



# MECHANICAL ENGINEERING 4TH YEAR

## ENROLLMENT & REGISTRATION CHECKLIST

### FEBRUARY - MARCH

#### COURSE & OPTIONS SELECTION

February 18 - March 4

- Read through this handbook
- Attend curriculum talks of interest, research, and consult upper year students to help inform your fourth year course selections
- Use [degreeexplorer.utoronto.ca](http://degreeexplorer.utoronto.ca) to map out your fourth year courses and determine if you are on track to graduate
- Make your stream course and technical elective selections through the COS portal ([www.apsc.utoronto.ca/cos](http://www.apsc.utoronto.ca/cos)) by March 4.**

#### MULTIDISCIPLINARY OR INTERNATIONAL CAPSTONE

February 28

- If you are interested in a **Multidisciplinary** or **International Capstone** Projects, please contact [capstone@mie.utoronto.ca](mailto:capstone@mie.utoronto.ca) at this time.

#### RE-ENROLMENT & TRANSFERS:

- If you are returning to fourth year from a year off, make sure to apply to re-enrol ([www.apsc.utoronto.ca](http://www.apsc.utoronto.ca)) for the Fall session by March 7.
- If you are returning from a year of part-time studies but wish to finish fourth year full-time, please apply to transfer from part-time to full-time for the Fall 2014 session ([uoft.me/reenroltrans](http://uoft.me/reenroltrans)). **If you do not have the correct registration status come July, it may impact your ability to select courses on the course selection days.**

### MAY-JUNE

#### STUDENT-SOURCED CAPSTONE

June 13

- If you are interested in a **Student-sourced Capstone** project, submit your project for review to [capstone@mie.utoronto.ca](mailto:capstone@mie.utoronto.ca) by this date.



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### TECHNICAL ELECTIVE SUBSTITUTIONS

- If there is a technical elective offered by another Department that you'd like to take in your fourth year, please complete a technical elective substitution request form and submit it to the MIE Undergraduate Office. Please also contact the administering department of that course to ask for permission to enrol in the course. It is good practice to select a back-up approved MIE technical elective in the event your course is not approved. Submit early to receive an approval/denial by the course selection dates.

### JULY - AUGUST

### REVIEW YOUR TIMETABLE ON ROSI

Mid-July

- Check that you have the correct registration status** (e.g. Part-time or Full-time) and that you are “INVIT” (Invited) for the fall session. If your registration status is incorrect, please contact the MIE Undergraduate Office at this time.
- Review your timetable to ensure you are enrolled in the correct core curriculum courses (Page 7).** If you are missing core curriculum courses, would like to make changes to your core course lecture/tutorial/practical sections, or need a failed core course added, you will not be able to do so yourself. Please complete a Course Request Form and submit it to the Undergraduate Office.
- Review your timetable to view your stream and technical elective selections.** If you participated in COS, your stream and technical elective selections will appear at this time. **Please note that only lecture sections are automatically added for fourth year students. You must add tutorial and practical sections yourself on the first course selection day.** If you did not participate in COS, your stream courses & technical electives are missing, or you would like to make changes to the lecture/tutorial/practical sections of these courses, you will be able to do so yourself on the course selection days.



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- If you have changed your mind about your technical elective selections, now is the time to plan.** Review page 33 for a list of resources that will help you determine which lecture/tutorial/practical sections fit your timetable so you are prepared for action on course selection day.
- Make a plan as to which HSS/CS electives you would like to take in your fourth year.** Record the lecture/prac/tutorial sections so that you are ready to act quickly on course selection day. Please visit page 29 and page 40 for additional resources on selecting HSS/CS electives.

### THESIS PROJECTS:

- If you plan on doing a fourth year thesis project, it may be in your interest to now contact professors you are interested in working with. Please visit Page 13 for more information about thesis projects and the enrollment procedure.

### COURSE SELECTION (ROUND 1) OPENS 6 AM

July 22

- You may now make changes to your timetable in terms of stream & technical elective selections.** Log in early to avoid disappointment. If you submitted a Course Request Form, changes may begin to appear at this time.
- You may now select HSS/CS electives offered by the Faculty of Engineering.**

### COURSE SELECTION (ROUND 2) OPENS 6 AM

August 6

- You may now select or make changes to HSS/CS electives offered by the Faculty of Arts & Science at this time.** Log in early to avoid disappointment.



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### CAPSTONE

Late-August

- Student & project matching is to begin in late-August for **Standard Capstone** Projects & **Capstone Innovation** Projects.

### PAY OR DEFER TUITION FEES

August 22

- The deadline to pay or defer the minimum tuition payment to register occurs late-August. Visit [www.fees.utoronto.ca](http://www.fees.utoronto.ca) for a detailed schedule. Once you pay or defer your tuition, your status will update from “INVIT” to “REG”.

## FALL 2014

### ENGINEERING FALL (F) SESSION LECTURES BEGIN

September 4

- First day of class!
- This is also the last day to receive a 100% tuition refund if you are choosing to withdraw for the 2014-2015 academic year.

### COURSES REMOVED FOR NON-REGISTERED STUDENTS

September 8

- If you have not paid/deferred your minimum tuition payment, you will be removed from your courses as this time.

### FALL (F) & FULL- YEAR (Y) TECHNICAL ELECTIVE SUBSTITUTIONS, COURSE REQUEST FORMS & THESIS DEADLINE

September 15

- If you were interested in a fall (or full-year) thesis project, a fall technical elective substitution, or need a core course added or removed please make sure to submit your form to the MIE Undergraduate Office by this date.



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## ENROLLMENT & REGISTRATION CHECKLIST

### COURSE ADD DEADLINE FOR FALL (F) & FULL-YEAR (Y) COURSES

September 21

- Once classes begin, if you still want to make changes to any fall (F) session courses you can do so up until this date.
- This is the last day to receive a 100% tuition refund (with a minimum charge of \$242) if you are choosing to withdraw for the 2014-2015 academic year.

### COURSE DROP DEADLINE FOR FALL (F) COURSES

November 3

- This date is the deadline drop courses, switch to part-time studies, or withdraw from this session without academic penalty.
- This is the last day to receive a 50% tuition refund if you are choosing to withdraw for the 2014-2015 academic year.

## WINTER 2015

### ENGINEERING WINTER (S) SESSION LECTURES BEGIN

January 5

- You're halfway there!

### WINTER (S) TECHNICAL ELECTIVE SUBSTITUTION, COURSE REQUEST FORM & THESIS DEADLINE

January 12

- If you were interested in a winter thesis project, a winter technical elective substitution, or need a core course added or removed please make sure to submit your form to the MIE Undergraduate Office by this date.

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### COURSE ADD DEADLINE FOR WINTER (S) COURSES

January 19

- Once classes begin, if you still want to make changes to any winter (S) session courses you can do so up until this date.

### PER DEADLINE

January 31

- If you haven't submitted your PER hours yet, this day is the last day you can submit PER hours for June Convocation. For more information about PER hours, see page 27.

### EARLY MARCH

- Attend Iron Ring Ceremony



### COURSE DROP DEADLINE FOR WINTER (S) & FULL-YEAR (Y) COURSES

March

- This date is the deadline drop courses, switch to part-time studies, or withdraw from this session without academic penalty.

### NAME CHANGE DEADLINE

March 20

- Make sure to submit any name changes that are to appear on your degree to the Office of Convocation by this date

**SPRING 2015**

**JUNE CONVOCATION - CONGRATULATIONS!**