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
• Faculty policies
• Frequently asked questions and faculty policies
• Important dates

DEAN’S MESSAGE
Welcome to the University of Ontario Institute of Technology! Reading this guide is one of the first steps of the demanding yet rewarding learning experience you will have here at the Faculty of Social Science and Humanities. Each of our undergraduate and graduate programs offer unique insights into the human condition, the social context in which we live and act, and the complex collective challenges we face today. It’s my hope that during your time here, you will:

• Further develop the critical-thinking skills that have taken you this far already.
• Enjoy genuine meaningful interactions with our helpful staff, your brilliant professors, and your fellow students.
• Seize every day as an opportunity to broaden your horizons.
• Think about how you can apply your own special talents and aspirations during and after your university studies.

Challenge yourself!

Peter Stoett, PhD
Dean, Faculty of Social Science and Humanities
WELCOME!
- Your Academic Advising team
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.

Who is your Academic Advising team?
- Alex Davidson
  Academic Advisor
- Emily Laverty
  Academic Advisor
- Patricia MacMillan
  Senior Academic Advisor
- Kellie Smith
  Senior Academic Advisor
- Amy Anderson
  Manager, Academic Advising

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 which 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.

CONTACT US
Please contact the Academic Advising team with any questions or concerns related to student life, whether it is academic or personal. You are welcome to email, phone or drop in to see us.

Academic Advising office
sshadvising@uoit.ca
905.721.8668 ext. 3838
@UOITSSHAdvising

Office hours:
Monday, Tuesday, Thursday and Friday: 9 a.m. to noon and 1 to 3 p.m.
Wednesday: 9 a.m. to noon (closed all afternoon)
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 check up on you to ensure that 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 will feel like you have LOTS of extra time because you are only in class up to 15 hours per week. Don’t be deceived. Use your time 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 (please refer to the Academic Calendar for more information).
SERVICES
There are many campus services available to you. Please see uoit.ca for more details.

Academic Advising
Course planning and progression, goal setting and planning, academic standing, academic difficulty, missed course work, referral to other resources on campus, etc.
Bordessa Hall
55 Bond Street East
Room 403
905.721.8668 ext. 3838
sshadvising@uoit.ca

Career Centre
Career counselling, job postings, career tools, career exploration, mock interviews, resumé and cover letter suggestions, and job search tips.
61 Charles Street Building
905.721.8668 ext. 3824
uoit.ca/careercentre
careercentre@uoit.ca

Student Awards and Financial Aid
OSAP and Student Awards
Software and Informatics Research Centre (SIRC) - North Campus
40 Conlin Road West
905.721.3190, option 5
connect@uoit.ca

Office of the Registrar
Course add/drop, questions regarding payment/financial holds, etc.
Software and Informatics Research Centre (SIRC) - North Campus
40 Conlin Road West
905.721.3190
connect@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 is directly related 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 paper and assignment due dates 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** - If you have a problem—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.
61 Charles Street Building
Room 225
905.721.3266
studentaccessibility@uoit.ca

**Student Learning Centre**
Peer tutoring, writing workshops, learning strategies workshops, study skills specialists, academic subject specialists, etc.
61 Charles Street Building
Room 225
uoit.ca/studentlearning
studentlearning@uoit.ca
905.721.8668 ext. 6578

**Student Mental Health Services**
If you are experiencing challenges caused by personal or emotional difficulties, support and assistance are available to you through Student Mental Health Services
61 Charles Street Building
Room 225
905.721.3392
studentlifeline@uoit.ca

**Outreach Services**
Campus Food Centre, Pride + LGBTQ Centre, Sexual Health Resource Centre, Women’s Centre
61 Charles Street Building
Room 150
905.721.8668 ext. 5633
saoutreachservices@dc-uoit.ca
LEARNING DEVICES

Use your laptop, tablet or other learning device appropriately:

Students are often distracted by their learning devices (Facebook, 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 email account. Check your official 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 that they 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 academic conduct and professional suitability in the Academic Calendar). Plagiarism is the most common form of academic misconduct and it is defined 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 or assignment deadline?

Each professor may treat missed work differently. It is important that you read your syllabi and that you are familiar with the policies for each class. Please see below for the general policy on who to contact in case of missed course work:

**Contact the course instructor directly about missed course work if you:**
- Miss course work that is worth 25 percent or less of your final grade

**Contact Academic Advising about missed course work if you:**
- Miss a midterm or test
- Miss a due date for course work worth 26 percent or more of your final grade

If missed course work is due to illness, students must have the UOIT Medical Statement completed by their treating physician within 24 hours of the missed work. The documentation must be submitted to Academic Advising or the course instructor (please see above) within three business days.

If you submit your documentation to Academic Advising and your request is approved, you will be notified to your UOITnet email and it will be at the discretion of your instructor to determine how to address the missed work.

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 examination. If you are unable to attend a final examination due to extreme medical or personal circumstances, you must:

Submit an online Application for Deferred Examinations to the Registrar’s Office and provide supporting documentation within three business days after the scheduled final exam date. Generally, documentation is in the form of a signed UOIT medical statement. In the case of a death in the family, documentation is required (i.e. obituary or death certificate) within three business days after the scheduled final exam date.

If your documentation is sufficient and your application is approved, you will be notified to your UOITnet email and will complete the final exam during the deferred final examination period, which is scheduled after all exams have taken place.
# IMPORTANT DATES

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>September 3, 2018</td>
<td>Labour Day, no scheduled academic activities.</td>
</tr>
<tr>
<td>September 4, 2018</td>
<td>Start date, Bachelor of Education (see Faculty of Education’s Field Experience Handbook).</td>
</tr>
<tr>
<td>September 4 to 5, 2018</td>
<td>Fall semester orientation.</td>
</tr>
<tr>
<td>September 6, 2018</td>
<td>Lectures begin, fall semester.</td>
</tr>
<tr>
<td>September 19, 2018</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>
</tr>
<tr>
<td>October 1, 2018</td>
<td>Last day to submit online application for graduation for students completing degree requirements at the end of the summer semester.</td>
</tr>
<tr>
<td>October 3, 2018</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>
</tr>
<tr>
<td>October 8, 2018</td>
<td>Thanksgiving Day, no scheduled academic activities.</td>
</tr>
<tr>
<td>October 9 to 14, 2018</td>
<td>Fall study week, no scheduled academic activities.</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>Last day to withdraw from fall semester courses. Active fall semester courses will be graded by instructors.</td>
</tr>
<tr>
<td>December 5, 2018</td>
<td>Lectures end, fall semester, except Bachelor of Education.</td>
</tr>
<tr>
<td>December 6, 2018</td>
<td>Study break, no scheduled academic activities.</td>
</tr>
<tr>
<td>December 7 to 16, 2018</td>
<td>Fall semester final examination period. Students are advised not to make commitments during this period (i.e. vacation, travel plans).</td>
</tr>
<tr>
<td>December 21, 2018</td>
<td>Lectures end, Bachelor of Education.</td>
</tr>
<tr>
<td>December 24, 2018 to January 1, 2019</td>
<td>University closed.</td>
</tr>
<tr>
<td>December 31, 2018</td>
<td>Last day to submit online application for graduation for students completing degree requirements at the end of the fall semester.</td>
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### WINTER SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 2, 2019</td>
<td>University reopens.</td>
</tr>
<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>
</tr>
<tr>
<td>February 18, 2019</td>
<td>Family Day, no scheduled academic activities.</td>
</tr>
<tr>
<td>February 19 to 24, 2019</td>
<td>Winter study week, no scheduled academic activities.</td>
</tr>
<tr>
<td>February 28, 2019</td>
<td>Last day to submit online application for graduation for the spring session of convocation for students completing degree requirements at the end of the winter semester.</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 Bachelor of Education.</td>
</tr>
<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 (i.e. vacation, travel plans).</td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Good Friday, no scheduled academic activities.</td>
</tr>
<tr>
<td>April 26, 2019</td>
<td>Lectures end, Bachelor of Education.</td>
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THE UOIT BAAGWATING INDIGENOUS STUDENT CENTRE (UBISC) WELCOMES YOU TO THE TRADITIONAL TERRITORY OF THE MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION.

UBISC is an inclusive space to First Nation, Métis and Inuit students, as well as non-Indigenous students wanting to learn more about Indigenous culture. We offer a wide range of programs and services to all students, including an amazing study space.