



Student Planning | Course enrolment *redefined*

WebAdvisor & Student Planning Guide

Undergraduate, diploma and graduate students can select their courses online using any computer with internet access. Please read this guide and watch the videos to help you get started.



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UNIVERSITY OF
GUELPH-HUMBER

Table of Contents

Overview	2
Section 1: My Progress – Undergraduate and Diploma Students.....	2
Section 2: My Progress – Graduate Students.....	8
Section 3: Creating a Plan.....	13
Section 4: Finding Courses.....	22
Subject Search Tab.....	23
Filters.....	25
Advanced Search Tab.....	25
Adding a Course.....	28
Add Section to Schedule.....	29
Section 5: Registering for Courses.....	31
Single Course Registration and Adding a Section.....	32
Register for All Courses	35
Section 6: Dropping Courses and Changing Sections	37
Dropping a Course	38
Changing Sections.....	40
Questions?.....	42

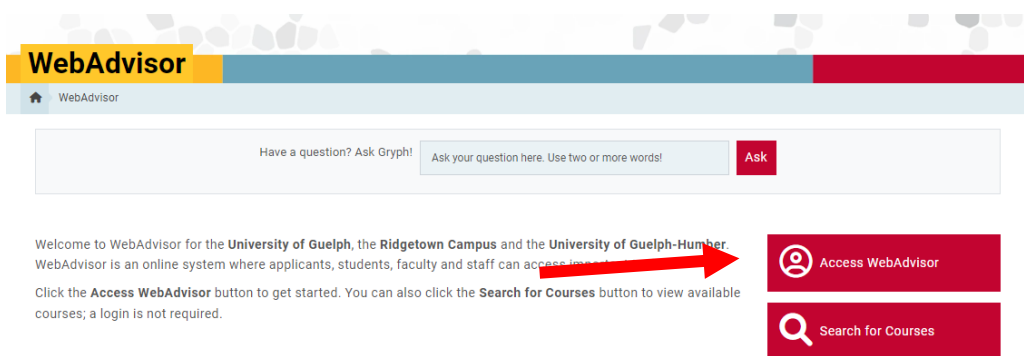
Overview

Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree planning with intuitive course search tools and registration in a new, easy to navigate online environment. To assist both new and returning students, a series of training videos and corresponding information sheets have been developed to help guide you through the most common features of Student Planning.

Section 1: My Progress – Undergraduate and Diploma Students

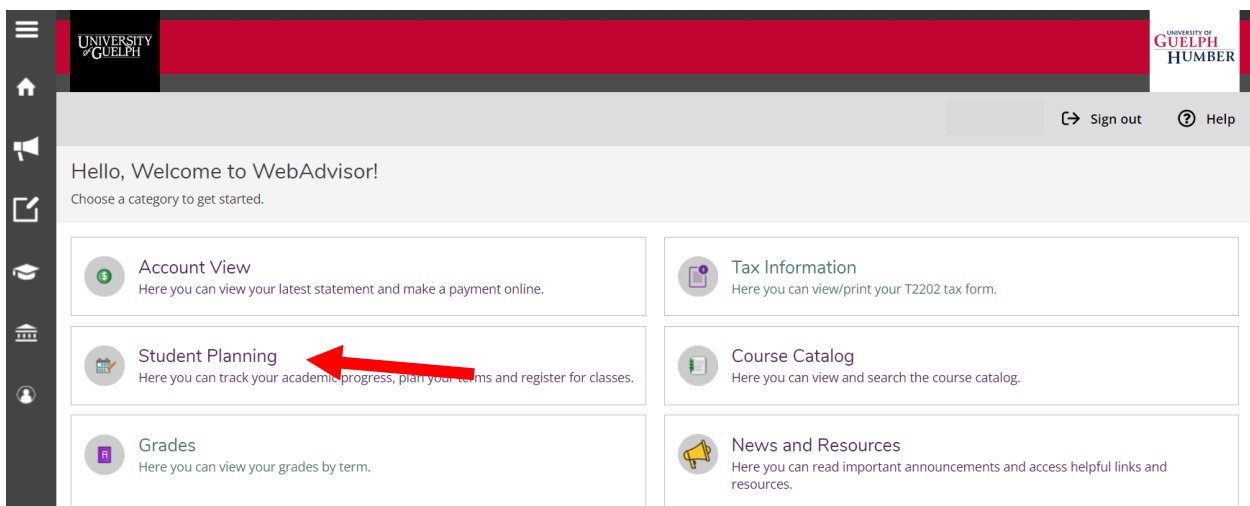
My Progress provides a detailed view of your program's course work completion requirements. My Progress also clearly displays up-to-date information of your personal academic progress within your program.

- 1.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “**Access WebAdvisor**” button.



- 1.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

- 1.3 Select “**Student Planning**”.



1.4 This brings us to the **Planning Overview** page. This page offers you a summarized view of your courses once you begin course planning or course registration within the current term. Also displayed is your enrolled program title. From the Planning Overview page select the **Go to My Progress** option.

The screenshot shows the 'Planning Overview' page for a student at the University of Guelph. The page is titled 'Steps to Getting Started' and provides two main steps for the user:

- 1 View Your Progress**: Start by going to My Progress to see your academic progress in your degree and search for courses. A red arrow points to the **Go to My Progress** link.
- 2 Plan your Degree & Register for Classes**: Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. The link is **Go to Plan & Schedule**.

Below the steps is a table summarizing the student's progress:

Programs	Cumulative GPA	Progress
BSc Biochemistry	80.089	<div style="width: 75%; background-color: green;"></div>

At the bottom of the page is a 'Winter 2021 Schedule' grid. The grid shows two classes scheduled for 12pm on Tuesday and Thursday, both labeled '10EV-3400-01'.

1.5 You've now reached the **My Progress** page:

The screenshot shows the 'My Progress' page for the 'BSc Biochemistry' program. The page provides a detailed overview of the student's progress and requirements.

At a Glance

- Cumulative GPA: 80.089
- Institution GPA: 80.089 (80.000 required)
- Degree: Bachelor of Science Honours
- Major: Biochemistry
- Minor: International Development
- Departments: Molecular & Cellular Biology
- Calendar: 2020
- Anticipated Completion Date: 2020

Description: Bachelor of Science, Honours Major Biochemistry

Program Notes: [Show Program Notes](#)

Requirements (Expanded):

- BSc 1000 Level Limit: Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)
- BScH Science Distribution: Complete all of the following items. ⚠ 1 of 2 Completed. [Show Details](#)
- BScH 3000/4000 Level Requirement: Complete the following item. ⚠ 0 of 1 Completed. [Show Details](#)
- BSc 1.00 Credit Arts/Social Science: Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)

Progress

- Total Credits: 18.25 of 20 (18.25 completed, 1.75 remaining)
- Total Credits from this School: 18.25 of 15 (18.25 completed, 3.25 remaining)

Program Completion must be verified by the Registrar.

1.6 When browsing **My Progress**, you see the general details of your enrolled program in the “**At a Glance**” section at the top of the page. These details include your overall cumulative GPA, total credits earned, the title of your degree or diploma, and the titles of your majors and minors, if applicable.

My Progress

Search for courses...

View a New Program

At a Glance

Cumulative GPA: 80.00
 Institution GPA: 80.00 (60.000 required)
 Degree: Bachelor of Science Honours Biochemistry
 Majors: Biochemistry
 Minors: International Development, Molecular & Cellular Biology
 Departments:
 Calendar: 2020
 Anticipated Completion Date:

Description: Bachelor of Science Honours Major Biochemistry

Program Notes: [Show Program Notes](#)

Program Completion must be verified by the Registrar.

Progress

Total Credits: 19.25 / 20.00 (23.25 of 20)

Total Credits from this School: 19.25 / 20.00 (23.25 of 5)

1.7 Within the “**Requirements**” section of My Progress, you can see the detailed requirements for your degree or diploma, and specializations such as majors and minors, as it applies to your *planned, in-progress and completed* course work.

- Status indicators and standard colour coding are applied to each requirement and its related course work details to make it easy to see what course work is still outstanding. You will find this standard colour coding throughout the Student Planning system. The status of the requirement displays at the top of each section.
- For example, a fully completed requirement is displayed in **green**. A partially completed or not started requirement is displayed in **red**.

BScH 3000/4000 Level Requirement

Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)

BSc 2.0 Credits Arts/Social Science

Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)

BSc Bio-medical Sci Required Courses

Complete all of the following items. ⚠ 3 of 4 Completed. [Show Details](#)

1.8 Within each requirement are the course work details. At any time, you can click the **Show Details** option to expand the requirement and view the details.

BScH 3000/4000 Level Requirement

Complete the following item. ⚠ 0 of 1 Completed. [Show Details](#)

1.9 Course work details within a requirement also use colour coding to make the details easier to interpret.

- The status of an *in-progress or completed* course displays in **green**.
- The status of a course that you have *planned* to take but have not yet registered in is displayed in **brown**.
- The status of a course that you have *not yet planned or registered* for is displayed in **red**.

Int'l Dvt Minor Required Courses

Complete the following item. ▲ 0 of 1 Completed. [Hide Details](#)

A. Required Courses

Complete all of the following items. ▲ 3 of 5 Completed. [Hide Details](#)

1.

ECON*1050 ECON*1100 IDEV*1000 IDEV*2000 IDEV*2300 ▲ 3 of 5 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	POLSC*2080 Development & Underdevelopment	078	F16	0.5
✓ Completed	ECON*1050 Introductory Microeconomics	073	F16	0.5
✓ Completed	ECON*1100 Introductory Macroeconomics	066	W17	0.5
🕒 Planned	IDEV-1000 Understanding Development		F21	0.5
🕒 Not Started	IDEV-2300 Theoretical Perspectives			

1.10 My Progress also acts as a **course search tool**.

1.

ECON*1050 ECON*1100 IDEV*1000 IDEV*2000 IDEV*2300 ▲ 3 of 5 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	POLSC*2080 Development & Underdevelopment	078	F16	0.5
✓ Completed	ECON*1050 Introductory Microeconomics	073	F16	0.5

- Each requirement offers a search feature and once clicked uses the Student Planning Course search to list all the courses that meet the requirement.

Search for Courses and Course Sections

[Back to My Progress](#) Search for courses...

Filter Results [Hide](#)

Availability

Open and Waitlisted Sections

Open Sections Only

Subjects

Economics (2)

International Development Studies (3)

Locations

Guelph (5)

Ridgetown Campus (1)

Terms

Fall 2021 (4)

Days of Week

Tuesday (1)

Thursday (1)

The following results match requirement: ECON*1050 ECON*1100 IDEV*1000 IDEV*2000 IDEV*2300

Filters Applied: None

IDEV-1000 Understanding Development (0.5 Credits) [Add Course to Plan](#)

The objective of the course is to provide an introduction to the study of international development as a contested and evolving effort to counteract global inequalities. Students will learn about the historical and political origins of the international development system, as well as the main development actors and institutions. The course will provide an introduction to foundational concepts within development studies, including poverty, inequality, human rights, foreign aid, and sustainable development. [Offerings]: Also offered through Distance Education format. [Departments]: Dean's Office, College of Social and Applied Human Sciences

✓ This course is planned.

Requisites: None

Locations: Guelph

Offered: Summer, Fall, and Winter, All Years

[View Available Sections for IDEV-1000](#)

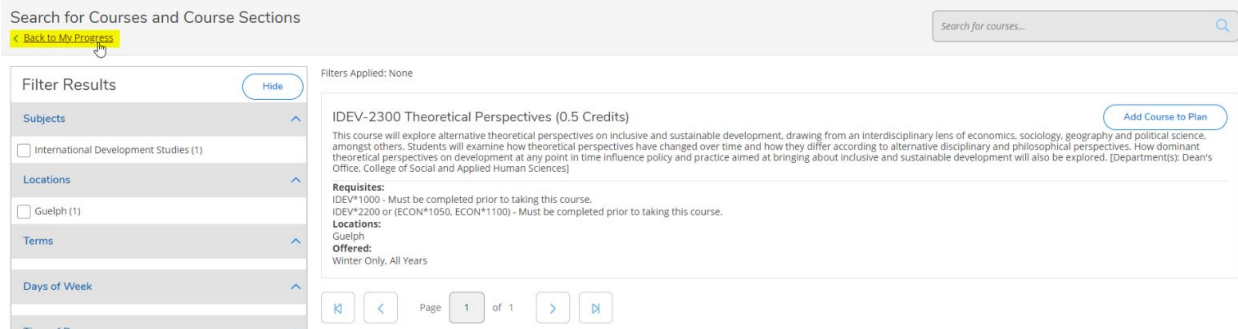
ECON-1050 Introductory Microeconomics (0.5 Credits) [Add Course to Plan](#)

This course gives students an introduction to the economy including the topics of price determination, market structure and resource allocation, the behaviour of consumers and firms, and market intervention by government. Some of the economic issues addressed may include agricultural price supports, rent control, trade policy, environmental regulation, price discrimination, and taxation. [Offerings]: Also offered through Distance Education format. [Departments]: Department of Economics and Finance

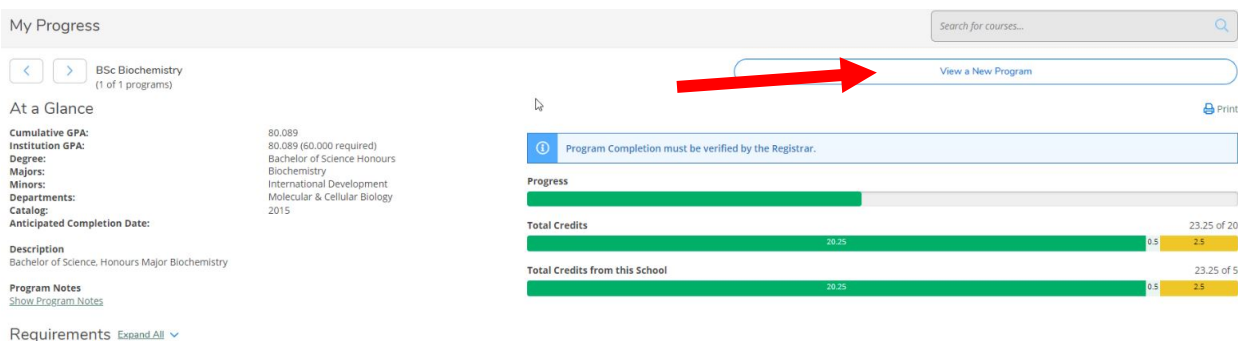
- Additionally, you can click directly on the course name to search for the course.

🕒 Planned	IDEV-1000	Understanding Development
🕒 Not Started	IDEV-2300	Theoretical Perspectives

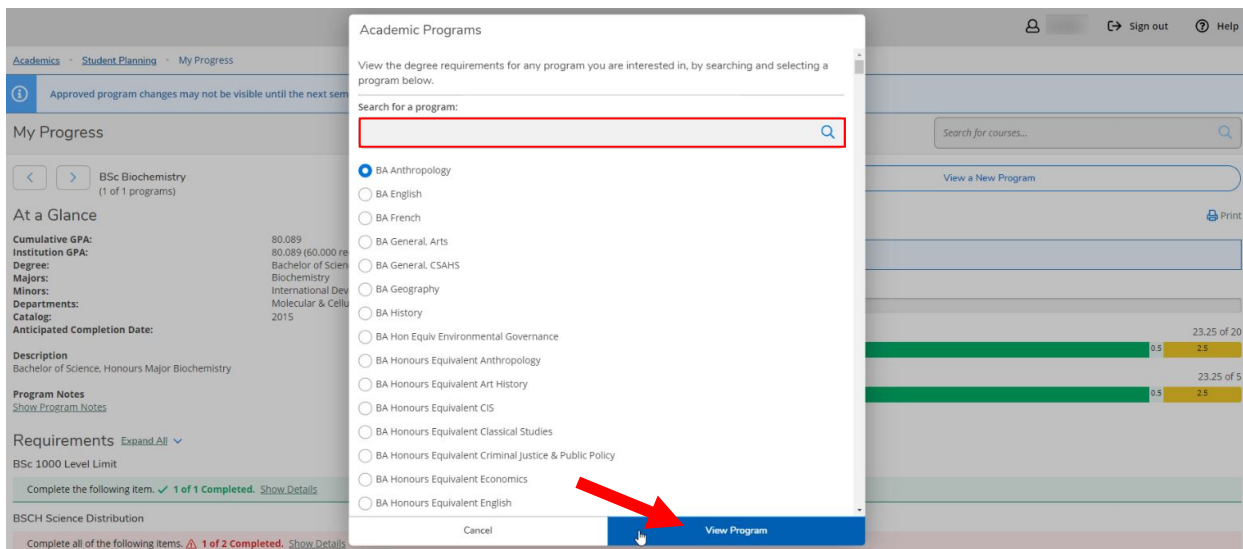
➤ At any time, you can click the **“Back to My Progress”** link to return to the My Progress page.



1.11 My Progress lets you see what your academic progress would look like if you were to change your major or degree/diploma program. Click the **“View a New Program”** button at the top of the page.



1.12 From the displayed list, select the program to which you want to apply your planned and completed course work and click **“View Program”** at the bottom.



Information about adding or changing minors is not available through the View a New Program feature; see the academic calendar for requirements for minors.

If you are a University of Guelph student exploring a change to your major within your current degree program, please keep in mind that you will need to submit a Schedule of Studies change form and have it approved by your Program Counsellor to make the change official. You must apply to Admission Services if you are requesting a change to your degree or diploma program, such as Bachelor of Arts to Bachelor of Science.

If you are a University of Guelph-Humber student and you want to change your program, please submit an 'Application for Program Transfer'. Please contact your Academic Advisor for more information.

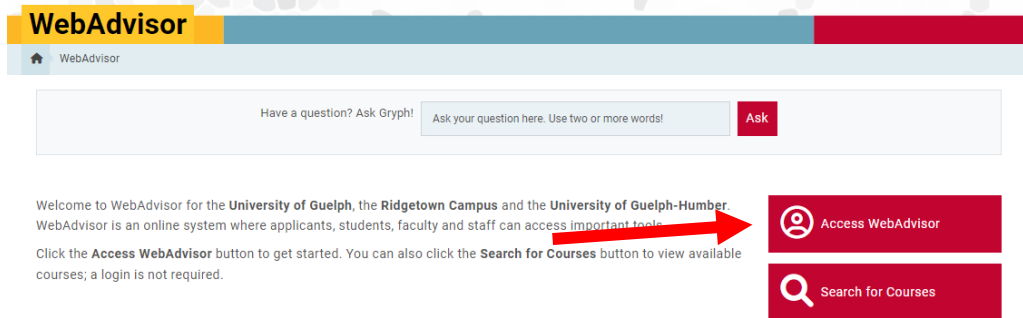
1.13 Your personal My Progress details can be printed using the **"Print"** button located near the top of the My Progress page.

The screenshot displays the 'My Progress' page interface. At the top, there is a button labeled 'View a New Program'. Below this, a red arrow points to a 'Print' button. A light blue message bar contains the text 'Program Completion must be verified by the Registrar.' Below the message bar, there are two progress bars. The first is labeled 'Progress' and shows a green bar that is approximately 40% full. The second is labeled 'Total Credits' and shows a green bar that is approximately 90% full, with the number '20.25' displayed inside. To the right of the green bar, the number '0.5' is shown, and to the right of the yellow bar, the number '2.5' is shown. The total '23.25 of 20' is displayed on the far right of the 'Total Credits' section.

Section 2: My Progress – Graduate Students

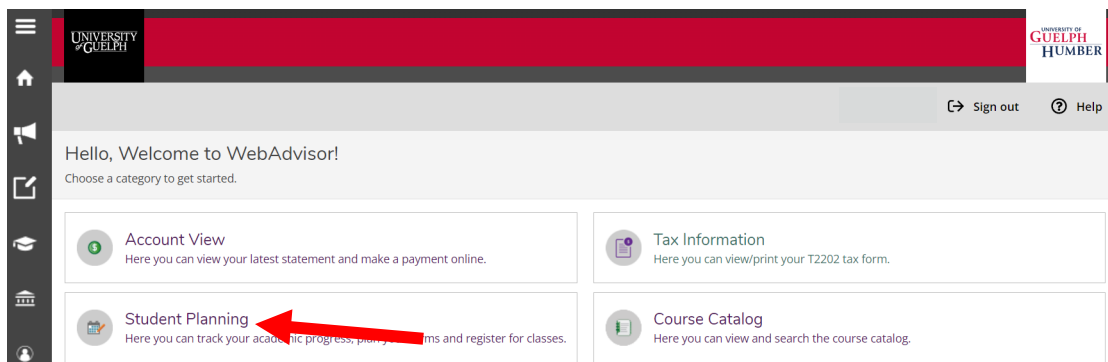
My Progress provides a detailed view of your program’s most common or recommended course work completion requirements. My Progress also clearly displays up-to-date information of your personal academic progress within your program.

2.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “*Access WebAdvisor*” button.

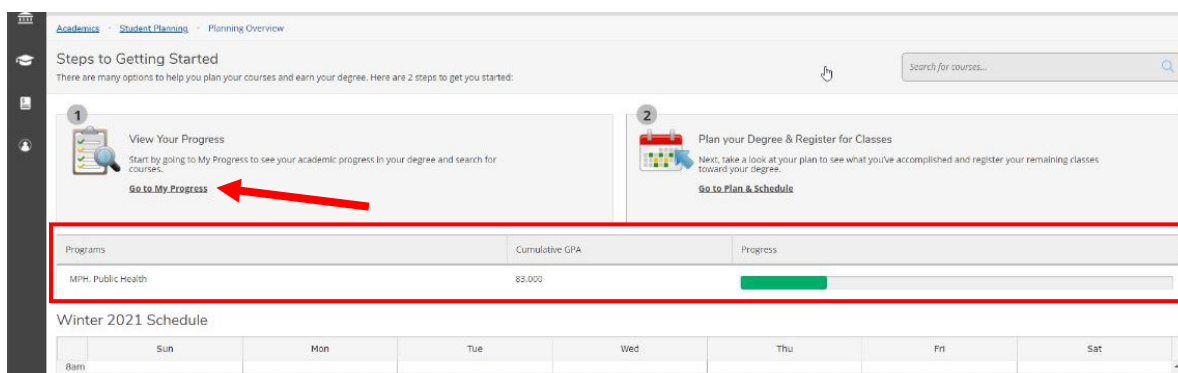


2.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

2.3 Select “*Student Planning*”.



2.4 This brings us to the *Planning Overview* page. This page offers you a summarized view of your courses once you begin course planning or course registration within the current term. Also displayed is your enrolled program title. From the Planning Overview page select the *Go to My Progress* option.



2.5 You've now reached the **My Progress** page:

The screenshot shows the 'My Progress' page for the MPH, Public Health program. The 'At a Glance' section displays the following information:

Cumulative GPA:	83.000
Institution GPA:	83.000 (5.000 required)
Degree:	Master of Public Health
Majors:	Public Health Course Based
Minors:	Population Medicine
Department:	2020
Calendar:	4/7/2023
Anticipated Completion Date:	

The 'Requirements' section shows 1 of 1 completed. The 'MPH/FHEALS Required Courses' section shows 9 of 3 completed. The progress bar indicates 0.0 of 0.0 credits earned.

2.6 When browsing **My Progress**, you see the general details of your enrolled program in the “**At a Glance**” section at the top of the page. These details include your *overall cumulative GPA, total credits earned and degree and program title*.

The screenshot shows the 'My Progress' page with red boxes highlighting the 'At a Glance' section and the progress bar. The 'At a Glance' section contains the same information as in the previous screenshot. The progress bar shows 0.0 of 0.0 credits earned, with a red box around the bar and the text 'Total Credits'.

2.7 Within the “**Requirements**” section of My Progress, you can see your program’s most common detailed degree and major requirements as it applies to your *planned, in-progress and completed course work*.

- It is important to understand that My Progress displays the usual courses and provides a similar overview as in the Graduate academic calendar. Alternate courses are commonly approved for degree requirements at the graduate level and consultation with an advisor/Graduate program coordinator is required.
- Status indicators and standard colour coding are applied to each requirement and its related course work details to make it easy to see what course work is still outstanding. You will find this standard colour coding throughout the Student Planning system. The status of the requirement displays at the top of each section.

For example, a *fully completed requirement* is displayed in **green**. A *partially completed or not started requirement* is displayed in **red**.

Requirements [Expand All](#)

Required for all graduate students UNIV*7100


Complete the following item.  **1 of 1 Completed.** [Show Details](#)

MPH.PHLT:L Required Courses

Complete 3 of the following 4 items.  **0 of 3 Completed.** [Show Details](#)

2.8 Within each requirement are the course work details. At any time, you can click the **Show Details** option to expand the requirement and view the details.

MPH.PHLT:L Required Courses

Complete 3 of the following 4 items.  **0 of 3 Completed.** [Show Details](#)

2.9 Course work details within a requirement also use colour coding to make the details easier to interpret.






- The status of an *in-progress* or *completed* course displays in **green**.
- The status of a course that you have *planned* to take but have not yet registered in is displayed in **brown**.
- The status of a course that you have *not yet planned* or *registered* for is displayed in **red**.

A. Required Courses

Students must complete PABI*6500, POPM*6200, POPM*6510, POPM*6520 POPM*6530, POPM*6540, POPM*6550, POPM*6580.



Complete all of the following items.  **0 of 1 Completed.** [Hide Details](#)

 **0 of 8 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
 In-Progress	PABI*6500	Infectious Diseases	W21	0.5
 Planned	POPM-6200	Epidemiology I	S21	0.5
 Planned	POPM-6510	Health Promotion	F21	0.5
 Not Started	POPM-6520	Epidemiology and Statistics		
 Not Started	POPM-6530	Health Communication		

2.10 My Progress also acts as a **course search tool**.

 **0 of 8 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
 In-Progress	PABI*6500	Infectious Diseases	W21	0.5
 Planned	POPM-6200	Epidemiology I	S21	0.5

- Each requirement offers a search feature and, when clicked, uses the Student Planning Course search to list all the courses that meet the requirement.

Filter Results Hide

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Pathobiology (1)
- Population Medicine (7)

Locations

- Guelph (8)

Terms

- Fall 2021 (5)
- Summer 2021 (1)

Days of Week

- Tuesday (2)
- Wednesday (1)
- Thursday (2)

Time of Day

The following results match requirement: Students must complete PABI*6500, POPM*6200, POPM*6510, POPM*6520 POPM*6530, POPM*6540, POPM*6550, POPM*6580.
Filters Applied: None

POPM-6200 Epidemiology I (0.5 Credits) Add Course to Plan

This course covers concepts, principles and methods of basic and applied epidemiology. Including the following topics: sampling, measuring disease frequency, clinical epidemiology, descriptive epidemiology, causal reasoning and design, interpretation and critical appraisal of surveys, observational studies, field trials and critical appraisal. (Offerings): Also offered through Distance Education format. (Restrictions): Restricted to Public Health and Population Medicine students. (Department(s): Department of Population Medicine)

This course is planned.

Requisites: None
Locations: Guelph
Offered: Fall Only

[View Available Sections for POPM-6200](#)

PABI-6500 Infectious Diseases (0.5 Credits) Add Course to Plan

Prevention and control of infectious diseases is an important aspect of public health. This course will involve detailed discussion of selected infectious diseases of public health concern, excluding zoonotic diseases. Relevant aspects of microbiology, epidemiology, clinical presentation, diagnosis and treatment will be covered, with additional emphasis on prevention and control. (Restrictions): Restricted to students in Public Health programs. (Department(s): Department of Pathobiology)

This course is in progress.

➤ Additionally, you can click directly on the course name to search for the course.

Planned	POPM-6510	Health Promotion
Not Started	POPM-6520	Epidemiology and Statistics
Not Started	POPM-6530	Health Communication

➤ At any time, you can click the **“Back to My Progress”** link to return to the My Progress page.

[Back to My Progress](#)

Filter Results Hide

Subjects

- Population Medicine (1)

Locations

- Guelph (1)

Terms

- Fall 2021 (1)

Filters Applied: None

POPM-6520 Epidemiology and Statistics (0.5 Credits) Add Course to Plan

This is a 0.5 credit introductory graduate course for MPH students and students interested in epidemiology. The course will provide an introduction to research design, grant proposal writing, and critical appraisal, as well as survey (questionnaire) design and basic statistical methods for epidemiological studies. (Department(s): Department of Population Medicine)

Requisites: POPM*6200 - Must be taken either prior to or at the same time as this course.
Locations: Guelph
Offered: Fall Only, All Years

[View Available Sections for POPM-6520](#)

2.11 My Progress lets you see what your academic progress would look like if you were to change your program to a different program. Click the **“View a New Program”** button at the top of the page.

My Progress Search for courses...

MPH, Public Health
(1 of 1 programs)

[View a New Program](#)

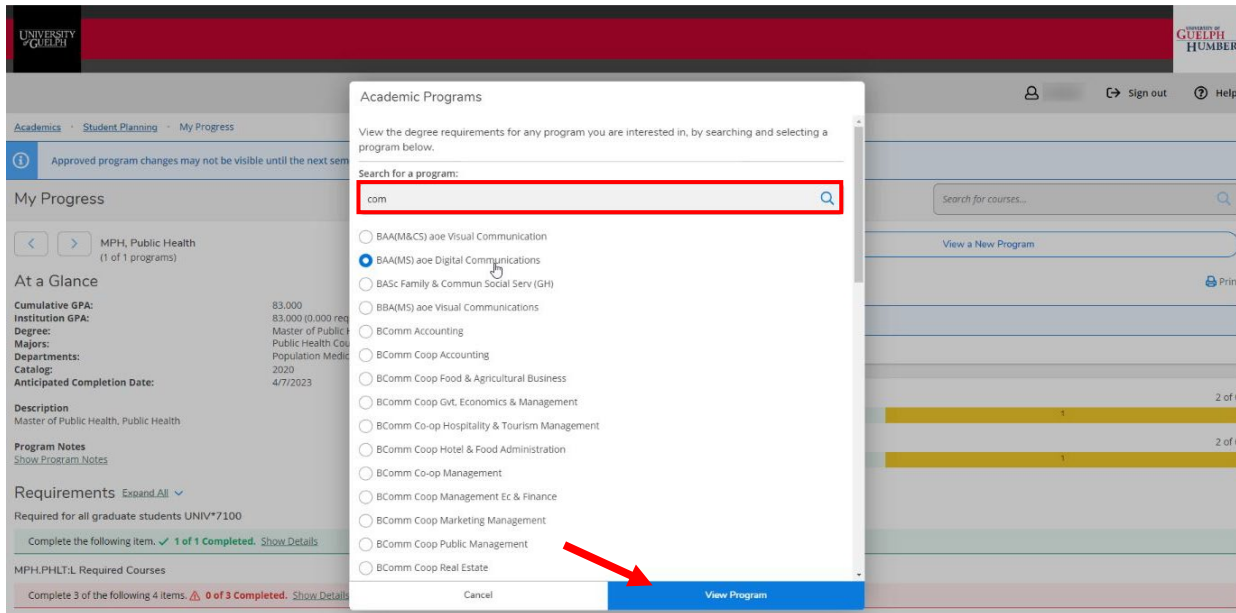
At a Glance

Cumulative GPA:	83.000
Institution GPA:	83.000 (0.000 required)
Degree:	Master of Public Health
Majors:	Public Health Course Based
Departments:	Population Medicine
Catalog:	2020

Program Completion must be verified by the Registrar.

Progress Print

2.12 From the displayed list, select the program to which you want to apply your planned and completed course work and click **“View Program”** at the bottom.



Please note that changing programs requires an *Application for Admission* to the new program or Transfer Application in certain instances. Please refer to the Graduate Calendar.

2.13 Your personal My Progress details can be printed using the **“Print”** button located near the top of the My Progress page.

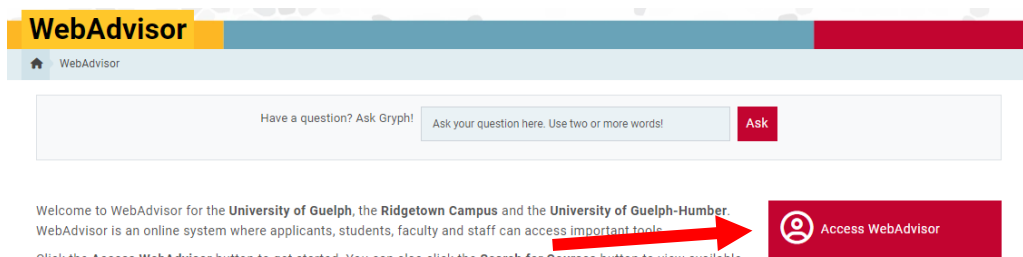


Section 3: Creating a Plan

Creating a plan of your degree/diploma allows you to take a proactive step in determining the best path for completing your program requirements, all the way to graduation! This can be done by planning current and future semesters based on previous terms.

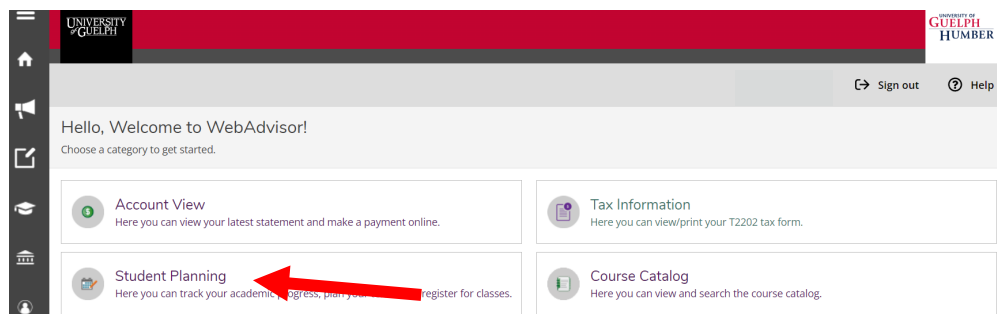
You create a plan by adding the desired courses to a “**course plan**”. It is important to understand that you have **not** registered in these courses but rather you *plan* to register for the course in the term you have added the planned course to. You are not obligated to register for a planned course nor are you billed for the planned course until you register. You can add, remove or move planned courses into any path that is suitable based on prerequisites, semester offerings and other considerations.

3.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “**Access WebAdvisor**” button.

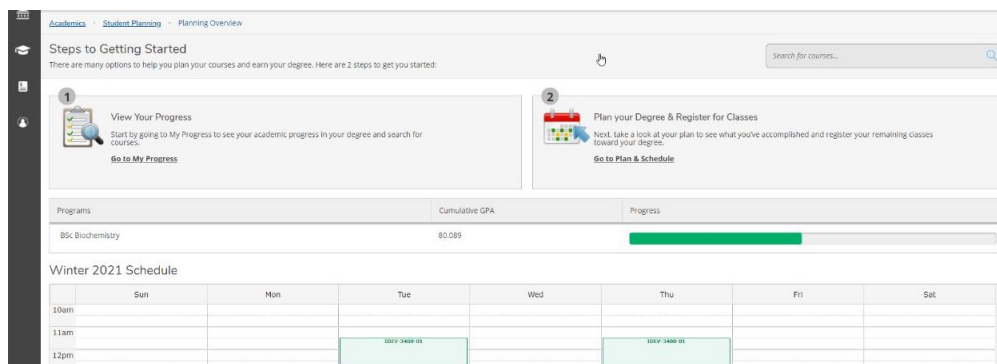


3.2 Log in with your CentralLogin ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

3.3 Select “**Student Planning**”.



3.4 This brings us to the “**Planning Overview**” page.



3.5 At a glance, you will find a variety of features which may be helpful for planning your degree. Such features include your *overall cumulative average*, your **approximate overall progress towards your degree completion and your program and major**, if applicable. Additional majors, minors and areas of specialization are not displayed here.

Programs	Cumulative GPA	Progress
BSc Biochemistry	80.089	<div style="width: 75%; height: 10px; background-color: green;"></div>

3.6 This page also shows your current semester’s timetable. Lectures for registered courses are represented in green, and labs and seminars are shown in purple. Planned courses are shown in yellow. Don’t forget to register in your planned courses! Distance Education courses that do not have scheduled lectures, labs or seminars will be listed below the table. For students on the Guelph campus, final exams will also show in this timetable in blue once the schedule has been posted. Because exams are generally spread out over multiple weeks and this schedule shows a single week, you may see overlap in your exams. We recommend going to the **“Plan your Degree & Register for Classes”** page for full exam details.

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am			PSYC-1009-0101 EXAM		QMHT-1006-0101 EXAM	
9am		BIOL-1070-0102 LEC		BIOL-1070-0102 LEC		
10am						
12pm		BIOL-1070-0102 SEM				
1pm						
3pm				MGMT-1000-0101 LEC		
4pm						
5pm					MGMT-1000-0101 SEM	
6pm						
7pm						

Sections with no meeting time
 ✓ GEOG-3020 Global Environmental Change Section DE01 Faculty:

3.7 Aside from the helpful information, this page has two main options - (1) **View Your Progress** where the most powerful planning features are located and (2) **Plan your Degree & Register for Classes**. Click on **Go to My Progress**.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

Go to My Progress ←

2 Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Go to Plan & Schedule

3.8 The **My Progress** page shows all the degree requirements for your program including up-to-date information about what requirements have been completed, what requirements remain and what requirements are currently planned. Scrolling down on this page, you will find more in-depth

requirements related to the types of courses that must be completed and the number of credits for each one.

Status	Course	Grade	Term	Credits
✓ Completed	MATH*1080 Elements of Calculus I	085	F15	0.5
✓ Completed	CHEM*1040 General Chemistry I	076	F15	0.5
✓ Completed	BIOL*1080 Biological Concepts of Health	078	F15	0.5
✓ Completed	STAT*2040 Statistics I	071	F16	0.5
🕒 Planned	CHEM-1050 General Chemistry II		F21	0.5
🕒 Planned	BIOL-1070 Discovering Biodiversity		F21	0.5
🚫 Not Started	BIOC-2580 Introduction to Biochemistry			

3.9 On the **My Progress** page, there are key course search and planning features available within the Requirements section. To plan for courses in bulk, go to a requirement with courses that have a status of **“Not Started”**. For this section, click on the **“Search”** button towards the top. This performs a custom search, loading only the courses listed under that requirement section.

A. Required Courses

Complete all of the following items. 🚫 0 of 4 Completed. [Hide Details](#)

1.

Take courses BIOC-2580, BIOC-3560, BIOC-3570, BIOC-4540, BIOL-1070, BIOL-1080, BIOL-1090, CHEM-1040, CHEM-1050, CHEM-2480, CHEM-2700, CHEM-2880, CHEM-3750, MATH-1080, MATH-2080, MBG-2040, MBG-3350, MCB-2050, MICR-2420, MICR-2430, PHYS-1070, PHYS-1080, STAT-2040. 🚫 4 of 23 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	MATH*1080 Elements of Calculus I	085	F15	0.5
✓ Completed	CHEM*1040 General Chemistry I	076	F15	0.5
✓ Completed	BIOL*1080 Biological Concepts of Health	078	F15	0.5
✓ Completed	STAT*2040 Statistics I	071	F16	0.5
🕒 Planned	CHEM-1050 General Chemistry II		F21	0.5
🕒 Planned	BIOL-1070 Discovering Biodiversity		F21	0.5
🚫 Not Started	BIOC-2580 Introduction to Biochemistry			
🚫 Not Started	BIOC-3560 Structure & Function in Bioche			
🚫 Not Started	BIOC-3570 Analytical Biochemistry			
🚫 Not Started	BIOC-4540 Enzymology			

3.10 To add an *unplanned course*, simply click on the **“Add Course to Plan”** button.

PHYS-1070 Physics for Life Sciences II (0.5 Credits) [Add Course to Plan](#)

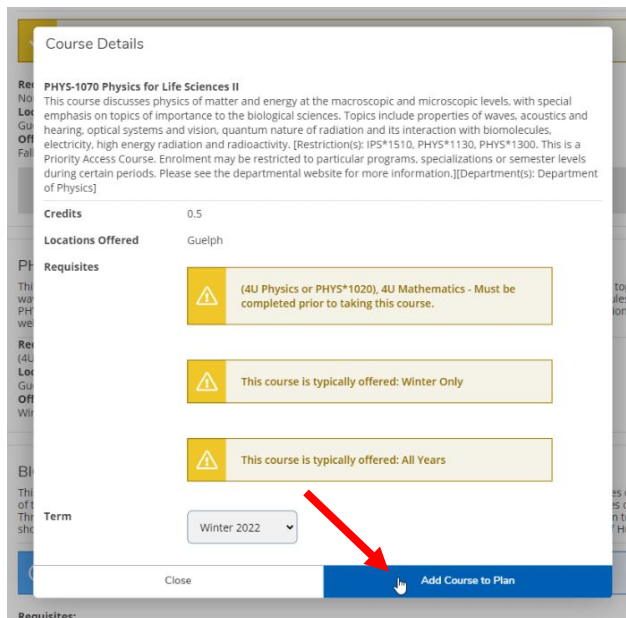
This course discusses physics of matter and energy at the macroscopic and microscopic levels, with special emphasis on topics of importance to the biological sciences. Topics include properties of waves, acoustics and hearing, optical systems and vision, quantum nature of radiation and its interaction with biomolecules, electricity, high energy radiation and radioactivity. [Restriction(s): IP5*1510, PHYS*1130, PHYS*1300. This is a Priority Access Course. Enrolment may be restricted to particular programs, specializations or semester levels during certain periods. Please see the departmental website for more information.][Department(s): Department of Physics]

Requisites:
(4U Physics or PHYS*1020), 4U Mathematics - Must be completed prior to taking this course.

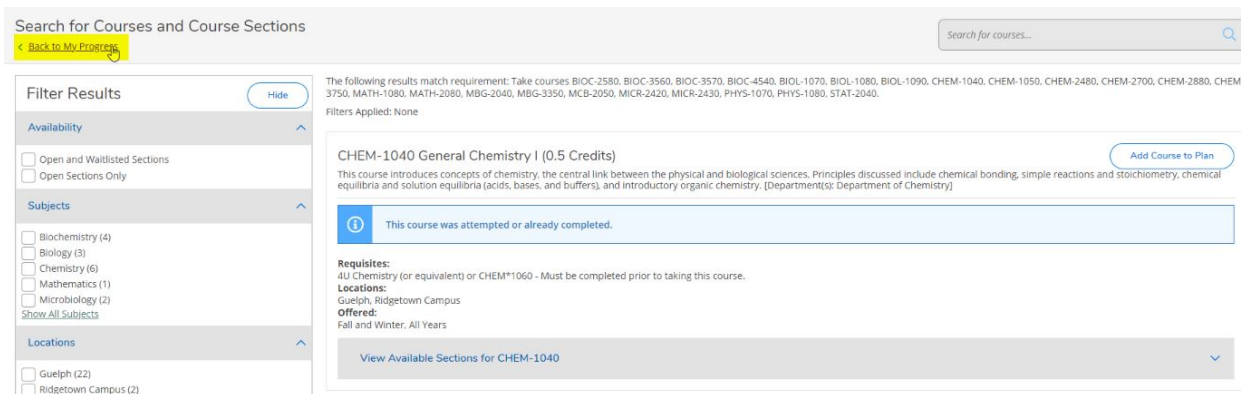
Locations:
Guelph

Offered:
Winter Only, All Years

3.11 In the Course Details pop-up, from the dropdown select the **Term** you want to add the planned course to and then click the **“Add Course to Plan”** button.



3.12 Once you are done, you can view all updated changes by clicking on the **“Back to My Progress”** towards the top left of the page.



3.13 To plan for a single course at a time, scroll down to a requirement that has several unplanned courses and click on the course code of a desired unplanned course. By clicking the **course code**, this will perform a custom search with results only for that course.

🕒 Planned	BIOL-1070	Discovering Biodiversity
🚫 Not Started	BIOC-2580	Introduction to Biochemistry
🚫 Not Started	BIOC-3560	Structure & Function in Bioche

3.14 You can add this course to your plan by clicking the **“Add Course to Plan”** button.

BIOC-2580 Introduction to Biochemistry (0.5 Credits)

This course introduces students to the evolution, chemical structure, and biological roles of the major molecular components of the cell: including proteins, nucleic acids, lipids, and carbohydrates. Topics and processes integrated through understanding biological macromolecules include enzymology and intermediary metabolism, with emphasis on catabolic processes. Students will gain basic investigative skills through hands-on experiences in a laboratory setting. [Department(s): Department of Molecular and Cellular Biology]

Requisites:
CHEM*1050 - Must be completed prior to taking this course.

Locations:
Guelph

Offered:
Summer, Fall, and Winter, All Years

[View Available Sections for BIOC-2580](#)

[Add Course to Plan](#)

Once you have planned your required courses, you can search and plan electives and make modifications based on your major, minor, specialization or overall progression. We recommend that you review the Schedule of Studies or program requirements for your program in the Academic Calendar to ensure your plan meets all of the requirements for completing your degree.

3.15 You can navigate to the **Plan and Schedule** page by clicking on Student Planning in the top left-hand corner and selecting Plan & Schedule from the dropdown.

Academics > **Student Planning** > My Progress

Planning Overview
Plan & Schedule
My Progress

Search for courses...

BSc Biochemistry (1 of 1 programs)

View a New Program

Print

Program Completion must be verified by the Registrar.

Progress

3.16 In the **Plan and Schedule** page you can navigate among terms using the arrows on the left-hand side.

Plan your Degree and Schedule your courses

bio 1070

Schedule Timeline

Fall 2021

Remove Planned Courses Register Now

Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am							
10am		BIOC-1070-0102 LEC		BIOC-1070-0102 LEC	CHEM-1050-0102 EXAM		
11am							
12pm		BIOC-1070-0102 SEM					

BIOL-1070-0102: Discovering Biodiversity

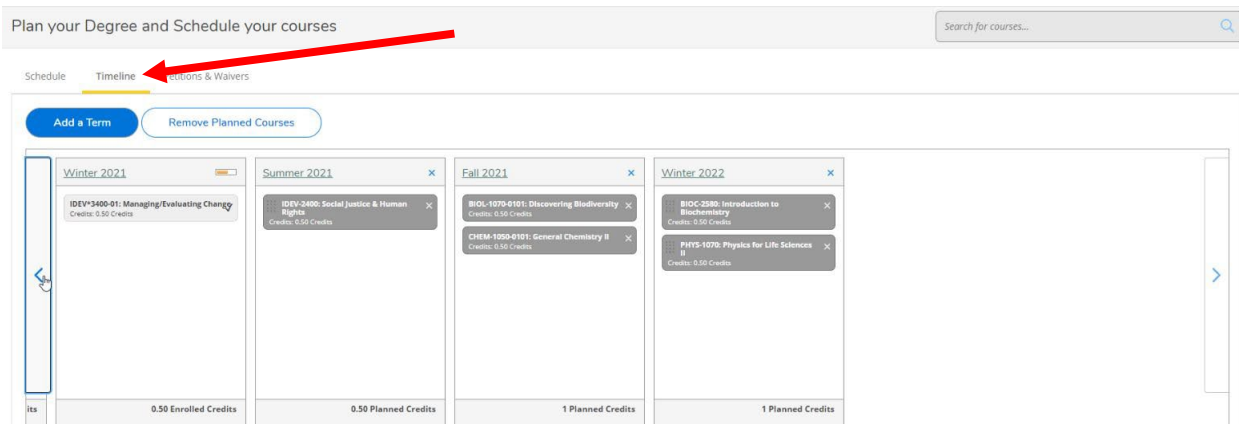
Planned

Credits: 0.50 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021
Seats Available: Unlimited

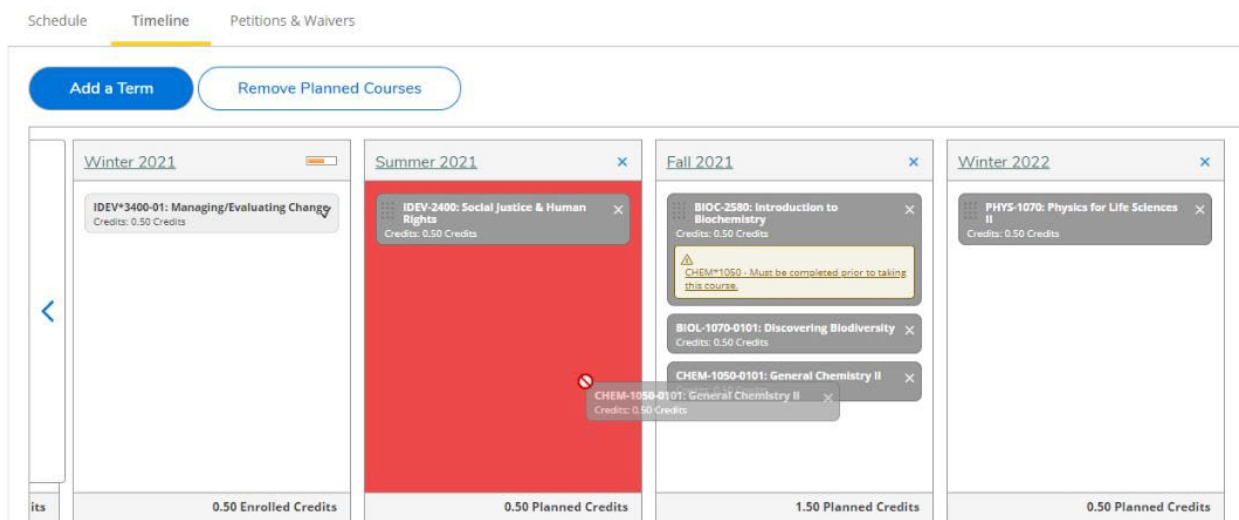
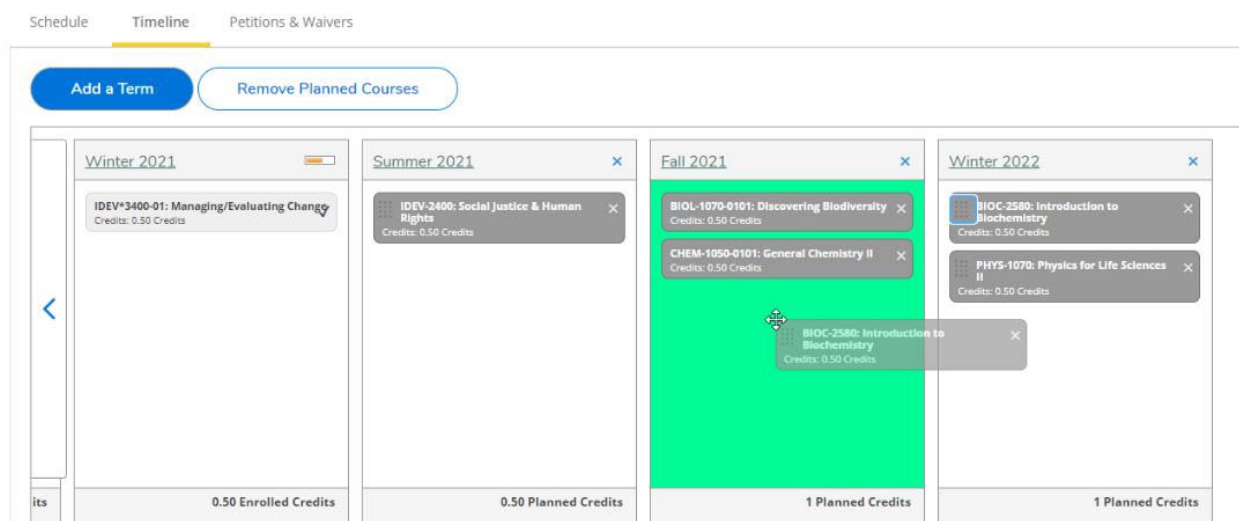
Meeting Information

Register

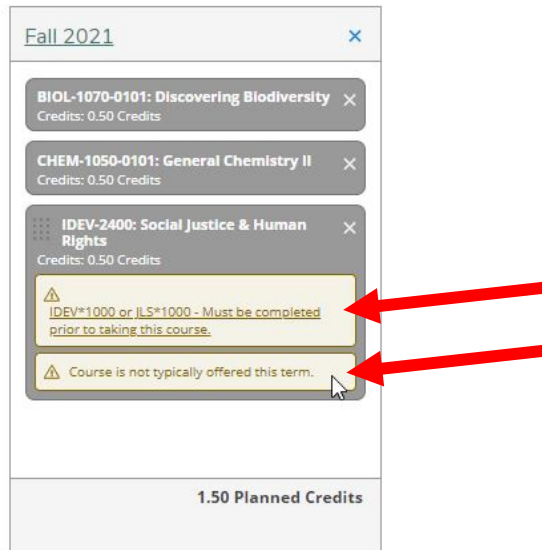
3.17 To receive a greater view of your degree, click the **Timeline** tab. The timeline displays *completed courses, in-progress courses and courses planned in the future* for each term you add to the view.



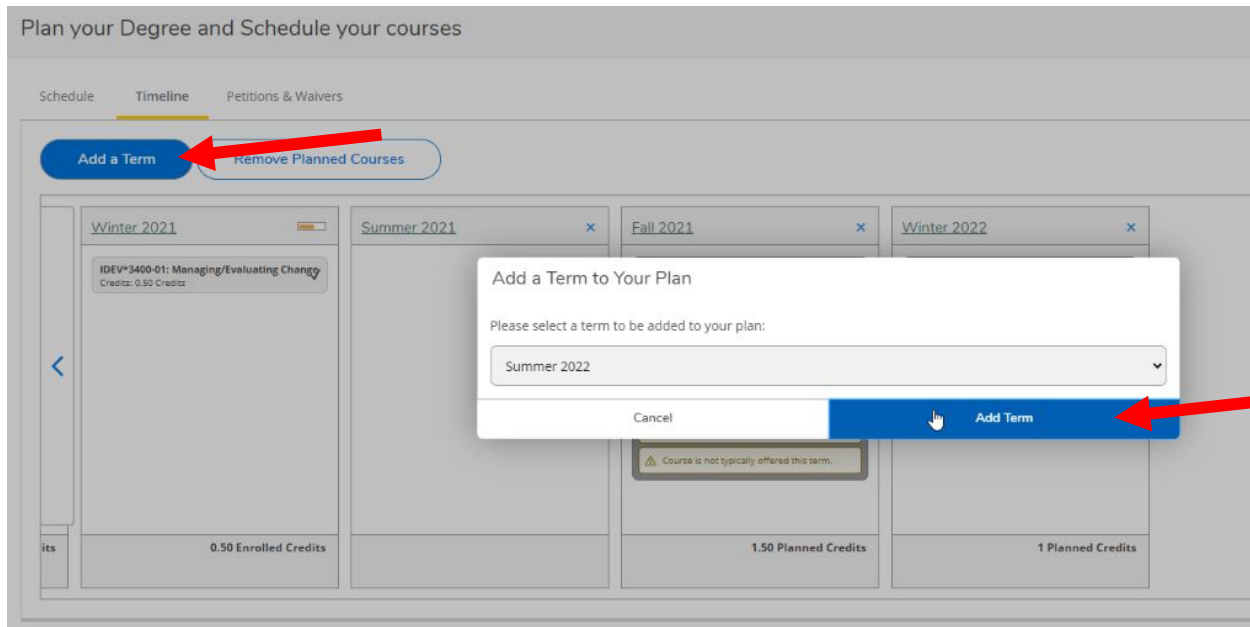
3.18 Here, you can easily rearrange your planned courses by term using the drag and drop feature. You can move any course you have not completed or have not registered for.



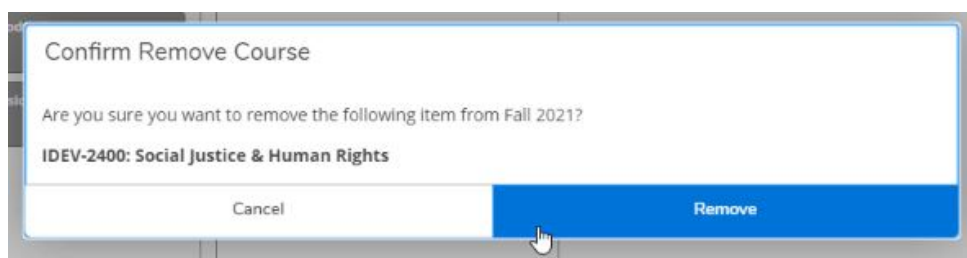
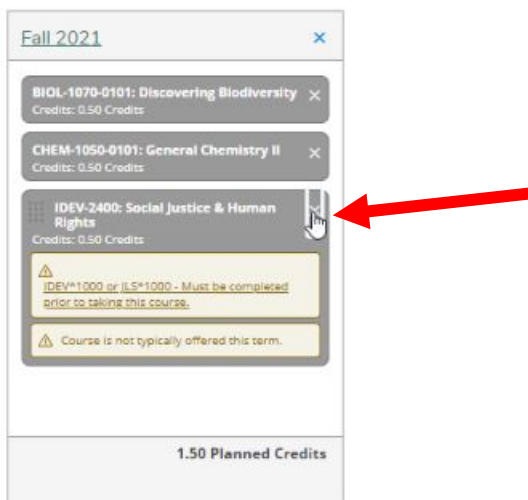
Please note that most courses are not offered every term. If you drag a course into a term that it is not usually offered in, a message will appear below the course title. If a course is missing a prerequisite, a warning message will also appear below the course title. It is the student's responsibility to ensure that prerequisites are planned accordingly to avoid scheduling complications in future terms.



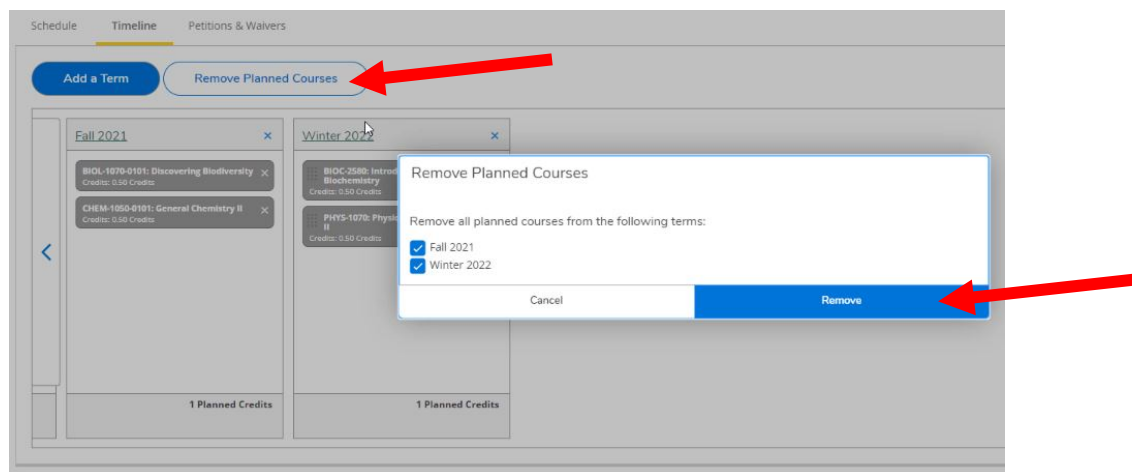
3.19 To add more terms to your plan, simply press the **“Add a term”** button and select the desired term.



3.20 If you wish to discard a course or an entire term, hit the **X** located next to each one.



3.21 To discard all planned courses, hit the **“Remove Planned Courses”** button.



You can register for courses in the **“Schedule”** tab if you’re within the course enrolment period for one of the terms.

3.22 You can also print your planned schedule using the **“Print”** button on the page.

The screenshot displays a course planning interface. At the top, there are navigation buttons (back, forward, minus, plus) and a semester selector set to "Fall 2021". On the right, there are buttons for "Remove Planned Courses" and "Register Now". Below this, a "Filter Sections" button and a "Print" button (highlighted with a red arrow) are visible. To the right of the "Print" button, the status is shown as "Planned: 1 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits".

The main area is divided into two panels. The left panel shows details for the course "BIOL-1070-0102: Discovering Biodiversity", which is marked as "Planned". It lists "Credits: 0.50 Credits", "Grading: Graded", "Instructor:", "9/9/2021 to 12/17/2021", and "Seats Available: Unlimited". There is a "Meeting Information" section, a "Register" button, and a link to "View other sections". Below this, the course "CHEM-1050-0103: General Chemistry II" is also listed as "Planned".

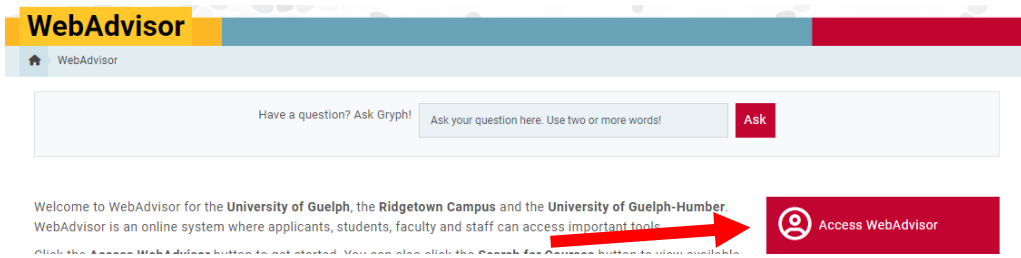
The right panel is a weekly schedule grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 7am to 4pm. The grid shows the following course placements:

- BIOL-1070-0102 LEC on Monday at 9am and 11am.
- BIOL-1070-0102 LEC on Wednesday at 10am.
- BIOL-1070-0102 SEH on Monday at 12pm.
- CHEM-1050-0102 EXAM on Thursday at 8am.

Section 4: Finding Courses

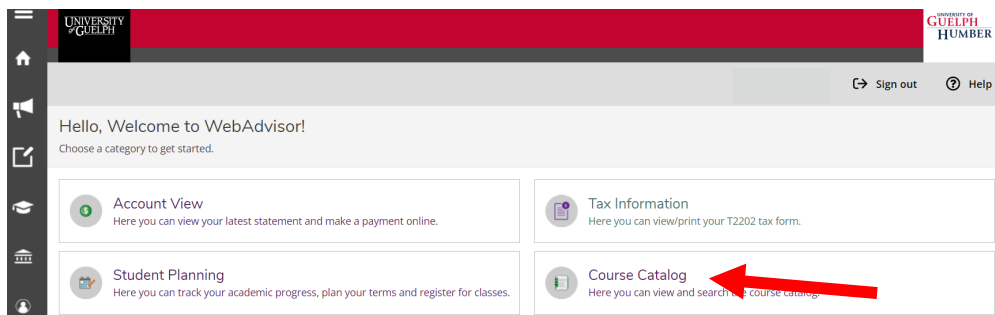
You can use Student Planning to find courses.

- 4.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “*Access WebAdvisor*” button.

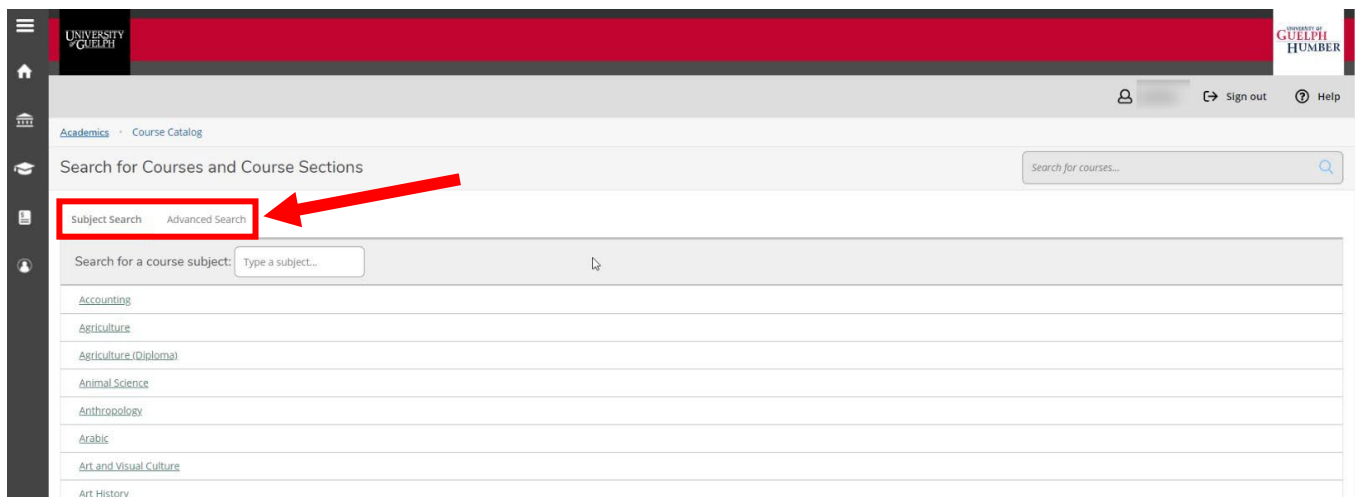


- 4.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

- 4.3 Select “*Course Catalog*”.



- 4.4 In the Course Catalog, the first thing you will notice is that there are two tabs: “*Subject Search*” and “*Advanced Search*.”



Subject Search Tab

4.5 On the default tab of **“Subject Search”**, you can search for courses using common words.

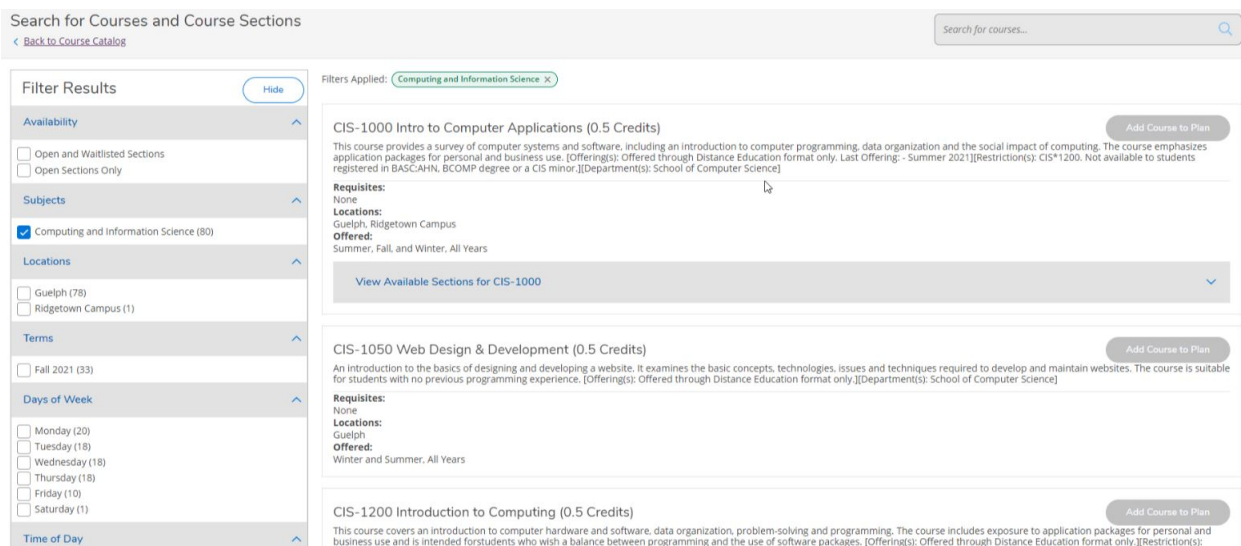
*For example, if you are looking to enrol in a management course, you can simply type in **“Management”** in the field next to **“Search for a course subject”**. The subjects that match your keyword will populate as you type in real-time.*



The screenshot shows the 'Search for Courses and Course Sections' page. At the top, there is a search bar with the placeholder text 'Search for courses...'. Below the search bar, there are two tabs: 'Subject Search' (which is selected) and 'Advanced Search'. Under the 'Subject Search' tab, there is a text input field labeled 'Search for a course subject:' containing the word 'management'. A red arrow points to this input field. Below the input field, a list of search results is displayed, including 'Environmental Management', 'Environmental Management (Diploma)', 'Hospitality and Tourism Management', 'Management', and 'Turf Management (Diploma)'.

4.6 Click one of the subject results and all the courses for this subject will be populated.

*For example, after searching and clicking **Computing and Information** we are brought all the related results.*




The screenshot shows the 'Search for Courses and Course Sections' page with filters applied. On the left, there is a 'Filter Results' sidebar with sections for 'Availability', 'Subjects', 'Locations', 'Terms', 'Days of Week', and 'Time of Day'. The 'Subjects' section is expanded, and 'Computing and Information Science (80)' is selected. The main content area shows a list of courses under the filter 'Computing and Information Science X'. The first course is 'CIS-1000 Intro to Computer Applications (0.5 Credits)', which includes a description, prerequisites, locations, and offered terms. Below it is 'CIS-1050 Web Design & Development (0.5 Credits)', and the third is 'CIS-1200 Introduction to Computing (0.5 Credits)'. Each course entry has an 'Add Course to Plan' button and a 'View Available Sections' link.

4.7 Note that coloured dialog boxes will appear on certain courses to provide helpful information. This information can be to let you know that you have *completed a course, a course is in progress or a course is planned.*

➤ **Planned Course:**

IDEV-2400 Social Justice & Human Rights (0.5 Credits) Add Course to Plan

This course will explore the nature of social justice and links to concepts and practice of human rights. It examines how development can be seen in terms of the advancement of social justice. Students will identify and critically assess alternative approaches to promoting social justice within a development context and the related actions by actors locally and globally. It will explore the related ethical issues associated with development policy and practice. Key topics will include poverty, hunger, power, gender, race, and class. [Department(s): Dean's Office, College of Social and Applied Human Sciences]

 This course is planned.


Requisites:
IDEV*1000 or JLS*1000 - Must be completed prior to taking this course.
Locations:
Guelph
Offered:
Winter Only, All Years

➤ **Unplanned Course:**

IDEV-1000 Understanding Development (0.5 Credits) Add Course to Plan

The objective of the course is to provide an introduction to the study of international development as a contested and evolving effort to counteract global inequalities. Students will learn about the historical and political origins of the international development system, as well as the main development actors and institutions. The course will provide an introduction to foundational concepts within development studies, including poverty, inequality, human rights, foreign aid, and sustainable development. [Offering(s): Also offered through Distance Education format.][Department(s): Dean's Office, College of Social and Applied Human Sciences]


Requisites:
None
Locations:
Guelph
Offered:
Summer, Fall, and Winter, All Years

[View Available Sections for IDEV-1000](#) 


➤ **Completed Course:**

CIS-1500 Introduction to Programming (0.5 Credits) Add Course to Plan

This course introduces problem-solving, programming and data organization techniques required for applications using a general purpose programming language. Topics include control structures, data representation and manipulation, program logic, development and testing. This course is intended for students who do not intend to enroll in further CIS courses. If your degree requires further CIS courses, CIS*1300, is required. [Restriction(s): CIS*1300. Not available to students registered in a BCOMP degree, a CIS minor, BENG.CENG or BENG.ESC.][Department(s): School of Computer Science]

 This course was attempted or already completed.


Requisites:
None
Locations:
Guelph
Offered:
Fall and Winter, All Years

[View Available Sections for CIS-1500](#) 

➤ **In-Progress Course:**

IDEV-3400 Managing/Evaluating Change (0.5 Credits) Add Course to Plan

This course explores the key practical skills required by those engaged in the implementation of development policy and practice including logical frameworks, theories of change, impact assessment, and project management. It aims to equip students with an understanding of the nature of these techniques, and how and where they are employed. The strengths and weaknesses of these techniques and their implications for development policy and practice are explored. [Department(s): Dean's Office, College of Social and Applied Human Sciences]

 This course is in progress.

Requisites:
7.50 credits including 1.00 credit in IDEV courses at the 2000 level - Must be completed prior to taking this course.
Locations:
Guelph
Offered:
Winter Only, All Years

Filters

4.12 To narrow down your search results, you can use the filter options found on the left-hand side.

The screenshot shows the 'Search for Courses and Course Sections' page. On the left, a 'Filter Results' sidebar is highlighted with a red box. It includes sections for Availability, Subjects, Locations, Terms, Days of Week, and Time of Day. The 'Subjects' filter is selected, showing 'International Development Studies (25)'. The main content area displays two course listings: IDEV-1000 Understanding Development (0.5 Credits) and IDEV-2000 The Development Landscape (0.5 Credits). Each listing includes a description, prerequisites, locations, and offered terms. A 'View Available Sections' button is visible for each course.

You can search for courses taught by a specific professor, courses offered in a specific term (such as Fall 2021, Winter 2022), specific course levels (such as 1st year, 2nd year, etc.) and more. By selecting any of the filters, the results will automatically update to reflect your request.

Advanced Search Tab

4.15 If you wish to search for courses directly using the course code or certain filters, you can use the Advanced Search tab. In this tab, you have many search criteria options to narrow down your search.

The screenshot shows the 'Catalog Advanced Search' page. It features a search bar at the top and a 'Subject Search' tab. The 'Advanced Search' tab is highlighted in yellow. Below the search bar, there are several input fields: 'Term' (a dropdown menu), 'Meeting Start Date' (M/d/yyyy), 'Meeting End Date' (M/d/yyyy), 'Courses And Sections' (a dropdown menu), 'Course number', and 'Section'. The 'Results View' section has radio buttons for 'Catalog Listing' (selected) and 'Section Listing'.

As an example, we will search for a course with the code “MGMT 1000” in the term “Fall 2021”. Select “Section Listing” under “Results View” and click the “Search” button. You will receive the results in a format that makes it easy to compare details about course sections, including seat availability, meeting times and instructors.

Catalog Listing
 Section Listing

Term: Meeting Start Date: Meeting End Date:

Courses And Sections:

Subject:

Subject:

Days Of Week:
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Location:

Academic Level:

Time Of Day: Time Starts by: Time Ends by:

Search for Courses and Course Sections Search for courses...

[Back to Course Catalog](#)

Advanced Search Selection: MGMT-1000
Filters Applied: Fall 2021

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Availability	Credits	Academic Level
<input type="button" value="Add"/>	Fall 2021	Open	MGMT-1000-0101	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) Th 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
<input type="button" value="Add"/>	Fall 2021	Open	MGMT-1000-0102	Introduction to Business		9/9/2021-12/17/2021	Guelph	T, Th 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) W 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
<input type="button" value="Add"/>	Fall 2021	Open	MGMT-1000-0103	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) F 10:30 AM-12:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
<input type="button" value="Add"/>	Fall 2021	Open	MGMT-1000-0104	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) Th 7:00-8:50 PM 9/9/2021 - 12/17/2021		0 / 0 / 0	1 Credits	Undergraduate

4.16 Again, the filter options are available on the left-hand side, and you can further refine or revise your search.

Alternatively, if you select “Catalog Listing” under “Results View” in the Advanced Search, the search results will be laid out in the same format as the “Subject Search” tab, but the filters are already applied.

The screenshot shows a search interface with the following elements:

- Results View:** "Catalog Listing" is selected and highlighted with a red box. "Section Listing" is unselected.
- Term:** "Fall 2021" is selected in a dropdown menu, highlighted with a red box.
- Meeting Start Date:** A text input field with the placeholder "M/d/yyyy".
- Meeting End Date:** A text input field with the placeholder "M/d/yyyy".
- Courses And Sections:** "Management" is selected in a dropdown menu, highlighted with a red box.
- Course Number:** "1000" is entered in a text input field, highlighted with a red box.
- Section:** A text input field with the placeholder "Section".
- Subject:** Two dropdown menus with the placeholder "Subject".
- Course Number:** Two text input fields with the placeholder "Course number".
- Section:** Two text input fields with the placeholder "Section".
- + Add More...:** A button to add more filters.
- Days Of Week:** A group of checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.
- Location:** A dropdown menu with the placeholder "Select Location".
- Academic Level:** A dropdown menu with the placeholder "Select Academic Level".
- Time Of Day:** A dropdown menu with the placeholder "Select Time Of Day".
- Time Starts by:** A text input field with the placeholder "hh:mm AM/PM".
- Time Ends by:** A text input field with the placeholder "hh:mm AM/PM".
- Buttons:** "Clear" and "Search" buttons. A red arrow points to the "Search" button.

Adding a Course

Now that you know how to find a course using either the **“Subject Search”** or the **“Advanced Search”** options, we can look at adding a desired course. There are two ways you can add a course. You can add it to your plan or directly to your schedule if course offerings for the semester have been posted. Course offerings for the semester are usually posted about two weeks before the course enrolment period.

4.19 Let’s begin by looking at how to add a course to your plan. Once you have found the course that you are interested in, click the **“Add Course to Plan”** button.

MGMT-1000 Introduction to Business (1 Credits)

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Requisites:
None

Locations:
Guelph

Offered:
Fall Only, All Years

[View Available Sections for MGMT-1000](#)

Course Details

MGMT-1000 Introduction to Business

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Credits 1

Locations Offered Guelph

Requisites None

Term Fall 2021

[Add Course to Plan](#)

4.20 A confirmation message will immediately pop up towards the top right notifications.

Academics · Course Catalog

Search for Courses and Course Sections

Filter Results

Advanced Search Selection: MGMT-1000

Filters Applied: Fall 2021

MGMT-1000 Introduction to Business (1 Credits)

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Requisites:
None

Locations:

MGMT-1000 has been added to plan.

Add Section to Schedule

4.21 To add a course to your planned schedule, find a course that you are interested in. Once you have found that course, click the drop-down menu entitled “View available sections”.

MGMT-1000 Introduction to Business (1 Credits) Add Course to Plan

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Requisites:
None
Locations:
Guelph
Offered:
Fall Only, All Years

[View Available Sections for MGMT-1000](#)

4.22 Here you can browse the available sections. If the course timetable has not yet been posted for the semester, section information will not be available. Once you have found the section that you would like, click on the “Add Section to Schedule” button towards the top right-hand corner.

MGMT-1000 Introduction to Business (1 Credits) Add Course to Plan

This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Requisites:
None
Locations:
Guelph
Offered:
Fall Only, All Years

[View Available Sections for MGMT-1000](#)

Fall 2021

MGMT-1000-0101	Introduction to Business			Add Section to Schedule
Seats	Times	Locations	Instructors	
Unlimited	M/W 2:30 PM - 3:20 PM 9/9/2021 - 12/17/2021	Guelph LEC		
	Th 3:30 PM - 5:20 PM 9/9/2021 - 12/17/2021	Guelph SEM		

MGMT-1000-0102 Introduction to Business Add Section to Schedule

Seats	Times	Locations	Instructors	
Unlimited	M/W 2:30 PM - 3:20 PM	Guelph		

Days of Week
 Monday (1)
 Tuesday (1)
 Wednesday (1)
 Thursday (1)
 Friday (1)

Time of Day
Select time range...
Starts by: Ends by:

Instructors
 Rodenburg, K (1)

Academic Levels
 Undergraduate (1)

Course Levels
 First Year (1)

MGMT-1000-0101 Introduction to Business Add Section to Schedule

Section Details

MGMT-1000-0101 Introduction to Business
Fall 2021

Instructors

Meeting Information M, W 2:30 PM - 3:20 PM
9/9/2021 - 12/17/2021
Guelph, TBD (LEC)
W 3:30 PM - 5:20 PM
9/9/2021 - 12/17/2021
Guelph, TBD (SEM)

Dates 9/9/2021 - 12/17/2021

Seats Available Unlimited

Credits 1

Grading Graded

Requisites None

Course Description This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups. [Restriction(s): CME*1000, MGMT*2150. Registration in BCOMM and fewer than 7.50 credits.][Department(s): School of Hospitality, Food and Tourism Management]

Books Total

[Add Section](#)

4.23 Another way to add sections directly to your schedule is through the **“Section Listing”** view in the Advanced Search. In your search results, click on the **“Add”** button in the first column of the table for the course section you would like to add to your schedule.

Advanced Search Selection: MGMT-1000
Filters Applied: Fall 2021

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Availability	Credits	Academic Level
Add	Fall 2021	Open	MGMT-1000-0101	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) Th 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
Add	Fall 2021	Open	MGMT-1000-0102	Introduction to Business		9/9/2021 - 12/17/2021	Guelph	T, Th 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) W 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Undergraduate
Add	Fall 2021	Open	MGMT-1000-0103	Introduction to Business		9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) F 10:30 AM-12:20 PM		0 / 0 / 0	1 Credits	Undergraduate

4.24 Review the details in the pop-up window and then click on **“Add Section.”**

Section Details
MGMT-1000-0101 Introduction to Business
Fall 2021

Instructors

Meeting Information M, W 2:30 PM-3:20 PM
9/9/2021 - 12/17/2021
Guelph, TBD (LEC)
Th 3:30 PM-5:20 PM
9/9/2021 - 12/17/2021
Guelph, TBD (SEM)

Dates 9/9/2021 - 12/17/2021

Seats Available Unlimited

Credits 1

Grading Graded

Requisites None

Course Description This course is intended for B.Comm. students in semester one. It provides students with an understanding of the evolution of forms of business organization and their role in social and economic development. The main focus is on current economic, social and environmental issues that impact business organizations and which, in turn, are impacted by business decisions. Ethical considerations and the concept of sustainability are essential components. Students develop oral and written communication skills in small seminar groups.

Restriction(s): CME*1000, MGMT*2150. Registration in BC0MM and fewer than 7.50 credits.
Department(s): School of Hospitality, Food and Tourism Management

Books Total

Close **Add Section**

4.25 The Planned Status column will now show as **“Planned”** for that section.

Academics · Course Catalog

Search for Courses and Course Sections

MGMT-1000-0101 has been planned on the schedule.

Advanced Search Selection: MGMT-1000
Filters Applied: Fall 2021

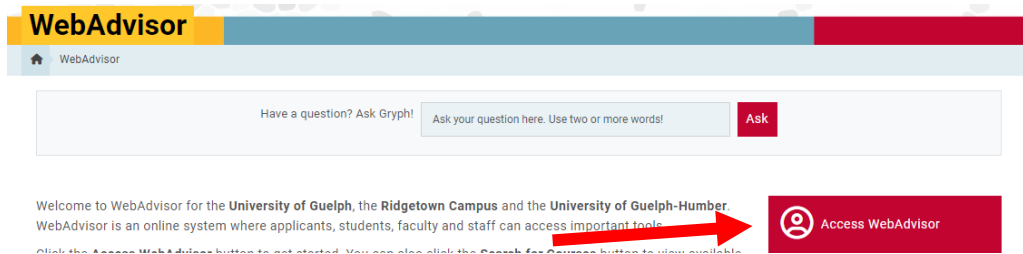
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Availability	Credits	Academic Level
Add	Fall 2021	Open	MGMT-1000-0101	Introduction to Business	Planned	9/9/2021-12/17/2021	Guelph	M, W 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) Th 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Un
Add	Fall 2021	Open	MGMT-1000-0102	Introduction to Business		9/9/2021-12/17/2021	Guelph	T, Th 2:30-3:20 PM 9/9/2021 - 12/17/2021 TBD (LEC) W 3:30-5:20 PM 9/9/2021 - 12/17/2021 TBD (SEM)		0 / 0 / 0	1 Credits	Un

Whether you added a course to your plan or to your schedule, these changes will be reflected in the Plan & Schedule section.

Section 5: Registering for Courses

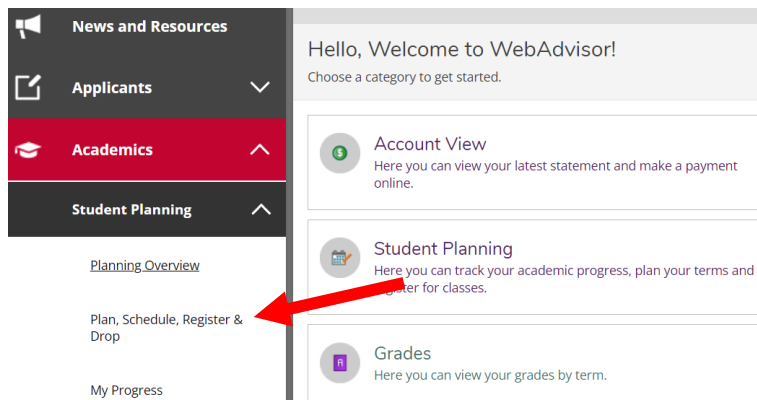
This document will cover how to register for courses using Student Planning. For information about **when** you can register for courses, visit your campus's course selection webpage.

- 5.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the "**Access WebAdvisor**" button.

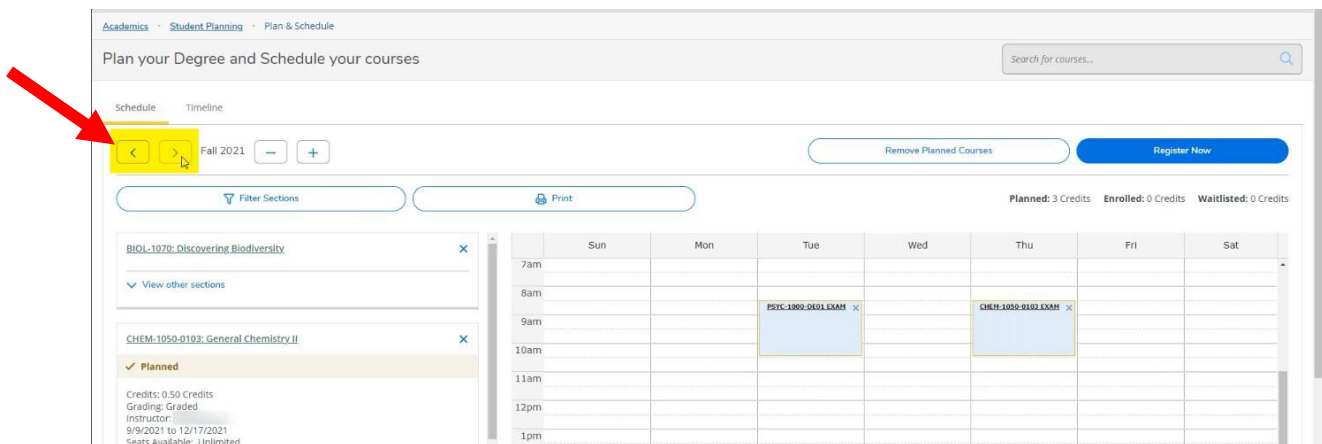


- 5.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

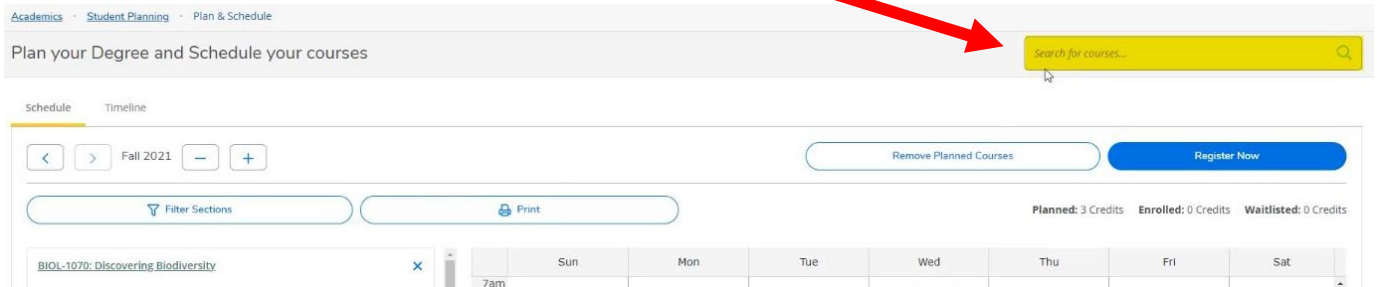
- 5.3 Expand the menu on the left-hand side and select "**Academics**". Under **Student Planning**, click on "**Plan, Schedule, Register & Drop**".



- 5.4 The "Plan, Schedule, Register & Drop" page will load the current plan and course registration of the current semester. To view and register another term, please use the navigation arrows to navigate to the desired term. *For this example, we wish to register for courses for the Fall 2021 semester.*



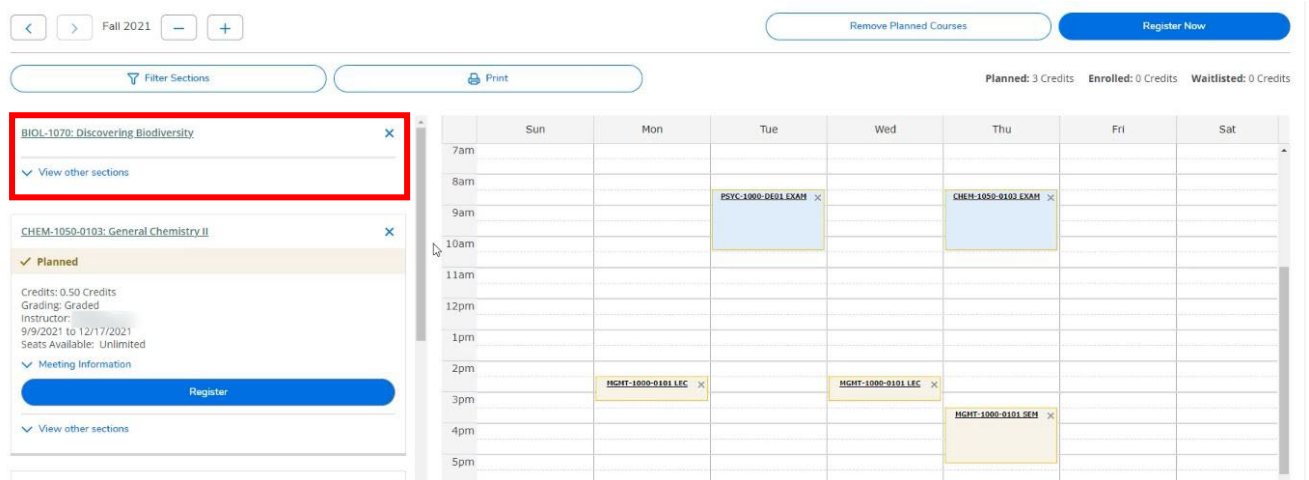
5.5 To register for a course, a course or section must have already been added to the term plan. If this has not already been done, you can use the convenient search option towards the top right.



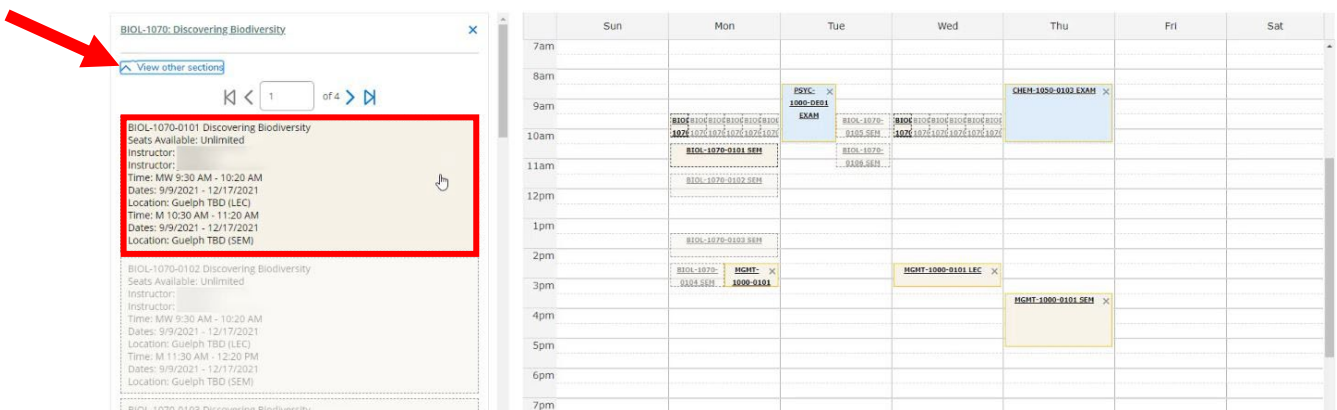
Once the course has been added to your term plan, you must select a section and then register for the course. There are two ways to register: (1) Register by an individual course at a time, or (2) Register for all courses at once.

Single Course Registration and Adding a Section

5.6 First, we will look at how to register for a single course. To do this, you must find the individual course section that fits in your schedule. All course sections of a planned course will show as **yellow** in the timetable; this includes their lecture, lab and seminar times.



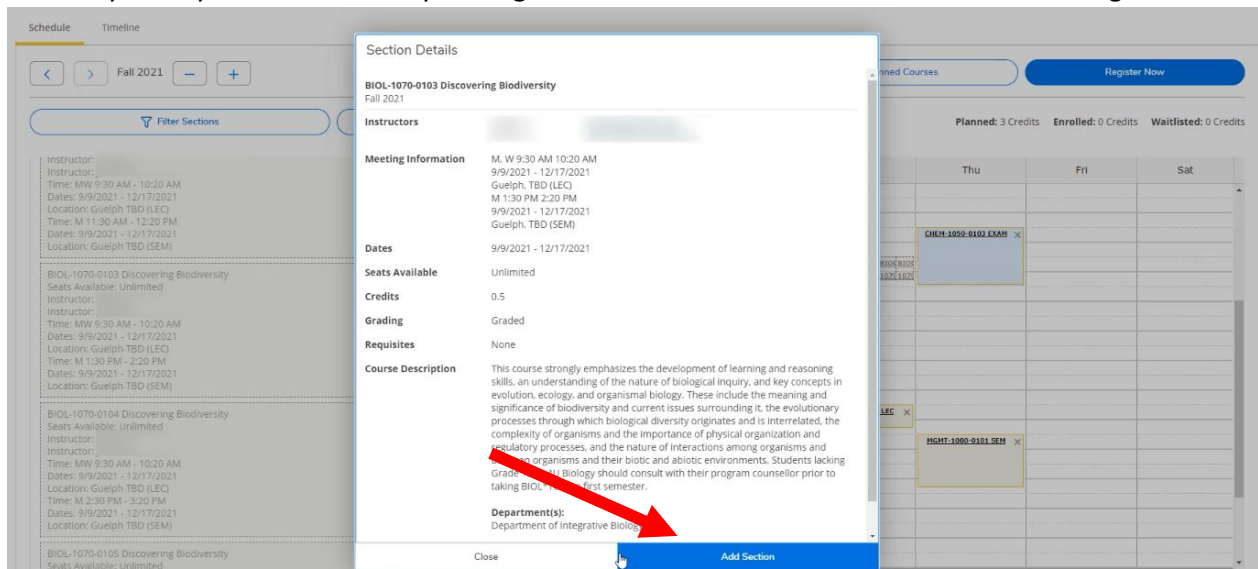
5.7 In the panel on the left, you can view details about the available sections, such as number of seats available, times, location, instructor, etc. by clicking and expanding the **“View other sections”** on the course of interest.



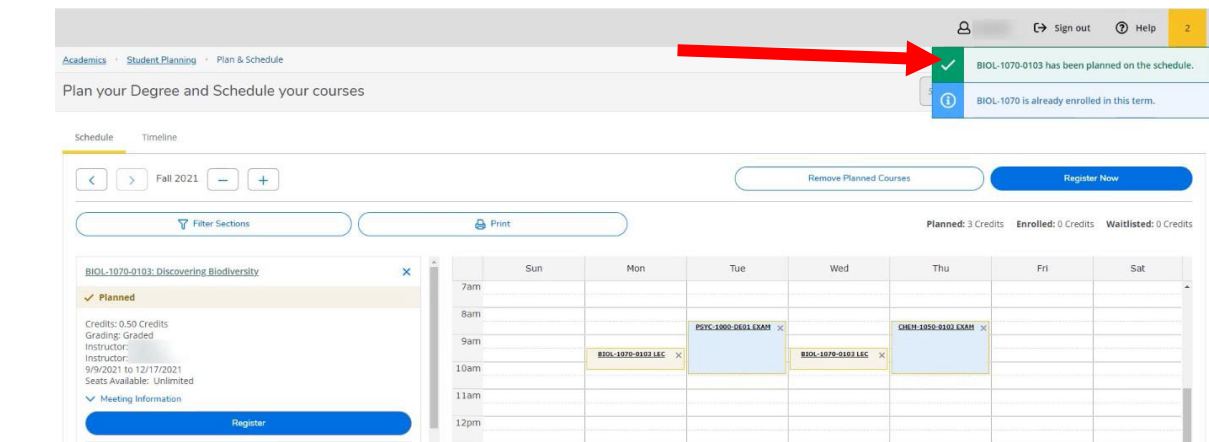
Note that hovering over a specific section will make that section bold in the timetable on the right. The timetable is useful for determining whether multiple courses are scheduled for the same time. If the lecture, lab or seminar of a course section overlaps with another course, both courses will show as **red** in the timetable. You will also receive a warning message if you try to register for overlapping courses.

If you are a Guelph-campus student and you are making changes to your course registrations after the final exam schedule has been posted on WebAdvisor, you also need to make sure there is not a direct final exam conflict. The final exam schedule is usually posted about a month before the semester begins. Final exams will show on the timetable in blue. Please keep in mind that the timetable represents a single week, and your final exams may be spread over multiple weeks. You may see overlap of exams that are actually taking place on separate weeks. To ensure that there is not an exam conflict, click on the **"Print"** button above the timetable for full exam details for your registered courses in a list format. **Guelph-Humber students** can find final exam information on the [Guelph-Humber Exams and Grades webpage](#).

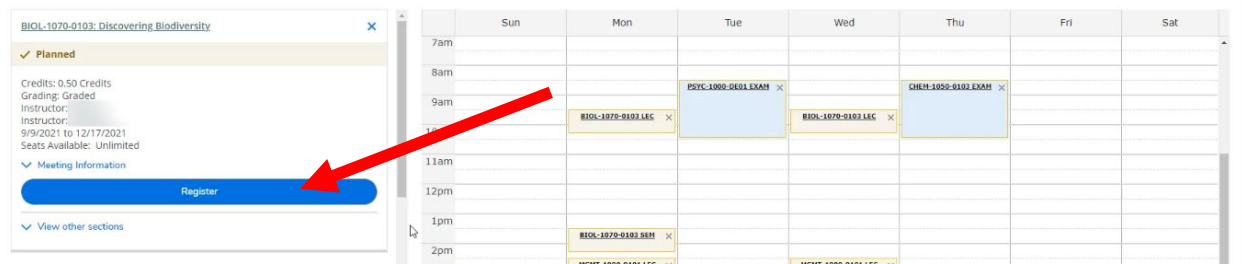
5.8 To add a desired section to your timetable, click on the section. This will open the **"Section Details,"** and you may add the section by clicking the **"Add Section"** button towards the bottom right.



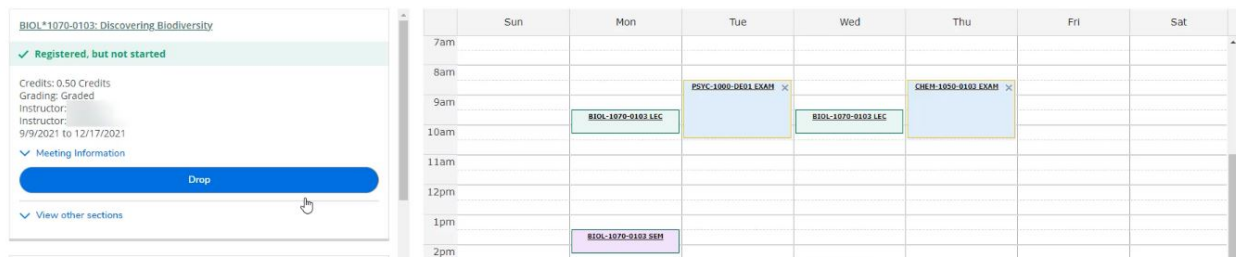
The timetable to the right will be updated, and the status of adding the section will be displayed from the notifications. If there are any errors or issues with adding the course section, it will be displayed here.



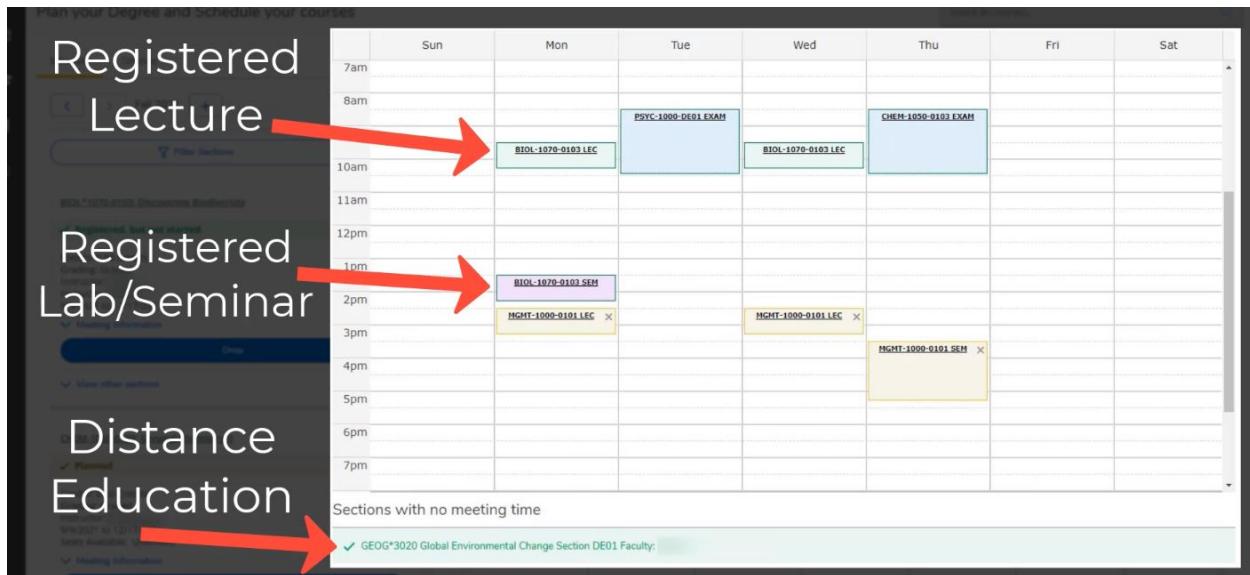
5.9 Now that the desired section has been added to the term plan, you can register for the course. To do so, click on the **“Register”** button for the course section.



Again, the timetable to the right will be updated, and a status message will be displayed in the notifications.



5.10 You have registered for a course! The lecture for the registered course will now show in **green** and, if the course has a lab or seminar, it will show in **purple**. A Distance Education course without scheduled lectures, labs or seminars will be noted below the timetable in **green**.



Register for All Courses

5.11 You may prefer to plan and add all your sections at once before registering. This is recommended as it reduces time to add and remove registered courses that may cause a conflict. In such scenarios, you may find it useful to register for all your courses at once. You can register for all courses currently added to your term plan by clicking on the **“Register Now”** button towards the top right.

The screenshot shows the 'Schedule' tab for Fall 2021. A blue 'Register Now' button is located in the top right corner, with a red arrow pointing to it. Below the button, the interface displays a course list on the left and a weekly grid on the right. The course list includes 'BIOL*1070-0103: Discovering Biodiversity' with a green checkmark and 'Registered, but not started' status. The grid shows various course sections for different days and times, including 'PSYC-1000-DE01 EXAM', 'CHEM-1050-0103 EXAM', and 'BIOL-1070-0103 LEC'.

5.12 You have now registered for all your term courses! Note that if any courses have an issue (e.g., missing prerequisite, course conflict, etc.), an error message will be provided. You will still be registered in the remaining, error-free courses.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. A red arrow points to a yellow error message box in the top right corner. The error message reads: 'MGMT*1000*0101 - Registration in B.Comm. and fewer than 7.50 credits'. Below the error message, the 'Register Now' button is visible. The course list on the left includes 'BIOL*1070-0103: Discovering Biodiversity' and 'CHEM*1050-0103: General Chemistry II', both with green checkmarks and 'Registered, but not started' status. The grid on the right shows various course sections for different days and times, including 'PSYC-1000-DE01 EXAM', 'CHEM-1050-0103 EXAM', 'BIOL-1070-0103 LEC', 'MGMT-1000-0101 LEC', and 'MGMT-1000-0101 SEM'.

5.13 If you would like to remove a planned course from your schedule, click the **X** beside the course name in the left panel and then click the **"Remove"** button in the pop-up window to confirm.

MGMT-1000-0101: Introduction to Business

✓ Planned

Credits: 1 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021
Seats Available: Unlimited

Meeting Information

Register

View other sections

Confirm Remove Course

Are you sure you want to remove the following Item from Fall 2021?

MGMT-1000: Introduction to Business

Cancel Remove

Fall 2021

Register Now

Filter Sections Print

Planned: 0 Credits Enrolled: 2 Credits Waitlisted: 0 Credits

BIOL*1070-0103: Discovering Biodiversity

✓ Registered, but not started

Credits: 0.50 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021

Drop

CHEM*1050-0103: General Chemistry II

✓ Registered, but not started

Credits: 0.50 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am			PSYC-1000-DE01 EXAM		CHEM-1050-0103 EXAM		
10am		BIOL-1070-0103 LEC		BIOL-1070-0103 LEC			
11am							
12pm							
1pm							
2pm		BIOL-1070-0103 SEM					
3pm							
4pm							
5pm							
6pm							
7pm							

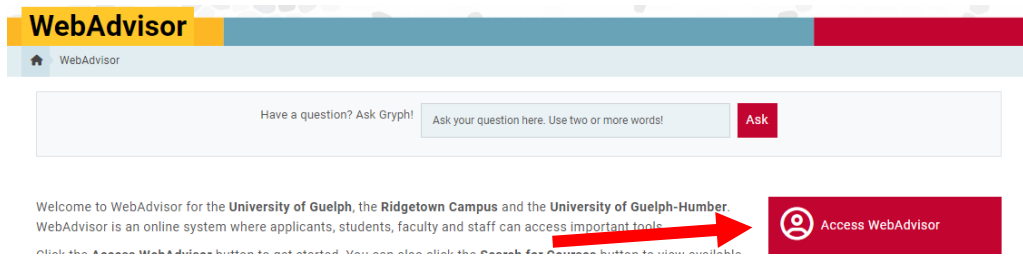
Sections with no meeting time

✓ GEOG*3020 Global Environmental Change Section DE01 Faculty:

Section 6: Dropping Courses and Changing Sections

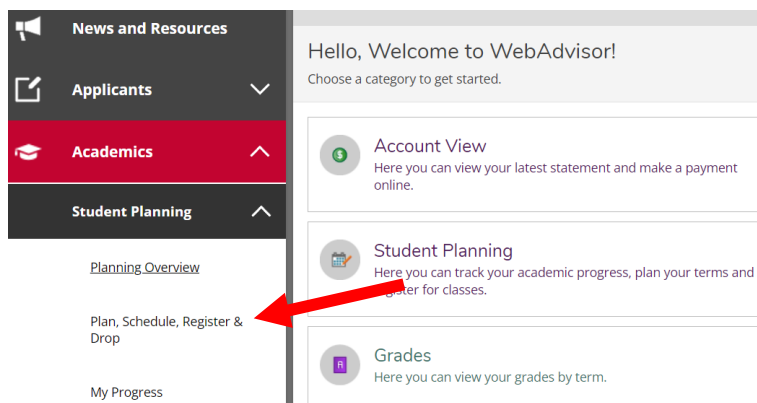
This document will cover how to drop a course or change sections using Student Planning.

6.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “**Access WebAdvisor**” button.

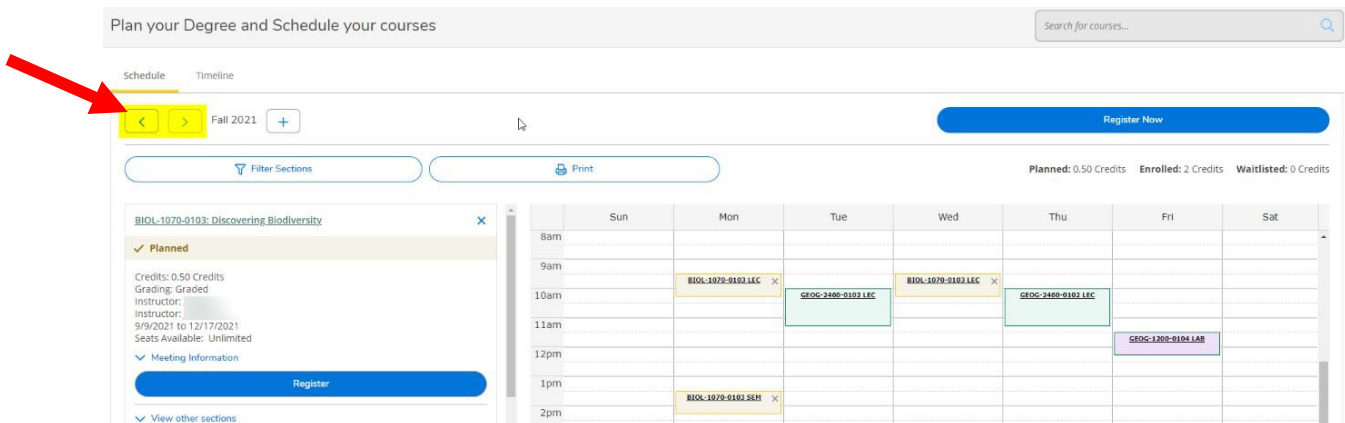


6.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

6.3 Expand the menu on the left-hand side and select “**Academics**”. Under **Student Planning**, click on “**Plan, Schedule, Register & Drop**”.



6.4 The “**Plan, Schedule, Register & Drop**” page will load the current plan and courses registered for the current semester. If the course you wish to remove is in the upcoming term, please use the navigation arrows to navigate to the desired term. *For this example, we wish to drop a course from the Fall 2021 semester. We will use the navigation arrows to navigate to this term.*



Dropping a Course

6.7 Once you have navigated to the desired semester, you will see all the courses you have planned or are registered in.

The screenshot shows a course registration interface for Fall 2021. At the top, there are navigation arrows, the semester "Fall 2021", and a "Register Now" button. Below this is a "Filter Sections" button and a "Print" button. The main area is a calendar grid with days of the week (Sun-Sat) and times (8am-8pm). A sidebar on the left lists courses:

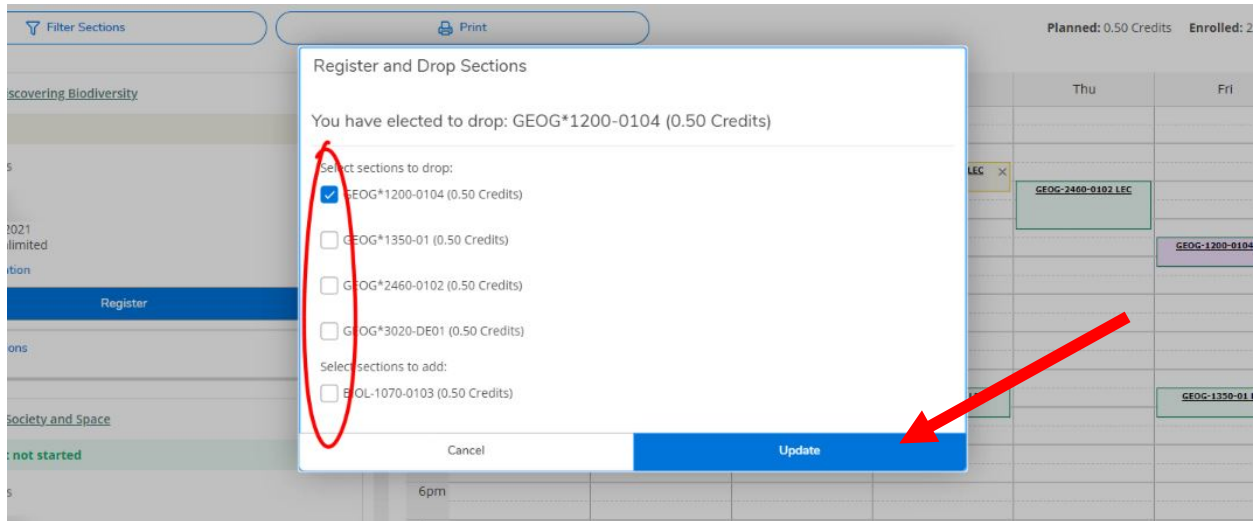
- BIOL-1070-0103: Discovering Biodiversity** (Planned) with a "Register" button.
- GEOG*1200-0104: Society and Space** (Registered, but not started) with a "Drop" button.

The calendar grid shows various course sections with their meeting times and days. For example, BIOL-1070-0103 LEC is on Mon and Wed at 9am and 10am. GEOG-2460-0102 LEC is on Tue and Thu at 10am and 11am. GEOG-1300-0104 LAB is on Fri at 12pm. GEOG-1350-01 LEC is on Thu and Sat at 4pm. A red box highlights the "Planned" status of the first course and the "Registered, but not started" status of the second course.

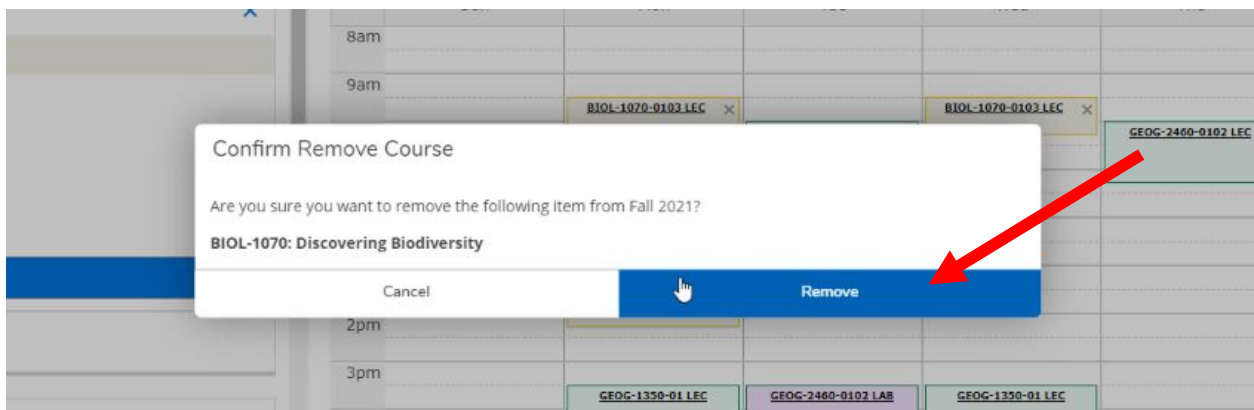
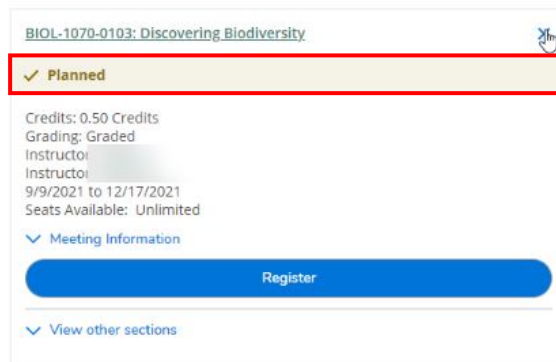
6.8 To drop a course, simply find the course you wish to drop in the left-hand panel and click the **“Drop”** button.

This image provides a close-up view of the course registration interface. On the left, the course **GEOG*1200-0104: Society and Space** is shown with a status of **Registered, but not started**. Below the course details is a prominent blue **Drop** button, which is being clicked by a mouse cursor. On the right, a portion of the calendar grid is visible, showing a section for **GEOG-1350-01 LEC** at 4pm. A large red arrow points from the **Drop** button towards the calendar grid, indicating the action of dropping the course.

6.9 The **“Register and Drop Sections”** window will open. You can also select other courses you wish to drop or add/register. Use the **checkbox** to select which courses to drop or add. Click the **“Update”** button to finalize the action.



6.10 You have now successfully dropped the course! Note that doing so only removes the course from registration, but the course will remain in your term plan. To remove the course altogether, including from your plan, click on the **“X”** towards the top right of the course.



Changing Sections

6.13 Please note that you can only change sections during the course enrolment period. Before you can change the section of your course, you must first add the new section to your term plan. If you do not already have this added to your plan, navigate to the course. Click on the “**View other sections**” drop down and click on the course section you wish to add.

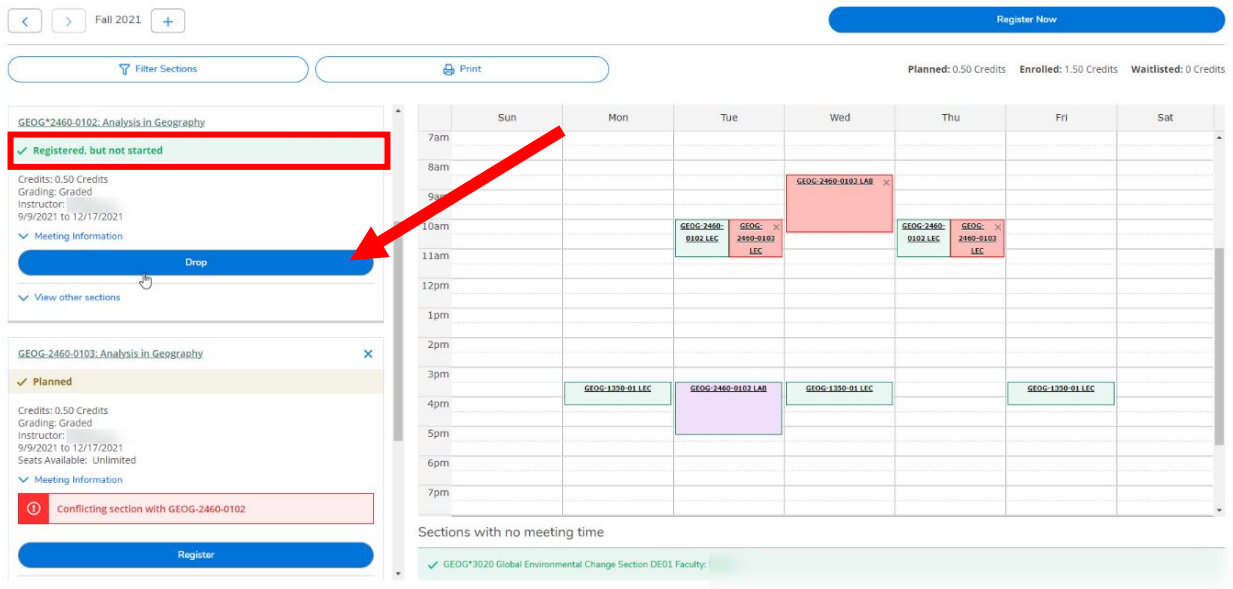
The screenshot shows a course management interface. On the left, under 'Meeting Information', there is a dropdown menu with 'View other sections' highlighted. Below it is a list of three sections for 'GEOG-2460-0101 Analysis in Geography'. The first section is selected. On the right, a weekly grid shows the schedule for the week of 9/9/2021 to 9/13/2021. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 9am to 9pm. A section is added to the 4pm slot on Monday, labeled 'GEOG-2460-0102 LAB'. Red arrows indicate the flow from the 'View other sections' button to the list, and then from a section in the list to its corresponding slot in the grid.

The screenshot shows the 'Section Details' window for 'GEOG-2460-0103 Analysis in Geography' for Fall 2021. The window contains the following information:

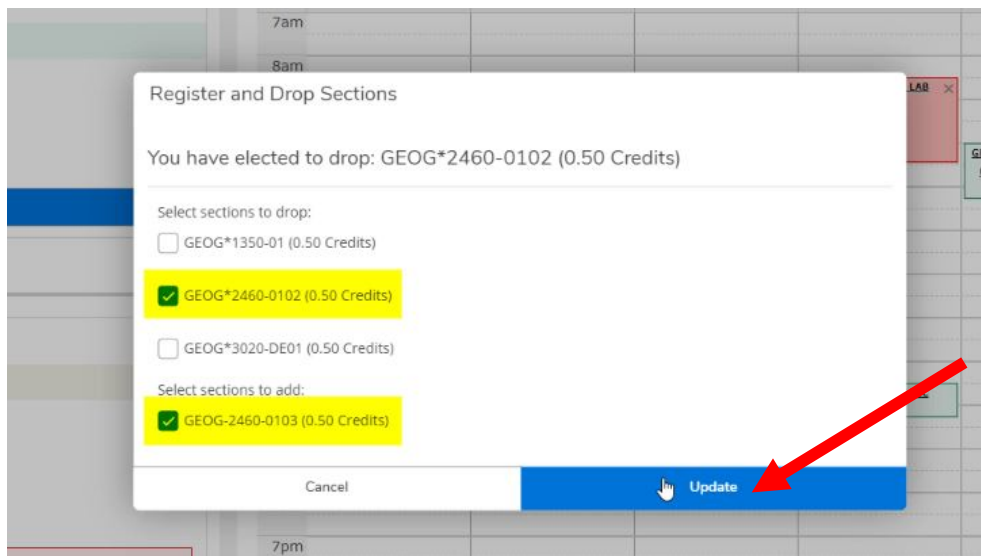
- Instructors:** [Redacted]
- Meeting Information:** T, Th 10:00 AM - 11:20 AM; 9/9/2021 - 12/17/2021; Guelph, TBD (LEC); W 8:30 AM - 10:30 AM; 9/9/2021 - 12/17/2021; Guelph, TBD (LAB)
- Dates:** 9/9/2021 - 12/17/2021
- Seats Available:** Unlimited
- Credits:** 0.5
- Grading:** Graded
- Requisites:** 0.50 credits at the 1000 level in Geography - Must be completed prior to taking this course.
- Course Description:** The application of modern techniques to geographic study. The interpretation of geographic phenomena by objective methods. Major honours students in Geography must complete this course by the end of semester 4.
- Departments(s):** Department of Geography, Environment and Geomatics
- Books Total:** [Redacted]

At the bottom of the window, there are two buttons: 'Close' and 'Add Section'. A red arrow points to the 'Add Section' button.

6.14 Once the desired section is added, the steps for changing your section is very similar to dropping a course. First find the course section for which you are currently registered. Once you have found the course, click the **“Drop”** button.



6.15 This will open the **“Register and Drop Sections”** window. Select the course section you wish to drop. Select the replacement course section. Once this is complete, click the **“Update”** button to finalize the action and change your section.
IMPORTANT NOTE: if there is a registration issue with the course section you’re trying to add (e.g., no seats available), you will not be successfully registered in it **BUT** your current course section will still be dropped.



6.16 You're now registered in the new section.

The screenshot displays a course registration interface. At the top, there are navigation arrows, a dropdown for 'Fall 2021', and a 'Register Now' button. Below this are 'Filter Sections' and 'Print' buttons, along with statistics: 'Planned: 0 Credits', 'Enrolled: 1.50 Credits', and 'Waitlisted: 0 Credits'.

On the left, two course details are shown:

- GEOG*1350-01: Earth: Hazards & Global Change**
 - Registered, but not started
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: 9/9/2021 to 12/17/2021
 - Meeting Information
 - Drop button
 - View other sections
- GEOG*2460-0103: Analysis in Geography**
 - Registered, but not started
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: 9/9/2021 to 12/17/2021
 - Meeting Information
 - Drop button
 - View other sections

On the right, a weekly class schedule is shown with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 7am to 7pm. The schedule includes:

- GEOG-2460-0103 LAB** (Wed, 9am-10am)
- GEOG-2460-0103 LEC** (Tue, 10am-11am; Thu, 10am-11am)
- GEOG-1350-01 LEC** (Mon, 4pm-5pm; Wed, 4pm-5pm; Fri, 4pm-5pm)

Below the schedule, it says 'Sections with no meeting time' and lists 'GEOG*3020 Global Environmental Change Section DE01 Faculty'.

Questions?

Watch our Student Planning videos and read the FAQs for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber. If you have any questions, visit your campus's Student Planning website.

- [Student Planning website for Guelph and Ridgetown students](#)
- [Student Planning website for Guelph-Humber students](#)