2018-2019
WHAT INFORMATION CAN I FIND HERE?
• Welcome from the Academic Advising office
• Difference between high school and university
• Academic dictionary
• Tips for academic success
• What to do if you are struggling
• Services
• UOIT.net email communication
• Academic honesty
• Frequently asked questions and faculty policies
• Important dates

MESSAGE FROM THE DEAN
Welcome to the University of Ontario Institute of Technology and the Faculty of Science! We are pleased that you have chosen to join us. As you may know, we offer a variety of undergraduate majors, minors and specializations in six core disciplines: Applied and Industrial Mathematics, Biological Sciences, Chemistry, Computer Science, Forensic Science, and Physics. We also offer co-operative education programs and practical business training through our Science and Management degrees. Your first-year studies will introduce you to many of our core disciplines, and as you continue in your studies, you will concentrate on your discipline of choice. Our award-winning teachers and researchers are eager to introduce you to their fields. Our student advisors can assist you with course selections and customizing your program. Your journey here will challenge and enlighten you, and you will develop a network of colleagues and friends that will advance your career long after you have left the university.

Best wishes,
Greg Crawford, PhD
Dean, Faculty of Science
WELCOME!

We are so excited that you have decided to join our faculty and we look forward to meeting you. The Academic Advising team is your main point of contact in the faculty. We can provide you with support and assistance related to all facets of university life.

OUR OFFICE WILL:

- Address questions and concerns related to all aspects of student life.
- Help you establish realistic educational goals and future planning.
- Assist in the selection of appropriate classes (especially if you miss or fail a course).
- Assess and discuss your academic progress and standing.
- Help you address academic difficulties.
- Discuss and evaluate your study habits and skills.
- Provide tips for academic success.
- Interpret academic policies and procedures.
- Discuss issues that affect your academic performance.
- Connect you with campus services.
- Provide advice regarding withdrawals or adding/dropping courses.
- Keep information discussed in advising sessions confidential.
- Provide guidance for successful progression towards graduation.
HOW IS UNIVERSITY DIFFERENT FROM HIGH SCHOOL?

- You are now an adult learner; it is your responsibility to take initiative that will support your education.
- Self-motivation becomes critical in university as professors do not follow up to ensure you have completed assignments or kept on top of your readings.
- Class attendance is not mandatory, but it is essential for your success.
- Classes are much bigger than in high school (up to 500 students), but class sizes will become progressively smaller again in upper-year courses.
- You will do more work outside of class than you do in class. Time in class is spent listening to lectures, discussing and note taking.
- Time management is key! You may have a hectic schedule while trying to maintain a part-time job or commute. Use your time on campus wisely. Balance is important!
- Final grades can be based on two or three assignments or exams, so it is important to give 100 per cent in everything you do.
- Group work comes up in almost every class, so you will have to get used to it. No one likes a slacker, so make sure you contribute equally!
- University allows you to choose your own academic focus and to take courses that truly interest you.
- University provides access to more knowledge and it allows you to expand your mind. Your past beliefs and ways of thinking will be challenged.

ACADEMIC DICTIONARY

Academic calendar
An academic calendar is released for each academic year. You must follow the calendar that was released in your year of entry. For example, if you begin first year in September 2018 you will follow the 2018-2019 Academic Calendar for the duration of your degree. The Academic Calendar is available at uoit.ca.

Important dates and deadlines
The Academic Schedule is published each year in the Academic Calendar (and on page 8 of this guide). This schedule lists the important dates/deadlines for the year. It is your responsibility to be aware of the deadlines and to adhere to them.

Grading system
We use a letter grading system (not numerical grades), which is new to many students. Each letter grade has grade points associated with it (see Academic Calendar for the full table). You must receive a letter grade of D or higher to be granted a credit in a course. Keep in mind however, that while a D grade is a pass, it still has a negative impact on your academic standing.

Grade point average (GPA)
A semester GPA is the weighted average of the final course grades in one semester. Cumulative GPA (CGPA) is the weighted average of the final course grades in all courses completed for your program.

Academic standing
Your academic standing is based on your CGPA. A CGPA of 2.0 or above is considered to be ‘Clear Standing’. If your GPA falls below a 2.0 CGPA either academic probation or suspension may follow (refer to the Academic Calendar for more information).
SERVICES
There are many campus services available to you. See uoit.ca for more details.

Student Awards and Financial Aid
OSAP and Student Awards
SIRC Building, Room 1100
North campus location
905.721.3190 option 5
uoitfinancialaid@uoit.ca for financial aid inquiries
uoitstudentawards@uoit.ca for student awards inquiries

Office of the Registrar
Course add/drop, questions regarding payment/financial holds, etc.
SIRC Building, Room 1100
905.721.3190
connect@uoit.ca

Career Centre
Career counselling, internships and co-op, job postings, career tools, career exploration, mock interviews, resumé and cover letter suggestions, and job search tips.

U5 Building
North campus location
905.721.8668 ext. 3824
uoit.ca/careercentre
careercentre@uoit.ca

Student Experience Centre
Indigenous Education and Cultural Services, International Student Services, Peer Mentorship and Student Leadership Programs, and Equity and Inclusivity Services.

U5 Building
North campus location
905.721.8668 ext. 3837
studentexperience@uoit.ca

TIPS FOR ACADEMIC SUCCESS!
It is crucial that you start off on the right foot if you want to get the most out of your education. If you follow the five simple tips below, you will be amazed by your results!

• Attend class regularly and be an active participant - Class attendance directly relates to your success. However, attendance alone is not enough; you must be engaged in the learning process by participating, taking notes and being an active listener.

• Know your course syllabus - Know the course objectives, the grading scheme and the expectations. Be mindful of assignment due dates and lab and test dates. Put them in your calendar right away with reminders to help you remember.

• Manage your time wisely and plan ahead - Time management is critical to success in university. Create a schedule for yourself that includes study time as well as personal time. Use an online planner. Set goals for yourself and follow through on them.

• Keep on top of your class readings and assignments - Stay on top of things. Your tasks will seem less daunting if you tackle a bit each day. Read the chapters that correspond to lecture material prior to, or immediately after, the lecture. This will reinforce the material and help ingrain it in your memory.

• Seek help when needed - If there is something you don’t understand, seek help immediately before the problem snowballs. Your professors and teaching assistants (TAs) are there to help you—so don’t be afraid to reach out to them for help!
I’M STRUGGLING… WHAT SHOULD I DO?

- Seek help immediately from your professors or teaching assistants (TAs) - It is imperative that you understand course content and expectations, so speak to your professors and/or TAs to fill in the gaps in your understanding.
- Visit the Academic Advising office - Whether academic or personal—affecting your ability to maintain your academics, then your Academic Advising team may be able to help. Academic advisors can help you develop, modify and maintain a plan for academic success.
- Re-evaluate your study habits and skills - Poor grades are not necessarily indicative of academic ability but are often a sign of ineffective or poorly developed study habits/skills. Through the Student Learning Centre, you can identify and develop effective study habits.
- Reduce your course load - Students who reduce their course load by even one course often see significant improvements in all of their course grades. It is not necessary to always take a full, 100 per cent, course load. Many students take three or four courses in a semester because that is the level at which they can optimally perform.

SERVICES

Student Accessibility Services
Support services for students with disabilities.
U5 Building
North campus location
905.721.3266
studentaccessibility@uoit.ca

Student Learning Centre
Peer tutoring, Math and Physics help, PASS sessions, learning strategy workshops, study skills specialists, academic subject specialists.
U5 Building
North campus location
uoit.ca/studentlearning
studentlearning@uoit.ca
905.721.8668 ext. 6578

Student Mental Health Services
If you experience challenges caused by personal or emotional difficulties, you can seek support and assistance through Student Mental Health Services.
U5 Building
North campus location
905.721.3392
studentlifeline@uoit.ca

Outreach Services
Campus Food Centre, Pride + LGBTQ Centre, Sexual Health Resource Centre, Women’s Centre
905.721.1609 ext. 7615
LEARNING DEVICES

Use your laptop, tablet or other learning device appropriately:

Students are often distracted by their learning devices (Social media, etc.) and as a result they miss a great deal of vital information from the lectures. It is crucial that you avoid this pitfall in order to be successful.

Laptop use tips:

- Use your laptop to take notes in class—this will help to keep you on task.
- If you find you cannot avoid the distraction, close your laptop and take notes by hand.
- Try to refrain from using social media while you are in class.
- Sit near the front—this will help you be more attentive.

Enjoy your laptop, tablet or other learning device and explore the benefits of this learning environment (just remember to do so in the appropriate settings).

LET’S GET DOWN TO BUSINESS

UOIT.net email

Each student is assigned an official university email account. Check your UOIT.net email account on a regular basis. Vital information is communicated through this account, including: registration information, details of academic standing, important information from your academic advisor, and much more.

Communication and etiquette

It is important to realize how your style of communication can impact how others respond to you. Therefore, it is crucial to be clear and professional when communicating with faculty, staff and other students through email and Blackboard. Consider these basic guidelines:

- **Greetings and send-offs** – Use professional language and address emails formally (e.g. Hello Professor.). Be sure to include your name and student number in your sign-off.
- **Tone** - Watch the tone of your communication. In writing, tone can often be misinterpreted. You want to come across as respectful, friendly, and approachable. To avoid sounding curt or demanding avoid using aggressive language or ALL CAPS!
- **Spelling and grammar** - It is important to use correct spelling, proper grammar, punctuation and capitalization. You are more likely to get the appropriate response if your email is easy to read and understand.
- **Abbreviations or Internet slang** - This does not present a professional image. Faculty and staff members may not easily interpret the abbreviations or Internet slang that you commonly use to communicate with your friends.
- **Be concise** - Get to the point of your email as quickly as possible, but don’t leave out any important information or details. If you have ongoing communication always include the email history. Do not assume individuals will remember the details of your situation.
IMPORTANT: ACADEMIC HONESTY

Academic honesty and integrity are of utmost importance in university. Academic misconduct is a very serious offence and it takes many forms. It is important that you understand what academic misconduct entails in order to avoid it (see the Academic Calendar). Plagiarism is the most common form of academic misconduct and it is deemed by the academic calendar as “the act of presenting the ideas, words, or other intellectual property of another as one’s own. The use of other people’s work must be properly acknowledged and referenced in all written material.”

If you are deemed to have committed academic misconduct, the penalties are quite severe and could jeopardize your academic career. Therefore, if you have questions or concerns regarding academic misconduct, please contact your teaching assistant, professor, academic advisor or the Student Learning Centre.

FREQUENTLY ASKED QUESTIONS AND FACULTY POLICIES

What if I miss a term test, lab, or assignment deadline?

When a student has sufficient grounds for special consideration (such as documented illness or death in the family) the normal policy in the Faculty of Science for any missed term work is to re-weight the remaining work in the course to account for the missing grade. It is important to read your course syllabi and familiarize yourself with the policies for each class. Students who do not provide sufficient grounds will receive a grade of zero for the missed work.

There are no make-up midterm exams, tests, quizzes, or assignments; but it is sometimes possible to make up missed labs or tutorials.

If missed course work is due to illness, be advised that students must be seen by the treating physician within 24 hours of the missed work and a completed UOIT Medical Statement must be submitted to the appropriate individual/office within three business days.

If you have already written or submitted a test, quiz, or other term work, you cannot receive consideration for your performance on it after the fact; regardless of the reason for your performance.

What happens if I miss a final exam?

Many first-year students fail to realize that support is available for them if they cannot attend a final exam. If, due to extreme medical or personal circumstances, you are unable to attend a final examination, you must:

Submit an Application for Deferred Examination Form to the Registrar’s Office and provide supporting documentation, generally in the form of a signed UOIT Medical Statement (follow the instructions carefully on the form). In the case of a death in the family, documentation is required (e.g. an obituary, death certificate) within three business days after the scheduled final exam date.

If your documentation is sufficient and your application is approved, you will complete the final exam during the deferred examination period.
## IMPORTANT DATES FOR THE 2018–19

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
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<tbody>
<tr>
<td><strong>September 3, 2018</strong></td>
<td>Labour Day, no lectures.</td>
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<tr>
<td><strong>September 4 to 5, 2018</strong></td>
<td>Fall semester orientation.</td>
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<tr>
<td><strong>September 6, 2018</strong></td>
<td>Lectures begin, fall semester.</td>
</tr>
<tr>
<td><strong>September 19, 2018</strong></td>
<td>End of regular registration period; last day to add courses, fall semester. Last day to drop courses and receive a 100 per cent refund of tuition fees, fall semester. Fall semester fees due.</td>
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<tr>
<td><strong>October 3, 2018</strong></td>
<td>Last day to withdraw from fall 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, fall semester.</td>
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<tr>
<td><strong>October 8, 2018</strong></td>
<td>Thanksgiving Day, no scheduled academic activities.</td>
</tr>
<tr>
<td><strong>October 9 to 14, 2018</strong></td>
<td>Co-curricular period, no scheduled academic activities.</td>
</tr>
<tr>
<td><strong>November 12, 2018</strong></td>
<td>Last day to withdraw from fall semester courses. Active fall semester courses will be graded by instructors.</td>
</tr>
<tr>
<td><strong>December 5, 2018</strong></td>
<td>Lectures end, fall semester, except Bachelor of Education.</td>
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<tr>
<td><strong>December 6, 2018</strong></td>
<td>Study break, no scheduled academic activities.</td>
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<tr>
<td><strong>December 7 to 16, 2018</strong></td>
<td>Fall semester final examination period. Students are advised not to make commitments during this period (e.g. vacation, travel plans).</td>
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<tr>
<td><strong>December 24, 2018 to January 1, 2019</strong></td>
<td>University closed.</td>
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<td>Date</td>
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<tr>
<td>January 2, 2019</td>
<td>University reopens.</td>
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<tr>
<td>January 7, 2019</td>
<td>Lectures begin for all programs, winter semester.</td>
</tr>
<tr>
<td>January 18, 2019</td>
<td>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. Winter semester fees due.</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>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.</td>
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<tr>
<td>February 18, 2019</td>
<td>Family Day, no scheduled academic activities.</td>
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<tr>
<td>February 19 to 24, 2019</td>
<td>Mid-term break, no scheduled academic activities.</td>
</tr>
<tr>
<td>March 15, 2019</td>
<td>Last day to withdraw from winter semester courses. Active winter semester courses will be graded by instructors.</td>
</tr>
<tr>
<td>April 6, 2019</td>
<td>Lectures end, winter semester, except for Bachelor of Education.</td>
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<tr>
<td>April 7, 2019</td>
<td>Study break, no scheduled academic activities.</td>
</tr>
<tr>
<td>April 8 to 20, 2019</td>
<td>Winter semester final examination period. Students are advised not to make commitments during this period (e.g. vacation, travel plans).</td>
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<tr>
<td>April 19, 2019</td>
<td>Good Friday, no scheduled academic activities.</td>
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