

January 2013

School of Business, IT & Management

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Students who have failed a course in the Fall semester may be automatically withdrawn from classes if they have not met the prerequisite requirements.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

Winter Semester Important Dates

(please refer to the Student Handbook for a complete listing)

January 2nd	Part-time registration begins
January 7th	Classes begin for most programs
January 11th	Last day for late program registration
January 17th	Last day for winter semester course or program changes
	Last day for full-time students who started their program in Sept. 2012 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. 2013 with a refund of fees paid, less \$100.00 administrative fee
	Last day for refund eligibility when dropping to part-time status
	Last day to submit a PLAR request for winter 2013 semester subjects
TBA	Last day to apply for winter 2013 subject exemption/credit
February 1st	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 18th	Family Day (no classes)
Feb. 25-March 1	Reading week (no classes)
March 28th	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 16th	Last day to apply to graduate—courses ending April 2013
April 19th	Last day of classes for most January start programs
April 22nd-26th	EXAM WEEK!!!!
May 3rd	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

Before crawling out of bed and heading to an 8:00 a.m. class during a blizzard, students should check their DC Connect announcements and or campus email for messages posted by their faculty..

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, PREREQUISITES , UNIVERSITY TRANSFER GUIDE, AND CAMPUS SERVICES. IT IS AVAILABLE 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: <http://www.durhamcollege.ca/academic-schools/school-of-media-art-design/school-services/technical-support> or 905-721-3333

DC Connect: www.durhamcollege.ca/connect

