



# Registration Guide

2013-2014

## Table of Contents

MyCampus worksheet – fall term.....	2
MyCampus worksheet – winter term .....	3
Welcome to the Registrar’s office .....	4
Registrar’s office hours of operation .....	4
Before you begin.....	4
Financial obligations .....	4
Your responsibility .....	5
Your privacy.....	5
Email – UOIT.net & MyCampus posting.....	6
Registration questions.....	6
Quick and easy registration.....	7
A how-to guide to web registration.....	8
Step 1: Plan your schedule .....	8
Step 2: Log into MyCampus .....	8
Step 3: Click Administrative Services .....	9
Step 4: Click Student Information – UOIT .....	9
Step 5: Click Registration .....	9
Step 6: Click Look-up Classes to Add .....	10
Step 7: Select a term.....	10
Step 8: Class search .....	11
Step 9: Registering .....	11
Not satisfied with your schedule .....	14
Step 10: Account summary .....	15
Step 11: Print your schedule .....	15
Step 12: Laptop registration .....	16
Step 13: Logout of MyCampus .....	16
Important dates – 2013-2014.....	17
Payment of fees .....	23
Payment due dates (please also refer to financial obligations on page 4).....	23
Methods of payment.....	23
Obtaining your campus identification card.....	24
Campus Identification services .....	24
What to bring .....	24
Obtaining your laptop .....	25
Things you need to know.....	25
Sign up beginning July 2 for a laptop distribution session.....	25
Under 18 years of age.....	26
Registration help and resources.....	27
Registration helpline .....	27
Registration resources .....	27
Frequently asked questions .....	28

## MyCampus worksheet – fall term

Name: \_\_\_\_\_

My **fall term** course selections

Course	CRN of lecture section	CRN of lab/tutorial	Alternate section choice(s)
e.g. BIOL 1010U	40062	40064	

My **fall term** schedule:

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 – 9 a.m.					
9:10 – 10 a.m.					
10:10 – 11 a.m.					
11:10 – noon					
12:10 – 1 p.m.					
1:10 – 2 p.m.					
2:10 – 3 p.m.					
3:10 – 4 p.m.					
4:10 – 5 p.m.					
5:10 – 6 p.m.					
6:10 – 7 p.m.					
7:10 – 8:30 p.m.					
8:40 - 9:30p.m.					

## MyCampus worksheet – winter term

Name: \_\_\_\_\_

My **winter term** course selections

Course	CRN of lecture section	CRN of lab/tutorial	Alternate section choice(s)
e.g. BIOL 1010U	40062	40064	

My **winter term** schedule

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 – 9 a.m.					
9:10 – 10 a.m.					
10:10 – 11 a.m.					
11:10 – noon					
12:10 – 1 p.m.					
1:10 – 2 p.m.					
2:10 – 3 p.m.					
3:10 – 4 p.m.					
4:10 – 5 p.m.					
5:10 – 6 p.m.					
6:10 – 7 p.m.					
7:10 – 8:30 p.m.					
8:40 - 9:30p.m.					

## Welcome to the Registrar's office

Welcome to UOIT. The Office of the Registrar has two campus locations to better serve our students:

Downtown Oshawa campus location: 61 Charles, Room DTA 120

North Oshawa campus location: Room U5-68

Please contact us at 905.721.3190 or [registration@uoit.ca](mailto:registration@uoit.ca) if you require assistance or have questions regarding your registration or other related matters.

## Registrar's office hours of operation

<b>Monday</b>	8:30 a.m. – 4:30 p.m.	<b>*PLEASE NOTE:</b> The Registrar's office will also open at 8:30 a.m. on <ul style="list-style-type: none"><li>• July 3,</li><li>• July 10,</li><li>• August 14,</li><li>• September 11,</li><li>• September 18</li></ul> Unless specified above, the Registrar's office will not open until 10 a.m. on Wednesdays.
<b>Tuesday</b>	8:30 a.m. – 4:30 p.m.	
<b>Wednesday*</b>	10 a.m. – 4:30 p.m.	
<b>Thursday</b>	8:30 a.m. – 4:30 p.m.	
<b>Friday</b>	8:30 a.m. – 4:30 p.m.	
<b>Saturday</b>	Closed	
<b>Sunday</b>	Closed	

## Before you begin

### How and when to register

The University of Ontario Institute of Technology (UOIT) uses an online registration system. To ensure efficient service and personal assistance, you may have previously been assigned a specific registration time. You may register at any point after your assigned time. Keep in mind that you should register as soon as possible for access to the broadest selection of courses. Once the registration window is opened, it will remain open and you can continue to make changes to your schedule up to the deadlines outlined in the **Important dates** section of this guide.

### Financial obligations

When you register, you accept responsibility for payment of fees. Your balance owing will be made available through the online registration process. Fees are charged on a per-course basis, so please recheck your account balance every time you make a change to your registration.

Please refer to methods of payment under payment options page 24.

The deadline for payment of the fall term portion of your fees is **August 15, 2013**. **You may pay your fees in full for the fall term or you may pay by instalment.** The final instalment of fall term fees is due on **September 18, 2013**. The instalment payment option is available to full-time undergraduate domestic and full-time continuing international students.

<b>Term</b>	<b>First Instalment Due Date</b>	<b>Full-time Domestic Undergraduate Instalment Payment</b>	<b>Full-time International Undergraduate Instalment Payment</b>	<b>Final Instalment Due Date (funds remaining)</b>
Fall 2013	August 15	\$3000	\$5000	September 18
Winter 2014	December 16	\$3000	\$5000	January 17

Your winter term fees are due by **December 16, 2013**. **If you are paying by instalment, your second instalment is due on January 17, 2014**. The instalment payment option is not available to part-time students. Fee payment confirms registration in your courses; failure to pay fees, or arrange an approved deferment by stated fee payment deadlines could result in de-registration from courses.

If you have been approved for OSAP, please refer to the payment options in the **Payment of fees** section on page 21 of this guide.

**If you choose not to attend classes, you must officially drop your courses using your MyCampus account. Courses that are not officially dropped will be assigned a failing grade and you will be responsible for paying any fees associated with the course.** Consult the **Important dates** section of this document or the Undergraduate Academic Calendar for fee and course withdrawal deadlines. If at any time you are having difficulty dropping a course, please contact the Registrar's office by phone 905.721.3190, email [registration@uoit.ca](mailto:registration@uoit.ca) or in person at one of the Registrar's office locations.

### **Your responsibility**

As a student, you are responsible for ensuring that your class schedule is complete and accurate. Be sure that you have registered for the required courses for your program. You are responsible for complying with the general academic regulations outlined in the University's **2013-2014 Undergraduate Academic Calendar and Course Catalogue**.

At the beginning of your online registration session, you will be presented with a registration contract. You must confirm your attendance for the upcoming fall and winter terms by agreeing to the conditions of the contract before you proceed with your registration.

### **Your privacy**

Information supplied via the web registration system will be used for the purposes of registration, decisions on your academic status, academic advising and to provide you with information related to your studies at UOIT. It may be shared with your course instructors, your Student Association, and other educational institutions at which you have applied or have been enrolled. If you register in a Trent University course through this site, your information will be provided to Trent University for purposes of registration, instruction and grading.

**Email – UOIT.net & MyCampus posting**

All official communication from the Registrar's office will be sent to your UOIT.net email account. You are responsible for checking your email regularly throughout the academic year for important information about course registration, examinations, add/drop deadlines, etc. The Registrar's office will also post important messages and reminders under the **Messages from the Registrar** - UOIT section of [MyCampus](http://www.uoit.ca/mycampus) ([www.uoit.ca/mycampus](http://www.uoit.ca/mycampus)).

**Registration questions**

Contact the registration helpline by phone to speak with a representative, 905.721.3190, or email [registration@uoit.ca](mailto:registration@uoit.ca). **Please include your name, student ID number and program in all communication.**

## Quick and easy registration

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Print out this page for a quick reference guide to online registration.

- STEP 1** Plan your schedule. Use your program map to help you select courses. Your program map is available in the **Program maps and important information for newly admitted students** document located on the MyCampus homepage, [www.uoit.ca/mycampus](http://www.uoit.ca/mycampus). You can preview available courses at MyCampus without logging in; simply select **preview available courses** under **links** (left-hand side, middle of the page) and choose lectures, labs and tutorials where applicable to plan a conflict-free schedule.
- STEP 2** Log into MyCampus ([www.uoit.ca/mycampus](http://www.uoit.ca/mycampus)) using your nine-digit student ID (i.e. 100123456) and six-digit password (initially set to your birthday in the format MMDDYY).
- STEP 3** Click **Administrative Services**.
- STEP 4** Click **Student Information – UOIT**.
- STEP 5** Click **Registration**.
- STEP 6** Click **Look-up Classes to Add**.
- STEP 7** Select the **UOIT Fall 2013** or **UOIT Winter 2014** term from the drop-down menu. A registration contract will appear. Confirm your program and click **Accept** to continue. It is recommended that you register for both fall and winter terms now; however, only fall term fees are due at this time.
- STEP 8** Select the course subject (i.e. Mathematics) and course number (i.e. 1010U). Click **Class Search**.
- STEP 9** Select the section you would like from the list by clicking the box on the left-hand side. Click **Register**. If you receive an error message, refer to the **Registration help and resources** section in this guide for more information. Repeat steps 6 to 9 to register for the rest of your courses.
- STEP 10** Click **Account Summary by Term**. Refer to the **Payment of fees** section on page 21 of this guide for information on paying your tuition.  
For detailed information about payment amounts and due dates, please visit the student finances website at [www.uoit.ca/studentfinances](http://www.uoit.ca/studentfinances).
- STEP 11** Click on **Student Schedule by Day & Time**. Click the **Print** icon to print your term schedule. Click on **Student Detail Schedule** to get detailed information about each course section, including the starting week for labs and tutorials that meet bi-weekly. To view your entire schedule, be sure to enter 09/14/2013 in the **Go to** textbox above the top right corner of your schedule.
- STEP 12** Register for your laptop distribution session.
- STEP 13** Log out of MyCampus.



## A how-to guide to web registration

### Step 1: Plan your schedule

Plan your schedule, using your program map to help you select courses. Your program map is available in the **Program maps and important information for newly admitted students** document located on the MyCampus homepage, [www.uoit.ca/mycampus](http://www.uoit.ca/mycampus). You can preview available courses at MyCampus without logging in; simply select **preview available courses** under **links** (left-hand side, middle of the page) and choose lectures, labs and tutorials where applicable to plan a conflict-free schedule.

### Step 2: Log into MyCampus

Log into MyCampus ([www.uoit.ca/mycampus](http://www.uoit.ca/mycampus)) using your nine-digit student ID (i.e. 100123456) and six-digit password (initially set to your birthday in the format MMDDYY).

**Important: To prevent unauthorized access to your registration information you should never share your student ID number or password. You are responsible for activity that is carried out using your student ID number and password. If you have reason to believe that an unauthorized person has accessed your account, contact the Registrar's office immediately.**

The screenshots below are provided as samples intended for information only. Screen captures may not represent current images.

UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

ABOUT CAMPUS MAP FACULTY AND STAFF ALUMNI GIVE TO UOIT LIBRARY Find a Person

FUTURE STUDENTS CURRENT STUDENTS ACADEMICS RESEARCH

**MYCAMPUS**

**Secure login**

Username:

Password:

Login Cancel

Forgotten password? Locked account? Click here!

Help

Having problems? We are here to help! Please call IT Support at 905.721.3333 or Click here to access the Service Desk Portal

Laptop Returns and Laptop Purchase for Graduating Students

Spring/Summer Laptop Distribution

NEW for UOIT Students!

For direct access to the new Blackboard LMS click on the logo below.

Bb UOIT CHALLENGE INNOVATE CONNECT

For direct access to UOITnet click on the logo below.

Google Apps

MyCampus Tutorials

### Step 3: Click Administrative Services

The screenshot shows the MyCampus website interface. At the top, there is a navigation bar with the MyCampus logo and the UOIT logo. Below the navigation bar, there is a welcome message and a navigation menu with links for UOIT Home, My Courses, UOIT Student, World News, School Services, Tutorials, and Employees. The date June 18, 2013 is displayed in the top right corner. The main content area is divided into three columns. The left column contains a link for Administrative Services, which is highlighted with an arrow. Below this link is a section for Messages from the Registrar - UOIT, listing several exam schedules and a bookstore announcement. The middle column features a 'Picture of the Week' section with a photo of a volleyball game and a 'Personal Announcements' section stating there are no announcements. The right column contains a 'Service Desk Portal' section with a link to access the portal and information for students and faculty.

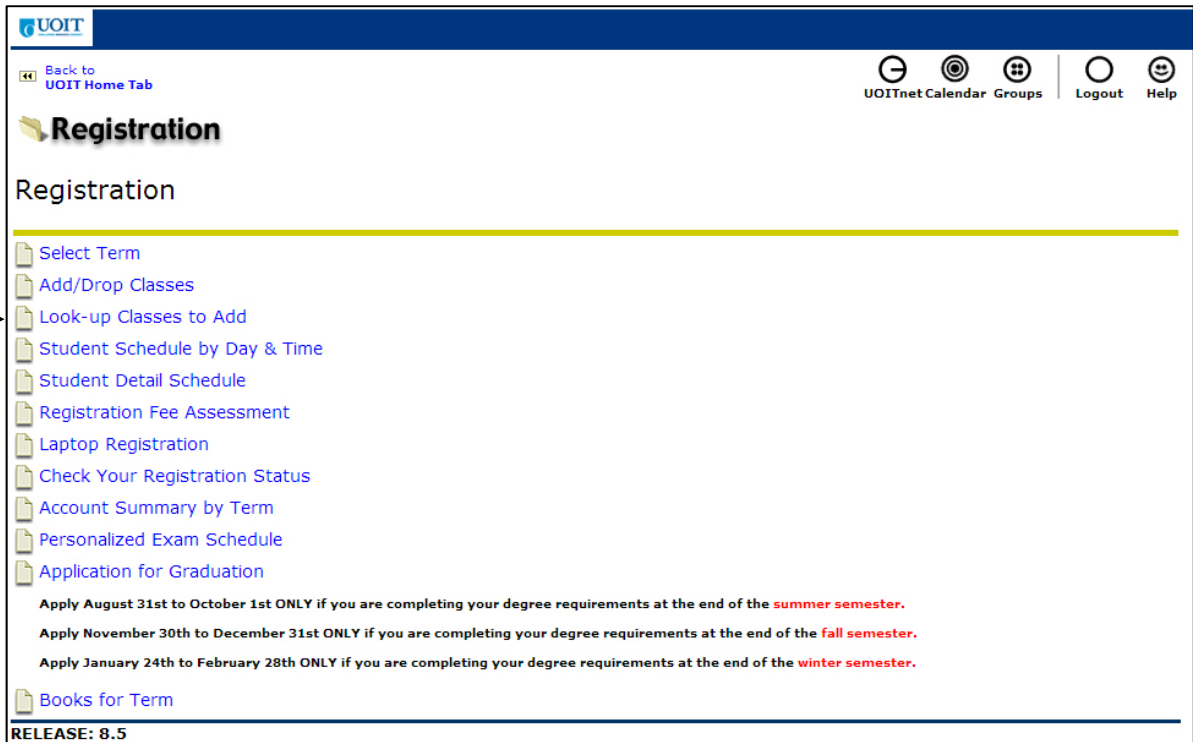
### Step 4: Click Student Information – UOIT

The screenshot shows the UOIT website interface. At the top, there is a navigation bar with the UOIT logo and a 'Back to UOIT Home Tab' link. Below the navigation bar, there is a 'Personal Information' section with a link to change PIN/Password or Security question. The 'Student Information - UOIT' link is highlighted with an arrow. Below this link is a description of the services available, including completing applications for admissions, registering for classes, displaying class schedules, and viewing holds, grades, and transcripts.

### Step 5: Click Registration

The screenshot shows the UOIT website interface. At the top, there is a navigation bar with the UOIT logo and a 'Back to UOIT Home Tab' link. Below the navigation bar, there is a 'Student Services & Financial Aid' section. The 'Registration' link is highlighted with an arrow. Below this link is a description of the services available, including registering for courses, checking registration status, and displaying class schedules. Other links in the section include Payment Procedures, Student Records, Financial Aid, and Canadian Tax Forms. The page number 'RELEASE: 8.5' is displayed at the bottom.

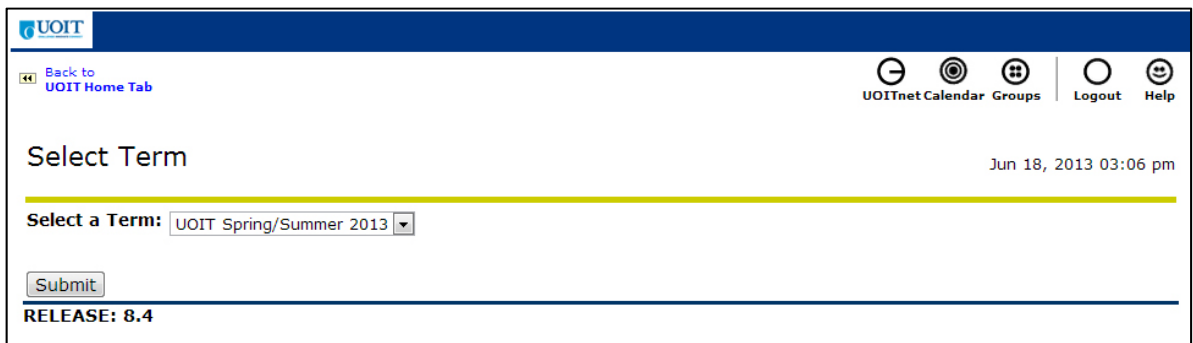
## Step 6: Click Look-up Classes to Add



The screenshot shows the UOIT Registration page. At the top left is the UOIT logo and a link to "Back to UOIT Home Tab". At the top right are icons for "UOITnet Calendar", "Groups", "Logout", and "Help". The main heading is "Registration". Below it is a list of navigation options, each with a folder icon: "Select Term", "Add/Drop Classes", "Look-up Classes to Add", "Student Schedule by Day & Time", "Student Detail Schedule", "Registration Fee Assessment", "Laptop Registration", "Check Your Registration Status", "Account Summary by Term", "Personalized Exam Schedule", and "Application for Graduation". Below the list are three lines of text regarding registration deadlines for summer, fall, and winter semesters. At the bottom left is a link for "Books for Term" and the text "RELEASE: 8.5". An arrow from the left points to the "Look-up Classes to Add" option.

## Step 7: Select a term

Select the **UOIT Fall 2013** or **UOIT Winter 2014** term from the drop-down menu. A registration contract will appear. Confirm your program and click **Accept** to continue. It is recommended that you register for both fall and winter terms now; however, only fall term fees are due at this time.



The screenshot shows the "Select Term" page. At the top left is the UOIT logo and a link to "Back to UOIT Home Tab". At the top right are icons for "UOITnet Calendar", "Groups", "Logout", and "Help". The main heading is "Select Term" with a timestamp "Jun 18, 2013 03:06 pm" on the right. Below the heading is a "Select a Term:" label followed by a dropdown menu showing "UOIT Spring/Summer 2013". Below the dropdown is a "Submit" button. At the bottom left is the text "RELEASE: 8.4".

## Step 8: Class search

Select the course subject (i.e. Mathematics), course number (i.e. 1010U) and campus location. Click **Class Search**.

For multiple selections, hold down the hold down the Ctrl key. When finished, click on **Class Search**.

UOIT

Back to UOIT Home Tab

UOITnetCalendar Groups Logout Help

### Look-Up Classes to Add:

UOIT Spring/Summer 2013  
Jun 18, 2013 03:09 pm

- Using the options below, you can search the course offerings by course, by instructor, or by day and time. You may choose any combination of these fields to narrow your search.
- You **must** select at least one Subject. To select multiple Subjects, press and hold the 'CTRL' key while clicking the various subjects with your mouse.
- Example: To find Business courses offered after 5 p.m. on Monday or Tuesday, highlight 'Business' in the Subject list, choose 5 p.m. in the Begin Time block, and check M and T in the list of days. Then click the Class Search button.

**Subject:** AEDT - Adult Education & Digital Tech  
ANTH - Anthropology  
BIOL - Biology  
BUSI - Business

**Course Number:** [ ]

**Title:** [ ]

**Credit Range:** [ ] hours to [ ] hours

**Campus:** All  
UOIT - North Oshawa  
UOIT- Downtown Oshawa  
UOIT-Off Campus-Georgian

**Part of Term:** Non-date based courses only

**Start Time:** Hour [00] Minute [00] am/pm [am]

**End Time:** Hour [00] Minute [00] am/pm [am]

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Class Search** **Reset**

[ [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Holds](#) ]

RELEASE: 8.4

## Step 9: Registering

All course sections matching your criteria will be displayed on this screen. Scroll down the page to view all available sections.

To find out more information about a course, click on the **CRN**. A pop-up box will give you a brief description of the course.

To register for a course, check the box to the left of the CRN. If there are lab or tutorial components, you must select one of each type in addition to the lecture section. Once you have made your selections, click on **Register** at the bottom of the screen. **Important: If a course has a lab or tutorial component, you must register for the associated lab and tutorial sections at the same time that you register for the lecture. Otherwise, you will receive a link error message.**

## Look-Up Classes to Add:

UOIT Fall 2010  
Jun 22, 2010 03:17 pm

To register for a class, check the box in front of the CRN and click register. If no classes were found to meet your search criteria click class search to look for another selection.

- If there is a message indicating the subject you have chosen has a lecture and lab component, you must take both components. Select only one of the CRNs. Note: only the lecture CRN will have credit hours attached to it. The lab CRN will have zero credit hours.
- If a PRERQ message appears you must have the required prerequisite to take the class.
- If the message states you must be enrolled in one of the following major(s), you must be registered in that program in order to take the particular class.
- If you receive a COREQ message, the subject(s) listed must also be taken. Please find the CRN and register for it as well.

### Sections Found

#### Psychology

Select	CRN	Subj	Crse	Sec	Schd	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Cmpus	Location	Session Ind
<input type="checkbox"/>	40424	PSYC	1000U	001	LEC	3.000	Introductory Psychology	FRI	02:00 pm-05:00 pm	250	0	250	TBA	UOD UOIT - Downtown Oshawa	DTR Regent Theatre DTR100	
<input type="checkbox"/>	42378	PSYC	1000U	002	LEC	3.000	Introductory Psychology	WED	06:00 pm-10:00 pm	250	0	250	TBA	UON UOIT - North Oshawa Campus	UOIT-P UOIT Pavilion UP1500	
<input type="checkbox"/>	42163	PSYC	2030U	001	LEC	3.000	Abnormal Psychology	HON	08:10 am-11:00 am	350	0	350	TBA	UOD UOIT - Downtown Oshawa	DTA 61 Charles DTA221	
** PRERQ:				PSYC 1000 • INTRODUCTORY PSYCHOLOGY [Min Grade: D]												

Register Add to WorkSheet Class Search

The following list explains the terms used on this screen:

- CRN** CRN stands for course reference number. It is a unique five digit number associated with a particular course section.
- SCHD** SCHD stands for schedule. It references the type of section (e.g. lecture, web, lab, tutorial).
- CAP** CAP stands for capacity. It indicates the maximum seat capacity of a course section.
- \*\*PRERQ** Indicates the course prerequisites (if applicable).
- \*\*NOTE** Indicates the corresponding lecture, lab, and/or tutorial components that are linked to the section. You must register for one of each type of associated section from the given list.
- W1** Meets bi-weekly starting in the first week of lectures.<sup>1</sup>
- W2** Meets bi-weekly starting in the second week of lectures.<sup>1</sup>
- WB1** Online & virtual meet times (web 1)
- HYB** In-class & virtual meet times ( Hybrid)

<sup>1</sup> Some lab and tutorial sections are offered in alternating weeks. Students should attend the W1 session in the **first full week** of classes. Students should attend the W2 session in the **second full week** of classes.

## Campus locations

Please pay careful attention to the campus and location columns as most of the Social Sciences and Humanities courses are offered at one of the downtown locations. For a complete list of locations, see the table below:

Campus	Building	Description
UOD (downtown Oshawa campus location)	DTA	61 Charles
UOD	DTB	55 Bond
UOD	DTR	Regent Theatre
UOD	EDU	Education Centre
UON (north Oshawa campus location)	A9	University Building A9
UON	UOIT-1	University Building A1
UON	UOIT-2	University Building A2
UON	UOIT-3	University Building A3
UON	ERC	Energy Research Centre
UON	UOIT-J	Simcoe Portables
UON	UOIT-L	Library Portables
UON	UOIT-P	UOIT Pavilion
UOT (Trent - Thornton)	TN	Trent - 55 Thornton Rd S.

After you click **Register**, the results of your registration request will be displayed.

Successfully added courses will appear under **Current Schedule**. All the necessary course details, including subject, course and title, will appear beside each successfully added course. The status **Web Registered** and the date will appear beside the course.

At the bottom of the page, any unsuccessful registration attempts will be displayed. If there is an error, then you have **not** been registered in that course. By clicking on the error message under **Status** you will get a detailed description of what the error message means. The most common error messages are also listed in the **Frequently asked questions** section of this document.

UOIT  
back to UOIT Home Tab

e-mail calendar groups logout help

### Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Successfully **Web Registered** on Jun 10, 2010	None	10586	ALSU 1101U 001	Undergraduate	3.000	Normal Grading Mode (Alpha)	Found for Acad Learn & Success
Successfully **Web Registered** on Jun 10, 2010	None	10587	ALSU 1101U 002	Undergraduate	0.000	Normal Grading Mode (Alpha)	Found for Acad Learn & Success

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Maximum Hours: 15.000  
Date: Jun 10, 2010 01:11 pm

### Add Classes Worksheet

CRNs

[ [View Holds](#) | [Registration Fee Assessment](#) ]

Repeat steps 6 to 9 to register for the rest of your courses.

### Not satisfied with your schedule

If you are not satisfied with your schedule and want to make changes, go back to the **Add/Drop Classes** screen. Select the term you want to drop a course from.

If you would like to **drop a course**, select **Web Drop** from the drop down menu to the left of the CRN that you wish to drop.

If you would like to **change a lab or tutorial**, add the new lab/tutorial by entering the CRN in the **Add classes** section at the bottom of the screen. Select **Web Drop** from the drop down menu to the left of the old CRN that you wish to drop.

Once all your changes are complete, click on **Submit Changes** at the bottom of the screen. If your course has been successfully deleted, the course will be removed from your current schedule.

UOIT

back to UOIT Home Tab

e-mail calendar groups logout help

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Successfully Registered** on Jun 10, 2010	<b>**Web Drop**</b>	10586	ALSU	1101U	001 Undergraduate	3.000	Normal Grading Mode (Alpha)	Found for Acad Learn & Success
Successfully Registered** on Jun 10, 2010	<b>**Web Drop**</b>	10587	ALSU	1101U	002 Undergraduate	0.000	Normal Grading Mode (Alpha)	Found for Acad Learn & Success

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Maximum Hours: 15.000  
 Date: Jun 10, 2010 01:27 pm

### Add Classes Worksheet

CRNs

[ [View Holds](#) | [Registration Fee Assessment](#) ]

To **add** another course, click on **Look-Up Classes to Add** to search for a new section. Remember to click on **Register** at the bottom of the screen once you have selected your section.

**Note:** If you make changes to your schedule, you should check your **Account Summary by Term**, as changes may cause a reassessment of your fees.

#### Step 10: Account summary

Click **Account Summary by Term**. Refer to the **Payment of fees** section on page 21 of this guide for information on paying your tuition.

For detailed information about payment amounts and due dates, please visit the student finances website at [www.uoit.ca/studentfinances](http://www.uoit.ca/studentfinances).


#### Step 11: Print your schedule

Once you have registered for all of your courses click on **Student Schedule by Day & Time** to view your schedule (available at the bottom of the **Look-Up Classes to Add** screen or from the **Registration** menu). Remember to enter 09/14/2013 in the **Go to** textbox above the top right corner of your schedule. To print your schedule, click on the **print** icon.




UOIT back to UOIT Home Tab e-mail calendar groups logout help

## Student Schedule by Day and Time: Jun 10, 2010 02:35 pm

Student 4 Sample  Click to Print Schedule

**Please note** that by default the first week of the semester is shown. In order to view your entire schedule you will need to type in the date for the **2nd Monday in September for the fall** and the **2nd Monday in January for the winter** in the **Go to** box. Then click Submit.

Schedules are subject to change without notice. While we make every effort to ensure that schedules are set prior to registration, there are times when changes are necessary. Please remember to re-print your schedule prior to starting classes.

 Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY):

Previous Week	Week of Jun 07, 2010 (354 of 366)						Next Week
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	SAMP 9993D-0	SAMP 9995D-0		SAMP 9997D-0 12548 Class			
	12542 Class	12546 Class		9:00 am-10:00 am			
	9:00 am-10:00 am	10:00 am		TBA			
	TBA	TBA					
10am							

### Step 12: Laptop registration

After you have registered for your courses, you will sign up for a laptop distribution session. After completing your course registration, return to the **Registration** section of MyCampus and preview sections in **Laptop Registration**. You will then be shown a table of available laptop pick-up sessions and you may select the one that best fits your schedule.

Please refer to the **Obtaining your laptop** section on page 22 of this guide for further information.

### Step 13: Logout of MyCampus

When your registration is complete, click on **Logout** at the top of the screen. This will take you to the **Logout** screen. To protect your privacy, be sure to logout properly when you are finished.

#### Before you logout

1. Have you registered for all your correct fall and winter courses?
2. Please check your course schedule.
3. Have you printed your schedule?
4. Have you registered for your laptop distribution session?
5. Have you checked your account summary?

## Important dates – 2013-2014

Please add these dates to your calendar for your records. **You are responsible for familiarizing yourself with all deadlines found in the 2013-2014 Academic Calendar**, including fee payment dates and course add/drop dates. These dates are also available in the 2013-2014 Undergraduate Academic Calendar and Course Catalogue, [www.uoit.ca/calendar](http://www.uoit.ca/calendar).

### Fall semester

August 15, 2013	First instalment of fall semester fees due.
August 19, 2013	Start date for consecutive and fifth-year concurrent education.
August 26, 2013	Lectures begin for Primary/Junior (P/J), Intermediate/Senior (I/S) consecutive education and fifth-year concurrent education students, fall semester.
September 2, 2013	Labour Day, no lectures.
September 3 to 4, 2013	Fall semester orientation, first-year students.
September 3 to 6, 2013	Field Experience I Observation Week for P/J, I/S consecutive education and fifth-year concurrent education students.
September 5, 2013	Lectures begin, fall semester (includes concurrent education students in years one through four).
September 18, 2013	End of regular registration period; last day to add courses, fall semester.  Last day to drop courses and receive a 100 per cent refund of tuition fees, fall semester.  Final instalment of fall semester fees due.
October 1, 2013	Last day to submit online application for graduation for students completing degree requirements at the end of the summer semester.
October 2, 2013	Last day to withdraw from fall semester courses without academic consequences (i.e. without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.  Last day to drop courses and receive a 50 per cent refund of tuition fees, fall semester.

October 14, 2013	Thanksgiving Day, no lectures.
October 15 to November 1, 2013	Field Experience Practicum I for P/J, I/S consecutive education and fifth-year concurrent education students.
November 12, 2013	Last day to withdraw from fall semester courses. After the last day to withdraw from fall semester courses, students may not drop courses or withdraw. Active fall semester courses will be graded by instructors.
November 22, 2013	Last day of classes for Bachelor of Education (P/J, I/S consecutive and fifth-year concurrent education) students, fall semester.
November 25 to December 18, 2013	Field Experience Practicum II for P/J, I/S consecutive education and fifth-year concurrent education students.
December 4, 2013	Last day of lectures, fall semester.
December 6 to 18, 2013	Fall semester final examination period. Students are advised not to make commitments during this period (i.e. vacation, travel plans).
December 16, 2013	First instalment of winter semester fees due.
December 24, 2013 to January 1, 2014	University closed.
December 31, 2013	Last day to submit online application for graduation for students completing degree requirements at the end of the fall semester.
<b>Winter semester</b>	
January 2, 2014	University reopens.
January 6 to 10, 2014	Winter term start days for all consecutive and fifth-year concurrent education students.
January 6, 2014	Lectures begin, winter semester.
January 17, 2014	End of regular registration period; last day to add courses, winter semester.
	Last day to drop courses and receive a 100 per cent refund of tuition fees, winter semester.
	Final instalment of winter semester fees due.

January 31, 2014	Last day to withdraw from winter semester courses without academic consequences (i.e. without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.
	Last day to drop courses and receive a 50 per cent refund of tuition fees, winter semester.
February 17, 2014	Family Day, no lectures.
February 17 to 21, 2014	Midterm break.
February 28, 2014	Last day to submit online application for graduation for the spring session of convocation for students completing degree requirements at the end of the winter semester.
March 14, 2014	Lectures end for P/J, I/S consecutive education and fifth-year concurrent education students, winter semester.
March 17 to April 25, 2014	Field Experience Practicum III for P/J, I/S consecutive education and fifth-year concurrent education students.
March 19, 2014	Last day to withdraw from winter semester courses. After the last day to withdraw from courses, students may not drop courses or withdraw. Active winter semester courses will be graded by instructors.
April 10, 2014	Lectures end, winter semester.
April 14 to 25, 2014	Winter semester final examination period. Students are advised not to make commitments during this period (i.e. vacation, travel plans).
April 18, 2014	Good Friday, no lectures.
April 28 to May 9, 2014	Field experience practicum for first-year concurrent education students.
April 28 to May 16, 2014	Field experience practicum for second-year concurrent education students.
April 28 to May 23, 2014	Field experience practicum for third-year concurrent education students.

## **Spring/Summer semester**

April 22, 2014	First instalment of spring semester fees due.
April 28, 2014	Culminating day for P/J, I/S consecutive education and fifth-year concurrent education students.
May 5, 2014	Lectures begin, summer semester, (including 14-week summer semester and seven-week spring session).
May 9, 2014	Last day to add seven-week spring session courses.  Last day to drop seven-week spring session courses and receive a 100 per cent refund of tuition fees.  Final instalment of spring semester fees due.
May 16, 2014	Last day to add courses, 14-week summer semester.  Last day to drop 14-week summer semester courses and receive a 100 per cent refund of tuition fees.  Last day to withdraw from seven-week spring session course and receive a 50 per cent refund of tuition fees.  Last day to withdraw from seven-week spring session courses without academic consequences (i.e. without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.
May 19, 2014	Victoria Day, no lectures.
June 2, 2014	Last day to drop 14-week summer courses and receive a 50 per cent refund of tuition fees.  Last day to withdraw from 14-week summer semester courses without academic consequences (i.e. without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.

TO BE ANNOUNCED

	Spring convocation dates to be announced. Visit <a href="http://www.uoit.ca/convocation">www.uoit.ca/convocation</a> for updates.
June 9, 2014	Last day to withdraw from seven-week spring session courses. After the last day to withdraw from seven – week spring session courses, students may not withdraw, or drop seven-week spring session courses. Active seven-week spring session courses will be graded by instructors.
June 17, 2014	First instalment of summer semester fees due.
June 18, 2014	Lectures end, seven-week spring session.
June 19 to 22, 2014	Spring session final examination period (four days). Students are advised not to make commitments during this period (i.e. vacation, travel plans).
June 23 to 26, 2014	Midterm break, 14-week summer semester.
June 30, 2014	Lectures begin, seven-week summer session.  Lectures resume, 14-week summer semester.
July 1, 2014	Canada Day, no lectures.
July 7, 2014	Last day to add courses, seven-week summer session.  Last day to drop seven-week summer session courses and receive a 100 per cent refund of tuition fees.  Final instalment of summer semester fees due.
July 14, 2014	Last day to drop seven-week summer session courses and receive a 50 per cent refund of tuition fees.  Last day to withdraw from seven-week summer session courses without academic consequences (i.e. without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal.
July 28, 2014	Last day to withdraw from 14-week summer semester courses.  As of July 29 students may not withdraw or drop 14-week summer semester course. Active 14-

	week summer semester courses will be graded by instructors.
August 4, 2014	Civic holiday, no lectures.
August 5, 2014	Last day to withdraw from seven-week summer session courses.
	As of August 6, students may not withdraw, or drop seven-week summer session courses. Active seven-week summer session courses will be graded by instructors.
August 14, 2014	Lectures end 14-week summer semester and seven week summer session
August 15 to 18, 2014	Summer semester final examination period (includes seven-week and 14-week courses). Period spans four days inclusive. Students are advised not to make commitments during this period.

**Notes:**

- Courses offered outside the normal teaching timeframe will have add/drop deadlines prorated accordingly. In such cases, faculties will advise students of appropriate deadline dates during the first meeting of the class.
- Fourth-year students in the Medical Laboratory Science program will have program start dates prior to the first week of lectures stated in this academic schedule. Program dates are scheduled according to Section 13.4.3.1 of the Undergraduate Academic Calendar and Course Catalogue.

## Payment of fees

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### Payment due dates (please also refer to financial obligations on page 4)

- Fall term fees are due August 15, 2013.  
You may pay your fees in full for the fall term or you may pay by instalment. The final instalment of fall term fees is due on September 18, 2013.
- Winter term fees are due December 16, 2013.  
If you are paying by instalment, your second instalment is due on January 17, 2014.

The instalment payment option is not available to part-time students. Fee payment confirms registration in your courses; failure to pay fees, or arrange an approved deferment by stated fee payment deadlines could result in de-registration from courses.

### Methods of payment

Please refer to [www.uoit.ca/studentfinances](http://www.uoit.ca/studentfinances) for more detailed information on student finances and [www.uoit.ca/paymentoptions](http://www.uoit.ca/paymentoptions) for more detailed information on each method of payment.

The most efficient means of paying your student fees will be through telephone or Internet banking, from a Canadian bank account. Your student number is your account number. If you currently do not have this service, contact your financial institution for instructions on how to set-up this feature.

The following methods of payment will be available to students:

1. Internet or telephone banking;
2. Debit/Interac
3. Money order, certified cheque or bank draft; and
4. NorthStar Wire or bank transfer – if you are residing outside of Canada.

**Please note:** Payments may take five business days to post to your MyCampus account summary.

The following methods of deferred payment available to students will be:

1. Ontario Student Assistance Program (OSAP);
2. Scholarships or bursaries; and
3. Sponsorships or third party invoices.

UOIT does not accept payment of student tuition, compulsory ancillary or miscellaneous program fees by credit card, non-certified cheque or cash payment. If you wish to use a credit card, non-certified cheque or cash to pay your tuition, please make the payment through your financial institution using Internet or telephone banking.



## Obtaining your campus identification card

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### Campus Identification services

As a new student, you are strongly encouraged to obtain your multi-year 2013-2014 student identification card as soon as you've officially registered and chosen all your fall classes. **You must obtain your student ID card before your laptop distribution session.**

Your ID card will also ensure valid identification for September access to meal plans/flex dollars, athletics, the library, and for full-time students, the U-Pass student transit bus services with Durham Region Transit and GO Transit bus services within Durham Region. Your full-time student ID card is required by **September 6, 2013** for U-Pass access. This ID card must also be presented at all final examinations.

For further Campus ID details please visit [www.uoit.ca/studentid](http://www.uoit.ca/studentid) or email [photoid@dc-uoit.ca](mailto:photoid@dc-uoit.ca).

From now until August 19, Campus ID services will be available at the UOIT north Oshawa campus location in Room G1004. The scheduled office hours during this period are:

Monday – Thursday: 9 a.m. to noon and 1 p.m. to 4 p.m. (closed noon to 1 p.m.)  
Friday: 9 a.m. to noon

For **new** students, Campus ID services will also be available at the UOIT north Oshawa campus location in Room G213 from August 26 to September 13. The scheduled office hours during this period are:

Monday – Friday: 9 a.m. to 4 p.m.

Some weekday evening and Saturday hours may be available at the north Oshawa campus location, Room G1004 in late August and during Labour Day weekend. Details will be posted at [www.uoit.ca/studentid](http://www.uoit.ca/studentid) as they become available.

### What to bring

All new students must bring proof of registration (i.e. tuition payment receipt/OSAP deferment or your student schedule), **and** one piece of valid government issued photo ID (e.g. driver's license, Ontario ID card, Canadian citizenship card, passport, BYID). If you do not have any of these forms of photo ID, please contact our ID offices as listed below or complete the Student Identification form available on the Student ID web page. You may also bring your letter of acceptance and we will create an ID record for you and photograph you, then once you have registered for your classes, visit us during our office hours to have your card printed while you wait.

Questions or inquiries may be directed to our ID offices by phone 905.721.8668 ext. 2116 or ext. 2110 or by emailing [photoid@dc-uoit.ca](mailto:photoid@dc-uoit.ca). For updated schedules and other details, visit us online at [www.uoit.ca/studentid](http://www.uoit.ca/studentid).

## Obtaining your laptop

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### Things you need to know

One of the greatest advantages of UOIT's technology-enriched learning environment is that all students have equal access to the same technology, resources and services. It is mandatory that all UOIT students participate in the technology-enriched learning environment. All new students are required to attend a laptop distribution session prior to the start of classes. In these pre-assigned sessions students will receive their laptop (model based on program) loaded with course- and industry-specific software, all components, a backpack equipped with a secure laptop compartment and additional information to get up and running.

### Sign up beginning July 2 for a laptop distribution session

After you have registered for your courses, you will sign up for a laptop distribution session. After completing your course registration, return to the **Registration** section of MyCampus and preview sections in **Laptop Registration**. You will then be shown a table of available laptop pick-up sessions and you may select the one that best fits your schedule.

Sessions will be offered mornings, afternoons and evenings commencing **August 20, 2013**.

All students are required to attend a laptop distribution session prior to the start of classes. At the laptop distribution session, students will receive their laptop (model based on program) and all components to assist them with their technology-enriched learning. Laptop bags will be provided to first-year students only.

**STEP ONE:** Pay your Fall term fees by or before Thursday, August 15, 2013. Please refer to [www.uoit.ca/paymentoptions](http://www.uoit.ca/paymentoptions) for:

- Detailed information on how to pay your fees; and
- Information for students wishing to pay their fees using **Ontario Student Assistance Program (OSAP)** funding.

**STEP TWO:** Obtain your UOIT student ID card at Campus ID Services (Campus Recreation and Wellness Centre, G-wing, Room 1004; visit [www.uoit.ca/studentid](http://www.uoit.ca/studentid) hours of operation).

**STEP THREE:** Attend your laptop activation session and pick up your laptop at:

**Laptop Distribution Centre for Technology-Enriched Learning**  
**2000 Simcoe Street North**  
**UOIT North Oshawa Library (lower level)**

An interactive campus map is available at [www.uoit.ca/campusmap](http://www.uoit.ca/campusmap).

**Please note:** Your laptop must be obtained in person at your pre-assigned distribution session (they will not be distributed to family members or friends).

**Please ensure that you provide the following items when picking up your laptop:**

- **Identification:** UOIT student ID card - no other ID will be accepted;

- **Proof of deferment (if applicable):** Appropriate documentation must be provided from the Accounting office if fees have been deferred;
- **Adapter:** Third-year students returning their laptop for refresh must also return their adapter at the laptop distribution session to ensure they receive the appropriate adapter for their new laptop; and
- **Student Learning Tool Agreement:** If you are under the age of 18 on the day you pick up your laptop, you need to have a parent/guardian sign your Student Learning Tool Agreement form (available at [www.itsc.uoit.ca](http://www.itsc.uoit.ca)) on your behalf. Please ensure you bring this signed copy with you when picking up your laptop.

### **Under 18 years of age**

If you are under the age of 18 on the day you pick-up your laptop, you will be required to have a parent/guardian sign your **Student Learning Tool Agreement** on your behalf. Prior to attending your pre-assigned laptop pick-up session, please print a copy of the Student Learning Tool Agreement and have it signed by your parent/guardian. You can print a copy of the contract as a PDF file from our website, [www.itsc.uoit.ca](http://www.itsc.uoit.ca).

If you have any questions regarding this process or the technology-enriched learning environment at UOIT, visit our website at [www.itsc.uoit.ca](http://www.itsc.uoit.ca) or email [Ask.IT@uoit.ca](mailto:Ask.IT@uoit.ca).

## Registration help and resources

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### Registration helpline

<b>Monday</b>	8:30 a.m. – 4:30 p.m.	<b>*PLEASE NOTE:</b> The Registrar's office will also open at 8:30 a.m. on <ul style="list-style-type: none"><li>• July 3,</li><li>• July 10,</li><li>• August 14,</li><li>• September 11,</li><li>• September 18</li></ul> Unless specified above, the Registrar's office will not open until 10 a.m. on Wednesdays.
<b>Tuesday</b>	8:30 a.m. – 4:30 p.m.	
<b>Wednesday*</b>	10 a.m. – 4:30 p.m.	
<b>Thursday</b>	8:30 a.m. – 4:30 p.m.	
<b>Friday</b>	8:30 a.m. – 4:30 p.m.	
<b>Saturday</b>	Closed	
<b>Sunday</b>	Closed	

Contact the registration helpline by phone to speak with a representative

T. 905.721.3190

E. [registration@uoit.ca](mailto:registration@uoit.ca)

Registration assistance will be available at the above number throughout the academic year.

You may also email inquiries to [registration@uoit.ca](mailto:registration@uoit.ca). Please include **your name**, **student ID number** and **program** in all communication.

### Registration resources

The following materials will provide help with your registration process:

- The 2013-2014 **program map** for your first-year courses is available on MyCampus, [www.uoit.ca/mycampus](http://www.uoit.ca/mycampus). You must consult your program map as it gives you a detailed outline of the courses you should take in the first year of your program;
- A detailed **list of course offerings** is available online at [www.uoit.ca/mycampus/avail\\_courses.html](http://www.uoit.ca/mycampus/avail_courses.html);
- **Registration worksheets** are provided at the front of this guide. These will help you to plan your schedule and walk you through the online registration process;
- A step by step registration tutorial video is available at [www.uoit.ca/mycampus](http://www.uoit.ca/mycampus);
- A copy of the **2013-2014 Undergraduate Academic Calendar and Course Catalogue**. For your reference, this document is available online at [www.uoit.ca/calendar](http://www.uoit.ca/calendar) and
- If you would like assistance with your course selection, please contact your **academic advisor**.

## Frequently asked questions

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### Q. I am having difficulty logging into my MyCampus account. What should I do?

- A. If you have never logged onto the system, make sure that you are entering your date of birth correctly (it must be entered in the format MMDDYY). If you are still having difficulties, please call the registration helpline at 905.721.3190.

### Q. I just tried to switch a lab section and was removed from the course entirely. Why?

- A. If the lab section you were trying to switch into was full, you were not added to that section; however, you were removed from your original lab section and the corresponding lecture because the lab that you dropped is linked to that lecture. In order to best avoid this happening, please check the availability of course sections prior to dropping a class.

### Q. What is an elective?

- A. Electives, general electives or open electives may be chosen from any course in the list of offerings, including those offered by Trent University. However, some courses are restricted from degree credit in some programs. Be sure to read the calendar regulations carefully and ensure that electives will meet your program requirements. If you are unsure, contact your **academic advisor**.

### Q. How do I drop a course via MyCampus?

- A. To drop a course on your MyCampus account, go to the **Add/Drop Courses** screen. Select **Web Drop** from the drop down menu to the left of the CRN that you wish to drop. Click on **Submit Changes** at the bottom of the screen. If your course has been successfully deleted, it will be removed from your current schedule.

### Q. How do I drop my last course?

- A. You cannot drop your last course online. You must complete an Add/Drop form and show proof of laptop return by providing a Schedule B form if you are dropping your last Spring/Summer course and you were full-time both previous fall/winter semesters and are returning full-time in the fall. If you are leaving the University of Ontario Institute of Technology for two semesters or more you must officially withdraw from the University. Courses that are not officially dropped will be graded and you will be responsible for paying any fees associated with the course.

### Q. How do I officially withdraw from UOIT?

- A. To officially withdraw after you have registered for courses you must complete and submit a withdrawal form to the Registrar's office. You will not be permitted to drop your last course via MyCampus, as this may constitute withdrawal from the university. If you are not withdrawing from your program, but simply want to drop your last course for that term, you must complete an **Add/Drop** form. Please be aware of the withdrawal deadlines that are posted in the **Important dates** section of this document.

Students must return their laptop within seven working days of withdrawal from their program. After this time, a late return charge will apply; the laptop will be deemed lost

or stolen, and appropriate action will be taken to retrieve it. Students are responsible for fees related to damage, misuse, loss or theft as per the policy. No refunds will be processed and student marks may be withheld until the matter is resolved.

**Q. What do I do if I get an error message?**

- A. If you click on the error message, a pop-up window will give you an explanation for the message. Here is a list of the most common registration errors:

**LINK ERROR**

This course requires registration in more than one section (e.g. lecture, lab, and tutorial sections). You must register for each part of the course at the same time.

**CLOSED SECTION**

There are currently no seats available in this course section. Other sections of this course may still have seats available.

**PREREQUISITE ERROR**

The course section you are trying to add requires a prerequisite. Contact the Registration helpline or Registrar's office for further details.

**MISSING CO-REQUISITE**

The course section you are trying to add requires a co-requisite. You must register in both courses concurrently.

**DUPLICATE CRN**

You have already registered for the course section that you are trying to add.

**MAXIMUM HOURS EXCEEDED**

Your total number of credit hours exceeds the maximum number allowed for this term. If you have to take extra courses, you will require permission from your faculty.

**TIME CONFLICT**

This course section conflicts with another course in your schedule and cannot be added.

**SR-STUDENT RESTRICTIONS**

Please call the Registrar Office for assistance at 905.721.3190

**COLLEGE RESTRICTION**

The college restriction occurs either when a course has been specifically reserved for students in a certain program or when students from a certain program are not permitted to take a course. Please contact the appropriate faculty academic advisor.

If you have any questions, regarding your registration or other university matters, please contact us by email at [registration@uoit.ca](mailto:registration@uoit.ca) or phone at 905.721.3190.

