Academic Advising & Registration
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## Get To Know The Academic Advisors

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Meet The Team

Kimberly Zammit
Manager,
Academic Advising & Registration
kimberly.zammit@guelphhumber.ca

Caroline Samrah-Sergnese
Business
(Last Names A – K)
caroline.samrah@guelphhumber.ca

Hilton Lieu
Business
(Last Names L – Z)
hilton.lieu@guelphhumber.ca

Lalita Manku
Community Social Services
(Full-Time)
Kinesiology
lalita.manku@guelphhumber.ca

Alyson Green
BAA Justice & Public Safety
Early Childhood Studies
Community Social Services
(Part-Time Online/Hybrid)
alyson.green@guelphhumber.ca
Meet The **Team**

Continued...

**Brenley DiFranco**
Early Childhood Studies
(Full-Time)
Psychology
brenley.difranco@guelphhumber.ca

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**Cheryl Nicholas**
Justice Studies
(Full-Time A-K)
cheryl.nicholas@guelphhumber.ca

**Joseph Italiano**
Justice Studies
(Full-Time L-Z)
Joseph.italiano@guelphhumber.ca

**Kelsey Orlando**
Media and Communication Studies
kelsey.orlando@guelphhumber.ca

**Nasreene Corpuz Kaznia**
Media and Communication Studies
(nasreene.corpuz@guelphhumber.ca)
(on leave)
What we do

Located virtually and in GH108, we support all students at the University of Guelph-Humber by:

- Assisting with course planning and selection
- Translating policies and procedures
- Resolving academic issues
- Directing students to services on and off campus
Course Sections & Registration

When sections are full, students cannot switch (although they might ask you).

Send them to Us

We can problem solve registration and course issues
- We will explain the policies around course selection and course capacities
- Students must self-register into an open section
- Students have about 7 class days into the semester to register/switch
- Attending a different section will lead to grading issues
Faculty Communication Sheet

ONLINE FORM THAT FLAGS AT-RISK STUDENTS
Academic Advisors will reach out to these students and offer support, resources, and guidance.

DECISIONS
This gives us the opportunity to talk to students about their decisions involving their current and upcoming courses.

MY.GUELPHHUMBER.CA
Keep us informed about students at-risk by completing the form online.
Grade Submission &
Grade Changes

- Final grades must be submitted within 7 days of your exam
- If you need to change a grade after the final submission, you will complete a Grade Change Form by using my.guelphhumber.ca

Instructor
Recommendation Form

- If a student misses a major component of a course, such as a final exam or final assignment, faculty will be asked to input an INC as a final grade and submit an Instructor Recommendation form
- Instructor Recommendation Forms are online at my.guelphhumber.ca
Deadlines and Extensions

Students now have until the last day of classes to drop courses

We recommend they speak with their Academic Advisor so they understand how this affects their sequencing and time with us
Missed test & Assignments

During the semester, students may ask for extensions. As faculty, this is up to you.

Your FSO or Program Head can assist if you have questions.

Final Exams

Instructors cannot grant deferred exams.

Students must apply for Academic Consideration with their Academic Advisor if they need a deferral.
Not sure where to send students?

Send them to an Academic Advisor!

advisors@guelphhumber.ca
We look forward to working with you to help our students succeed

guelphhumber.ca/advising/advisors
advisors@guelphhumber.ca