REGISTRATION GUIDE FOR NEW STUDENTS
A STEP-BY-STEP GUIDE FOR GETTING STARTED AT RIDGETOWN CAMPUS

COURSE REGISTRATION NOW OPEN
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Important Information!

Privacy Policy
The University of Guelph endeavours to maintain the privacy of students’ information. All students should be aware that staff and faculty will share information regarding a student in order to meet the University’s administrative and academic needs from time to time. Students who have not yet reached the age of majority are subject to the same policies, procedures and regulations.

A Message for Parents and Guardians
Staff and faculty of the University of Guelph are bound by Provincial legislation that prevents them from discussing a student’s confidential information (including, but not limited to, information pertaining to scheduling, finances, attendance and academic achievement) with anyone other than the student. We understand the difficulties this may result in but ask that parents keep these restrictions in mind when assisting their children with navigation through various administrative processes. For the University of Guelph’s official statement with regard to student confidentiality please visit the “Student Confidentiality and Release of Student Information” link at the bottom of the following webpage: uoguelph.ca/registrar/undergraduate/registrationhandbook/message_for_parents
Your Personal Getting Started Checklist for Fall 2019
How are you progressing on your checklist?

<table>
<thead>
<tr>
<th>Academic Program Offer of Admission</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you <em>Accepted Your Offer of Admission</em>?</td>
<td>Deadline: <em>May 1, 2019 or later</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester Course Registration</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you successfully <em>registered into your first semester courses</em>?</td>
<td>Registration Opens: <em>Now Open</em></td>
</tr>
<tr>
<td></td>
<td>Registration Closes: <em>September 13, 2019</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Accessibility Services</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>If needed, have you signed-up with <em>Student Accessibility Services</em>?</td>
<td>Sign-up Opens: <em>Now Open</em></td>
</tr>
<tr>
<td></td>
<td>Registration Closes: <em>July 31, 2019</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Financial Aid</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>If interested, have you applied to the <em>Ontario Student Assistance Program (OSAP)</em> for the 2019/2020 academic year?</td>
<td>Open: <em>Mid-April 2019</em></td>
</tr>
<tr>
<td></td>
<td>Application Closes: <em>Approx. Mid-February 2020</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proof of Enrollment</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>If needed, have you contacted the <em>Campus Registrar</em> to supply a Proof of Enrollment Letter? (See page 14)</td>
<td>Deadline: <em>Can be requested once you have completed your course registration</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On Campus Housing – Steckley Hall Residence</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>If interested, have you completed your Steckley Hall Residence application and paid your <em>$500 Residence Deposit</em>?</td>
<td>Deadline: <em>Still Open</em></td>
</tr>
<tr>
<td></td>
<td>Amount Due: <em>$500.00</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$200 Tuition Deposit</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have your paid your $200 tuition deposit? This must be paid in advance of your OSAP funding.</td>
<td>Deadline: <em>August 9, 2019</em></td>
</tr>
<tr>
<td></td>
<td>Amount Due: <em>$200.00</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Card Photo</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you uploaded your photo for your <em>Student Card</em>?</td>
<td>Anytime from home or at September registration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Login and Password Information</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you put your <em>central login and password</em> in a safe and secure place where you can access it anytime?</td>
<td>Do it today!</td>
</tr>
</tbody>
</table>
Electronic Communication Resources

Central Login Account Support
uoguelph.ca/ccs

Your University of Guelph Central Login Password provides access to WebAdvisor, GryphMail, and CourseLink. If you have misplaced or forgotten your password, please contact Computer and Communications Services (CCS):

58888help@uoguelph.ca 519-824-4120 ext. 58888.

Be sure to provide your Guelph Student ID in all correspondence.

University of Guelph, Ridgetown Campus Email Account – GryphMail

Your University of Guelph issued email address, which was recorded on the document entitled “DO NOT LOSE THIS!” enclosed with this booklet, is considered an official address and will be the only email address used for correspondence from the University/Ridgetown Campus. Students are responsible for monitoring their University issued email account regularly. See the Diploma Program Calendar, Section I Statement of Student’s Academic Responsibilities for more information.

If you have misplaced your Central Login, Password, or Guelph email address or have trouble logging in, please visit: uoguelph.ca/ccs or email 58888help@uoguelph.ca

Program Counsellor

The Academic Program Counsellor is available to assist you in several academic areas. Here is a list of some of their roles:

• Assist students concerning course selection/registration for upcoming semester; including supplying program-specific documents
• Notify students of upcoming course ADD & DROP deadlines
• Meet with students concerning scheduling issues
• Approve and record course overloads
• Advise on LATE COURSE ADD – if the add period has ended and a student wishes to change a course
• Approve LATE COURSE DROP requests if close to drop-date deadline
• Advise students on the process for submitting Academic Consideration letters
• Advise on academic requirements for graduation qualification
• Assistance for creation of Letters of Permission (for external courses)
• Discussion regarding Academic Standing – eligibility to continue, on probation, or required to withdraw
• Refer to other services as necessary
• Communicate information about the program to academic leaders such as program co-ordinators, faculty advisors, curriculum committees, program committees, and to bring forward any concerns or issues as students’ progress through the Schedule of Studies for the diploma or certificate program

• Work cooperatively with Student Accessibility Services (SAS), scheduling supplemental/deferred exams

Academic Skills Consultant

The Academic Skills Consultant is dedicated to instructing, supporting and empowering students in the skills necessary for academic success at University of Guelph, Ridgetown Campus. The Academic Skills Consultant provides assistance in the following areas:

• Writing
• Math
• Assistive Technologies
• Time Management Skills
• Study Skills
• Note Taking Skills
• Organization Skills
• And more!

Student Accessibility Services (SAS)

Student Accessibility Services (SAS) is available to students registered at the University of Guelph, Ridgetown Campus who have either a permanent or temporary disability. Students will be asked to provide appropriate documentation from a medical or mental health professional to verify their needs. If you are a new student requiring accessibility services, please register by July 31st in order to ensure any accommodations you require are in place for September. There are a number of important items that require your attention prior to coming to campus.

More details can be found at: https://www.ridgetownc.com/services/accessibilityservices.cfm or by contacting Amy Wszol (See page 15)
Getting Ready for Online Course Registration

This is important information to read very carefully before you begin the course registration process.

Associate Diploma Program Information

Associate Diploma in Agriculture
ridgetownc.uoguelph.ca/agr

Welcome to the Associate Diploma in Agriculture!

Picking your courses for Semester 1 (Fall 2019):

As an Associate Diploma in Agriculture student, you will normally select six courses (or 3.0 credits) each semester. Your required courses for Semester 1 are listed below:

- DAGR*1000 Livestock Systems
- DAGR*1070 Introduction to Business Management
- DAGR*1090 Communications and Software I
- DAGR*1200 Applied Plant Science
- DAGR*1300 Soil Principles
- DAGR*1600 Applied Mathematics

Advising Notes and Course Selection Tips:

- You will use WebAdvisor to pick your courses. Detailed instructions are available on page 9.
- You will notice that there are several ‘SECTIONS’ created for each course: R101, R102, R103, R104, R105 and R106. In order to avoid conflicts, please select the same ‘SECTIONS’ for all of your courses. For example, if you select SECTION R101 for one course, select SECTION R101 for all six courses. This guarantees that you will not have any course conflicts.
- Students registering into these diploma courses will be creating a timetable.

For additional information please contact:
Kim Sonneveld, Program Counsellor
W.R. Reek Building, Room H104B
519.674.1500 ext. 63534
To book an appointment, email rcpc@uoguelph.ca
Associate Diploma in Environmental Management

Welcome to the Associate Diploma in Environmental Management!

Picking your courses for Semester 1 (Fall 2019):

As an Associate Diploma in Environmental Management student, you will normally select six courses (3.0 credits) each semester. Your required courses for Semester 1 are listed below. Please register into the listed section:

- DAGR*1090 Communications and Software I
  SECTION R107
- DENM*1000 Environmental Science & Issues
  SECTION R101
- DENM*1120 Mathematics for Environmental Operators
  SECTION R101
- DENM*1150 Environmental Law & Governance
  SECTION R101
- DENM*1200 Spills and Contaminated Site Remediation
  SECTION R101
- DENM*2200 Environmental Monitoring
  SECTION R101

Advising Notes and Course Selection Tips:

- You will use WebAdvisor to pick your courses. Detailed instructions are available on page 9.
- For DAGR*1090 Communications and Software I, please select section R107. This will guarantee that you will not have any course conflicts.
- Students registering into these diploma courses will be creating a timetable.
- NOTE: It is also recommended that students entering the Environmental Management Diploma have a current Tetanus/Diphtheria vaccine.

For additional information please contact:

Kim Sonneveld, Program Counsellor
W.R. Reek Building, Room H104B
519.674.1500 ext. 63534
To book an appointment, email rcpc@uoguelph.ca

Associate Diploma in Equine Care and Management

Welcome to the Associate Diploma in Equine Care and Management!

Picking your courses for Semester 1 (Fall 2019):

As an Associate Diploma in Equine Care and Management student, you will normally select six courses (3.0 credits) each semester. Your required courses for Semester 1 are listed below. Please register into the listed section:

- DAGR*1090 Communications and Software I
  SECTION R108
- DEQN*1010 Introduction to the horse industry
  SECTION R101
- DEQN*1120 Horse Structure and Function
  SECTION R101
- DEQN*1150 Horse Health
  SECTION R101
- DEQN*1200 Horse Facility Management and Design
  SECTION R101

Advising Notes and Course Selection Tips:

- You will use WebAdvisor to pick your courses. Detailed instructions are available on page 4.
- For DAGR*1090 Communications and Software I, please select section R108. This will guarantee that you will not have any course conflicts.
- NOTE: A Class Schedule will not be produced when you have registered into your F19 courses. Fall 2019 timetables will be distributed at Registration in September.
- REMINDER: Year 1 of your program is at REACH Huron.

For additional information please contact:

Kim Sonneveld, Program Counsellor
W.R. Reek Building, Room H104B
519.674.1500 ext. 63534
To book an appointment, email rcpc@uoguelph.ca
Associate Diploma in Horticulture
ridgetownc.uoguelph.ca/hort
Welcome to the Associate Diploma in Horticulture!

Picking your courses for Semester 1 (Fall 2019):
As an Associate Diploma in Horticulture student, you will normally select six courses (3.0 credits) each semester. Your required courses for Semester 1 are listed below:

- DAGR*1090 Communications and Software Applications I SECTION R107
- DAGR*1200 Applied Plant Science
- DAGR*1600 Applied Mathematics
- DHRT*1000 Landscape Management
- DHRT*1050 Plant Identification I
- DHRT*2000 Greenhouse Management

Advising Notes and Course Selection Tips:
- You will use WebAdvisor to pick your courses. Detailed instructions are available on page 9.
- Be sure to select sections that will not conflict with other courses. You can check course conflicts via WebAdvisor.
- **NOTE:** CSA approved safety boots are required to be worn to all labs of DHRT*1000 Landscape Management

For additional information please contact:
Kim Sonneveld, Program Counsellor
W.R. Reek Building, Room H104B
519.674.1500 ext. 63534
To book an appointment, email rcpc@uoguelph.ca

Associate Diploma in Veterinary Technology (Conventional Delivery)
ridgetownc.uoguelph.ca/ vc
Welcome to the Associate Diploma in Veterinary Technology!

Picking your courses for Semester 1 (Fall 2019):
As an Associate Diploma in Veterinary Technology student, you will normally select six courses (3.0 credits) each semester. Your required courses for Semester 1 are listed below:

- DVT*1010 Anatomy & Physiology
- DVT*1040 Medical Exercises
- DVT*1150 Microbiology, Cytology and Hematology
- DVT*1160 Foundations of Veterinary Technology
- DVT*2000 Companion Animal Management
- DVT*2060 Communications and Veterinary Software

Advising Notes and Course Selection Tips:
- An email will be sent to your GryphMail at a later date concerning clothing and additional program requirements.
- **NOTE:** Students in the Veterinary Technology Program (Conventional Delivery) will NOT have a schedule created via WebAdvisor but will still need to register via WebAdvisor. Students will receive a Fall 2019 timetable at Registration in September.

For additional information please contact:
Kim Sonneveld, Program Counsellor
W.R. Reek Building, Room H104B
519.674.1500 ext. 63534
To book an appointment, email rcpc@uoguelph.ca
Getting Started in Semester 1 (Fall 2019):

Your required courses for Semester 1 are listed below.

- DVT*1100 Large Animal Production and Management
- DVT*1110 Introduction to Veterinary Technology

Advising Notes and Course Selection Tips:

- NOTE: Students in the Veterinary Technology Program (Alternative Delivery) will NOT have a schedule created via WebAdvisor but will still need to register via WebAdvisor.

For additional information please contact:

Kim Sonneveld, Program Counsellor
W.R. Reek Building, Room H104B
519.674.1500 ext. 63534
To book an appointment, email rcpc@uoguelph.ca

Course Registration

Error Notes

1. If you receive a message that says "XXXX*1234*R1 – Registration in XXXX*1234*R1 puts student in overload. Program Counselor approval is required.", you have attempted to register into more than your 3.0 allowed credit limit. In order to register for more than six courses (3.0) credits, you will require the consent of the Program Counsellor. The approval is NOT automatic.

2. If you receive a message that says "XXXX*1234*R10X – Course XXXX*1234 prerequisites have not been started.", you have attempted to register for a course for which you do not have the appropriate prerequisite(s). In order to register for this course, you will need to contact the Program Counsellor. The approval is NOT automatic.

3. If you receive a message that says "XXXX*1234*R10X – Section XXXX*1234*R10X is Closed, Enrolment not allowed.", you have attempted to register for a course/section that is full and therefore closed. You should select another open section/course that fits your schedule. In order to register into the closed section, you will require the instructor’s approval on a Course Waiver Request form from Program Counsellor. The approval is NOT automatic.

Are You Having Problems with Course Registration?

Please note that there are a number of errors that may occur during the registration process.
Getting Started in Semester 1

A Step-by-Step Guide to Your Course Registration

Getting Started on Course Selection
You’ve accepted your offer of admission! The next step in becoming a Ridgetown Campus student is to select your courses. Here’s how you do it:

1. **Find your program**: Look for your “Associate Diploma Program” courses on Pages 5-8.

2. **Log into WebAdvisor (W/A) – webadvisor.uoguelph.ca** (W/A link also found on home page of campus website ridgetownc.com) WebAdvisor is the University’s online course registration system. It allows you to search for courses, and find out what day, time, and room number each course is offered.

3. **Click ‘Log In’ in the top right corner** Enter your Central Login ID and your Central Login Password. You will find your login ID and password in the letter that accompanied this book. See next 3 pages for detailed, step-by-step instructions on how to register into courses using WebAdvisor.

How to Use WebAdvisor – the University’s Online Course Registration System

The following instructions will guide you through the process of registering for your Fall 2019 course sections. Go to WebAdvisor at webadvisor.uoguelph.ca then follow these 6 basic steps:

### Step 1 | Login to WebAdvisor

**a)** Click on the “Log In” button in the upper right-hand corner of the WELCOME screen.

**b)** Type your Central Login User ID into the “Central Login ID” field.

**c)** Type your Central Login Password into the “Central Login Password” field.

**d)** Click the “Submit” button

**e)** You will now be brought back to the WebAdvisor WELCOME screen.

**f)** Choose Students from the Main Menu on the right-hand side.
Step 2 | Searching for Course Sections

a) Click on the “Search/Register for Sections” button found under “REGISTRATION” on the right-hand side of the Students menu. This will bring you to the Search/Register for Sections Screen (see below).

b) Using the “Term” drop-down menu at the top of the box, select “Fall 2019”.

c) Using the “Location” drop-down menu near the bottom of the box, select “Ridgetown”.

d) Click on the “Submit” button at bottom of screen box.

NOTE: Do NOT enter any data in the “Subjects”, “Course Levels”, “Course Number”, and “Section” boxes!

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Step 3 | Selecting Course Sections and adding them to your “Preferred Sections” List

a) You will now be brought to the “Section Selection Results” screen. In order to add to your preferred sections, place a check in the check box in the “select” column on the left-hand side of the screen, beside each of the courses/sections that you wish to be registered into.

b) Click the “Submit” button near to bottom of the screen, to add the selection(s) to your preferred list.

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Step 4 | Registering for your Course Sections

a) You will now be brought to the “Register and Drop Sections” screen. This screen will display two lists: (1) your “Preferred Sections” list, and (2) your “Current Registration” list.

b) For each course in your “Preferred Sections” list you will find a drop-down menu under the column labeled “Action”. Use the drop-down menu to choose RG – “Register” for EACH section/course in which you wish to be registered.

c) Click the “Submit” button near the bottom of the screen.

d) This will bring you to the “Registration Results” screen. This screen will confirm your success or failure in properly registering into the course(s). A list entitled “The following registration request(s) have been processed” will appear. This list indicates the courses for which you have successfully registered. Please be sure that the message under the “Status” column of this list says “Registered for this section”.

NOTE: If there is a problem with your registration in any single course, you will not be registered in ANY of the courses for which you have set the “Action” to “Register”. If your registration was unsuccessful, a reason will be given. You may need to register into one course at a time if you are not sure which course is causing you not to be registered.

Action for ALL Pref. Sections (or choose below)  

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2017</td>
<td>DAGR<em>1200</em>R102 (6821) Applied Plant Science</td>
<td>Ridgetown Campus</td>
<td>LEC Mon, Wed, Fri 11:00AM - 11:50AM</td>
<td>D. Hooker, M. Eskandari</td>
<td>4 / 38</td>
</tr>
<tr>
<td></td>
<td>Fall 2017</td>
<td>DAGR<em>1300</em>R106 (6831) Soil Principles</td>
<td>Ridgetown Campus</td>
<td>LEC Mon, Wed, Fri 09:00AM - 09:50AM</td>
<td>D. Young</td>
<td>11 / 36</td>
</tr>
</tbody>
</table>

Step 5 | Confirming for Conflicts

a) Click on the “Class Schedule” button, found under “ACADEMIC PROFILE”, on the right-hand side of the Students menu.

b) Using the “Term” drop-down menu, select the relevant term.

c) Click on the “Submit” button.

d) This screen displays your schedule for the chosen semester. Be sure that none of your lectures or labs overlap. You can also click on the “Class Schedule Grid” bar on the left-hand side of the screen, to see your schedule in an easy-to-read format. If your schedule does have conflicts, (the conflicting course codes will be written over top of each other), follow instruction #6 to drop the conflicting course section and return to instruction #2 to register for a different section/course.

e) Click the “OK” button to proceed.

NOTE: Class Schedules will NOT be created for students in either the Equine Care and Management or Veterinary Technology programs. Semester schedules will be provided by the Program Coordinator at the commencement of the semester.
Step 5 | Confirming for Conflicts Continued

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Creds</th>
<th>CEUs</th>
<th>Pass Aud</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAGR<em>1070</em>R101 (6807) Intro to Business Management</td>
<td>Added</td>
<td>LEC Tues, Thur 09:00AM - 10:20AM AGRO, Room 137 LEC Thur 03:00PM - 04:50PM REEK, Room 110</td>
<td>0.50</td>
<td></td>
<td></td>
<td>17/09/07</td>
</tr>
</tbody>
</table>

Step 6 | Dropping Courses

a) Click on the “Register and Drop Sections” button on the right-hand side of the Student menu. This screen will display two lists: (1) your “Preferred Sections” list, and (2) your “Current Registration” list.

b) For each course in your “Current Registrations” list you will find a check box under the column labeled “Drop”. Place a check in the check box for the course(s)/section(s) you wish to drop.

c) Click the “Submit” button at the bottom of the screen.

d) This will bring you to the “Registration Results” page. Please be sure that the message under the “Status” column of this list says “Dropped from section”.

If one of my choices is not available

ALL don’t process if any fail

Submit
Financial Matters

Ontario Student Assistance Plan (OSAP)

To apply for federal and provincial financial aid, visit the OSAP website (above). We recommend that you apply for financial aid online approximately 6-8 weeks prior to attending college. The website will allow you to apply for OSAP, and it also provides access to your OSAP account to follow the progress of your application.

You should login to your OSAP account regularly to confirm that your required documents have been submitted correctly and processed. This will help ensure that your funding arrives in time for the start of the semester.

The Ministry of Training, Colleges and Universities (MTCU) has enhanced the OSAP website to include the OSAP Aid Calculator. This is a planning tool to assist students in preparing for a post-secondary education. The site provides the approximate cost of your post-secondary education and an estimate of financial assistance available to help you pay for college. Please be aware that until your OSAP application is approved and verified, the amount of OSAP funding can change.

NOTE: When applying for OSAP, be sure to select the correct institution name: “UNIVERSITY OF GUELPH, RIDGETOWN CAMPUS”

If you have questions or concerns about OSAP, please contact Alison McMahon, rcosap@uoguelph.ca, 519-674-1500 ext. 63507

Account View (WebAdvisor)

You can review your financial account by looking under FINANCIAL PROFILE found on your WebAdvisor student menu. Your Account View provides you with a detailed breakdown of your tuition, fees, and other charges; a listing of your payments; the balance you currently owe to the University; and the date by which it must be paid. Remember to review your account often.

Student Fees and Payment Information

It may be useful to know that we bill and collect fees on a semester-basis. This is intended to ease the financial burden on students and their families so that they do not have to pay for the full-year costs up front.

How to Pay Your Fees

The primary method of payment is by online banking. Payment for your tuition fees, residence, and meal plan should be made through online banking services. The amount you owe for the Fall semester will be available on the Account View option on WebAdvisor, as of July 24, 2019. When creating the vendor/payee on your online banking system, be sure to choose the ‘UNIVERSITY OF GUELPH STUDENT FEES’ option and confirm you have entered your 7 digit Guelph Student ID number as the account number. Otherwise, your payments will be misdirected and will not be credited against your registration fees. (Depending on your banking institution, the University of Guelph may be listed in a variety of ways: UNIVERSITY OF GUELPH STUDENT FEES, UNIV OF GUELPH – STUDENT FEES, etc.)

For more information about online banking in general, please contact your financial institution. Payments made online are processed and appear on your University of Guelph student account within approximately 3 business days. Make sure you keep a copy of your verification/confirmation number. It is your proof of payment.

The University of Guelph does not accept e-transfers or credit cards for tuition payments. If paying by cheque, make the cheque payable to ‘University of Guelph’ and be sure to record your Guelph Student ID on the cheque.
For more details on how to pay your registration fees, including helpful web links and answers to frequently asked questions, look under ridgetownc.com/current/ under the ‘Forms & Documents’ option.

**Student Financial Services**
uoguelph.ca/studfin

Student Financial Services provides information and services related to billing and payments. Inquiries may be sent to accquest@uoguelph.ca Be sure to always state your Guelph Student ID in all correspondence.

**Confirmation (Proof) of Enrollment Requests**

Students who are requiring a Confirmation/Proof of Enrollment letter are to send an email request to the Campus Registrar at rcregistrar@uoguelph.ca via their Guelph email account. The email subject line should state: Proof of Enrollment Request. In your email be sure to state your Program Name, Year (1 or 2), and Guelph Student ID in order for your request to be processed.

Company-specific Confirmation of Enrollment forms are also to be submitted to the attention of the Campus Registrar. Note that confirmation letters/forms cannot be processed until the student has registered into their courses.

**Healthcare Coverage**

**Student Health and Dental Plans**

Students of Ridgetown Campus are covered under our Student Health and Dental Plan. Students who are covered under another plan may be able to OPT-OUT of this plan. The OPT-OUT deadline is September 27, 2019. For more information and to access your myBenefits Card visit: mystudentplan.ca/ridgetown/en/home

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### Student Card

**Online Photo Submission**

Follow these three EASY steps for submitting your photo for your student card:

**Step 1** Go to ridgetownc.com/current

**Step 2** Click on the link “Student Card Phone Submission”

**Step 3** Login using your Central Login Information

(This is the same username and password used for email. Follow the prompts displayed to upload your photo.)

Should you encounter a problem with uploading:

- Email your photo to radmin@uoguelph.ca
- Email with the subject line: Student Card Photo
- Send from your UofG GryphMail
- If your photo is rejected, a reply email will be sent to you

### Fall 2019 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG 9</td>
<td>$200 academic registration deposit required – ALL STUDENTS</td>
</tr>
<tr>
<td>SEPT 3</td>
<td>Mandatory Orientation Session &amp; Registration – (1:00 p.m.)</td>
</tr>
<tr>
<td>SEPT 3-4</td>
<td>Orientation events</td>
</tr>
<tr>
<td>SEPT 5</td>
<td>Fall 2019 semester classes begin</td>
</tr>
<tr>
<td>SEPT 13</td>
<td>Fall 2019 Course ADD period ends (remainder of F19 fees due)</td>
</tr>
<tr>
<td>SEPT 27</td>
<td>Student Health &amp; Dental OPT-OUT deadline</td>
</tr>
<tr>
<td>OCT 4</td>
<td>Student Awards Application Deadline</td>
</tr>
<tr>
<td>OCT 14</td>
<td>Thanksgiving – Campus closed</td>
</tr>
<tr>
<td>OCT 15</td>
<td>Study Break Day – no classes – Campus open</td>
</tr>
<tr>
<td>NOV 1</td>
<td>Last day to DROP Fall 2019 Semester courses</td>
</tr>
<tr>
<td>NOV 29</td>
<td>Fall 2019 Semester classes end</td>
</tr>
<tr>
<td>DEC 2-7</td>
<td>Fall 2019 Final Examinations Week</td>
</tr>
</tbody>
</table>
Important Academic and Student Service Contacts
Ridgetown Campus General Phone Number 519-674-1500

Academic Administration Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director, Academic</td>
<td>Dr. Darren Robinson</td>
<td><a href="mailto:drobinso@uoguelph.ca">drobinso@uoguelph.ca</a></td>
<td>63604</td>
</tr>
<tr>
<td>Campus Registrar</td>
<td>Barb O’Neill</td>
<td><a href="mailto:rcregistrar@uoguelph.ca">rcregistrar@uoguelph.ca</a></td>
<td>63610</td>
</tr>
<tr>
<td>Program Counsellor</td>
<td>Kim Sonneveld</td>
<td><a href="mailto:rcpc@uoguelph.ca">rcpc@uoguelph.ca</a></td>
<td>63534</td>
</tr>
</tbody>
</table>

Academic Program Co-ordinators

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Email</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Diploma</td>
<td>John Zandstra</td>
<td><a href="mailto:jzandstr@uoguelph.ca">jzandstr@uoguelph.ca</a></td>
<td>63627</td>
</tr>
<tr>
<td>Environmental Management Diploma</td>
<td>Simon Lachance</td>
<td><a href="mailto:slachanc@uoguelph.ca">slachanc@uoguelph.ca</a></td>
<td>63633</td>
</tr>
<tr>
<td>Equine Care and Management Diploma</td>
<td>Kristyn Englert</td>
<td><a href="mailto:kristengl@uoguelph.ca">kristengl@uoguelph.ca</a></td>
<td></td>
</tr>
<tr>
<td>Horticulture Diploma</td>
<td>John Zandstra</td>
<td><a href="mailto:jzandstr@uoguelph.ca">jzandstr@uoguelph.ca</a></td>
<td>63627</td>
</tr>
<tr>
<td>Veterinary Technology Diplomas</td>
<td>Devon Core</td>
<td><a href="mailto:core@uoguelph.ca">core@uoguelph.ca</a></td>
<td>63268</td>
</tr>
</tbody>
</table>

Service Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Skills Consultant</td>
<td>Kim Sonneveld</td>
<td><a href="mailto:rcskills@uoguelph.ca">rcskills@uoguelph.ca</a></td>
<td>63534</td>
</tr>
<tr>
<td>Campus Tour (Ridgetown or Clinton)</td>
<td>Stacia Pepper</td>
<td><a href="mailto:stacia@uoguelph.ca">stacia@uoguelph.ca</a></td>
<td>63256</td>
</tr>
<tr>
<td>Ontario Student Assistance Program</td>
<td>Alison McMahon</td>
<td><a href="mailto:rcosap@uoguelph.ca">rcosap@uoguelph.ca</a></td>
<td>63507</td>
</tr>
<tr>
<td>Residence – General Office</td>
<td></td>
<td><a href="mailto:rcres@uoguelph.ca">rcres@uoguelph.ca</a></td>
<td>63537</td>
</tr>
<tr>
<td>Residence Supervisor</td>
<td>Vicki King</td>
<td><a href="mailto:vking@uoguelph.ca">vking@uoguelph.ca</a></td>
<td>63536</td>
</tr>
<tr>
<td>Student Accessibility Services (SAS)</td>
<td>Amy Wszol</td>
<td><a href="mailto:rcsas@uoguelph.ca">rcsas@uoguelph.ca</a></td>
<td>63206</td>
</tr>
<tr>
<td>Student Awards Co-ordinator</td>
<td>Alison McMahon</td>
<td><a href="mailto:rcawards@uoguelph.ca">rcawards@uoguelph.ca</a></td>
<td>63507</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td></td>
<td><a href="mailto:accquest@uoguelph.ca">accquest@uoguelph.ca</a></td>
<td></td>
</tr>
<tr>
<td>Student Health &amp; Dental Benefits</td>
<td></td>
<td><a href="https://www.mystudentplan.ca/ridgetown/en/home">https://www.mystudentplan.ca/ridgetown/en/home</a></td>
<td></td>
</tr>
</tbody>
</table>

Winter 2020 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN 9</td>
<td>Winter 2020 Semester classes begin</td>
</tr>
<tr>
<td>JAN 11</td>
<td>Winter 2020 Course ADD period ends (W19 fees due)</td>
</tr>
<tr>
<td>JAN 31–</td>
<td>OAC Winter Games (host: Guelph Campus)</td>
</tr>
<tr>
<td>FEB 1</td>
<td>Classes NOT cancelled</td>
</tr>
<tr>
<td>FEB 17–21</td>
<td>Winter Break – No classes</td>
</tr>
<tr>
<td>MAR 6</td>
<td>Last day to DROP Winter 2020 Semester courses</td>
</tr>
<tr>
<td>MAR 13</td>
<td>Spring Expo – (classes NOT cancelled)</td>
</tr>
<tr>
<td>APR 3</td>
<td>Winter 2020 Semester classes end</td>
</tr>
<tr>
<td>APR 6</td>
<td>Winter 2020 Final Examinations Week</td>
</tr>
<tr>
<td>APR 10</td>
<td>Good Friday – Campus Closed</td>
</tr>
<tr>
<td>APR 14</td>
<td>Winter 2020 Final Examinations Conclude</td>
</tr>
<tr>
<td>JUN 5</td>
<td>Convocation (Graduation)</td>
</tr>
</tbody>
</table>

ACADEMIC ADVISING

University of Guelph, Ridgetown Campus is committed to providing high quality academic advising in order to assist students in the development and pursuit of academic objectives consistent with their life goals.

The academic advising structure at Ridgetown includes Academic Program Co-ordinators and the Program Counsellor.