



## From the Office of the Registrar

**Please read the following important information regarding the winter semester.**

The UOIT Registrar's office uses [MyCampus](#) and UOITnet email to communicate with students. To stay informed check your [MyCampus](#) account and your UOITnet email account on a regular basis.

UOITnet is now mobile enabled! [Guidelines are available to set up your mobile devices.](#)

### **Registration**

Please be sure to verify your course registration to ensure that you are enrolled in the correct courses. Print a copy of your schedule for your records, via [MyCampus](#). If you have questions regarding your registration, please contact us at 905.721.3190 or [registration@uoit.ca](mailto:registration@uoit.ca).

### **Important dates**

#### **January 3, 2014**

Deadline to submit a request for change of program for winter 2014.

#### **January 3, 2014 (evening)**

Final 2013 fall semester grades released to students' MyCampus accounts.

#### **January 6, 2014**

Lectures begin, winter semester.

#### **January 17, 2014**

Final instalment of winter semester fees due.

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. You may drop courses online via MyCampus until the last day to add or drop courses with a full refund (January 17). 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 Oshawa campus location or 61 Charles Street, Room DTA 120 at the Downtown Oshawa campus location.

If you wish to drop a course after January 17, you must [complete a drop form](#) and submit it to the Registrar's office. (Students taking Trent courses are subject to UOIT withdrawal deadlines.)

**January 24 to February 28, 2014**

Application to graduate system open in MyCampus, **ONLY** for students who are completing their degree requirements at end of the winter semester.

**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.

Forms to drop classes or withdraw from the university must be submitted in person, by fax or scanned to the Registrar's office. (Students taking Trent courses are subject to UOIT withdrawal deadlines.)

**February 17, 2014**

Family Day, no lectures

**February 17 to 21, 2014**

Midterm break.

**February 28, 2014**

Last day for students who are completing their degree requirements at end of the winter semester to submit application for graduation in MyCampus.

**March 19, 2014**

Last day to withdraw from winter semester courses. After this date, students may not drop courses or withdraw. Active winter semester courses will be graded by instructors.

Forms to drop classes or withdraw from the university must be submitted in person, by fax or scanned to the Registrar's office. (Students taking Trent courses are subject to UOIT withdrawal deadlines.)

**April 11, 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 examinations.

If you require assistance or have questions, please contact the Registrar's office at 905.721.3190 or [registration@uoit.ca](mailto:registration@uoit.ca).

**Registrar's office hours of operation are as follows:**

<b>Monday</b>	8:30 a.m. – 4:30 p.m.
<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

\*Please note: The Registrar's office will open at 8:30 a.m. on January 8 and January 15, 2014. Otherwise, the Registrar's office will not open until 10 a.m. on Wednesdays.

**North Oshawa location**

U5 building, Room 68

**Downtown Oshawa location**

61 Charles Street, Room 120