

RAINFOREST AND TROPICAL SCIENCE ENV0003



HOW TO APPLY: There are 3 categories of Woodroffe/Perth students. Make sure you are reading the information for the group that applies to you:

>Group 1 Woodroffe/Perth: Full-time students who need a General Education (Gen Ed) elective in the winter 2012 semester.

Group 2 Woodroffe/Perth: Full-time students OR part-time day students WHO DO NOT need an elective in winter 2012 but wish to take this General Education elective

Group 3 Woodroffe/Perth: Part-time students (Continuing Education students) or non-students (general public) who wish to take this General Education elective.

HOW TO APPLY IF YOU ARE: A full-time Woodroffe or Perth Campus student who needs an elective in winter 2012.

YOUR APPLICATION PROCESS: If a General Elective in winter 2012 is an option for you and you wish to register in Rainforest and Tropical Science ENV0003, follow these steps:

IMPORTANT DATES AND DEADLINES:

Nov. 30, 2011 – Registration and down payment of \$1,000 required.

Jan. 12, 2012 – Course introduction and orientation. Balance of \$1,500 due (cheque or credit card).

Feb. 13, 2012 – Final pre-trip meeting. Tickets and practical training agenda issued.

Feb. 16, 2012 – Depart Toronto for Costa Rica.

Feb. 23, 2012 – Return from Costa Rica to Toronto.

Step 1 – Confirm Your Spot

Woodroffe & Perth Campus Students: Contact Chris Melmoth or Cam Dubé at the Pembroke Campus 613-735-4700, ext. 2880 or 2718.

Step 2 – Register for Course:

- a. Once you have approval, see your co-ordinator for permission to take the Rainforest course. Complete a 'Drop/Add' form to 'Add' Rainforest and Tropical Science ENV0003, Section 010.
- b. If approved, your co-ordinator will ensure the completed 'Drop/Add' form is sent to the Registrar's Office.

Step 3 – Complete this [Payment Form](#) (PDF) and return by fax, mail or in-person to:

Steve Bennett, Marlin Travel

1108 Pembroke St. E.

Pembroke, ON K8A 7R5 (located inside Wal-Mart)

Ph: 613 635-7240 FAX: 613-735-5942

Email: steve.bennett@marlintravel.ca

Hours: Monday to Friday 9 a.m. to 8 p.m.

Saturday: 9 a.m. to 4 p.m.

Sunday: 12 noon to 4 p.m.

Step 4 – Check Blackboard - Once registered, ENV0003 will show up on your list of Blackboard courses and you will be responsible for course completion.

(NOTE: if the Rainforest course does not show up on your Blackboard account after 24 hours, call Blackboard Support at 613-727-4723, ext. 2501.)