



## From the Office of the Registrar

### Registration for winter courses

We urge students who have not fully registered for winter semester courses to do so as soon as possible. If you are registered, we recommend that you verify your course schedule to ensure you are registered for your intended courses. Please also refer to the registration deadline dates specified below. If you have any questions regarding your registration, please contact us at 905.721.3190 or [registration@uoit.ca](mailto:registration@uoit.ca)

### Dropping courses

You may drop courses online via [MyCampus](#) until March 18, 2015. You can always confirm deadline dates in the [Undergraduate Academic Calendar](#).

If you are dropping your last course, you must submit a course drop form at the Registrar's office (U5, Room 68 at the North Oshawa campus location or 61 Charles Street, Room 120 at the Downtown Oshawa campus location).

Please note: Students taking Trent courses are subject to UOIT withdrawal deadlines.

### Policy regarding repeating courses

Students are not allowed to repeat the same course, or its equivalent, more than two times. All instances of a course will appear on the academic transcript. The grade achieved on the most recent attempt will be taken into account in the grade point average. Students who have failed a third attempt of the same course will be suspended. Students who are suspended under Section 5.9 of the [Undergraduate Academic Calendar](#) may apply to another program. The application will be considered at the discretion of the dean of the faculty to which the application is made. Following a period of at least two semesters, a suspended student may apply for readmission to the university through the Registrar's office. This application will be considered at the discretion of the dean of the faculty to which the application is made. The student may be asked to agree to conditions for reinstatement.

## **2015 draft spring/summer courses posted to MyCampus.**

Please visit the Registrar's office page on MyCampus to view the draft 2015 spring/summer course offerings. Registration for Spring/Summer courses will commence on Thursday, April 2. Updates will be posted to MyCampus.

## **Communication**

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 regularly. Important reminders will also be posted to the digital screens on campus, as well as [Facebook](#) and [Twitter](#).

## **Important dates**

### **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. If you are dropping your last course, you must do so in person at the Registrar's office (U5, Room 68 at the North Oshawa campus location or 61 Charles Street, Room 120 at the Downtown Oshawa campus location).
- Final instalment of winter semester fees due.

### **January 24 to February 28, 2015**

- Application to graduate system open in MyCampus, **ONLY** for students who are completing their degree requirements at the end of the winter semester. Students who are applying to graduate will also be directed to an external link to order their graduation gown.

### **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 1 to 6, 2015**

- Important change if you need to drop a course: The online registration system will be down for maintenance during this time period. If you wish to drop a course, you may submit a drop form at the Registrar's office.

### **February 16, 2015**

- Family Day, no lectures

### **February 16 to 20, 2015**

- Midterm break

**February 27, 2015**

- Scheduled release of T2202A to students. Please access via your MyCampus account.

**February 28, 2015**

- Last day to submit online application for graduation for students completing degree requirements at the end of the winter semester.

**March 2, 2015**

- Scheduled posting of winter semester final examination schedule.

**March 18, 2015**

- Last day to withdraw from winter semester courses. Active winter semester courses will be graded by instructors.

**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).

If you have any questions, please do not hesitate to contact the Registrar's office. We're here to help!

UOIT Office of the Registrar  
905.721.3190  
[registration@uoit.ca](mailto:registration@uoit.ca)

North Oshawa location  
U5 building, Room 68

Downtown Oshawa location  
61 Charles Street, Room 120

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