ECE Undergraduate Newsletter  
3rd & 4th 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>
</tr>
</thead>
<tbody>
<tr>
<td>December 8, 2015</td>
<td>Last day of Arts &amp; Science classes; Last day to apply for a late withdrawal (LWD) from an A&amp;S HSS/CS/Free Elective classes</td>
</tr>
<tr>
<td>December 9, 2015</td>
<td>Last day of lectures in F Session; All session work should be submitted by this date.</td>
</tr>
<tr>
<td>December 10, 2015</td>
<td>Engineering Study Day</td>
</tr>
<tr>
<td>Dec 11 to 22, 2015</td>
<td>F Session Engineering examinations. Note: Engineering will hold exams on Saturdays and evenings during this period</td>
</tr>
<tr>
<td>Dec 23, 2015 to Jan 3, 2016</td>
<td>University closed (Winter holidays)</td>
</tr>
</tbody>
</table>

EXAM PERIOD:
The final exam period runs from December 11 to 22, 2015. Some exams occur on Saturday 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 examination. This information is subject to change; please review the schedule often for changes.

Click here 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 here for useful info on exam preparation, coping with stress & exam anxiety, time management skills, etc. Visit their website 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/apsportal). 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

ECE496 INFO SESSION FOR 3rd YEAR STUDENTS
A key part of your final year will be the capstone design project. While it officially begins in September 2016, the actual preparation begins much earlier, starting with the Design Project Information Session:

- DATE: Thursday, January 14th, 2016
- TIME: 7:00pm - 8:00pm
- PLACE: MC102

This session covers the important steps to prepare for your design project:

- Understanding your course options: ECE496, APS490, and BME498
- Important deadlines from now until September
- Forming a team, finding and registering for a project
- Gathering ideas and the 2016 Design Fair (Mar 29-Apr 1)
- Tips on how to get started early

Presentation slides will be posted for students who are away on PEY, but coming out and attending is the best way to finding potential team members. If you have any questions, please contact ask496@eecg.utoronto.ca.

GRADUATING IN 2016?
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 5, 2016.
- June 2016 Convocation: TBC (ceremony June 2016)

To ensure placement in the 2016 Iron Ring Ceremony, 4th year students MUST submit their 600 hours forms by the first week of January 2016. If you have completed PEY or ESIP and submitted your final report, there is no need to submit 600 hours forms.

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.

QUESTIONS?
Looking for additional info? Check out our useful websites for reference link. E-mail askece@ecf.utoronto.ca or drop by the Undergraduate Office (SFB600) for assistance.

Have Facebook? Like our page: https://www.facebook.com/ECEUndergradUofT

Your ECE Undergraduate Office Team!
Edward S. Rogers Department of Electrical & Computer Engineering
University of Toronto • Sandford Fleming Building • 10 King’s College Road, Rm B600 • Toronto, ON • M5S 3G4