

## Important start of semester information

Welcome new and returning students to the fall 2013 semester at the University of Ontario Institute of Technology (UOIT). Communication from UOIT will be posted to MyCampus and sent to your UOITnet email account, it is important to check your UOITnet account regularly.

Please read and make note of the important dates for the fall semester. Important academic dates can be accessed at [www.uoit.ca/academicschedule](http://www.uoit.ca/academicschedule). It is your responsibility to be familiar with and adhere to the published calendar deadline dates. Information provided in this message will assist you throughout your academic year.

## Registration

Please verify your course registration to ensure that you are enrolled for your intended courses. Print a copy of your schedule for your records via MyCampus.

## Dropping courses

You may drop courses online via MyCampus until the last day to add or drop courses with a full refund (September 18). If you are dropping your last course you must do so in person at the Registrar's Office, U5 portable, Room 68 at the north location or 61 Charles Street, Room DTA 120 at the downtown location. If you wish to drop a course after September 18, you must complete a drop form (available at [www.uoit.ca/adddropform](http://www.uoit.ca/adddropform)) and submit it to the Registrar's Office.

## Course Repeat Policy information

Please refer to [www.uoit.ca/courserepeat](http://www.uoit.ca/courserepeat) if you intend to repeat courses you have previously completed.

## Campus location for your courses

Please ensure that you check the campus location of your courses, as courses are offered at both the north and downtown locations. Information on campus codes can be found on page 13 of the Online Registration Guide posted on MyCampus ([www.uoit.ca/mycampus](http://www.uoit.ca/mycampus)). Throughout the first week of classes, volunteers will be stationed throughout campus wearing ASK ME@UOIT shirts to assist you with locating your classes.

## Payment of fees

Fall term payment of tuition by instalment was due on Thursday, August 15. Please visit [www.uoit.ca/studentfinances](http://www.uoit.ca/studentfinances) for tuition payment details. Deadline for fall semester fee payment is September 18. Tuition payments can be made in person (certified cheques, bank drafts or money orders only) at the north location, in the Registrar's Office, U5 portable, Room 68. Please note: a late fee of \$40 will be applied to your account after September 18.

## Student Awards and Financial Aid (SAFA)

### OSAP

Once you have completed an OSAP application, UOIT will confirm enrolment for OSAP purposes and funds will then be disbursed accordingly. If you have asked OSAP to re-direct your funds to UOIT to cover tuition costs, OSAP funds will be sent to UOIT first and any remaining funds will be deposited directly into your bank account. The first release will be done on Tuesday, September 3 and any funds coming directly to you should be in your bank account within the following ten business days. For further OSAP information, please refer to the UOIT Student tab within MyCampus.

If you have any additional questions, please visit your SAFA office (U5 portable, Room 68 at the north location or 61 Charles Street, Room DTA 120 at the downtown location).

### University Works Program: On-Campus Employment

Are you looking for 10 hours of work per week during this academic year? If so, the University Works and International University Works program is designed to assist full-time students who are anticipating or experiencing financial difficulties by providing them with part-time employment on campus. Each job offers a maximum of 10 hours per week and the program will run from September 2013 to April 2014.

For further information please visit the UOIT Student tab within MyCampus.

### Student Awards

UOIT Internal and External Scholarship and Bursary Applications for this academic year are now available to all students. For more information please follow the steps below:

1. Login to MyCampus.
2. Click on the UOIT Student tab.
3. Click the Scholarships and Bursaries link.
4. Review awards that are of interest and read eligibility requirements.
5. Look for a provided link or attached application form and proceed accordingly with the application and submission process.

For specific inquiries please email [uoitfinancialaid@uoit.ca](mailto:uoitfinancialaid@uoit.ca), [uoitstudentawards@uoit.ca](mailto:uoitstudentawards@uoit.ca) and/or [universityworks@uoit.ca](mailto:universityworks@uoit.ca). For additional SAFA information and updates, please visit your SAFA office and check your MyCampus account regularly.

### Academic Advising

Academic advisors are committed to helping students make choices that will lead to their academic success. Your advisor can support you throughout your educational journey, from selecting a program to planning for the future. Teams of academic advisors are available in each faculty. To locate your Academic Advising Office, please refer to [www.uoit.ca/academicadvising](http://www.uoit.ca/academicadvising).

## Centre for Students with Disabilities and Disability Services

Students who are registered with the Centre for Students with Disabilities (CSD) at the north location should check the CSD website at [www.uoit.ca/csd](http://www.uoit.ca/csd) for information on their accommodations. Students who are registered with Student Life – Disability Services at the downtown location should email [downtowndisability@uoit.ca](mailto:downtowndisability@uoit.ca) or phone 905.721.8668 ext. 5624 to arrange their accommodations.

## Campus Bookstore

Textbooks and supplies are available through the Campus Bookstore. View your textbook list and/or order books online at <http://dc-uoit.bookware3000.ca>.

<b>Campus Bookstore</b> <b>Gordon Willey Building Room A125 (north Oshawa location)</b>	
Monday to Thursday	8 a.m. to 8 p.m.
Friday	8 a.m. to 4 p.m.

A temporary Campus Bookstore will also be available at the downtown Oshawa location. This location will be offering textbooks for courses offered at the downtown Oshawa campus.

<b>Campus Bookstore – Temporary downtown Oshawa location</b> <b>61 Charles Street (northwest corner of the building, behind the Library)</b>	
Monday to Friday*	9 a.m. to 3 p.m.
*This location will only be open August 26 to September 13.	

Debit cards, credit cards and cash are the accepted forms of payment at both locations.

If you require any additional information about the Campus Bookstore, contact 905.721.3026.

## Campus identification (ID) cards

2013-2014 Campus ID cards are now available if you have registered for all your classes. For more information on picking up your ID card, please visit [www.uoit.ca/studentid](http://www.uoit.ca/studentid).

## Technology-enriched Learning Environment and laptop distribution

If you have not registered for a laptop pick-up session, please do so now through your MyCampus (instructions available at [www.uoit.ca/laptoppickup](http://www.uoit.ca/laptoppickup)). UOIT students must participate in the Technology-enriched Learning Environment as part of their studies at the university. This means the university will provide you with hardware, software and all service and support associated with the equipment throughout your studies. If you are withdrawing from the university, you must complete Form B (available at the IT Service Desk) when you return your laptop. Please note that refunds will not be processed unless your laptop has been returned. For more information please visit [www.itsc.uoit.ca](http://www.itsc.uoit.ca).

## Student Association (SA) Health and Dental Plan

As a full-time UOIT student, and as a member of the SA, you're automatically covered by the SA Health and Dental Plan. This includes international students. The Fall Change-of-Coverage Period is September 1 to 30, 2013. For further information on adding dependents, opting out and combined coverage, visit [www.ihaveaplan.ca](http://www.ihaveaplan.ca) or drop by the main SA office on the 2nd Floor of the Student Centre, situated at the north Oshawa location.

## Student Life

Please review the Student Life website at [www.uoit.ca/studentlife](http://www.uoit.ca/studentlife) for additional useful information on academic and administrative processes, as well as information about the services available to support your academic success.

## Withdrawal from the University

If you have decided to withdraw from the university, you must do so officially by completing the Withdrawal from Program form (available at [www.uoit.ca/withdrawalform](http://www.uoit.ca/withdrawalform)). You are considered registered for courses and are financially responsible for payment unless you formally withdraw from the university.

## Important dates

### Fall 2013 semester

September 3 to 4, 2013	Fall semester orientation, first-year 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.
	<b>Final instalment of fall semester fees due.</b>
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. 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 2014 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.

Additional winter semester important dates can be found at [www.uoit.ca/academicschedule](http://www.uoit.ca/academicschedule).

Please contact the Registrar's Office at 905.721.3190 or [registration@uoit.ca](mailto:registration@uoit.ca) if you require additional information. We wish you a successful academic year.