

Course Selection Package For Undergraduate Exchange Students



- Fall 2023 -

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Course Registration

The Centre for International Programs will be registering you for ALL your courses.

Note: you will not be able to register for your courses by yourself on WebAdvisor like our full-degree students do. If the exact course schedule is available on WebAdvisor, please also complete the **Course Selection Timetable** (pg. 12) to ensure that there are no time clashes with your selections.

How can I find courses?

The Fall course schedule is usually posted by mid-June, and Winter by mid-October.

- 1) Visit [WebAdvisor](#)
- 2) Select the 'Students' tab at the right side of the screen
- 3) Select 'Search the Course Catalogue'
- 4) Select 'Advanced Search' along the top and specify the following items:
 - i. **Term:** select the term that you will be studying in Guelph
 - ii. **Subject Area:** Choose one or more subject area(s) that interest you
 - iii. **Location:** select Guelph
 - iv. **Academic Level:** Most choose either the undergraduate or graduate level programs. Speak with CIP if you are interested in other courses.
 - v. Leave everything else blank
- 5) Click the 'SEARCH' button

WebAdvisor vs. Academic Calendar

If the exact course schedule is not yet available on WebAdvisor, our Academic Calendar lists all courses that are offered, their short descriptions, and the semester when they are usually offered.

[WebAdvisor](#)

[Academic Calendar](#)

Course Code and Description

Here is an example of a course description from our Academic Calendar:

BIOM*4070 Biomedical Histology Fall Only (LEC: 2, LAB: 3) [0.50]

This histology course is designed for students interested in biomedical sciences. Basic tissue types and major organ systems of mammals will be examined using virtual microscopy. Lectures and discussions will focus on the relationship of tissue structure to cell and organ functions and the effects of injury or disease on microscopic structure.

Prerequisite(s): ([MCB*2050](#) or MCB*2210), (1 of [ANSC*3080](#), [BIOM*3200](#), [HK*3810](#), HK*3940)

Restriction(s): [ZOO*3000](#). This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations. See department for more information.

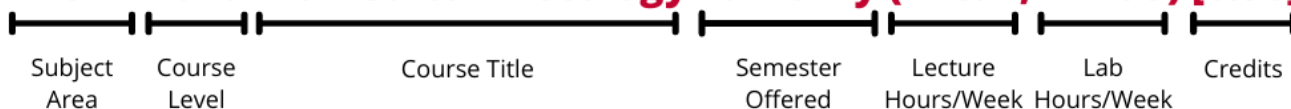
Department(s): Department of Biomedical Sciences

Location(s): Guelph

Course Labelling, Levels & Credits

Here is an example of what a course code may look like and what it means:

BIOM*4070 Biomedical Histology Fall Only (LEC: 2, LAB: 3) [0.50]



Course Code Component	Example	Description
Subject Area	BIOM	Outlines which faculty this course falls under
Course Level	4070	Course Level break down: <ul style="list-style-type: none"> - 1000's = first year - 2000's = second year - 3000's = third year - 4000's = fourth year - 6000 & 7000 = graduate level (Master & PhD)
Course Title	Biomedical Histology	
Semester Offered	Fall Only	This component may say: <ul style="list-style-type: none"> - Fall Only - Winter Only - Fall & Winter - Unspecified (sometimes it's offered sometimes in fall, sometimes winter, and sometimes not at all)
Lecture Hours/Week	LEC: 2	Outlines the number of lecture hours per week. Most lectures are held for a total of three hours a week <ul style="list-style-type: none"> - LEC Tues, Thur / 10:00am-11:20am: has 2 lectures a week, on Tues. & Thur. - LEC Mon, Wed, Fri / 12:30pm-1:20pm: has 3 lectures a week, on Mon, Wed, & Fri.
Lab Hours/Week	LAB: 3	Outlines the number of lab hours per week. Note: not all courses have lab hours, in which case it will say LAB: 0 Labs are time for practicing what you learned during lectures. Seminars are small group lessons/discussions that are often led by student Teaching Assistants
Credits	[0.5]	Most courses are worth 0.5 credits, but some are 0.75, 1.0, or 1.25 credits. The max. credits students can take is 2.75. You must obtain signed permission from a U of G Program Counsellor to take more than 2.75 credits (note: taking more than 2.5 credits is not recommended)

***Note:** in Canada it is important for students to attend all or most of the lectures, laboratories, and seminar times to succeed in the course.

Other Course Information

- **Prerequisites:** are courses that must be completed before registering for this course to ensure students have the required background knowledge needed to understand the material and do well in the course. Prerequisites are listed in the Academic Calendar, and you can click on the courses to see a short description of topics that were covered

- You are NOT required to prove that you meet each prerequisite (with some exceptions)
- You are required to make sure you have completed similar prerequisite courses from your home institution or have equivalent background knowledge
- CIP and U of G are not responsible for academic problems that exchanges may encounter because they do not have appropriate prerequisites for a course

- **Courses Requiring Approval:** Some courses require a U of G Program Counsellor and/or the course instructor approval before CIP can register exchange students for the courses. CIP will contact the Program Counsellor and/or instructor to provide a copy of your academic transcript so that they can assess if you have completed the prerequisites. Exchange students will require the Program Counsellor and/or course instructor's approval for registration in most of courses in the following faculties:

- o CIS (Computer & Info. Science)
- o ECON (Economics)
- o ENGG (Engineering)
- o ENGL (English)
- o FRAN (Family Relations and Applied Nutrition)
- o HROB (Human Resources and Organizational Behaviour)
- o HTM (Hotel & Tourism Mgmt)
- o IDEV (International Development)
- o MCS (Marketing and Consumer Studies)
- o MGMT (Management)
- o MUS (Music)
- o PSYC (Psychology)
- o REAL (Real Estate)
- o SART (Studio Art)
- o BIOL (some courses in [Biological Science](#) have restrictions)

The following ENGL courses are restricted to student with:

- an English major, minor, area of concentration, or minor in Creative Writing (exchange students interested in these courses must provide a writing sample):
 - o ENGL*2120 Seminar: Critical Practives [F, W]
 - o ENGL*2130 Seminar: Literature and Social Change [F,W]
 - o ENGL*3940 Seminar: Form Genre, and Literature Value [F, W]
 - o ENGL*3960: Literature in History [F, W]
 - o All 4000-level ENGL courses
- a Creative Writing major/minor. Enrollment subject to academic history and course availability:
 - o ENGL*3050: Intermediate Fiction Writing Workshop [F, W]
 - o ENGL*3060: Intermediate Poetry Writing Workshop [F]
 - o ENGL*3070: Intermediate Screenwriting Workshop [W]
 - o ENGL*3090: Special Topics in Creative Writing Workshop [F, W]
- ENGL courses not listed above, registration will depend on the course availability

Some courses in other faculties may also have restrictions which require the approval of the Program Counsellor and/or course instructor. This is usually the case if, next to 'Restrictions' in the course description, it says 'Instructor consent required', 'This is a Priority Access Course', or 'Restricted to students registered in the ---- major'.

Students who wish to take courses requiring approval should also list non-restricted course alternatives in case you are not admitted into some of the courses. Course restrictions are listed under the course description in [Undergrad Calendar](#).

- **Restrictions:** may include a list of courses that are very similar and therefore, students cannot take both. Restrictions may also list a course as a 'Priority Access Course' which means U of G full degree students will be given priority to register. Therefore, your registration depends on availability after the full degree students have registered.
- **Other Course Restrictions for Exchange Students:** exchange students CANNOT register for courses in the following faculties/campuses:
 - o VETM – Veterinary Medicine
 - o Master of Business Administration
 - o Master of Hospitality and Tourism
 - o Master of Leadership
 - o COOP – Co-op Education (internships that are part of U of G degree programs)
 - o DTM – Turf management Diploma
 - o Diploma courses at the Ridgetown campus: DAFL, DAGR, DENM, DEQN, DFN, DHTM, DTM, DVT
 - o University of Guelph – Humber College courses: AHSS, BADM, ECS, FCSS, JUST, KIN, MDST, SCMA
 - o U of G Human Anatomy courses: HK*3401 Human Anatomy: Dissection, HK: 3402: Human Anatomy: Dissection, HK*3501 Human Anatomy: Prosection, HK*3502 Human Anatomy, HK*4441 Advanced Study in Human Anatomy, HK*4442 Advanced Study in Human Anatomy
 - o Usually, exchange students cannot take (LARC) Landscape Architecture and (SART) Studio Art courses unless it's related to their main area of study, due to limited studio space. Note: SART courses usually have a studio fee that will be charged to the student's account and must be paid by the deadline for all student fees.
- **Distance Education (DE) Courses:** are not taught in a classroom, but instead involve independent study. You must do all the reading and work on your own and correspond with the professor by email, these courses are completed online. The course instructor will post all the information, assignments, discussions and sometimes even tests on CourseLink (U of G's online learning platform).

Since you are coming to Canada to experience Canadian classes and interact with other students, we don't recommend that exchange students take more than one DE course. Please note that there is an \$80 administrative fee for each DE course which exchange students must also pay

- **Closed Courses:** this means that a course is full. You can still request closed courses on the course selection survey as sometimes CIP is able to get permission from the academic departments to register students even if the class is full. If CIP can't register you in the course, there are some other options available:
 - o Many students change the courses they are registered for during the first week of classes and spaces often become available
 - o Once you arrive, you can ask the professor for special permission to be added to the class – the professor will have to sign a waiver form if they agree
- **Course Sections:** some courses offer different 'sections' listed on WebAdvisor. The section number is listed after the course code, for example BIOM*4070*0102, and *0102 is the section number. A course may have different sections if:
 - o There are different times when the course is offered,
 - o The course time stays the same, but the laboratory/seminar time changes,
 - o Some very large classes there is no time difference between sections, therefore it doesn't matter which section you register for (as long as the section isn't closed)

You must choose the section of the class that fits your schedule best.
 If the course schedule is available on WebAdvisor when you complete your course selection forms, please make sure to include the course section for all courses that you list

- **Course Outlines/Syllabi:** If you need more detailed course outlines (syllabi) for specific courses, see the list of departmental course outline websites on pgs. 10-12 of this guide. If you can't find the course outline you are looking for there, try typing the course code in the search box at the top right hand corner of the [U of G homepage](#) and a link to the course outline may come up in the search results.
- **Field Trip Courses:** some courses involve a field trip during the month of August before the beginning of the regular fall semester at U of G. If you want to try to register for one of these pre-semester courses, please email CIP, cip@uoguelph.ca, to inform us as early as possible, as spaces in these courses fill up quickly. If you are able to register, we will put you in contact with the professor for information about the travel plans and additional costs of the program (for travel to the field location, accommodations, food, etc.). Some courses include **ZOO*4300 Marine Biology & Oceanography**, **BIOL*4410 Field Ecology**, **CROP*4260 Crop Science Field Trip**, and **GEOG*4690 Geography Field Research**.

Course Selection

How Many Courses Should I Take?

A full-time course load for undergraduate (Bachelor's) students at U of G is 2.0 to 2.5 credits. Most U of G courses are 0.5 credits; therefore, our students usually take 4-5 courses per semester.

Note: It is ultimately up to your home university to decide the credit equivalency for the courses you will be taking while on exchange.

How Many Courses Should I List?

Although a full undergraduate course load at the University of Guelph is 4 or 5 courses per semester (2.0 - 2.5 credits), **it is advisable to list 8 or 9 courses on the course selection survey** (and have all of them approved by your university, if required). When it is time for us to register you for your courses, this should ensure that at least some of the courses you have requested will be possible.

Academic Integrity

Academic misconduct can come in many different forms. Issues of plagiarism, cheating on exams, copying another student's work, or falsifying documents for example will not be tolerated. Understanding academic integrity and the academic code of ethics within the Canadian context will be key to your success at the University of Guelph. For more information regarding the academic code of ethics, please visit the [Academic Integrity](#) website. Such issues are taken seriously within higher education. Hence, you are encouraged to review the guidelines and understand the potential consequences that students may face if academic integrity is breached.

Course Outline Websites

Department	Course Outline Link	Program Code
College of Arts		
History	https://www.uoguelph.ca/arts/history/course-outlines	HIST
Philosophy	https://www.uoguelph.ca/arts/philosophy/course-outlines	PHIL
English & Theatre Studies	https://www.uoguelph.ca/sets/syllabi	ENGL THST
Fine Arts and Music	https://www.uoguelph.ca/sofam/syllabi	ARTH MUSC SART
Languages and Literatures	https://www.uoguelph.ca/arts/solal/course-outlines	CHIN CLAS LAT FREN EURO ITAL HISP GREK PORT LACS GERM HUMN ARTH
College of Biological Science		
Integrative Biology	https://www.uoguelph.ca/ib/course-outlines * Note: Select the semester (term) from the right hand column to see current outlines	BIOL BOT IBIO ZOO
Molecular and Cellular Biology	http://www.uoguelph.ca/mcb/courses/undergrad-courses.shtml * Note: Select the semester from the right hand column to see current outlines	BIOC BIOL BOT MBG MCB MICR
Human Health and Nutritional Sciences	http://www.uoguelph.ca/hhns/Undergraduate/Courses.html	NUTR HK
College of Business & Economics		
Management	https://www.uoguelph.ca/management/current-students/course-outlines	ACCT BUS MGMT HROB
Economics & Finance	https://www.uoguelph.ca/economics/current-students/course-offerings	ECON
Marketing & Consumer Studies	https://www.uoguelph.ca/mcs/course-outlines	MCS REAL
Hospitality & Tourism Management	https://www.uoguelph.ca/hftm/course-outlines-0	HTM BUS MGMT UNIV

College of Physical & Engineering Science		
Chemistry	http://www.chemistry.uoguelph.ca/cgi-bin/uchem.exe?ac=v_page&pa=RWA7VK	CHEM NANO TOX
Computer Science		CIS
Mathematics & Statistics	https://mathstat.uoguelph.ca/course-outlines	MATH STAT
Physics	https://www.physics.uoguelph.ca/undergraduate-studies/courses	IPS NANO PHYS
Engineering	https://www.uoguelph.ca/engineering/course-outlines *Note: Select the semester at the top	ENGG
College of Social & Applied Human Sciences		
Family Relations & Applied Nutrition	https://family.uoguelph.ca/course-outline	FRHD NUTR
Geography	http://www.uoguelph.ca/geography/undergraduate-courses	GEOG
Psychology	https://www.uoguelph.ca/psychology/undergraduate/course-outlines *Note: Select the semester at the top	PSYC
Political Science	https://polisci.uoguelph.ca/course-outlines	POLS
Sociology & Anthropology	https://socioanthro.uoguelph.ca/course-outlines *Note: choose the semester at the bottom of the page	SOC ANTH SOAN
International Development Studies	https://gids.uoguelph.ca/	IDEV
Ontario Agricultural College		
Food, Agricultural & Resource Economics	http://www.uoguelph.ca/fare/students/undergrads/courses *Note: Click on the full course outlines on the far right-hand column	FARE
Animal Biosciences	http://www.aps.uoguelph.ca/courses	AGR ANSC EQN MBG POPM
Environmental Sciences	http://www.uoguelph.ca/ses/programs/undergraduate-courses/undergraduate-graduate-courses *Note: Not all courses have outlines listed	ENVS
Plant Agriculture	https://www.plant.uoguelph.ca/students/our-courses *Note: select semester	AGR BIO CROP HORT MBG OAGR PBIO

Ontario Veterinary College		
Biomedical Sciences	https://ovc.uoguelph.ca/biomedical-sciences/courses-undergraduate-dvm *Note: Exchange students cannot take courses from the VETM program	BIOM TOX NEUR
Pathobiology	https://ovc.uoguelph.ca/pathobiology/undergraduate-studies	PATH MICR TOX
Population Medicine	https://ovc.uoguelph.ca/population-medicine/courses/undergraduate	POPM

Again, it is a good idea to list 8 or 9 courses in your order of preference (even though you will only be taking 4 or 5 of these courses). The extra courses will serve as back-up choices in case we are not able to register you in any of your top choices. If the course schedule is available on WebAdvisor before you need to submit your exchange application to your home university, please also complete the Course Selection Timetable on page 12 to make sure none of your course times clash.

Course Selection Timetable

Use this grid to create a schedule for the 4 or 5 courses that you most prefer, in order to make sure that the class, laboratory and/or seminar times do not conflict. Please indicate the course codes in the grid.

Class Schedule Worksheet Grid

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:30					
09:30					
10:30					
11:30					
12:30					
13:30					
14:30					
15:30					
16:30					
17:30					
19:00					
21:00					
22:00					

Signature _____ Date _____