**ECE Undergraduate Newsletter**  
**2nd Year Students**

**December 2015**

Click on hyperlinks below for additional information.

**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.

*Always refer to the Sessional Dates section of the Academic Calendar for a complete list of ALL dates/deadlines.*

### **UPCOMING IMPORTANT Fall 2015 DATES/DEADLINES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>December 9, 2015</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>December 10, 2015</td>
<td>Engineering Study Day</td>
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<tr>
<td>Dec 11 to 22, 2015</td>
<td>F Session Engineering examinations. <strong>Note:</strong> Engineering will hold exams on Saturdays and evenings</td>
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<tr>
<td>Dec 23, 2015 to Jan 3, 2016</td>
<td>University closed (Winter holidays)</td>
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**EXAM PERIOD:** The final exam period runs from December 11 to 22, 2015.  
Some exams occur on Saturdays and evenings.

It is **your responsibility** to check the exam timetable carefully for date, time and location information to ensure that you do not miss writing your final exams. This info is subject to change; please review the schedule often for changes.

Click on [http://www.undergrad.engineering.utoronto.ca/Office_of_the_Registrar/Examinations.htm](http://www.undergrad.engineering.utoronto.ca/Office_of_the_Registrar/Examinations.htm) for more information including:

- Exam schedules & locations
- Exam Type and Permitted Calculator Types
- Exams Rules and Regulations

**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 on [http://www.studentlife.utoronto.ca/asc/exam-preparation](http://www.studentlife.utoronto.ca/asc/exam-preparation) for useful info on exam preparation, coping with stress & exam anxiety, time management skills, etc. Visit their website [http://www.studentlife.utoronto.ca/asc](http://www.studentlife.utoronto.ca/asc) for additional resources and services.

**INFORMATION ABOUT DEFERRED EXAMS:** Petitions that concern final examinations should be submitted within seven days of your last exam. **Please note that deferred examinations and re-writes for courses in the Faculty of Applied Science and Engineering are not standard practice.** If a petition is approved, the Committee on Examinations will likely assign an assessed mark based on closely supervised term work as compared to the closely supervised term work the rest of the class in relation to their final exam performance.

An exam petition cannot offer you exemption from writing an exam. If you have a legitimate exam conflict (see the Office of the Registrar for a definition) you may be offered an opportunity to write the exam. No exemptions will be given for personal or travel reasons.

**Final exam petitions should be submitted through the Engineering Portal** ([http://uoft.me/apscportal](http://uoft.me/apscportal)). Decisions regarding petitions, once decided, will appear in the Engineering Portal.
**EXAM CONFLICTS:** If you have an exam conflict, alert the Office of the Registrar immediately. Exam conflicts are:

- Two exams scheduled during the same time **or**
- Three exams scheduled consecutively. For example:
  - morning, afternoon, evening;
  - afternoon, evening, morning; or
  - evening, morning, afternoon

**PRACTICAL EXPERIENCE REQUIREMENT:** Make sure to complete and submit the Practical Experience Requirement (600 Hours) form found on our website [Your supervisor’s business card must be included with the form](http://www.ece.utoronto.ca/wp-content/uploads/2013/12/600-Hours-Form.pdf).

**QUESTIONS?:** Looking for more info? Bookmark our [useful websites for reference link](http://www.ece.utoronto.ca/undergraduates/programs/useful-websites-for-reference/). E-mail [askece@ecf.utoronto.ca](mailto:askece@ecf.utoronto.ca) or drop by the Undergraduate Office (SFB600) for assistance.

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*Your ECE Undergraduate Office Team!*
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