



September 2011

School of Business, IT & Management

REMEMBER THESE IMPORTANT DATES!

September 13th

- Last day for late program registration.
- Last day for fall semester changes or program changes.

September 20th

- Last day for full-time students to withdraw with full-refund , less \$100.00 administration fee.
- Last day for refund eligibility when dropping to part-time
- Last day for part-time students to withdraw with tuition fee refund less an administration fee.
- Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.

September 30th

- Student Health Insurance Plan “ Opt-out” deadline.

October 4th

- Last day for application for fall semester subject exemption/credit.
- Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.

November 14th

- Last day to withdraw from a fall semester subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcripts.

November 21st

- On-line registration for winter 2012 semester courses begins. Check MyCampus for registration windows.



OFFICE STAFF

Hours: Mon-Fri 8 a.m. to 4:30 p.m.

Contact: 905-721-3064

Judy Spring, Dean

Jackie Bathe, Associate Dean

Pam Guida, Administrative Assistant

Lisa Burt, Administrative Coordinator

Corrine McCormick-Brighton,
Academic Advisor—Business Programs

Heather Dunlop, Academic Advisor—
I.T. and Management Programs

SPECIAL POINTS OF INTEREST

- Check out our new website at <http://bitm.durhamcollege.ca>
- Be sure to check MyCampus to keep up to date with college life.
- In late October, all first year students will receive interim marks that indicate their progress in each subject.



IMPORTANT DATES CONTINUED...

December 22nd

- Grades are available to view electronically as of 4 p.m.
Note: official distribution date for purpose of academic appeals is January 4th, 2012.
- Full-time Oshawa campus students may process timetable changes for the winter semester through MyCampus as of 4 p.m.

Dec. 24, 2011-Jan. 1, 2012

- Campus closed for holiday season

January 2nd, 2011

- Registration for Oshawa part-time students begins.

January 4th, 2012

- Winter classes begin for most programs.

*“Education is not the filling of a pail, but the lighting of a fire.”
William Butler Yeats*

PROGRAM OF STUDIES

- All students are responsible to review the prerequisites and corequisites in their program of studies.
- The prerequisites & corequisites are outlined in the Program Guide which was given to students on the first day of classes. Electronic Version can be found on <http://bitm.durhamcolleg.ca>
- A failed course(s) could tag on another year of studies depending on the prerequisites/corequisite in the system.
- A delay in graduation is often the case when students fail a course(s).

COURSE OUTLINES

- Every course at Durham College has a detailed course outline that is made available to students through MyCampus. The subject outline is a contractual agreement that defines the course outcomes and the criteria by which a course is evaluated.
- It is the students responsibility to review each individual course outline and familiarize themselves with the course policies and evaluation criteria.

IMPORTANT THINGS TO KNOW

- At the end of the academic year, students who achieved too many marks in the D range (mark of 50–59) and whose cumulative GPA is under a 1.5 run the risk of automatically failing out of the program.
- In order to graduate, all students must have a cumulative GPA of 2.0



YOUR STUDENT LIAISONS...DRUM ROLL PLEASE...

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STUDENT SUCCESS SERVICES AT A GLANCE

Centre for Students with Disabilities (Room SW116): The Centre for Students with Disabilities is dedicated to providing equal and accessible education for all. If you have a hearing, learning, medical, physical, psychiatric or visual disability you are encouraged to contact the CSD to receive support in these areas.

disabilities@durhamcollege.ca

Financial Aid + Awards (Student Services Building): Financial planning is a vital element to being successful and the Financial Aid + Awards office is on hand to help you make the right financial choices for your education. There are several financial aid programs to assist you. These include, the Ontario Student Assistance Program (OSAP), scholarships and bursaries, financial aid advising, bursaries for students with disabilities or child care needs, summer and student employment programs, the Ontario Work Study Program (OWSP), and off campus housing.

financialaid@dc-uoit.ca or studentawards@dc-uoit.ca

Learner Support Centre (Students Services Building SSB204):

The Learner Support Centre offers services to enhance your learning skills including a college peer tutoring program, computer-based tutorials, subject specific clinics, and small group support from writing specialists and learning skills advisors.

learnersupportcentre@dc-uoit.ca

Or visit the website: <http://durhamcollege.ca/lsc>

HEATH CENTRE

The Health Centre provides you with numerous confidential health-care options including:

- Daily assess to physician and nursing staff;
- A walk-in medical clinic;
- Physical examinations;
- Treatment of disease, illness and injury;
- On-site laboratory (STI testing , blood work, throat swabs, etc.); and
- Allergy injections, immunizations, gynecological health-care and prescriptions.

An on-site pharmacy provides you with prescription medication dispensing services, wellness information and over-the-counter sales.

If you require assistance dealing with relationship issues, family problems, stress, depression or other personal problems, a team of health-care and counseling professionals are available to provide support, discussion, therapy, education and referrals.

Campus Recreation and Wellness Centre

healthcare@dc-uoit.ca

PROGRAM OF STUDIES EXAMPLE

FOR YOUR INDIVIDUAL PROGRAM OF STUDY PLEASE REFER TO YOUR PROGRAM GUIDE

Business Administration year 1

SEMESTER 1	CODE	PREREQUISITE	COREQUISITE
ACCOUNTING I	ACCT 1200		
BUSINESS COMPUTER APPLICATIONS I	COMP 1209		
HUMAN RESOURCES MANAGEMENT I	HRM 1200		
BUSINESS MATHEMATICS	MATH 1202		
INTRO TO BUSINESS MANAGEMENT	MGMT 1209		
MARKETING I	MKTG 1200		
OPERATIONS MANAGEMENT I	OPER 1200		

Note: If a student fails a course that requires a prerequisite they will not be permitted to continue in the subsequent course. This domino effect can alter their intended graduation date, as well as, prevent a student remaining full-time. If you are an OSAP or specially funded recipient you may risk funding. You should meet with a Financial Aid Officer or the funding specialist to determine your status. It can also add extra time and costs to your program of study.

SEMESTER 2	CODE	PREREQUISITE	COREQUISITE
COMMUNICATIONS FOR BUSINESS I	COMM 2204		
BUSINESS COMPUTER APPLICATIONS II	COMP 2209	COMP 1209	
MACRO ECONOMICS I	ECON 1220		
GENERAL EDUCATION ELECTIVE	GNEC 0000		
SOCIAL MEDIA & SOCIETY	GNEC 1411		
HUMAN RESOURCES MANAGEMENT II OPT	HRM 2200	HRM 1200	
MARKETING II OPT	MKTG 2200	MKTG 1200	
OPERATIONS MANAGEMENT II OPT	OPER 2200	OPER 1200	
ACCOUNTING II OPT1	ACCT 2200	ACCT 1200	

Operations Management year 2

SEMESTER 3	CODE	PREREQUISITE	COREQUISITE
COMMUNICATIONS FOR BUSINESS II	COMM 3202	COMM 2204	
COMPUTER APPS. IN OPERATIONS I	COMP 2206	COMP 1209 & OPER 2200	
GENERAL EDUCATION ELECTIVE	GNEC 0000		
INVENTORY MANAGEMENT	INV 2220	OPER 1200	
PRINCIPLES OF PURCHASING	PURC 2220	OPER 2200	
STATISTICS	STATS 2200		