Welcome to ECE! Our office sends out newsletters to inform ECE students of important academic information as well as upcoming events. Please take the time to read this information carefully!

**ECE Undergraduate Office Staff:**

- **Undergraduate Associate Chair:** Professor Ravi Adve
- **Program Manager & Advisor:** Leanne Dawkins
- **Undergraduate Administrative Coordinator & Advisor:** Lina MacDonald
- **Student Advisors:** Karen Irving and Neena Peterson

We’re located in the basement of the Sanford Fleming Building, Room 600.

Our general email address is askece@ecf.utoronto.ca

Make sure to include your full name and student number when sending emails

**Drop-In Hours (Sept - June):** Mon - Fri 8:45am – 4:30 pm / (July – Aug): Mon - Fri 8:45 – 4:00 pm

**IMPORTANT DATES/DEADLINES**

**Bookmark the Sessional Dates from the 2019-2020 Academic Calendar for *ALL dates & deadlines**

### August 2019

- Aug 15: Last day to pay or defer fees – [www.fees.utoronto.ca](http://www.fees.utoronto.ca)
- Aug 29: Courses removed for non-registered students

**ENROLLMENT AND REGISTRATION INFO:** The Registrar’s Office will upload 2nd year timetables mid July. Please review the 2019-2020 Fall & Winter Enrolment & Registration Guide.

**NOTE:** Changes to 2nd year timetables will **NOT** be allowed.

**PART-TIME 2ND YEAR STUDENTS:** By default, the Registrar’s Office loads a full-time 2nd year timetable. Our office will remove the courses that have already been completed.

**SAVE THE DATE!!! ECE 2ND YEAR STUDENT WELCOME BACK BBQ / INFO SESSION:** The Undergraduate Office would like to invite our 2nd year students to our Welcome Back BBQ & Information Session taking place on **Friday, September 6, 2019**. Further details to follow.

**NEED TO RETAKE A FAILED 1ST YEAR COURSE?** If you need to retake a 1st year course, and haven’t had the opportunity to take it during the summer, you will have the opportunity **next summer** or **during your 3rd year**. E-mail us (askece@ecf.utoronto.ca) closer to when you plan on taking the course so that we can add it to your timetable. You will need to include: your name, student number, course code; as well as lecture, lab and tutorial sections.

**LOOKING FOR INFORMATION?** Bookmark this link to find useful websites (600 hours, Academic Calendar, Course Timetables, Fees, Magellan, Minors, Summer Research Awards, Syllabi, etc). Looking for additional information? E-mail us or drop by the Undergraduate Office (SFB600) during our drop-in hours for assistance.

**WE ARE HERE TO HELP YOU!** We understand that navigating through the university system can seem complicated and confusing. Should you run into any problems or have any questions, please come in and talk to us! It is easier to help you during the process rather than trying to fix the problem after the fact. 😊

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**Enjoy the summer!**

*Your ECE Undergraduate Office Team!*  [ECE UG E-mail](mailto:askece@ecf.utoronto.ca) / [ECE UG Website](http://www.utoronto.ca/ece) / [ECE UG Facebook Page](http://www.facebook.com/ece) / [Newsletters](#)