



REGISTRATION GUIDE

2014 – 2015

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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 - 9:30 p.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 - 9:30 p.m.					

Welcome to the Registrar's office

Welcome to the University of Ontario Institute of Technology (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 if you require assistance or have questions regarding your registration or other related matters.

Registrar's office hours of operation

Monday	8:30 a.m. – 4:30 p.m.	*PLEASE NOTE: The Registrar's office will also open at 8:30 a.m. on <ul style="list-style-type: none">• July 2• July 9• August 13• September 3• September 10• September 17• January 7, 2015• January 14 Unless specified above, the Registrar's office will not open until 10 a.m. on Wednesdays.
Tuesday	8:30 a.m. – 4:30 p.m.	
Wednesday*	10 a.m. – 4:30 p.m.	
Thursday	8:30 a.m. – 4:30 p.m.	
Friday	8:30 a.m. – 4:30 p.m.	
Saturday	Closed	
Sunday	Closed	

Before you begin

How and when to register

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.

1. Part-time undergraduate

Semester	Payment deadline	Amount due
Fall 2014	August 15, 2014	Total Fall fees
Winter 2015	December 15, 2014	Total winter fees

2. Full-time undergraduate

You have two options for payments as outlined in the table below:

The first option is payment in full and the second option is a two-part instalment payment.

Semester	Full payment or first instalment due date	Full-time domestic undergraduate instalment	Full-time international undergraduate instalment	Final instalment due date (funds remaining)
Fall 2014	August 15, 2014	\$3,000	\$5,000	September 17, 2014
Winter 2015	December 15, 2014	\$3,000	\$5,000	January 16, 2015

Failure to pay fees, or arrange an approved deferment by stated fee payment deadlines could result in de-registration from courses, late fee and financial hold on account.

To review your account summary, log into your MyCampus account and follow these steps:

1. Select Administrative Services.
2. Select Student Information.
3. Select Registration.
4. Select Account Summary by Term.

If you have been approved for OSAP, please refer to the payment options in the **Payment of fees** section on page 24 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 \(www.uoit.ca/calendar\)](http://www.uoit.ca/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 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 UOIT's [2014-2015 Undergraduate Academic Calendar and Course Catalogue](http://www.uoit.ca/calendar) (www.uoit.ca/calendar).

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 – UOITnet and MyCampus postings

All official communication from the Registrar's office will be sent to your UOITnet 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).

Registration questions

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

Quick and easy registration

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 [MyCampus](http://www.uoit.ca/mycampus) (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](http://www.uoit.ca/mycampus) (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 2014** or **UOIT Winter 2015** 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 24 of this guide for information on paying your tuition. For detailed information about payment amounts and due dates, please visit the [student finances website](#).
- 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 09/14/2014 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](http://www.uoit.ca/mycampus), 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](http://www.uoit.ca/mycampus) (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 UOIT MyCampus portal interface. At the top, there is a navigation bar with the UOIT logo and the text "MyCampus". Below this, there are links for "My Account", "Content Layout", and "Portal Admin". A "Welcome" message states "You are currently logged in." To the right, there are icons for "UOITnet Calendar", "Groups", "Logout", and "Help". A secondary navigation bar contains links for "UOIT Home", "My Courses", "UOIT Student", "World News", "School Services", "Tutorials", and "Employees". The date "July 2, 2014" is displayed in the top right corner. The main content area is divided into three columns. The left column features a section titled "Administrative Services" with a sub-link "Click here to access Administrative Services" and a description: "This link will take you to your school's Administrative Services page where you will be able to access different services depending on your role at the school." Below this is a "Messages from the Registrar - UOIT" section with a list of announcements, including "Spring Term Final Exam Schedule by Course" and "Spring Term Final Exam Schedule by Date and Time". The middle column has a "Picture of the Week" section with a photo of a volleyball game and a text prompt: "Please click the picture to view description. Submit your own photos! We are looking for a different view of everyday life at DC and UOIT. Send us photos of your best college or university experiences and your picture of the week. Email us: mycampus@dc...". The right column contains a "Service Desk Portal" section with a link "Click here to access the Service Desk Portal" and a description: "This link will take you to the Service Desk Portal where you can find the following information: For students - over 30 self-help fact sheets, information on how to use Learning Management System (Blackboard), security information on viruses and identity theft and how-to advice on printing, plus much more. For faculty - operational status of all systems including the Network, the Internet, Learning Management System (Blackboard) and Mail, assistance on all classroom audio/visual equipment and a".

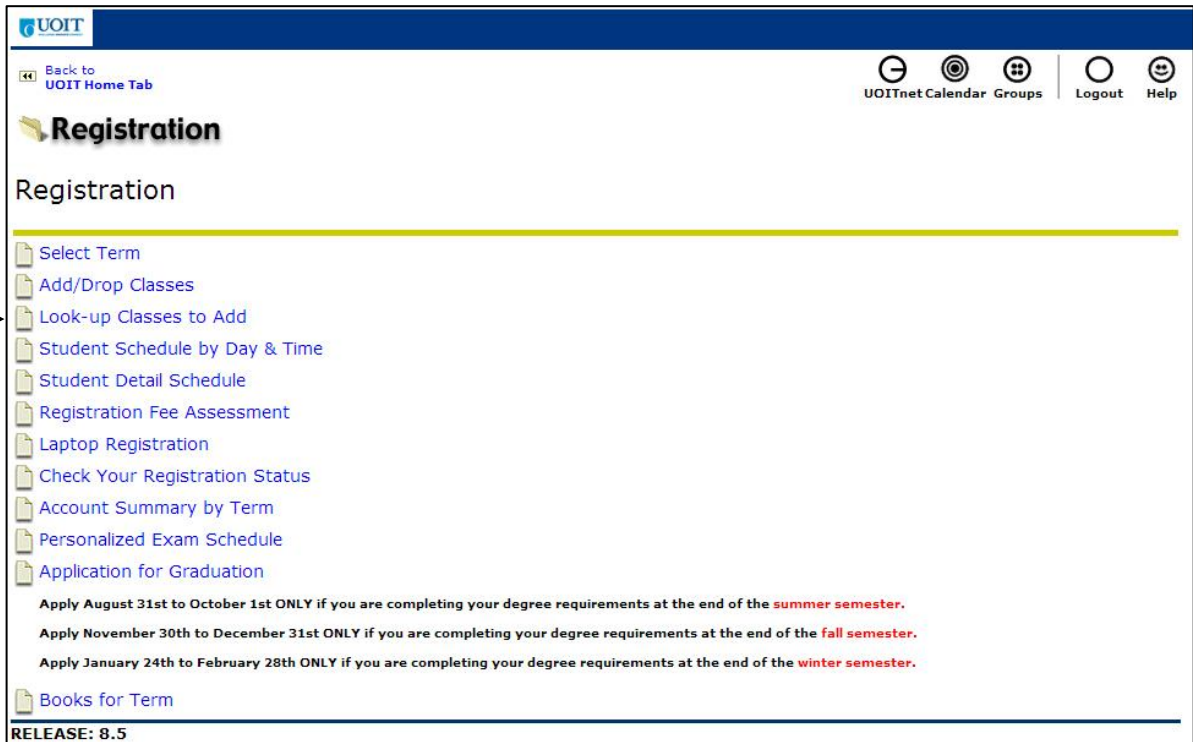
Step 4: Click Student Information – UOIT

The screenshot shows the UOIT MyCampus portal interface. At the top, there is a navigation bar with the UOIT logo and the text "MyCampus". Below this, there are links for "Back to UOIT Home Tab" and "UOITnet Calendar", "Groups", "Logout", and "Help". The main content area is divided into two columns. The left column has a "Personal Information" section with a link "Change your PIN/Password or Security question. View your addresses, phone numbers, emergency contact information or name change information." The right column has a "Student Information - UOIT" section with a link "Complete an application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts."

Step 5: Click Registration

The screenshot shows the UOIT MyCampus portal interface. At the top, there is a navigation bar with the UOIT logo and the text "MyCampus". Below this, there are links for "Back to UOIT Home Tab" and "UOITnet Calendar", "Groups", "Logout", and "Help". The main content area is divided into two columns. The left column has a "Student Services & Financial Aid" section with a list of links: "Payment Procedures", "Registration", "Student Records", "Financial Aid", and "Canadian Tax Forms". The right column has a "RELEASE: 8.5" section.

Step 6: Click Look-up Classes to Add



UOIT

Back to UOIT Home Tab

UOITnet Calendar Groups Logout Help

Registration

Registration

- 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
- Application for Graduation

Apply August 31st to October 1st ONLY if you are completing your degree requirements at the end of the **summer semester**.

Apply November 30th to December 31st ONLY if you are completing your degree requirements at the end of the **fall semester**.

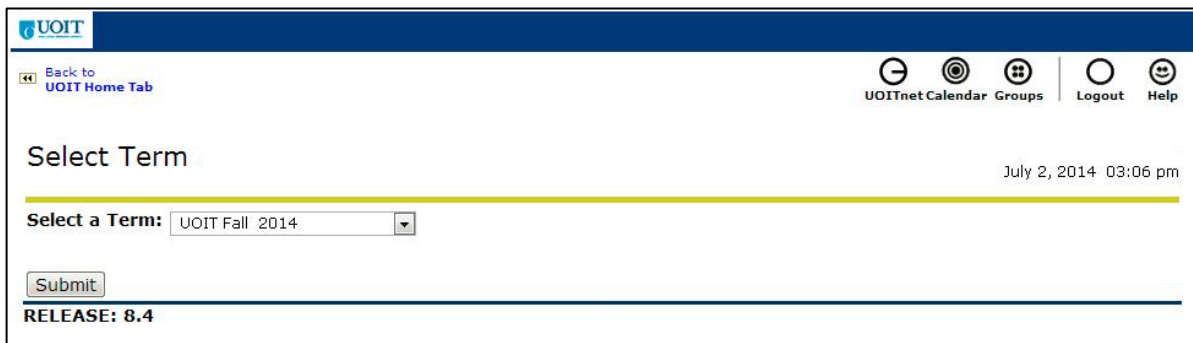
Apply January 24th to February 28th ONLY if you are completing your degree requirements at the end of the **winter semester**.

Books for Term

RELEASE: 8.5

Step 7: Select a term

Select the **UOIT Fall 2014** or **UOIT Winter 2015** 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.



UOIT

Back to UOIT Home Tab

UOITnet Calendar Groups Logout Help

Select Term

July 2, 2014 03:06 pm

Select a Term: UOIT Fall 2014

Submit

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 Fall 2014
July 2, 2014 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

[[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.

Personal Information Student and Financial Aid

Look-Up Classes to Add:

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"/>	42370	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 UF1500	
<input type="checkbox"/>	42163	PSYC	2030U	001	LEC	3.000	Abnormal Psychology	MON	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.¹
- W2** Meets bi-weekly starting in the second week of lectures.¹
- HYB** In-class & virtual meet times (Hybrid)
- CLS** In-class meet times
- OFF** Offsite
- WEB** Section is Fully Online

¹ 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.

WHAT SHOULD I DO IF I GET AN ERROR MESSAGE WHEN ADDING A COURSE?

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 Registrar's office (905.721.3190 or registration@uoit.ca) 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's 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.

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 St.
UOD	DTB	55 Bond St.
UOD	DTR	Regent Theatre
UOD	EDU	Faculty of Education/ 11 Simcoe
UOG (Georgian campus location)		Georgian campus
UON (north Oshawa campus location)	A9	University Building A9/ OPG Building
UON	UOIT-1	University Building A1
UON	UOIT-2	University Building A2/ UA/ Science Building
UON	UOIT-3	University Building A3/ UB/ Business and IT Building
UON	ERC	Energy Research Centre
UON	UOIT-J	Simcoe portables
UON	UOIT-L	Library portables
UON	UOIT-P	UOIT Pavilion
UOT (Trent – Oshawa campus)	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 listed on the previous page of this document.

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Successfully **Web Registered** on July 2, 2014	None	10586	ALSU 1101U 001	Undergraduate	3.000	Normal Grading Mode (Alpha)	Found for Acad Learn & Success
Successfully **Web Registered** on July 2, 2014	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: July 2, 2014 4:00 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 July 2, 2014	**Web Drop**	10586	ALSU 1101U 001	Undergraduate	3.000	Normal Grading Mode (Alpha)	Found for Acad Learn & Success
Successfully Registered** on July 2, 2014	**Web Drop**	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: July 2, 2014 4:12 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 24 of this guide for information on paying your tuition.

For detailed information about payment amounts and due dates, please visit the [student finances website \(www.uoit.ca/studentfinances\)](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 09/14/2014 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:


Jul 2, 2014 05:55 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 Sep 14, 2014 (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	9:00 am-10:00 am		TBA			
	TBA	TBA					
10am							

Step 12: Learning tool (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 **Learning Tool 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 learning tool (laptop)** section on page 26 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 – 2014-2015

Please add these dates to your calendar for your records. **You are responsible for familiarizing yourself with all deadlines found in the [2014-2015 Undergraduate Academic Calendar](#)**, including fee payment dates and course add/drop dates.

Fall semester

August 15, 2014	First instalment of fall semester fees due.
August 18, 2014	Start date for consecutive and fifth-year concurrent education.
August 25, 2014	Lectures begin for Primary/Junior (P/J), Intermediate/Senior (I/S) consecutive education and fifth-year concurrent education students, fall semester.
September 1, 2014	Labour Day, no lectures.
September 2 to 3, 2014	Fall semester orientation, first-year students.
September 2 to 5, 2014	Field Experience I Observation Week for P/J, I/S consecutive education and fifth-year concurrent education students.
September 4, 2014	Lectures begin, fall semester (includes concurrent education students in years two through four).
September 17, 2014	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, 2014	Last day to submit online application for graduation for students completing degree requirements at the end of the summer semester. 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 6 to 24, 2014	Field Experience Practicum I for P/J, I/S consecutive education and fifth-year concurrent education students.
October 13, 2014	Thanksgiving Day, no lectures.
November 11, 2014	Last day to withdraw from fall semester courses. Active fall semester courses will be graded by instructors.
November 21, 2014	Last day of classes for Bachelor of Education (P/J, I/S consecutive and fifth-year concurrent education) students, fall semester.
November 24 to December 17, 2014	Field Experience Practicum II for P/J, I/S consecutive education and fifth-year concurrent education students.
December 3, 2014	Last day of lectures, fall semester.
December 5 to 17, 2014	Fall semester final examination period. Students are advised not to make commitments during this period (i.e. vacation, travel plans).
December 15, 2014	First instalment of winter semester fees due.
December 24, 2014 to January 4, 2015	University closed.
December 31, 2014	Last day to submit online application for graduation for students completing degree requirements at the end of the fall semester.
Winter semester	
January 5, 2015	University reopens. Lectures begin, winter semester.
January 5 to 9, 2015	Winter term start days for all consecutive and fifth-year concurrent education students.
January 16, 2015	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 30, 2015	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 16, 2015	Family Day, no lectures.
February 16 to 20, 2015	Midterm break.
February 28, 2015	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 13, 2015	Lectures end for P/J, I/S consecutive education and fifth-year concurrent education students, winter semester.
March 18, 2015	Last day to withdraw from winter semester courses. Active winter semester courses will be graded by instructors.
March 23 to April 29, 2015	Field Experience Practicum III for P/J, I/S consecutive education and fifth-year concurrent education students.
April 3, 2015	Good Friday, no lectures.
April 10, 2015	Lectures end, winter semester.
April 13 to 24, 2015	Winter semester final examination period. Students are advised not to make commitments during this period (i.e. vacation, travel plans).
April 27 to May 8, 2015	Field experience practicum for first-year concurrent education students.
April 27 to May 15, 2015	Field experience practicum for second-year concurrent education students.
April 27 to May 22, 2015	Field experience practicum for third-year concurrent education students.

Spring/Summer semester

April 21, 2015	First instalment of spring session fees due.
April 30, 2015	Culminating day for P/J, I/S consecutive education and fifth-year concurrent education students.
May 4, 2015	Lectures begin, summer semester, (including 14-week summer semester and seven-week spring session).
May 8, 2015	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 session fees due.
May 15, 2015	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 18, 2015	Victoria Day, no lectures.
June 1, 2015	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.
June 4 and 5, 2015	Spring convocation.

June 8, 2015	Last day to withdraw from seven-week spring session courses. Active seven-week spring session courses will be graded by instructors.
June 16, 2015	First instalment of summer session fees due.
June 17, 2015	Lectures end, seven-week spring session.
June 18 to 21, 2015	Spring session final examination period. Students are advised not to make commitments during this period (i.e. vacation, travel plans).
June 22 to 26, 2015	Midterm break, 14-week summer semester.
June 29, 2015	Lectures begin, seven-week summer session. Lectures resume, 14-week summer semester.
July 1, 2015	Canada Day, no lectures.
July 6, 2015	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 session fees due.
July 13, 2015	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 27, 2015	Last day to withdraw from 14-week summer semester courses. Active 14-week summer semester courses will be graded by instructors.
August 3, 2015	Civic holiday, no lectures.
August 4, 2015	Last day to withdraw from seven-week summer session courses. Active seven-week summer session courses will be graded by instructors.

August 13, 2015

Lectures end 14-week summer semester and seven-week summer session.

August 14 to 17, 2015

Summer semester final examination period (includes seven-week and 14-week courses). Students are advised not to make commitments during this period (i.e. vacation, travel plans).

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

Payment due dates

(Please also refer to financial obligations on page 5 and 6)

- Fall term fees are due August 15, 2014.
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 17, 2014.
- Winter term fees are due December 15, 2014.
If you are paying by instalment, your second instalment is due on January 16, 2015.

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

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:

- Internet or telephone banking
- Debit/Interac
- Money order, certified cheque or bank draft (Method not available at the 61 Charles St. location)
- 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:

- Ontario Student Assistance Program (OSAP)
- Scholarships or bursaries
- 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

Campus Identification services

As a new student, you are strongly encouraged to obtain your multi-year 2014-2015 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 learning tool (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 select GO Transit bus services within Durham Region. Your full-time student ID card is required by **September 4, 2014** for U-Pass access. This ID card must also be presented at all final examinations.

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

From now until August 15, Campus ID services will be available at the UOIT north Oshawa campus location CRWC, 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 CRWC, Room G213 from August 18 to September 12. 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 CRWC, Room G1004 in late August and during Labour Day weekend. Details will be posted on [the Campus ID webpage](http://www.uoit.ca/studentid) (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 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 email photoid@dc-uoit.ca.

Obtaining your learning tool (laptop)

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 learning tool (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.

Registration for learning tool distribution session begins July 2

After you have registered for your courses, you must sign up for a learning tool distribution session. Once you have completed your course registration, return to the **Registration** section of MyCampus and click on **Learning Tool Registration**. You will then be shown a table of available learning tool pick-up sessions. Please select the session that best fits your schedule. Sessions will be offered mornings, afternoons and evenings and some Saturdays commencing **August 18**.

All undergraduate students are required to attend a learning tool distribution session and an orientation immediately following your pick up. At the learning tool distribution session, students will receive their learning tool (laptop/tablet model based on program) and all components and information to assist them with their technology-enriched learning. Backpacks will be provided to first-year students only. **Please ensure that you have paid your first installment of tuition prior to your scheduled session and present your UOIT campus ID at the time of pick up.**

Under 18 years of age

If you are under the age of 18 on the day you pick up your learning tool, it is mandatory that a parent/guardian sign your [Student Learning Tool Agreement](#) on your behalf. Prior to attending your pre-assigned pick up session, please print a copy of the Student Learning Tool Agreement and have it signed by your parent/guardian.

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

Registration help and resources

Registration helpline

The Office of the Registrar has two campus locations to serve our students:

Downtown Oshawa campus location: 61 Charles, Room DTA 120

North Oshawa campus location: Room U5-68

905.721.3190

registration@uoit.ca

Registration assistance will be available throughout the academic year.

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 2014-2015 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 also available on MyCampus.
- **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.
- Academic Calendar (www.uoit.ca/calendar).
- If you would like assistance with your course selection, please contact your [academic advisor](#).

Frequently asked questions

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](#) if you are dropping your last course. 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.

We're here to help

If you have any questions, regarding your registration or other university matters, please contact the Registrar's office at 905.721.3190 or registration@uoit.ca.

Mailing address

UOIT Registrar's office
2000 Simcoe Street North
Oshawa, Ontario L1H 7K4

North Oshawa location

U5 building, Room 68

Downtown Oshawa location

61 Charles Street, Room 120