2016 Spring/Summer
Registration Guide

UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

Contents

WELCOME

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 Registrar's office is home to many different service areas, including:

- Convocation
- Enrolment services
- Records and registration
- Scheduling
- Student Awards and Financial Aid

Our goal is to provide you with personal and responsive service, along with a growing number of online self-service options. Learn more about the vision, mission and credo of the Registrar's office.

We know it can be an adjustment to navigate the rules and procedures of a university. We're here to help! This registration guide will provide you with detailed steps and frequently asked questions to help you successfully register for your courses.

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 via 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 on the **UOIT undergraduate tab** on MyCampus.

Registration resources
- 2015-2016 Undergraduate Academic Calendar and Course Catalogue
- If you require assistance with your course selection, please contact your academic advisor.

Quick and easy registration

STEP 1   Plan your schedule.

STEP 2   Log into MyCampus.

STEP 3   Click on the **UOIT Undergraduate tab**.

STEP 4   Click **look-up classes to add**; This can be found under the **helpful links section**.

STEP 5   Select the **UOIT spring/summer** term from the drop-down menu. A registration contract will appear. Confirm your program and click **accept** to continue.

STEP 6   Select the course subject (e.g. Mathematics) and course number (e.g. 1010U). Click **class search**.

STEP 7   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 four to seven to register for the rest of your courses.

              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.

STEP 8   Click **account summary by term**.
              For detailed information about paying your tuition, payment amounts and due dates, please visit the student finances website.

STEP 9   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 10   Register for your laptop distribution session.

STEP 11   Log out of MyCampus.

Terms

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)
Instrn Mthd	Instructional method for the course section; it indicates how the course section will be delivered
Cred	Amount of credit hours obtained upon course completion
Title	The title of the course
Cap	Cap stands for capacity; ot indicates the maximum seat capacity of a course section
Act	The amount of students currently registered within the course section
Rem	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[1]
W2	Meets bi-weekly starting in the second week of lectures[1]
HYB	In-class and virtual meet times (Hybrid)
CLS	In-class meet times
OFF	Off-site
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.

Campus locations
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.

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.

Registration add error messages

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 restrictions	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.

Frequently asked questions

I am having difficulty logging into my MyCampus account. What should I do?
If you have never logged into 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.

How do I drop a course in MyCampus?
To drop a course via 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 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 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

If you have any questions, regarding your registration or other university matters, please contact the Registrar's office at 905.721.3190 or via [email](). Please include your name, Student Number and program in all communications.

The Office of the Registrar has two campus locations to serve our students:
- North Oshawa campus location, U5 Building, Room 68
- Downtown Oshawa campus location*, 61 Charles, Room 120

*The downtown Oshawa campus location Registrar's office will be closing in May 2016.

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