



SPRING 2012 SCHEDULE FOR

# LAPTOP RETURNS AND LAPTOP PURCHASE FOR GRADUATING STUDENTS

<b>LAPTOP RETURNS</b>	<p>Laptops are to be returned to D116, at the Laptop Distribution Center, in the Gordon Willey building between April 16 and May 1, 2012 (excluding weekends), from 8:30am – 4:30pm.</p> <p>Students do not need to sign up for a session to return the laptop.</p> <p>EXCEPTION: Students who were registered full-time in classes for both the fall and winter semesters and are returning to full-time studies in the fall 2012 semester may keep the laptop throughout the summer.</p> <p>Late fees may be applied for students who do not meet the laptop return deadline.</p>
<b>TIMELINES</b>	<p>Part-time/part-year students and students not returning to full-time studies in fall 2012 are required to return their laptop no later than Tuesday, May 1, 2012.</p>
<b>GRADUATING STUDENTS PURCHASING THEIR LAPTOP</b>	<p>Graduating students who are part of the Technology-Enriched Learning environment (previously Mobile Learning Program) have the opportunity to purchase their laptop.</p> <p>If you are a graduating student and have paid at least two years of full-time Technology-Enriched Learning fees (previously Mobile Learning fees), then the student will be eligible to purchase the laptop and charged \$1.00 for the purchase.</p> <p>If you are a graduating student and have paid one year of full-time Technology-Enriched Learning fees (previously Mobile Learning fees), then the student will be eligible to purchase the laptop and charged the remaining value of the hardware cost based on the laptop model and year for the purchase.</p>

IF YOU ARE	THEN
<p>...a part-time student (course load of less than 60 per cent) in the winter semester only, OR... ...a full-time student for the winter semester only...</p>	<p>...the laptop is due back no later than Tuesday, May 1, 2012.</p>
<p>...a full-time student in the fall and winter semester, AND ...you are returning the following academic year (fall 2012) as a full-time student...</p>	<p>...you are eligible to keep the laptop over the summer months.</p> <p>Prior to your return to classes in fall 2012, you are required to have your laptop refreshed (software and/or hardware).</p> <p>Registration for this process will be available online through MyCampus starting Monday, June 25.</p>
<p>...if you are on a work placement or require course related extension...</p>	<p>...you will have to provide proof and sign an addendum at the service desk to extend your laptop return date.</p>
<p>...graduating, CONGRATULATIONS!</p>	<p>...the laptop is due back no later than Tuesday, May 1, 2012.</p> <p>If you choose to purchase your laptop, the laptop will be reimaged with Windows 7 Professional and you will receive a certificate to purchase MS Office Suite 2010 at the Campus Bookstore at a discounted price.</p> <p>Please ensure you back up any files you wish to keep prior to returning your laptop.</p> <p>If you are experiencing any technical problems with your laptop, please make sure you visit the service desk to resolve any issues prior to returning your laptop.</p>