WITHDRAWING FROM THE TERM(S) FOR A BRIEF ABSENCE:
(going on repeat probation (PRO2) or for other reasons)

1. **Re-enrollment to ECE:** In order to return to ECE studies after going on repeat probation (PRO2) or other absence, you will need to re-enrol via the Engineering Portal: [http://uoft.me/apscportal](http://uoft.me/apscportal). This is an automatic process to inform our office of your intended return.
   - Fall re-enrol link is available in February (around Reading Week)
   - Winter re-enrol link is available in September
   If the re-enrolment link is not accessible to you per the above dates, please let us know: askece@ecf.utoronto.ca.

2. **Course Pre-registration:** Magellan locks every February for preregistration. Please ensure that you shift your courses to the appropriate year(s) as courses do not automatically roll over. To be considered for pre-registration of your ECE courses, you must ensure that your profile is valid. Pre-registration deadline info and instructions are available here: [https://www.ece.utoronto.ca/undergraduates/programs/magellan/](https://www.ece.utoronto.ca/undergraduates/programs/magellan/)

3. **Re-enrollment and requesting to transfer to another engineering department:** Those wishing to re-enrol but also transfer to another engineering department must re-enrol per above (step 3) and complete a transfer request via the Engineering Portal ([http://uoft.me/apscportal](http://uoft.me/apscportal)). The ‘transfer’ link is usually available by March. If the ‘transfer’ link is not accessible, please contact our office: askece@ecf.utoronto.ca.
   **Note:** Transfers to other engineering departments are not guaranteed as it depends on space in the program.

4. **Bookmark the link to our newsletters** [www.ece.utoronto.ca/undergraduates/announcements/](https://www.ece.utoronto.ca/undergraduates/announcements/): As you will not be a registered student while away, you will not be receiving any of the emails we send to our student aliases. Our newsletters will include reminders listing important dates and deadlines.

5. **Common websites that have useful information:**
   [https://www.ece.utoronto.ca/undergraduates/programs/useful-websites-for-reference/](https://www.ece.utoronto.ca/undergraduates/programs/useful-websites-for-reference/)

AFTER RE-ENROLING BACK INTO ECE:

1. **Review your re-enrolment comments form** – After your re-enrol request is processed, you will receive a personalized “Re-enrolment Comments” Form. You must review this in detail as you are responsible for meeting the course requirements. A sample is available online: [http://undergrad.engineering.utoronto.ca/wp-content/uploads/2016/06/Sample-Reenrollment-Comment-Form.pdf](http://undergrad.engineering.utoronto.ca/wp-content/uploads/2016/06/Sample-Reenrollment-Comment-Form.pdf)

2. **Academic standing and promotional regulations** – Review your academic standing on ACORN and the corresponding promotion rules outlined in the Academic Calendar [http://uoft.me/engcalendar](http://uoft.me/engcalendar).

3. **Course enrolment and registration** – Based on your Re-enrolment Comments Form, you should use ACORN ([www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)) to enrol in any required HSS/CS/technical/free elective courses that you are required to take. The Fall and Winter Registration Guide will become available mid-June: [Found under the “Quick Links” on the Registrar’s website:](http://undergrad.engineering.utoronto.ca/academics-registration/) [http://undergrad.engineering.utoronto.ca/academics-registration/](http://undergrad.engineering.utoronto.ca/academics-registration/)

4. **Engineering Course Timetable** – [http://uoft.me/timetable](http://uoft.me/timetable)

5. **Fees and invoices** – Please review the Fall-Winter Registration and Enrolment Guide for additional information when it's posted in June. The University no longer mails paper invoices to students. You may check your financial balance on SWS and make online payments at all major banks. Delays in payment may result in the cancellation of your registration.
   - **Fees Info:** [www.undergrad.engineering.utoronto.ca/Office_of_the_Registrar/Fees.htm](http://www.undergrad.engineering.utoronto.ca/Office_of_the_Registrar/Fees.htm)
   - **Fee Schedule:** [www.fees.utoronto.ca/](http://www.fees.utoronto.ca/)

**Questions?**

Contact us at: [askece@ecf.utoronto.ca](mailto:askece@ecf.utoronto.ca)