

2015 – 2016

# REGISTRATION GUIDE

 UNIVERSITY  
OF ONTARIO  
INSTITUTE OF TECHNOLOGY



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## MyCampus worksheet – fall term

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 to 9 a.m.					
9:10 to 10 a.m.					
10:10 to 11 a.m.					
11:10 to noon					
12:10 to 1 p.m.					
1:10 to 2 p.m.					
2:10 to 3 p.m.					
3:10 to 4 p.m.					
4:10 to 5 p.m.					
5:10 to 6 p.m.					
6:10 to 7 p.m.					
7:10 to 8:30 p.m.					
8:40 to 9:30 p.m.					

## MyCampus worksheet – winter term

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 to 9 a.m.					
9:10 to 10 a.m.					
10:10 to 11 a.m.					
11:10 to noon					
12:10 to 1 p.m.					
1:10 to 2 p.m.					
2:10 to 3 p.m.					
3:10 to 4 p.m.					
4:10 to 5 p.m.					
5:10 to 6 p.m.					
6:10 to 7 p.m.					
7:10 to 8:30 p.m.					
8:40 to 9:30 p.m.					

## Welcome to the Registrar's office

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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 Street, Room 120
- North Oshawa campus location: U5 Building, Room 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. to 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 8, 2015</li><li>• August 12, 2015</li><li>• September 9, 2015</li><li>• September 16, 2015</li><li>• September 23, 2015</li><li>• January 6, 2016</li><li>• January 13, 2016</li><li>• January 20, 2016</li></ul> Unless specified above, the Registrar's office will not open until 11:30 a.m. on Wednesdays.
<b>Tuesday</b>	8:30 a.m. to 4:30 p.m.	
<b>Wednesday*</b>	11:30 a.m. to 4:30 p.m.	
<b>Thursday</b>	8:30 a.m. to 4:30 p.m.	
<b>Friday</b>	8:30 a.m. to 4:30 p.m.	
<b>Saturday</b>	Closed	
<b>Sunday</b>	Closed	

### Before you begin

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#### 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. Please register as soon as possible for access to the broadest selection of courses. Once the registration window has opened, it will remain open and you can continue to make changes to your schedule until the deadline dates outlined in the important dates section of the [Academic Calendar \(uoit.ca/calendar\)](http://uoit.ca/calendar).

#### 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 verify and validate your account balance every time you make a change to your registration.

##### 1. Part-time undergraduate students

Semester	Payment deadline	Amount due
Fall 2015	August 14, 2015	Total Fall 2015 fees
Winter 2016	December 15, 2015	Total Winter 2016 fees

## 2. Full-time undergraduate students

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 2015	August 14, 2015	\$3,000	\$5,000	September 23, 2015
Winter 2016	December 15, 2015	\$3,000	\$5,000	January 22, 2016

Failure to pay fees or arrange an approved deferment by stated fee payment deadlines could result in de-registration from courses, late fees and a financial hold on your 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 19 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 the [Undergraduate Academic Calendar \(uoit.ca/calendar\)](http://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 at 905.721.3190, [registration@uoit.ca](mailto:registration@uoit.ca) or visit 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 [2015-2016 Undergraduate Academic Calendar and Course Catalogue \(uoit.ca/calendar\)](http://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, the Student Association and other educational institutions at which you have applied or have been enrolled. If you register in a Trent University course, your information will be provided to Trent University for purposes of registration, instruction and grading.

## **Communication: UOITnet emails 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 for important information such as course registration, examinations and add/drop deadlines. The Registrar's office will also post important messages and reminders under the **Messages from the Registrar - UOIT** section of [MyCampus \(uoit.ca/mycampus\)](http://uoit.ca/mycampus).

## **Registration questions**

Contact the registration helpline at 905.721.3190 or [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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- 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 \(uoit.ca/mycampus\)](http://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 \(uoit.ca/mycampus\)](http://uoit.ca/mycampus) using your nine-digit student ID (e.g. 100123456) and six-digit password. Your password will initially be set to your birthday in the format MMDDYY. If your date of birth does not work, try inputting your postal code using capital letters.
- 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 2015** or **UOIT Winter 2016** 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 (e.g. Mathematics) and course number (e.g. 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 19 of this guide for information on paying your tuition.  
For detailed information about payment amounts and due dates, please visit the student finances website ([uoit.ca/studentfinances](http://uoit.ca/studentfinances)).
- STEP 11** Click on **Student Schedule by Day and 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 09/21/2015 in the **Go to** textbox at the top right of your screen.
- STEP 12** Register for your laptop distribution session.
- STEP 13** Log out of MyCampus.

# A how-to guide to web registration

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## 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 \(uoit.ca/mycampus\)](http://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 \(uoit.ca/mycampus\)](http://uoit.ca/mycampus) using your nine-digit student ID (e.g. 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

FUTURE STUDENTS CURRENT STUDENTS

**MYCAMPUS**

**Secure login**

Username:

Password:

Login Cancel

Forgotten password? Locked account? Click here!

Help

**Attention New Students!**

Access your UOITnet email account. For additional Important information and emails will be sent to you year, therefore please check your UOITnet email ad

**Registration for Spring/Summer 2015**

[Program maps for newly admitted spring/summer 2015](#)

[Registration Guide 2014-2015](#)

**Registration for Fall 2014/Winter 2015**

[Program maps and important information for newly admitted students](#)

[Registration Guide 2014-2015](#)

### Step 3: Click Administrative Services

The screenshot shows the MyCampus homepage. At the top, there is a navigation bar with the MyCampus logo and a welcome message. Below this is a secondary navigation bar with tabs for UOIT Home, My Courses, UOIT Student, UOIT SAFA, UOIT Applicant, World News, and School Services. The main content area is divided into two columns. The left column features a section titled 'Administrative Services' with a red arrow pointing to a link that says 'Click here to access Administrative Services'. Below this is a section titled 'Messages from the Registrar - UOIT' with a list of instructions for accessing grades. The right column features a section titled 'UOIT at a Glance' with a photo of four students and a section titled 'Personal Announcements' with text about awards and library hours.

### Step 4: Click Student Information – UOIT

The screenshot shows the MyCampus Student Information page. At the top, there is a navigation bar with the MyCampus logo and a 'Back to UOIT Home Tab' link. Below this is a list of links: 'Personal Information', 'Employee', 'Student Information - UOIT', and 'UOIT Admissions'. A red arrow points to the 'Student Information - UOIT' link. The text below each link describes the services available: 'Change your PIN/Password or Security question. View your addresses, phone numbers, emergency contact information or name change information.' for Personal Information; 'Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.' for Employee; 'Complete an application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts.' for Student Information - UOIT; and 'View the status of your current applications;' for UOIT Admissions.

## Step 5: Click Registration

MyCampus

Back to UOIT Home Tab

### Student

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-  [Payment Procedures](#)  
Payment Procedures
-  [Registration](#)  
Register for your courses. Check your registration status. Display your class schedule.
-  [Student Records](#)  
View your holds; Display your grades and transcripts.
-  [Canadian Tax Forms](#)  
View T2202A Form; view UPASS form

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**RELEASE: 8.5**

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

### Registration

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-  [Select Term](#)
-  [Add/Drop Classes](#)
-  [Look-up Classes to Add](#)
-  [Student Schedule by Day & Time](#)
-  [Student Detail Schedule](#)
-  [Registration Fee Assessment](#)
-  [Learning Tool 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](#)

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**RELEASE: 8.5**

### Step 7: Select a term

Select the **UOIT Fall 2015** or **UOIT Winter 2016** 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.

Select Term

Select a Term: UOIT Spring/Summer 2015

Submit

RELEASE: 8.4

### Step 8: Class search

Select the **subject** code (e.g. BIOL), type the **course number** (e.g. 1010) and campus location. Click **Class Search**.

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

Look-Up Classes to Add:

- Using the options below, you can search the course offerings by course, by instructor, or by day and time. You may choose any
- You **must** select at least one Subject. To select multiple Subjects, press and hold the 'CTRL' key while clicking the various subjects
- Example: To find Business courses offered after 5 p.m. on Monday or Tuesday, highlight 'Business' in the Subject list, choose 5 button.

Subject: ANTH - Anthropology  
BIOL - Biology  
BUSI - Business

Course Number: [Red Box]

Title:

Schedule Type: All  
Laboratory  
Lecture

Instructional Method: All  
In-class & Online Delivery  
In-class Delivery

Credit Range: [ ] hours to [ ] hours

Campus: All  
UOIT - North Oshawa  
UOIT - Downtown Oshawa

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

## 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:

 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**

**Business**

Select	CRN	Subj	Crse	Sec	Schd	Instrn	Mthd	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Cmpus	Location	Session Ind
<input type="checkbox"/>	11149	BUSI	2160U	001	LEC	In-class	Delivery	3.000	Financial Accounting II	WED	06:40 pm-09:30 pm	45	39	6	Bic Ngo (P)	UOIT - North Oshawa	UOIT-1 University Building A UA2240	
										WED	06:40 pm-09:30 pm				Bic Ngo (P)	UOIT - North Oshawa	UOIT-V Virtual ONLINE2	
** PRERQ:		BUSI 2150 - FINANCIAL ACCOUNTING I [Min Grade: D]																

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.

**Subj** Subject code associated with an individual course.

**Crse** Course number associated with an individual course.

**Sec** Stands for the specific section within a course. A course may contain numerous sections/course offerings.

**Schd** Stands for schedule. It references the type of section (e.g. lecture, web, lab, tutorial).

<b>Instrn Mthd</b>	Instructional method for the course section. It indicates how the course section will be delivered.
<b>Cred</b>	Amount of credit hours obtained upon course completion.
<b>Title</b>	The title of the course.
<b>Cap</b>	Cap stands for capacity. It indicates the maximum seat capacity of a course section.
<b>Act</b>	The amount of student currently registered within the course section.
<b>Rem</b>	Remaining available seats within the 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>

**HYB** In-class & virtual meet times (Hybrid)

**CLS** In-class meet times

**OFF** Offsite

**WEB** Section is Fully Online

<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 Faculty of Social Science and Humanities courses are offered at the downtown location. For a complete list of locations, see the table below. A campus map is [available online \(uoit.ca/maps\)](http://uoit.ca/maps).

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 St. N.
UOG (Georgian College campus location)		Georgian College campus
UON (North Oshawa campus location)	A9	OPG Engineering Building
UON	UOIT-1	Science Building (UA)
UON	UOIT-2	Science Building (UA)
UON	UOIT-3	Business and Information Technology Building (UB)
UON	ERC	Energy Research Centre (ERC)
UON	UOIT-J	Simcoe Building – J Wing
UON	UOIT-L	UL building
UON	UOIT-P	University Pavilion
UOT (Trent University 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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Successfully **Web Registered** May 19, 2015	None	10547	INFR	2140U 001	Undergraduate	3.000	Normal Grading Mode (Alpha)	Object Oriented Programming
Successfully **Web Registered** May 19, 2015	None	10548	INFR	2140U 002	Undergraduate	0.000	Normal Grading Mode (Alpha)	Object Oriented Programming

Total Credit Hours: 6.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 15.000  
Date: May 19, 2015 02:33 pm

Add Classes Worksheet

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.

<b>LINK ERROR</b>	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.
<b>CLOSED SECTION</b>	There are currently no seats available in this course section. Other sections of this course may still have seats available.
<b>PREREQUISITE ERROR</b>	The course section you are trying to add requires a prerequisite. Contact the Registrar's office (905.721.3190 or <a href="mailto:registration@uoit.ca">registration@uoit.ca</a> ) for further details.
<b>MISSING CO-REQUISITE</b>	The course section you are trying to add requires a co-requisite. You must register in both courses concurrently.
<b>DUPLICATE CRN</b>	You have already registered for the course section that you are trying to add.
<b>MAXIMUM HOURS EXCEEDED</b>	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.
<b>TIME CONFLICT</b>	This course section conflicts with another course in your schedule and cannot be added.
<b>SR-STUDENT RESTRICTIONS</b>	Please call the Registrar's office for assistance at 905.721.3190.
<b>COLLEGE RESTRICTION</b>	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.

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

### How to drop a course and make changes to 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.

MyCampus

Back to UOIT Home Tab

Your current status in each course section is listed below. To request a change in status (i.e. to drop a course section, or to be added to a waitlist) select the appropriate column and then press 'Submit Changes'. Be sure to verify the results of your request by viewing your updated status in each section. [Click here to return to the Register](#)

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Successfully **Web Registered** on May 19, 2015	**Web Drop**	10547	INFR	2140U 001	Undergraduate	3.000	Normal Grading Mode (Alpha)	Object Oriented Programming
Successfully **Web Registered** on May 19, 2015	None	10548	INFR	2140U 002	Undergraduate	0.000	Normal Grading Mode (Alpha)	Object Oriented Programming

Total Credit Hours: 6.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 15.000  
 Date: May 19, 2015 02:36 pm

### Add Classes Worksheet

CRNs

<input type="text"/>							
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[ [Student Schedule by Day & Time](#) | [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 19 of this guide for information on paying your tuition. For detailed information about payment amounts and due dates, please visit the [student finances website](http://uoit.ca/studentfinances) ([uoit.ca/studentfinances](http://uoit.ca/studentfinances)).

**Step 11: Print your schedule**

Once you have registered for all of your courses, click on **Student Schedule by Day and 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 09/21/2015 in the **Go to** textbox above the top right corner of your schedule. To print your schedule, click on the **print icon**.

Student Schedule by Day and Time: May 27, 2015 04:18 pm

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 Click to Print Schedule

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.

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.

Schedules that are 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)

**Week of Sep 08, 2014** (158 of 188) Next Week

Monday	Tuesday	Wednesday	Thursday	Friday
BIOL 4620U-001 43709 Class 8:10 am-9:30 am JOIT-1 UA3220				
			BIOL 4620U-001 43709 Class 9:40 am-11:00 am UOIT-1 UA3220	

**Step 12: Learning tool (laptop) registration**

After you have registered for your courses, you will sign up for a laptop distribution session. 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 21 of this guide for further information.

**Step 13: Log out 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 log out:**

- Have you registered for all your fall and winter courses?
- Have you checked your course schedule?
- Have you printed your schedule?
- Have you registered for your laptop distribution session?
- Have you checked your account summary?

## Important dates – 2015-2016

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You are responsible for familiarizing yourself with all deadlines found in the [2015-2016 Undergraduate Academic Calendar \(uoit.ca/calendar\)](#), including fee payment dates and course add/drop dates.

## Payment of fees

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### Due dates

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

- Fall term fees are due on August 14, 2015. 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 23, 2015.
- Winter term fees are due on December 15, 2015. If you are paying by instalment, your final instalment is due on January 22, 2016.

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 \(uoit.ca/studentfinances\)](#) and [payment methods \(uoit.ca/paymentoptions\)](#).

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 (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 three to five business days to post to your MyCampus account summary.

The following methods of deferred payment available to students are:

- [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

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### Campus identification services

As a new student, you are strongly encouraged to obtain your 2015-2016 student identification card as soon as you've officially registered and finalized your timetable for 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. The U-Pass is valid from September 1, 2015 to May 31, 2016 (in addition, registered full-time spring/summer students will have U-Pass access during the spring/summer semester). Your ID card must also be presented at all final examinations.

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

From now until August 14, 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 to Friday: 9 a.m. to 4 p.m.

For **new** students, Campus ID services will also be available at the UOIT north Oshawa campus location CRWC, **Room G213** from August 17 to September 11.

For **returning** students, Campus ID services will also be available at the UOIT north Oshawa campus location CRWC, **Room G2019** from August 17 to September 11.

Scheduled office hours may vary, please check the [Campus ID website \(uoit.ca/studentid\)](http://uoit.ca/studentid) for the most up to date information.

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 web page \(uoit.ca/studentid\)](http://uoit.ca/studentid) as they become available.

### What to bring

All new students must bring proof of registration (e.g. 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 \(uoit.ca/studentid\)](http://uoit.ca/studentid).

Questions or inquiries may be directed to our ID offices by phone 905.721.8668 ext. 2116 or by email [photoid@dc-uoit.ca](mailto:photoid@dc-uoit.ca).

## Obtaining your learning tool (laptop)

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### Things you need to know

All University of Ontario Institute of Technology (UOIT) students participate in the technology-enriched learning environment as part of their undergraduate studies, with the exception of our two programs that are offered entirely online: Allied Health Sciences and Educational Studies and Digital Technology. **All new students are required to attend a learning tool (laptop) distribution session and activation session prior to the start of classes.** In these sessions, students will receive their learning tool (laptop/tablet 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.

**To learn more about our technology-enriched learning environment, please visit the [Information Technology Services \(ITSC\) website \(itsc.uoit.ca\)](http://itsc.uoit.ca).**

**Note:** Your technology-enriched learning fee must be paid or a deferral must be in process prior to pick-up. You will also be required to present your [campus ID](#).

**Registration for learning tool distribution session begins June 29** (includes the activation 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 24.

Once you have selected your date and time, visit the Distribution Centre located in the Student Association Den on the lower level of the north Oshawa library.

**Note:** If you are under the age of 18, it is mandatory that a parent/guardian sign your [student learning tool agreement](#) on your behalf. Please make sure you have this with you, if necessary.

If you have any questions regarding this process or the technology-enriched learning environment at UOIT, please visit the [ITSC website \(itsc.uoit.ca\)](http://itsc.uoit.ca) or email [ask.it@uoit.ca](mailto:ask.it@uoit.ca).

## Registration help and resources

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### Registration helpline

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

- Downtown Oshawa campus location: 61 Charles, Room 120
- North Oshawa campus location: U5 Building, Room 68

Telephone: 905.721.3190

Email: [registration@uoit.ca](mailto: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 2015-2016 Program Map for your first-year courses is available on [MyCampus](http://uoit.ca/mycampus) ([uoit.ca/mycampus](http://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.
- [2015-2016 Undergraduate Academic Calendar and Course Catalogue](#) ([uoit.ca/calendar](http://uoit.ca/calendar)).
- If you would like assistance with your course selection, please contact your [academic advisor](#).

## Frequently asked questions

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

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.

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

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.

### **What is an elective?**

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** ([uoit.ca/advising](http://uoit.ca/advising)).

### **How do I drop a course in MyCampus?**

To drop a course in 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.

### **How do I drop my last course?**

**You cannot drop your last course online.** You must complete an [Add/Drop form](http://uoit.ca/adddropform) ([uoit.ca/adddropform](http://uoit.ca/adddropform)) 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.

### **How do I officially withdraw from UOIT?**

To officially withdraw after you have registered for courses you must complete and submit a [withdrawal form](http://uoit.ca/studentforms) ([uoit.ca/studentforms](http://uoit.ca/studentforms)) to the Registrar's office.

Students must return their laptop within seven working days of withdrawal from their program. After this time, a late return charge will apply and/or 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**

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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](mailto: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