

IMPORTANT DATES & INFORMATION FOR STUDENTS - 2016 WINTER TERM

Over the past few years, the College has reviewed its registration processes in order to ensure all students are in class on the scheduled day of term with their timetable changes completed.

The following table summarizes important dates for students for the 2016 Winter Term. Please note that student timetables will be available online on ACSIS on December 4, 2015.

We look forward to seeing you – and to the beginning of a term focused on your success!

| Date | Event |
|---------------------------------------|--|
| October 20, 2015 to November 26, 2015 | General Education Elective Selection on ACSIS at acsis.algonquincollege.com for returning students following fees payment. |
| November 15, 2015 | Tuition Deposit Due Date <ul style="list-style-type: none">All domestic full-time students, new and returning, must pay a \$500.00 non-refundable Tuition Deposit in their initial term of an academic year. This deposit payment secures their seat in that program for the year and is put towards the balance of fees owing for that term.Upon payment of the \$500.00 non-refundable Tuition Deposit, the remaining fees are deferred automatically and the student is provided with an email indicating their Balance Due Date. |
| December 4, 2015 | Release of 2016 Winter Student Timetables on ACSIS at acsis.algonquincollege.com Students registered in 2016 Winter Term courses will note that courses having a prerequisite or co-requisite requirement may show as 'Conditionally Registered' until 2015 Fall Term grades have been verified. Automatic conversion, as appropriate, to 'Registered' status on ACSIS will take place on December 23, 2015. If 'Conditionally Registered' remains, please see your Program Coordinator. |
| December 4, 2015 to January 10, 2016 | Online Timetable Changes (Add/Drop/Section Changes) on ACSIS acsis.algonquincollege.com for activated courses. Note: Departmental approval is required for courses that have not been activated for this ACSIS online service, and for courses in all Full-Time Online programs. Note: Schools of Business, and Hospitality and Tourism Timetable Change Period is December 4, 2015 to January 15, 2016 |
| January 4, 2016 | Part-Time Registration Start Date Please see your Department to obtain written permission and bring this to the Registrar's Office. Note that fees are due at the time of registration. |
| January 11, 2016 | Winter Orientation for Ottawa Campus Level 1 Winter intake students (full-time). Morning classes are suspended for Level 1 Winter intake students (full-time); classes will take place as usual starting at noon. |
| January 11, 2016 | Winter Term Start Date (for most post-secondary programs, Woodroffe Campus) |
| January 15, 2016 | Last day to apply for Transfers of Academic Credit (Exemptions) for students requesting registration in courses to replace exempted course(s). |
| January 22, 2016 | Last day to withdraw from program and be eligible for tuition refund, less \$500 tuition deposit for new students and full refund for returning students in a subsequent term. <u>Withdrawal form must be submitted to the Registrar's Office. International students are required to submit their withdrawal request to the International Education Centre and are refunded in accordance with Ministry policy.</u> |
| February 8, 2016 | A late payment fee of \$150.00 will be assessed to students if the fees that were deferred are not fully paid by the end of day on their Balance Due Date . This penalty will only be charged a maximum of once per term. |

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