

### IMPORTANT DATES & INFORMATION FOR STUDENTS - 2010 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 first day of term with their timetable changes completed.

The following table summarizes important dates for students for the 2010 Winter Term. Please note that student timetables will be available online on ACSIS on December 11, 2010.

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

Date	Event
October 25 – November 29, 2009	General Education Elective Selection on ACSIS at <a href="http://acsis.algonquincollege.com">acsis.algonquincollege.com</a> for returning students following fees payment.
November 16, 2009	<b>Fees Due Date</b> Arrangement for fee deferrals can be made as follows: <ul style="list-style-type: none"> <li>• <b>OSAP Recipients</b> – Fee deferrals* on ACSIS at <a href="http://acsis.algonquincollege.com">acsis.algonquincollege.com</a> *(\$20 non-refundable administrative fee will be deducted from your OSAP loan.)</li> <li>• <b>Out-of-Province Financial Aid Recipients</b> – Fee deferrals through Financial Aid at <a href="http://algonquincollege.com/financialaid/">algonquincollege.com/financialaid/</a></li> <li>• <b>Non-Financial Aid Recipients</b> – Fee deferrals through the Registrar's Office, in person.</li> </ul>
November 17, 2009	<b>Late Payment Fee (\$100)</b> Applied to payments received after the Fees Due Date.
December 11, 2009	<b>Release of 2010 Winter Student Timetables on ACSIS at <a href="http://acsis.algonquincollege.com">acsis.algonquincollege.com</a></b> Students registered in 2010 Winter Term courses will note that courses having a prerequisite or corequisite requirement may show as 'Conditionally Registered' until grades have been verified. Automatic conversion, as appropriate, to 'Registered' status on ACSIS will take place on December 23, 2009. If 'Conditionally Registered' remains, please see your Program Coordinator.
December 11, 2009 – January 11, 2010	<b>Online Timetable Changes (Add/Drop/Section Changes) on ACSIS <a href="http://acsis.algonquincollege.com">acsis.algonquincollege.com</a> for activated courses.</b> Note: Departmental approval for changes is required Note: Faculty of Business and Hospitality Timetable Change Period is December 11, 2009 – January 17, 2010
December 11, 2009	<b>Timetable changes requiring departmental approval begin</b>
December 14, 2009	<b>Last day to apply for Transfers of Academic Credit (Exemptions) for students requesting registration in courses to replace exempted course(s).</b>
December 21, 2009	<b>Part-Time Registration Start Date</b> 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 4, 2010	<b>Early release of approved OSAP funds</b> The Financial Aid Office offers early release of approved OSAP funds to students who have completed their 2010 Winter registrations and finalized their fee payment arrangements. Please note that even though your OSAP funds are being released prior to the official start of 2010 Winter classes, the funding will not be dispersed into your bank account until 5-7 business days after the first day of classes (January 11, 2010).
January 11, 2010	<b>Winter Term Start Date (for most programs)</b>
January 11, 2010	<b>Late Admission and Late Registration Deadline</b>
January 22, 2010	<b>Last day to withdraw from program and be eligible for tuition refund</b> Withdrawals must be submitted <b>in writing</b> to the Registrar's Office; a \$100 administrative fee will apply. International students are refunded in accordance with Ministry policy.

### FOCUSED ON STUDENT SUCCESS

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