

COMPUTER STUDIES DEPARTMENT

03W REGISTRATION

- Monday, 02 Dec 02**
- Last day to pay or defer Full Time fees for 03W
 - Last day to select Gen Ed courses directly on ACSIS
 - Last day to switch programs beyond Level 1
 - Last day to obtain a Full Time returning status for 03W

NOTES: (A) Beyond this date, if your fees are NOT paid, then there is no guarantee of a seat in any desired course.

(B) **No program switches allowed after this date.** Switches at Level 01 require a new application to OCAS.

(C) **No creation of Full Time returning status past this date.** (You may still obtain a Part Time status and convert it by adding courses on Tuesday, 07 Jan 03)

Students who are **ACADEMICALLY ENCUMBERED** must see their Academic Coordinator.

Your Academic Coordinators are:

006X Computer Engineering Technology – Computing Science	Robert Allison	T307D	allisor@algonquincollege.com
150X Computer Systems Technician	Pat Ouellette	T307K	ouellep@algonquincollege.com
178X Computer Engineering Technology	David Haley	T307E	haleyd@algonquincollege.com
214N Enterprise Network Specialist	Catherine Bennet	T307H	bennetc@algonquincollege.com
336X Computer Programmer	Owen Walker	T307F	walkero@algonquincollege.com

DID YOU KNOW YOU COULD REDUCE THE SIZE OF REGISTRATION LINE-UPS?

(HINT: Yes ! By having a full time load and paying your fees on time, or at least before start of classes !)

You can pay your tuition fees online through ACSIS using your credit card – allow 24 hrs for processing.

It is your responsibility to pay for the courses that appear on your timetable.

If you do not need academic advice, you can EMAIL (rather than see) your Academic Coordinator for workload adjustments at any time, provided you are a student in good standing (i.e. not financially or academically encumbered) – processing (i.e. actual registration) will be done on the days indicated below.

**NOTES: - Course adds and CE course substitutions must be approved by your Academic Coordinator.
- Course drops and section changes do not require Academic Coordinator sign off.**

For your convenience, you may see a clerk in the Computer Studies Main office (T307) or go to the gym for your registration academic transactions that either do not require Academic Coordinator sign off, or have already been approved by your Academic Coordinator. Note: a terminal running ACSIS will be available in the Computer Studies Main Office. You must go to the gym for all other forms of payment.

Thursday, 02 Jan 03 - Academic Coordinators available for consultation

Friday, 03 Jan 03 - Academic Coordinators available for consultation

Monday, 06 Jan 03 - Late Registration of full-time students

NOTE: Co-op students coming off of 02F work term. Full time students who paid their fees on or before 02 Dec 02, and students needing courses to graduate in 03W may add courses in Levels 02 and up *provided they have a returning status*. Exceptions: CSD students and PLA-R students may be registered at this point.

Monday, 06 Jan 03

- Start of 03W term
- Last day to request internal and external credit transfers (exemptions)
(Students initiate this process by visiting the Registrar's Office and paying for the service)

NOTE: Beyond this date, you may still submit requests for internal and external credit transfers, but having the requests processed in time to add replacement courses to maintain a full time status is not assured. *After this date, we will not process exemptions that would reduce a student's full-time load into part-time.*

Tuesday, 7 Jan 03 - Part time students wishing to become full time in 03W
- Full time students without a returning status wishing to become full time in 03W
- Part time students wishing to remain part time in 03W

NOTE: Students may add courses in levels 02 and up.

Wed, 8 Jan 03 - Section / Timetable changes

NOTES: (A) Students are responsible for resolving their timetable conflicts (if any) by Friday, 17 Jan 03.
(B) Section changes and timetable changes do not require Academic Coordinator sign off.
(C) Students are responsible for devising their own change solution, by referring to the Grouping Schedule posted in the hallway near the Computer Studies Main Office. Students can either go to the Computer Studies Main Office (T307) or the gym, with their timetable solution for consideration. Changes will be considered only if space permits. **Timetable changes will NOT be accommodated after Friday, 17 Jan 03.**
(D) New timetables may be issued in the gym, at the Registrar's office or through ACSIS, but will not be printed by the department.

Monday, 13 Jan 03 - Students not in Level 01 may now register in Level 01 courses

Friday, 17 Jan 03 - End of 03W registration cycle

NOTICE TO STUDENTS CURRENTLY REGISTERED PART TIME

Changing your status from Part Time to Full Time for the 03W term.

If you are currently Part Time in your program of study (and not academically encumbered or on a learning contract) and you wish to be Full Time for the 03W term, you can request a Full Time returning status anytime before the 02 Dec 02 fee deadline.

Please note that once you have been given Full Time returning status, you must pay or defer your fees by 02 Dec 02 in order to be assured of getting the courses you require. There is no guarantee of a full time course load if you do not pay your fees on time.

After the fee deadline, you can still obtain a returning status, but only as a Part Time student. To become Full Time for 03W after the fee deadline, you must see your Academic Coordinator on Tuesday, 07 Jan 03 or alternatively, make arrangement with your Academic Coordinator by email (it will still be processed on Tuesday, 07 Jan 03) and add enough courses to create a Full Time course load.

Payment of fees for courses taken Part Time.

Fees for part time courses are approximately **\$4.26** per course hour, and are payable at the time of registration.

The formula for calculating fees for part-time programs is as follows:

$$\$4.26 \times \text{number of hours per week} \times \text{number of scheduled weeks}$$

$$\text{Example: } \$4.26 \times 4 \text{ hours per week} \times 16 \text{ weeks} = \$272.64$$

Part-time students taking two or more courses per term will be charged half of the Student Activity/Sports Fee (\$30.25), half of the Student Centre Building Fee (\$8.75) and the total Health Plan Fee (\$105.00 per year), giving them one year of coverage.

You will not be registered in courses unless you can pay for them at the time of registration.

Payment may be made by means of cash, debit card, credit card or cheque (in the Gym) or by credit card on ACSIS (in the Computer Studies Main Office) at the time of registration.

NOTE: ENS Part time students are required to pay the laptop fee even though it may not appear on ACSIS.

If you are in doubt about your status, contact your Academic Coordinator.