Registrarial Processes, Dates & Deadlines

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Associate Registrar and Director of Systems & Operations

March 25, 2019

Agenda

• Sessional Dates
• Academic Calendar
• Limited Subject Post Application Periods
• Pre-requisite Checking
Notes:
Classes Begin: Monday, May 6 (Aligns with UTM)
Classes End: Tuesday, Aug 6 (Virtual Monday - Make up for Monday, July 1st)
Study Break: 5 days (June 18-22), 3 days (Aug 7-9)
Exams: 14 days (Aug 10-23).
Sunday, Aug 11* - Exam Accommodate Date
Sunday, Aug 18** - Exam Contingency Date for exams cancelled &
Saturday, May 4 - Exam Contingency Date for Winter 2019 (first Sat)

*Every effort will be made to avoid Sunday exams. If need be, exams may be scheduled in the afternoon and/or evening.

** Exams may be scheduled in the afternoon and/or evening.
## Effective Date of Calendar & Limited Subject Post Rounds

<table>
<thead>
<tr>
<th>Application Rounds</th>
<th>Application Period</th>
<th>Limited Subject Program – Start Session</th>
<th>Calendar Requirements in Effect – Current Practice</th>
<th>Calendar Requirements in Effect – New Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>March-April 2018</td>
<td>Summer 2018</td>
<td>2018/19</td>
<td>2018/19</td>
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<tr>
<td>Round 2</td>
<td>July 2018</td>
<td>Fall 2018</td>
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### Proposed Schedule for 2019-20 – Round 1

**No Change**

<table>
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<tr>
<th></th>
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<th>Department Assessment Deadline</th>
<th>Student Acceptance Deadline</th>
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<tr>
<td><strong>Current Dates</strong></td>
<td>June 29 – July 27th 2018</td>
<td>September 10, 2018</td>
<td>September 17, 2018</td>
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Proposed Schedule for 2019-20 – Round 2

<table>
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<th>Department Assessment Deadline</th>
<th>Student Acceptance Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Dates</strong></td>
<td>March 29, 2018 – April 27, 2018</td>
<td>June 1, 2018</td>
<td>June 15, 2018</td>
</tr>
<tr>
<td><strong>Proposed Dates</strong></td>
<td>March 11, 2019 – April 12, 2019</td>
<td>May 10, 2019*</td>
<td>May 17, 2019*</td>
</tr>
</tbody>
</table>

Pre-requisite Checking

- **Academic Calendar**
  - Dean's Office

- **Degree Explorer**
  - Registrar's Office

- **Reports Extractions**
  - Registrar's Office
  - Departments

- **Checks**
  - Registrar's Office (Nolig/Slate)
  - Departments
1st Year Prerequisite Checks

- **Start:** a month before the start of the session
- **End:** last day to add a course
  - 100% refund deadline
- Constant consultation with the Admissions
- Systems:
  - Nolij / Slate
- Students who do not meet requirements are REFUSED (REF) and are put back into the course if they meet the requirements

Initial Feedback

1. **Degree Explorer (DEX)**
   a. Ability for Dept. to refuse students on DEX
   b. Enhancement Request

2. Scheduling of exams earlier in the exam period (to help with prerequisite checking)

3. **ACORN** – Disable students from enrolling into courses for which they do not meet the prerequisite requirement
Progress to Date

1. Degree Explorer (DEX)
   a. Ability for Dept. to refuse students on DEX
   b. Enhancement Request - to show “PREVIOUS” Academic standing to the Course Requisite Check report so that those making decisions have an idea of which students and how many students might be removed from the course due to suspensions, etc.

Progress to Date

2. Scheduling of exams earlier in the exam period (to help with prerequisite checking)
   – Pilot with CMS and Management (Winter 2019)

   - CMSSC
     - CSCA48H3 (April 10 @ 7 pm)
     - MATA22H3 (April 11 @ 7 pm)

   - MGTSC
     - MGAB01H3 (April 11 @ 2 pm)
     - MGEA02H3 (Not Currently Offered)
Progress to Date

3. ACORN
Disable students from enrolling into courses for which they do not meet the prerequisite requirements

Discussion & Questions

Contacts:
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