room" for the University Community and was built for the benefit of its many user groups.

The University Club (formerly the Faculty Club), the Graduate Students' Association and the Older-Than-Average Students have lounges on Level 5 of the University Centre. Other facilities include the Music Practice Room. Administrative offices are located on Levels 3, 4 and 5 of the University Centre including the Office of Registrarial Services, Office of Student Affairs, Cooperative Education & Career Services, Student Life and Counselling Services and Financial Services. The University Centre is a meeting place for people engaged in a wide spectrum of activities. It is the focal point or "living room" for the University Community and was built for the benefit of its many user groups.

University I.D. Cards

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

1. The University of Guelph Card must have: the University of Guelph logo; the cardholder's surname, initials and identification number; a colour photograph of the cardholder; the cardholder's signature; a bar code for Library check-out privileges; a magnetically encoded stripe on the back of the card; and a brief summary of the rules and regulations for use of the card.
2. The Card is the property of the University of Guelph 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 Undergraduate Program Services, Office of 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 Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre for assistance.
7. Loss or finding of the University Card should be reported to Undergraduate Program Services, Office of Registrarial Services, Level 3, University Centre, during regular University office hours. At other times, a preliminary notification may be made during Library hours at the Circulation Information Desk on the main floor of the Library.
8. Replacement charge is \$20.00.