School of Business & IT

Timetable Update

Students should reprint their schedule on a regular basis to see if any changes have been made.

Students who have failed a course in the Fall semester may be automatically withdrawn from classes if they have not met the prerequisite requirements.

Timetables can be viewed at:

http://www.durhamcollege.com/mycampus

Contact:

Information Technology Support

905-721-3333

STUDENT SERVICES BUILDING:

Registration, Admissions, Student Services, Financial Aid, Accounting, and Hired Career Services are located in the SSB.

Winter Semester Important Dates
(please refer to the Student Handbook for a complete listing)

Date	Event
January 2nd	Part-time registration begins
January 4th	Classes begin for most programs
January 10th	Last day for late program registration
	Last day for winter semester course or program changes
January 17th	Last day for full-time students who started their program in Sept. 2011 to withdraw with a refund of winter tuition fees. Ancillary fees and school supply fees are not refundable
	Last day to withdraw for FT students who started their program in JAN. 2012 with a refund of fees paid, less $100.00 administrative fee
January 31st	Last day to apply for subject exemption/credit
	Last day to withdraw from a January-start course(s) without academic penalty. Subjects dropped after this date will be recorded on the academic transcript with a "W" to indicate withdrawal.
February 20th	Family Day (no classes)
February 20-24th	Reading week (no classes)
March 19th	Last day to withdraw from a January start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript
April 10th	Last day to apply to graduate—courses ending April 2012
April 13th	Last day of classes for most January start programs
April 16th-20th	EXAM WEEK!!!!
April 27th	Grades are available to view electronically as of 4 p.m.

Office Staff

Hours: Monday to Friday 8:00 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— IT and Management Programs

"Many of life's failures are people who didn't realize how close they were to success when they gave up."

~Thomas Edison

SUBJECT CREDIT APPLICATIONS: Please refer to the SSB for information on how to apply for subject credit. There is an application and documentation required (fee may apply). The course must be taken within the last 4 years and match ours at a minimum of 80%. The minimum grade required is 60% or "C". You must attend all classes until notified of credit approval from Registration Office.

Absent Faculty Hotline
1-800-467-2376 or 905-721-3355

Before crawling out of bed and heading to an 8:00 a.m. class during a blizzard, students can call ahead to check faculty attendance. Up-to-date faculty absences will be available after 7:00 a.m.

Attendance and Grades

Exceptional attendance in all classes is important for success in any program of studies. While every attempt should be made to attend class, it is likely that the occasional absence will occur. In the case of an emergency or illness, students should contact their professor prior to the class they will be missing (in some cases, a doctors note may be required.)

Refer to the course outline or program guide for official procedures regarding missed assignments or tests.

PLEASE REFER TO YOUR PROGRAM GUIDE FOR PROGRAM OF STUDIES, PROGRAM INFORMATION, FACULTY CONTACT INFORMATION, PREQUISITES , UNIVERSITY TRANSFER GUIDE, AND CAMPUS SERVICES. IT IS AVAILALBLE ON OUR WEBSITE OR FOR PICK UP IN C223.

Student Academic Learning Services (SALS)

The Student Academic Learning Services centre encourages students to reach their full potential by promoting the skills and techniques necessary to become successful in their program. It also provides academic writing services, clinics, peer tutoring, presentation skills and much more.

Campus Online Resources

School of Business, IT & Management: http://bitm.durhamcollege.ca

MyCampus: www.durhamcollege.ca/mycampus

Information Technology Support: www.ITsupport@dc.ca or 905-721-3333

WebCT: http://estudies.mycampus.ca or www.durhamcollege.ca/connect

Continuing Education: www.durhamcollege.ca/coned or 905-721-3052

Registration Office: 905-721-3000

Financial Aid Office: 905-721-3036