I am delighted that you made the decision to attend UOIT and to be part of the Faculty of Social Science and Humanities (FSSH). We offer a number of undergraduate majors, minors and specializations to choose from, as well as Master and Doctorate degrees. We are a unique Faculty because we have globally experienced professors who are internationally recognized scholars, innovative researchers and award-winning teachers, who are also attentive and helpful.

At UOIT, we have a unified approach to social sciences and humanities which focuses on the theories, processes, and concepts as well as on their application in contemporary society. This course of study will help you develop important writing, intellectual, problem-solving and critical skills that can be applied in a number of work areas and with a diverse workforce.

As a student you will work closely with faculty to develop independent study plans and research projects. During your undergraduate studies you have the opportunity to move your education beyond the classroom through our hallmark practicum and community engagement programs where you apply your classroom knowledge to many other types of real-world experiences. You will also have the guidance of Academic Advisors in the advising office who are committed, effective and caring.

Whatever your future path entails, we will provide you with an education that prepares you to excel. Our graduates have been accepted into Canada’s leading law and graduate programs and obtained employment with the Ministry of the Attorney General, national, provincial and regional police services, private security agencies, leading investment firms, and social service agencies. Regardless of the path you select, you can be assured that everyone is committed to ensuring that your time at UOIT is a rewarding journey that you will look back upon as one of the highlights of your life.

Best wishes,
Nawal Ammar, Ph.D.
Professor and Dean
Faculty of Social Science and Humanities
“Welcome to UOIT!”
-Your Academic Advising Team

Hello and welcome to the Faculty of Social Science & Humanities at UOIT. We are so excited that you have decided to join our Faculty and are looking 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?

Kellie Newberry  
Senior Academic Advisor

Amy Anderson  
Senior Academic Support Strategist

Patricia MacMillan  
Senior Academic Advisor

Alex Davidson  
Academic Advisor

Emily Laverty  
Academic Advisor

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 feel free to contact the Academic Advising Team with any questions or concerns related to student life, whether it is academic or personal. You are welcome to e-mail, phone, or drop in to see us. We look forward to meeting you!

Academic Advising Office
E: SSHadvising@uoit.ca
T: 905.721.8668 x 3838
Office Hours:
Monday, Tuesday, Thursday: 9:00am-12:00pm and 1:00pm-3:30pm
Wednesday: 9:00am-12:00pm (closed all afternoon)
Friday: 9:00am-12:00pm and 1:00pm-3:00pm

Follow us: @UOITSSHHAdvising
How is University Different from High School?

1. You are now an adult learner; it is your responsibility to take initiative that will support your education.
2. 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.
3. Class attendance is not mandatory, but it is essential for your success!
4. Classes are much bigger than in high school (up to 500 students) but class sizes will become progressively smaller again in upper-year courses.
5. 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.
6. 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.
7. Final grades can be based on two or three assignments or exams so it is important to give 100 percent in everything you do.
8. 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!
9. University allows you to choose your own academic focus and take courses that truly interest you.
10. University provides access to more knowledge and 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. Students must follow the calendar that was released in their year of entry. For example—students beginning first year in September 2015 will follow the 2015-2016 Academic Calendar for the duration of their degree. The Academic Calendar is available at www.uoit.ca.

**Important Dates and Deadlines:** The Academic Schedule is published each year in the Academic Calendar (and on the back of this guide). This schedule lists the important dates/deadlines for the year. It is the student’s 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:** A student’s academic standing is based on their CGPA. A CGPA of 2.0 or above is considered to be “Clear Standing”. When a student’s GPA falls below a 2.0 CGPA either Probation or Suspension may follow. (Please refer to section 5.8 of the Academic Calendar for more information.)
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!

1. **Attend class regularly and be an active participant** — Class attendance is directly related to student success. However, attendance alone is not enough; you must be engaged in the learning process by participating, taking notes and being an **active listener**!

2. **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.

3. **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 a planner! Set goals for yourself and follow through on them.

4. **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 which correspond to lecture material prior to or immediately after the lecture. This will reinforce the material and help ingrain it in your memory.

5. **Seek help when needed** — If there is something you don’t understand, seek help immediately before the problem snowballs. Your professors and 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 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 maintain your academics then your Academic Advising team may be able to help. The 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% course load. Many students take three or four courses in a semester because that is the level at which they can optimally perform.
Services

There are many campus services available to students. 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.
55 Bond Street East, Room 403
905.721.8668 x3838
sshadvising@uoit.ca

Career Centre
Career Counselling, Job Postings, Career Tools, Career Exploration, Mock Interviews, Resume & Cover Letter Suggestions, Job Search Tips.
61 Charles Street
905.721.8668 x3824
uoit.ca/careercentre
careercentre@uoit.ca

Financial Aid
OSAP & Student Awards.
61 Charles Street, Room 120
905.721.3143
uoitfinancialaid@uoit.ca for financial aid inquiries
uoitstudentawards@uoit.ca for student awards inquiries

Registrar’s Office
Course add/drop, questions regarding payment/ financial holds, etc.
61 Charles Street, first floor
905.721.3190
registration@uoit.ca

Student Accessibility Services
Support services for students with disabilities.
61 Charles Street, 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, Room 225
www.uoit.ca/studentlearning
studentlearning@uoit.ca
905.721.8668 x6578

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

UOIT Outreach Services
Campus Food Centre, Pride + LGBTQ Centre, Sexual Health Resource Centre, Women’s Centre.
61 Charles Street, Room 150 and 151
905.721.2000 x7616
saoutreachservices@dc-uoit.ca

There are many campus services available to students. Please see uoit.ca for more details.
Laptops

Enhancing your experience as a great learning tool!

Use your laptop appropriately:
One of the most common complaints of students facing academic difficulties following their first year is that they were distracted by their laptops (facebook, etc.) and as a result missed 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!

1. Use your laptop to take notes in class—this will help to keep you on task.
2. If you find you cannot avoid the distraction, close your laptop and take notes by hand.
3. Do not log onto facebook or other types of social media while you are in class.
4. Sit near the front—this will force you to be more attentive.

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

Communication & Etiquette

It is important to realize that your style of communication will 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:

1. **Greetings and Send-offs**—Use professional language and address emails formally (i.e., "Hello Professor,"). Be sure to include your name and student number in your sign-off.
2. **Tone**—Watch the tone of your communication. In writing, tone can often be misinterpreted. You want to come across as respectful, friendly, and approachable. You don't want to sound curt or demanding so avoid using aggressive language or ALL CAPS!
3. **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.
4. **Abbreviations or internet slang**—This does not present a professional image and faculty and staff members may not easily interpret the abbreviations or internet slang that you commonly use to communicate with your friends.
5. **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 are having an ongoing communication always include the email history. Do not assume that they will remember the details of your situation.

UOIT.net Email

Each student is assigned an official e-mail account. It is imperative that each student check their official UOIT.net e-mail account on a regular basis. Vital information is communicated to students though this account, including: registration information, details of academic standing, important information from their Academic Advisor, and much more.
Important: Academic Honesty

Academic honesty and integrity are of utmost importance in university. **Academic misconduct is a very serious offence and takes many forms. It is important that you understand what academic misconduct entails in order to avoid it (see section 5.15.1 in the Academic Calendar).** Plagiarism is the most common form of academic misconduct and 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 TA, Professor, Academic Advisor, or the Student Learning Centre.

FAQs and Faculty Policies

1) **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 are familiar with the policies for each class. Generally speaking, if illness or personal circumstances prevent you from completing any portion of the term work, you must contact the Academic Advising office immediately to request special consideration. You will need to provide documentation (UOIT medical statement, etc.) to the Academic Advising office. If approved, you and your Professor will be contacted (to your UOIT.net email) and it will be at the discretion of your professor to determine how to address the missed work.

*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 the documentation must be submitted to the Advising office within five (5) business days.*

2) **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 Academic Advising Office and provide supporting documentation, generally in the form of a signed **UOIT Medical Statement** (please ensure you follow the instructions carefully on the form) or in the case of a death in the family, documentation is required (such as an obituary or death certificate) within 5 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, which is determined by the Faculty.
## Important Dates

### Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2015</td>
<td>Lectures begin, fall semester</td>
</tr>
<tr>
<td>September 23, 2015</td>
<td>Last day to add fall courses</td>
</tr>
<tr>
<td></td>
<td>Last day to drop fall courses and receive a 100% refund</td>
</tr>
<tr>
<td>September 30, 2014</td>
<td>Health Plan Opt-Out / Opt-in Deadline*</td>
</tr>
<tr>
<td>October 7, 2015</td>
<td>Last day to withdraw from fall semester courses without academic consequences. Courses dropped after this date will be recorded on the academic transcript with a grade of 'W' to indicate withdrawal</td>
</tr>
<tr>
<td></td>
<td>Last day to drop fall courses and receive a 50% refund</td>
</tr>
<tr>
<td>October 12, 2015</td>
<td>Thanksgiving Day. No lectures</td>
</tr>
<tr>
<td>November 12, 2015</td>
<td>Last day to withdraw from fall semester courses</td>
</tr>
<tr>
<td>December 3, 2015</td>
<td>Last day of lectures for fall semester *follow Monday schedule</td>
</tr>
<tr>
<td>December 5-17, 2015</td>
<td>Fall semester final examination period—Students are advised not to make commitments during this period (ie. vacation, travel plans)</td>
</tr>
</tbody>
</table>

### Winter Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, 2016</td>
<td>Lectures begin for winter semester</td>
</tr>
<tr>
<td>January 22, 2016</td>
<td>Last day to add winter courses</td>
</tr>
<tr>
<td></td>
<td>Last day to drop winter courses and receive a 100% refund</td>
</tr>
<tr>
<td>February 5, 2016</td>
<td>Last day to withdraw from winter semester courses without academic consequences. Courses dropped after this date will be recorded on the academic transcript with a grade of 'W' to indicate withdrawal</td>
</tr>
<tr>
<td></td>
<td>Last day to drop winter courses and receive a 50% refund</td>
</tr>
<tr>
<td>February 15-19, 2016</td>
<td>Midterm break</td>
</tr>
<tr>
<td>March 18, 2016</td>
<td>Last day to withdraw from winter semester courses</td>
</tr>
<tr>
<td><strong>March 25, 2016</strong></td>
<td>Good Friday. University closed</td>
</tr>
<tr>
<td>April 11, 2016</td>
<td>Last day of lectures for fall semester *Follow Friday schedule</td>
</tr>
<tr>
<td>April 13-24, 2016</td>
<td>Winter semester final examination period—Students are advised not to make commitments during this period (ie. vacation, travel plans)</td>
</tr>
</tbody>
</table>

### Health Plan Opt-Out and Opt-In Deadline

*Opt out: Students should check the Student Association website at www.your-sa.ca for information about opting out of the student Health Plan.*