PART-TIME VS. FULL-TIME STUDIES – If you are thinking of transferring to part time:

- You can enrol in a maximum of three half-credit courses per year. It will take two calendar years to complete a respective year.
- You must complete all the courses for a program year over a minimum of two calendar years before requesting to continue studies on a full-time basis. For example, a part-time student who requires ten courses to complete first year may not proceed to second year after one year.
- Come into the ECE Undergraduate Office to discuss and see if there are any implications. Transferring to part-time will then need to be officially requested via the Registrar’s Office.

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.

LIST OF APPROVED CS/HSS COURSES – It is your responsibility to ensure that the A&S courses you take are acceptable to use as CS/HSS electives to meet graduation requirements. For the most up to date list, please visit the registrar’s website here. Please refer to it PRIOR to selecting any A&S courses. If you are interested in taking a course that is not listed, you can submit your request through the Registrar’s website link here. (Note: Requests are NOT all approved.)

PERSONAL CARE:

A number of concerns were brought to our attention at the recent student-staff committee meeting. Develop good habits while you are in school including personal hygiene! While working away, it might be the last thing on your mind, but personal hygiene is important to our health and affects the people who interact with us. Stay on top of your hygiene with these tips!

- Shower/bathe
- Wash your clothes regularly
- Keep things fresh (wear antiperspirant/deodorant, brush your teeth)
- Stress sweat can create an unpleasant environment. Try learning to relax, take up yoga, go for a walk, write down 3 positive things about your day, or talk to a friend. Take the time to unwind and decrease your stress levels.
Looking to make a positive change in your life? Maybe you want to manage your stress, get a better night’s sleep, or find ways to cope with difficult personal challenges. Whatever your situation, join a supportive workshop and connect with other students with similar intentions - you’ll be glad you did. Here’s a link to health and wellness who offers a number of workshops: [http://www.studentlife.utoronto.ca/hwc/workshops](http://www.studentlife.utoronto.ca/hwc/workshops)

ACCESSIBILITY SERVICES:

Students registered with accessibility services are encouraged to communicate this to their professor, however this is optional. You have the right not to disclose any information at all.

QUERCUS:

There were some students who communicated they were not receiving emails from Quercus; this has now been resolved. The other problem could be how students have their notification settings set. Please visit the following link to adjust your settings: [http://ito-engineering.screenstepslive.com/s/ito_fase/m/76520/l/965132-how-to-customize-your-notifications-settings](http://ito-engineering.screenstepslive.com/s/ito_fase/m/76520/l/965132-how-to-customize-your-notifications-settings). If you continue experiencing issues contact q.help@utoronto.ca.

MAGELLAN PRE-REGISTRATION DEADLINE:

**Tuesday, January 29th, 2018**

Main profiles will then be **LOCKED** until July 2019 for pre-registration planning:

- **Students with VALID “Main”** Magellan profiles courses will have their **ECE courses** uploaded to ACORN timetables.

Unsure if your Main Profile is valid for uploading? See information on next page.....
How to create a VALID profile for uploading to ACORN:

1. Create a **complete** profile. This includes a study plan of the **required** 20 upper year courses for 3rd & 4th year.
2. Ensure you have taken any required course prerequisites **in advance**. You should not have any prerequisite errors appearing on your profile!
3. Courses that are 'exclusions' are not valid and should not be listed.
4. Select only 5 courses per term.
   - **The recommended courses per term would be 4 engineering + 1 CS/HSS.** This is to balance your workload as well as minimize timetable conflicts. If you have **already taken** a CS/HSS course in the summer, you would be able to list 5 engineering courses in term. Do not create a study plan where you ‘might’ be taking a CS/HSS course in the summer as this only inflates your AUs making your graduation eligibility inaccurate.
5. Your profile must reflect that you will be meeting Graduation Eligibility Requirements, **mainly Program and CEAB requirements**. We do not expect that your 600 hours requirement would already be fulfilled. We understand that you will eventually be meeting your Practical Experience Requirement (PER) as you build your hours by handing in your PER form(s) or by receiving PEY Credit:
   - You have fulfilled all Program Requirements
   - You have fulfilled all CEAB requirements
6. Set up a profile that shows you are eligible to graduate!

   **Graduation Eligibility**
   Based on the courses listed on this profile and the successful completion of these courses, you are eligible to graduate.

   — Click **HERE** for more pre-registration info including:
   - How to create a **VALID** profile for uploading / Reasons a profile will **NOT** be uploaded to ACORN
   - How to enter courses properly / Example of a 3rd and 4th year course selection / Reminders
   - Main Profiles will then be **UNLOCKED** in JULY 2019.
   - Changes you make to main profiles after they become unlocked are **NOT** included in the preregistration process and thus **NOT** uploaded to ACORN.

   **MAGELLAN DOES NOT GUARANTEE CONFLICT-FREE SCHEDULES.**
   If you are unsure about your courses, what counts as a CS, HSS, technical elective, you can search the course on Magellan and look at the AUs. If you are still unsure, email us.
   **Timetable conflicts are unavoidable with a flexible curriculum.**

**PRACTICAL EXPERIENCE REQUIREMENT:** Have you completed some or all of your 600 hours of practical work experience? If so, make sure you complete and submit the “Practical Experience Requirement” (600 Hours) form. Click **here** for more information and to download the form. **Your supervisor’s business card must be included.**

*Your ECE Undergraduate Office Team (Years 2 – 4)*
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*Drop-In Hours:* Monday to Friday from 8:45 am to 4:30 pm  
ECE UG E-mail / ECE UG Website / ECE UG Facebook Page / Newsletters