

Welcome to University of Guelph, Kemptville Campus! Campus policies and items of special interest are now posted on our website. Visit [www.kemptvillec.uoguelph.ca](http://www.kemptvillec.uoguelph.ca) and follow the links. Many of the items are found under Student Services on the home page.

## STUDENT SERVICES

### ID CARD

Every student is issued a Student Photo ID Card upon registration at Kemptville Campus. The ID card is needed for access to Library, Pubs, Cafeteria and other sponsored events and can be used at various businesses in Kemptville where student discounts are offered. If the student card is lost, or destroyed there is a \$20.00 replacement charge. Replacement cards are obtained from the IT office in Parish.

### MAIL

Every student in Residence has a student mailbox. Notify family and friends where to send your mail while you are at Kemptville Campus and have them address mail in format to the right.

**Mailboxes are in Bell Hall. Return your mail key to Administration on completion of term.**

**Kemptville Campus Student**  
Student's Name  
Student Mailbox # (to be issued)  
P.O. Box 2003  
Kemptville, ON  
K0G 1J0

### E-MAIL AND INTERNET

All students have an E-mail address and internet access in the computer labs in Parish Building. All students will be informed of their rights and responsibilities as users of the internet. All students are required to use their own log-in account assigned at the start of the semester. **YOU ARE RESPONSIBLE TO CHECK YOUR GRYPH MAIL ACCOUNT REGULARLY!**

### MESSAGES FOR STUDENTS

Messages for students will be posted on bulletin boards in Bell Hall, Rorke Hall, A.M. Barr Arena, Administration, and Power and Equipment Centre, dependant on the student's program. Students will also receive messages in student mail box system or E-Mail. Urgent messages received during class time will be delivered by a staff member to your classroom.

### INSURANCE

Students actively engaged in class work are covered by a Group Insurance Plan. **This is not Health Insurance.** A student's insurance terminates at the end of the month of the semester for which the student was registered or terminates on the student's date of withdrawal from studies.

### KEMPTVILLE CAMPUS STUDENT HEALTH AND DENTAL PLAN

The Kemptville Campus in conjunction with the student council has listened to its members (you) who voted 81% in favour of a mandatory health and dental plan. This plan provides extended health and/or dental coverage for each individual full-time Kemptville campus student. The charges for the plans will appear on your student account statement. **For those students that are assessed the health and dental fee and have comparable coverage, you can opt out for the Health and/or Dental Plan(s) by the deadline of SEPTEMBER 24, 2010 at 4:00pm.**

#### Adding Family Members

If you wish to purchase family coverage for your spouse and/or dependants, the deadline for purchasing family coverage is **September 24, 2010 at 4:00pm.** Family coverage is available from September 1, 2010 to August 31, 2011.

#### CONTACT US:

Email: [kemptvillecampus@gallivan.ca](mailto:kemptvillecampus@gallivan.ca)

Web: [www.gallivan.ca/studentnetworks/members/kemptville](http://www.gallivan.ca/studentnetworks/members/kemptville)

Phone: 1-877-746-5566 ext. 61242

### SMOKE FREE ENVIRONMENT

Smoking is not permitted in any Campus building including residence rooms. Smoking is not permitted within nine meters of an entrance to any campus building.

## **LOCKERS**

Lockers are available in the W.B. George Centre for a rental fee of \$10.00. See the Residence Supervisor to register for a locker.

## **JOBS ON CAMPUS FOR STUDENTS**

Employment is available during the semester in the Computer Lab, Library and Cafeteria. Upon arrival at the Campus during the first week, go to these areas for an application for employment.

## **CAREER PLANNING AND PLACEMENT SERVICES**

The Campus works with business and industry to assist students in finding jobs. Program Coordinators publicize available job openings, inform students when potential employers are on campus; and act as a liaison between your academic department and potential employers. Check our Campus job web site at [www.kemptvillec.uoguelph.ca](http://www.kemptvillec.uoguelph.ca) under "JOBS".

## **RESIDENCE / RECREATION SUPERVISOR**

The Residence Supervisor's presence is available to discuss and listen to student problems. If she is not able to offer solutions she will direct you to someone who can aid you.

## **OFF-CAMPUS HOUSING**

The town of Kemptville and area offers accommodations to students not wishing to live in residence. The Campus does not inspect off-campus accommodation, but provides a registry service only. An off-campus housing list is available in the Admission Office, Administration Building or on our website at <http://www.kemptvillec.uoguelph.ca/pdf/OFFCAMPUSHOUSINGjan09.pdf>

## **BOOKSTORE**

The Campus Bookstore, located in the Basement of Parish, stocks the required texts for every course as well as stationery supplies. You will find a wide selection of Campus sportswear and other mementos of your stay at Kemptville Campus.

## **BOOKSTORE HOURS:**

**September - Monday to Friday - 8:30 am to 4:30 pm**

**October - April - Monday to Thursday - 8:30 - 3:30 pm, Closed on Fridays (except January)**

## **LIBRARY**

Purvis Library offers a pleasant atmosphere in which to pursue quiet study, participate in group studies or to simply take time out to relax with a magazine. Our staff is always happy to help fulfill their information needs through both electronic and onsite resources. The library is located on the second floor of Purvis Hall. We look forward to serving you.

### **Hours:**

9:00 am - 9:00 pm, Monday, Tuesday and Thursday

9:00 am – 8 p.m., Wednesday

9:00 am - 5:00 pm, Friday

1pm - 4:00 pm, Sunday

### **Local Collection:**

13,500 Books

750 Videos

140 Periodicals

Access to holdings at Main Campus  
and Regional Campus Libraries

### **Loan Periods:**

Two Weeks (applies to general collection)

Reserve (some may be borrowed on an  
overnight basis, others used in house only).

**Telephone Number:** 258-8336 ext 61634

### **Services on Site:**

Photocopying services available

Television & VCR

5 Computers & Printer

Scanner and colour printer  
Kursweil 3000 Learning Assistance Software

### **Additional Services**

Interlibrary loan service (no charge)  
Electronic searches for magazine & periodical articles  
Access to various online magazines and other electronic resources  
Wireless Internet access

**\*\*\* Fines will be charged for late returns!!! \*\*\***

### **SPECIAL NEEDS AND STUDENT COUNSEL**

Kemptville Campus has resources for students with disabilities and we need your cooperation, plus your signature, to provide for your requirements. Contact the student counselor, Heather Stewart, Room 204 - Parish Building, for student learning needs accommodations. Students are also encouraged to schedule a meeting with their program coordinator to discuss your psycho-educational assessment.

### **AGRICULTURE INFORMATION CONTACT CENTRE**

(Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA))

Need leading edge technical information related to crops, livestock, environmental management, land use planning or economic development. OMAFRA specialists bring these resources to you through publications, fact sheets and newsletters. You can easily access these valuable resources 24 hours a day at home by visiting OMAFRA's web site at [www.gov.on.ca/OMAF](http://www.gov.on.ca/OMAF) or you can drop by the on-campus OMAFRA Resource Centre located in the Ontario Realty Corporation Building (ORC) on Ministry Road. For more information on products and publications, pick up your copy of "Pick of the Crop".

### **VEHICLES AND SNOWMOBILES**

Snowmobiles are not allowed on campus. For additional information on vehicle and snowmobile policies refer to Vehicle Policy.

### **FINANCIAL ASSISTANCE**

**OSAP** -All Diploma and Certificate programs are approved for the Ontario Student Assistance Program. OSAP application forms are available in the Admission Office, or by visiting <http://osap.gov.on.ca>  
All appointments must be made with Heather Buck by email [hbuck@kemptvillec.uoguelph.ca](mailto:hbuck@kemptvillec.uoguelph.ca) in order to sign loan documents.

### **BURSARIES AND SCHOLARSHIPS FOR FALL 2010**

Students may complete as many application forms for the Bursaries and/or Scholarships which Kemptville Campus has available providing you meet the criteria. Each application must be entered on a separate form. Students must complete one "University of Guelph Needs Assessment form" (Student Budget Application).

An updated listing of Fall Bursaries, Scholarships and Application forms will be available on our website in August. This can be obtained from the Kemptville Campus website under Scholarships/Awards on the Home Page.

Applications are to be submitted to Spring Williams in the Administration Building by Friday, October 7, 2010. Unless extenuating circumstances exist, no applications will be accepted after that date.

**PLEASE NOTE:** Information for awards will be in the complete Student Handbook located on the campus website [www.kemptvillec.uoguelph.ca](http://www.kemptvillec.uoguelph.ca) click on Student Services and then Student Handbook link located on the right side of the page.

**STUDENT LOAN FUND** - From time to time students may find themselves in a financial bind. The Campus has a student loan fund. Contact Bre Wick, Administration Office for an application form.

The following outlines the lending criteria:

- All loans are for one semester only
- Maximum amount is \$300.
- Applicant must be "a student in good standing"
- Loan must be for Campus-related expenses.

## **FOOD SERVICE**

### **ATHLETIC FACILITIES**

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| <p><b>KEMPTVILLE CAMPUS<br/>CAFETERIA HOURS</b></p> <p><b>Monday - Friday</b><br/>7:00 am to 8:30 am<br/>Full Breakfast<br/>8:30 am - 9:30 am<br/>Continental Breakfast</p> <p>11:30 am to 1:00 pm Lunch</p> <p>4:30 pm to 6:00 pm Supper<br/>(No supper on Friday Evening)</p> |
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| <p><b>DIGGERS COFFEE SHOP<br/>FIRST FLOOR - BELL HALL</b></p> <p><b>Monday to Thursday</b><br/>7:30 am - 1:30 pm<br/>7:30 pm - 10:00 pm</p> <p><b>Friday</b><br/>7:30 am - 1:30 pm<br/>5:00 pm - 7:00 pm</p> <p><b>Saturday</b><br/>10:30 a m - 1:30 pm<br/>5:00 pm - 7:00 pm</p> <p><b>Sunday</b><br/>10:30 am - 1:30 pm<br/>5:00 pm - 10:00 pm</p> |
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All students pay an athletic fee which entitles you to a membership for use of the fitness rooms in basement of Parish and gym facilities in the W.B. George Centre.

### **STUDENT COUNCIL EXECUTIVE FOR 2010-2011**

**President:**

**Treasurer:**

**Secretary:**

**Staff Advisors:** Krista Kennelly, Brian Hills

## **ACADEMIC POLICIES**

Refer to the 2000-2011 Diploma Program Calendar for further information on policies and procedures.

[http://www.uoguelph.ca/diploma\\_calendar/main.shtml](http://www.uoguelph.ca/diploma_calendar/main.shtml)

Program coordinators and Campus staff are available to counsel students regarding problems affecting academic progress.

**INDEPENDENT STUDY COURSES-** Office of Open Learning - [www.open.uoguelph.ca](http://www.open.uoguelph.ca)

# SCHEDULE OF DATES 2010-2011

## FALL SEMESTER 2010

**Sun. September 5 & Mon. September 6**

- Move into Residence

**Wednesday, September 8**

•ALL STUDENT OFFICIAL REGISTRATION

**Thursday, September 9**

- Classes Begin

**Friday, September 17**

- Last Day to Add a Course  
For diploma students please go to your WebAdvisor Account  
For all other students, please go to Q:\Registrar's Office\Forms

**Friday, September 24**

Last Day to Opt out of Health & Dental

**Monday, October 11**

- HOLIDAY -- NO CLASSES

**Tuesday, October 12**

- Course selection period for Winter 2010

**October 18-22**

Schedule Midterms

**Thursday, Nov 4**

•**Fortieth class day -- Last day to drop courses**

For diploma students please go to your WebAdvisor Account  
For all other students, please go to Q:\Registrar's Office\Forms

•**Last day to consult Learning Needs Office**

**Thursday, December 2**

Rescheduled as Monday October 12

- Classes Conclude

**Monday, December 6-17**

- Examinations Ag, Ag Food Leadership, Hort, Equine, Foods, BBRM

**Friday, December 10**

- P and E Classes Conclude

**Monday December 13, 2010**

WebAdvisor/course add period begins for Winter 2010

**Monday Dec 13 - Friday Dec 17**

- P & E examinations

**Week of Dec 21, 2009**

- Report Cards Mailed for certificates & CODA Programs  
All other programs please see your WebAdvisor Account for your final marks

## WINTER SEMESTER 2011

**Monday, January 10**

- Classes Begin - All Programs

**Friday January 14**

**WINTER FEES DUE OR STUDENTS WILL BE DERISTERED**

- Supplemental Exams Written

**Friday, January 14**

- Last Day to Add a Course  
Diploma students please go to your WebAdvisor Account  
For all other students, please go to Q:\Registrar's Office\Forms

**Jan 14-18**

Photos for Campus Year Book

**Feb 14-18**

- Schedule Midterms

**Monday, February 21 to Friday, February 25**

- Winter Break

**Monday March 7**

WebAdvisor/Course Selection for Fall 2011

**Friday, March 11**

•**Fortieth class day -- Last day to drop courses**

For diploma students please go to your WebAdvisor Account  
All other students, Q:\Registrar's Office\Forms  
•**Last day to consult Learning Needs Office**

**Friday, March 11**

- Applicant Discovery Day

**Friday, March 11 and Saturday, March 12**

- College Royal

**Friday, March 25**

- Last day to apply to transfer to University of Guelph for Fall 2010 Semester

**Monday, March 28**

WebAdvisor/Course selection period ends for in course students

**Friday, April 8**

- Classes Conclude Ag, Ag Food Leadership, Hort, Equine, Foods, BBRM

**April 11-25**

- Final Exams - Ag, Ag Food Leadership, Hort, Equine, Foods, BBRM

**April 15**

- Classes conclude P and E

**Friday, April 22**

- Holiday Good Friday

**Monday Apr 17 – Monday, April 25**

- P & E examinations

**Friday, May 27 - Graduation Day!!**