

**Important Information for  
Newly Admitted Students**

**Spring/Summer 2016**



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## IMPORTANT INFORMATION FROM THE OFFICE OF THE REGISTRAR

Welcome to the University of Ontario Institute of Technology (UOIT). We are happy you have chosen to join our campus community for an enriched learning experience.

The Office of the Registrar has two campus locations to better serve you:

- North Oshawa campus location, U5 Building, Room 68
- Downtown Oshawa campus location, 61 Charles, Room 120 (reduced services beginning in May, 2016)

<b>Monday</b>	8:30 a.m. to 4:30 p.m.	<p><b>*Note:</b> The Registrar's office will also open at 8:30 a.m. on:</p> <ul style="list-style-type: none"> <li>• June 29</li> <li>• July 6</li> <li>• August 10</li> <li>• Sept 7</li> </ul> <p>Unless specified above, the Registrar's office will open at 11:30 a.m. on Wednesdays.</p>
<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	

## REGISTERING FOR CLASSES

### Registration assistance

Ensure you [consult our Spring/Summer Registration Guide](#) prior to registering for courses.

### Be prepared

It is important that you [chart one or two conflict-free schedules](#) prior to registering for your program courses.

### Preview available courses

[View the courses offered](#) for your program.

### Registering for Trent University's summer courses

If you intend to [register for an elective Trent summer course](#), Trent University courses follow the same academic dates as UOIT.

## IMPORTANT DATES

	<b>Spring semester (six-week)</b>	<b>Summer semester (12-week)</b>	<b>Summer semester (six-week)</b>
First instalment of fees due	April 21	April 21	June 9
Lectures begin	May 9	May 9	June 27
Last day to add or switch a class and last day to drop for 100 per cent tuition refund	May 13	May 20	July 4
Final instalment of fees due			
Last day to receive a 50 per cent refund; classes dropped after this date will receive a W grade on your transcript	May 20	June 6	July 8
Midterm break, 12-week summer semester		June 21-25	
Last day to drop a class; all classes will be graded by instructors after this day	June 8	July 15	July 27
Lectures end	June 20	August 8	August 8
Final exam period	June 22 to 25	August 10-13	August 10-13

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

### **PAYING YOUR TUITION**

Once you have registered, 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. Check your account balance every time you make a change to your registration.

<b>Semester</b>	<b>First Instalment of fees due</b>	<b>Final payment deadline</b>
Six-week spring session	April 21	May 13
12-week summer semester	April 21	May 20
Six-week summer session	June 9	July 4

**Note:** Once registered, you are academically and financially responsible for your course(s), unless you withdraw officially by the deadlines stated in the university's [important dates](#). Failure to attend does not constitute withdrawal. The instalment option is not available to part-time students. Part-time students are required to pay their fees in full by the first instalment deadline.

Failure to pay fees or arrange an approved deferment by stated fee payment deadlines, could result in deregistration from courses, late fees and financial holds on your account.

To view your **account summary**, log into MyCampus and:

1. Select **UOIT Undergraduate tab**.
2. Under **helpful links** and beneath **paying your fees**, select **account summary by term**.

## STUDENT AWARDS AND FINANCIAL AID

### [Ontario Student Assistance Program \(OSAP\)](#)

Once students applying for OSAP have completed applications, UOIT will confirm enrolment for OSAP purposes and funds will be disbursed accordingly. If you have asked OSAP to re-direct your funds to UOIT to cover tuition costs, OSAP funds will be sent to UOIT first with any remaining funds being directly deposited into your bank account. The first release will be done the week of May 2, and any money coming directly to you will likely be in your bank account within the following 10 business days. Log into MyCampus and look under the **UOIT Awards and Financial Aid tab** to review the OSAP information posted by Student Awards and Financial Aid (SAFA).

### **Student Awards**

UOIT External Scholarship and Bursary Applications may be available to students. For more information, please follow the steps below:

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

If you have any additional questions, visit your SAFA office at both campus locations.

For financial aid inquiries, email [uoitfinancialaid@uoit.ca](mailto:uoitfinancialaid@uoit.ca).

For student award inquiries, email [uoitstudentawards@uoit.ca](mailto:uoitstudentawards@uoit.ca).

## STUDENT SERVICES

### Student insurance plan – health and dental

Full-time students are automatically enrolled in the health plan as a part of their tuition. However, you can opt-out of the plan within the specified dates, but must meet set criteria. [Visit The Student Association website](#) for more information on your health plan.

May start students must opt in and out of coverage in person at the Student Association. Coverage for May start students is May 1, 2016 to August 31, 2016.

### Student Number

Your campus identification (ID) card is one of the most important pieces of ID you have on campus. A valid card permits your access to many important facilities, resources and services. To receive your ID card, present your current timetable or proof of registration, plus one valid government-issued piece of photo ID. [Visit Campus Safety Services](#) for more information on the importance of your campus ID.

### Obtaining your learning tool

New students starting courses in spring and summer are required to attend a learning tool distribution session prior to start of classes. During distribution, students will receive a learning tool (laptop model based on program and year) with all necessary components for student success. Once you are registered and picked up your student ID card, [visit getting a learning tool](#) to register for your session.

### UOITnet login procedures

UOITnet is an email service and product suite powered by Google for Education. Gmail, Google Calendar, Google Drive and Docs have been enabled for the UOITnet domain. For more information on the services provided, and setting up your device, [visit UOIT login procedures](#).

### Parking

Semester parking permits are available for both campus locations. For information about rates or to purchase a permit, [visit our application processing centre](#). Ensure your vehicle's license plate is registered under the **vehicles tab**.

All permit holders, with the exception of those purchasing permits for Simcoe Village and Founders 7, will be issued an access card.

### On-campus housing

We offer the best of both worlds when it comes to [residence](#); all the comforts of home in a unique campus community environment. If you have recently received your acceptance and would like more information about how to apply and when you can move in, [visit the Residence website](#).

## STUDENT LIFE

Student Life is committed to facilitating your transition and integration into the university community, and to supporting your personal and career development throughout your time at UOIT. Services and supports provided include:

- Athletics and Recreation
- Career Centre
- Student Accessibility Services
- Student Experience Centre
- Student Learning Centre
- Student Mental Health Services

For more information on all services offered by Student Life, [visit their website](#).

If you require assistance or have questions regarding your registration, contact us at 905.721.3190 or via [email](#). Have a great spring/summer semester!

Sincerely,

The Registrar's office