Office Drop-In Hours: Monday to Friday 8:45am – 4:30 pm, Sandford Fleming Bldg, Basement Rm 600
Email: askece@ecf.utoronto.ca.
Make sure to include your full name and student number when sending emails.

UPCOMING IMPORTANT FALL 2014 DATES/DEADLINES***:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, December 2nd</td>
<td>Last day of Arts &amp; Science classes; Last day to apply for a late withdrawal (LWD) from A&amp;S HSS/CS/Free Elective courses</td>
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<tr>
<td>Wednesday, December 3rd</td>
<td>Last day of lectures in F Session; All session work should be submitted by this date.</td>
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<tr>
<td>Thursday, December 4th</td>
<td>Engineering Study Day</td>
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<tr>
<td>Friday, December 5th to Friday, December 19th</td>
<td>F Session Engineering examinations; Engineering may hold exams on Saturdays and evenings during this period</td>
</tr>
<tr>
<td>Monday, December 8th to Friday, December 19th</td>
<td>F Session Arts &amp; Science examinations</td>
</tr>
<tr>
<td>Monday, December 22 to Friday, January 2nd</td>
<td>Winter holidays – University closed</td>
</tr>
<tr>
<td>Monday, January 5th</td>
<td>Lectures begin in S courses and resume in Y Session courses</td>
</tr>
<tr>
<td>Sunday, January 11th</td>
<td>Last day waitlist is operational for S courses</td>
</tr>
<tr>
<td>Sunday, January 18th</td>
<td>Last day to add or substitute S Courses (<strong>If you need to recover a course from first or second year, contact the undergraduate office before 4pm on Thursday, January 15th</strong>).</td>
</tr>
<tr>
<td>Thursday, January 22nd</td>
<td>ECE496 Info Session for 3rd Year Students</td>
</tr>
</tbody>
</table>

*** Refer to the sessional dates section of the 2014-2015 Academic Calendar for a complete listing of ALL important dates/deadlines.

ACADEMIC SUCCESS
The Academic Success Centre’s team helps you to develop the skills, strategies and competencies that you need to succeed. Students are encouraged to use their space and services. Click here for useful info on exam preparation, coping with stress & exam anxiety, time management skills, etc. Visit their website for additional resources and services.

EXAM PERIOD (December 5 – 19th, 2014)
Make sure that you review the exam schedule to ensure that you have the correct date/time for your exams. Click here for all exam information.

DEFERRED EXAM PERIODS
Deferred exams are not standard practice in U of T Engineering; however, in rare circumstances, a deferred exam may be assigned if a student was absent from an Engineering exam due to a severe and documented injury, illness or bereavement. If you are granted a deferred exam, it will take place in February for Fall exams and June for Winter exams. Any student petitioning a final examination is expected to be available between 9:30 a.m. and 9:30 p.m. any weekday during the months given above. Travel plans should be made to accommodate this schedule. Every effort will be made to give students three (3) weeks’ notice as to the exact time and location for their deferred exam, should one be assigned. Click here for more information regarding petitions.
**MAGELLAN** (https://magellan.ece.toronto.edu/) – Log in with your UTORid and password. **Plan ahead to succeed!** In order to ensure you are on track to graduate, you must have a study plan. Magellan is there to help you with this. If your Main Magellan profile is not up to date, you may not realize that you are not meeting program and CEAB requirements until it is too late!

**Magellan Pre-registration Deadline:** February 2, 2015 at 11:59 pm

For students continuing their studies in **2015-16**, you will have access to change your fourth year course selections (for pre-registration) on Magellan from now until **February 2, 2015**, at which point main profiles will lock again.

**ADDITIONAL COURSE CHANGES**
ECE431 will no longer be offered in both terms. ECE431 will only be offered in fall sessions.

**GRADUATION INFORMATION**
**Attention 4th Year Students:** Please come into the Undergraduate Office (SF B600A) to confirm that you are on track to graduate! The Undergraduate Office uses your Magellan profiles to verify your ability to graduate. Please ensure that your main profile is up to date before seeking a graduation check.

- **Iron Ring Ceremony:** March 7, 2015.
- **June 2015 Convocation:** TBC (ceremony June 2015)

To ensure placement in the 2015 Iron Ring Ceremony, 4th year students MUST submit their 600 hours forms **by the first week of January 2015**. If you have completed PEY or ESIP and submitted your final report, there is no need to submit 600 hours forms.

**PRACTICAL EXPERIENCE REQUIREMENT (600 HOURS)**
Don't forget to submit your 600 hours forms to the ECE Undergraduate Office as soon as they have been completed! Forms can be found here. **Your supervisor's business card must be attached.**

**SPECIAL ANNOUNCEMENTS:**
**Attention 3rd Year Students:** Information on your capstone project for Fourth Year!
All ECE students do capstone projects in their fourth year. The planning and organizing for this starts to happen in the winter/spring term prior to fourth year. Find out all in the opening meeting: **January 22, 2015, 7PM, MC102**. Mark this on your calendars!

Have Facebook? Join our Facebook page: [https://www.facebook.com/ECEUndergradUofT](https://www.facebook.com/ECEUndergradUofT)

**Good luck on your exams!**

*Your ECE Undergraduate Office Team*