



## RAINFOREST AND TROPICAL SCIENCE ENV0003

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

**Group 1 Pembroke:** Outdoor Adventure/Adventure Naturalist students

**Group 2 Pembroke:** Other full-time students who need an elective in winter 2011

**>Group 3 Pembroke:** Students (Full-time or part-time day students) who DO NOT need an elective in winter 2012 but wish to take this course

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### YOU ARE IN GROUP 3 IF YOUR SITUATION IS:

I am a full-time or part-time day student at the Pembroke Campus. I would like to participate in this course but I DO NOT HAVE TO CHOOSE a General Education elective in Winter 2012.

Follow the steps below:

### 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

Contact Chris Melmoth (Room 202A) or Cameron Dubé (Room 202), to confirm if a seat is available and that you have approval to register.

#### Step 2 – Approval from program co-ordinator

a. Full-time students: See your program co-ordinator to approve this elective. Complete a 'Drop/Add' form and 'Add' Rainforest and Tropical Science ENV0003, Section 010.

Part-time students attached to a program need to see their co-ordinator as well, and pay tuition fees for the course.

b. If your registration is approved, your program 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

Email: [steve.bennett@marlintravel.ca](mailto:steve.bennett@marlintravel.ca)

FAX: 613-735-5942

**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

After you have 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, go to the Admissions Office, Room 214, and they will check it out for you.)**