

A stylized nighttime illustration of a campus. In the foreground, a large telescope is mounted on a circular platform with a yellow light. A winding path leads up to it. In the background, there are rolling hills, a body of water reflecting the moon, and a building with lit windows. The sky is dark blue with yellow stars, a crescent moon, and a large tree on the right side.

Student Life

Planning Resource

2023-2024

ontariotechu.ca/studentlife



NAME: _____

EMAIL: _____

PHONE: _____

How to Use Your Planner

- At the beginning of each week, set aside some time to plan for all your academic tasks and due dates.
- Colour code your planner and calendars.
- Don't forget to take breaks to avoid overloading on information.
- Schedule study time for when you think you can get the most out of your concentration capabilities.
- Use a four-month calendar view to see the whole semester, and all due dates and tests at a glance.
- When making your schedule, add in all other commitments and responsibilities outside of your school work.

Monthly example for using your calendar:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 BUSI 2401 lect @ 9:40 a.m. BUSI 1450 lect @ 2:10 p.m.	3 BUSI 1450 tutorial @ 11:10 a.m.	4 BUSI 2180 lect @ 8:10 a.m. BUSI 2311 midterm @ 9:40 a.m.	5 BUSI 2401 lect @ 8:10 a.m. BUSI 2401 quiz @ 9:40 a.m.	6 BUSI 2311 lect @ 8:10 a.m. BUSI 2200 midterm @ 5:10 p.m.	7

Weekly example for using your calendar:

	Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m.			BUSI 2180 tutorial		
9 a.m.					
10 a.m.	BUSI 2401 lecture	Study/prep for tutorials	BUSI 2311 lecture	BUSI 2401 lecture	BUSI 2311 lecture
11 a.m.	Study/prep for tutorials	BUSI 1450 tutorial	Lunch	Lunch	Lunch
noon	Break				



My Course Summary

My courses	Course code	Time	Location

My professors, teaching assistants and lab co-ordinators	Office location and hours	Professor's preferred email



My Course Summary

My courses	Course code	Time	Location

My professors, teaching assistants and lab co-ordinators	Office location and hours	Professor's preferred email



Fall Semester

July 31, 2023	Last day to submit an application for re-admission or change of program for the fall semester.
September 2 to 4, 2023	Fall semester Orientation.
September 4, 2023	Labour Day.
September 5, 2023	Lectures begin for all programs.
September 18, 2023	End of regular registration period; last day to add courses, fall semester. Last day to drop courses, and receive a 100 per cent refund of tuition and ancillary fees, fall semester. Fall semester fees due.
October 1, 2023	Last day to submit an online application for graduation for students completing degree requirements at the end of the summer semester.
October 2, 2023	Last day to withdraw from fall semester courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal. Last day to drop courses and receive a 50 per cent refund of tuition fees, fall semester.
October 9, 2023	Statutory holiday, no scheduled academic activities.
October 10 to 15, 2023	Fall study week, no scheduled academic activities.
November 30, 2023	Last day to submit an application for re-admission or change of program for the winter semester.
December 4, 2023	Lectures end, fall semester, except Bachelor of Education. Last day to withdraw from fall semester courses. Active fall semester courses will be graded by instructors.
December 5, 2023	Study break, no scheduled academic activities.
December 6 to 16, 2023	Fall semester final examination period. Students are advised not to make other commitments during this time.
December 22, 2023	Lectures end, Bachelor of Education.
December 23, 2023 to January 1, 2024	University closed.
December 31, 2023	Last day to submit an online application for graduation for students completing degree requirements at the end of the fall semester.



Winter Semester

January 2, 2024	University re-opens.
January 8, 2024	Lectures begin for all programs.
January 19, 2024	End of regular registration period; last day to add courses, winter semester. Last day to drop courses, and receive a 100 per cent refund of tuition and ancillary fees, winter semester. Winter semester fees due.
February 2, 2024	Last day to withdraw from winter semester courses without academic consequences (i.e., without receiving a grade). Courses dropped after this date will be recorded on the academic transcript with a grade of W to indicate withdrawal. Last day to drop courses and receive a 50 per cent refund of tuition fees, winter semester.
February 19, 2024	Family Day, no scheduled academic activities.
February 20 to 25, 2024	Winter study week, no scheduled academic activities.
February 28, 2024	Last day to submit an online application for graduation for students completing degree requirements at the end of the winter semester.
March 29, 2024	Statutory holiday, no scheduled academic activities.
March 31, 2024	Last day to submit an application for re-admission or change of program for the spring/summer semester.
April 8, 2024	Lectures will follow the Friday schedule on this day only. Lectures end, winter semester, except Bachelor of Education. Last day to withdraw from winter semester courses. Active winter semester courses will be graded by instructors.
April 9, 2024	Study break, no scheduled academic activities.
April 10 to 20, 2024	Winter semester final examination period. Students are advised not to make other commitments during this period.
April 26, 2024	Lectures end, Bachelor of Education.

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Orientation
3	4 Labour Day	5 Classes begin	6	7	8	9
10	11	12	13	14	15	16
17	18 Fall semester fees due	19	20	21	22	23
24	25	26	27	28	29	30 Orange Shirt Day and the National Day for Truth and Reconciliation

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Last day to withdraw from a fall course without academic consequences	3	4	5	6	7
8	9 Statutory holiday; no classes	10 Fall study week; no classes	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11 Remembrance Day
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Fall semester lectures end	5 Study break; no classes	6 Fall semester exams	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Bachelor of Education lectures end	23 University closed
24	25	26	27	28	29	30
31						

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 University re-opens	3	4	5	6
7	8 Classes begin	9	10	11	12	13
14	15	16	17	18	19 Winter semester fees due	20
21	22	23	24	25	26	27
28	29	30	31			

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Last day to withdraw from a winter course without academic consequences	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Family Day; no classes	20 Winter study week; no classes	21	22	23	24
25	26	27	28	29		

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Statutory holiday; no classes	30
31						

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Winter semester lectures end	9 Study break; no classes	10 Winter semester exams	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Bachelor of Education lectures end	27
28	29	30				

365-Day Habit Tracker

Set attainable daily goals that incorporate healthy habits such as assignment completion and study breaks.

Start

Month	Days (Color)
JAN	Orange (31 days)
FEB	Pink (28 days)
MAR	Orange (31 days)
APR	Pink (30 days)
MAY	Orange (31 days)
JUN	Pink (30 days)
JUL	Blue (31 days)
AUG	Green (31 days)
SEP	Blue (30 days)
OCT	Green (31 days)
NOV	Blue (30 days)
DEC	Green (31 days)

Congratulations!

Planning resources:

Pages 13 to 56 of this book are templates that we've created as learning resources. You may use them for any week or day out of the year along your planning journey.

If you'd like to save any of them electronically—or print more copies of each—visit ontariotechu.ca/studentlife.



My Weekly Plan

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m.					
9 a.m.					
10 a.m.					
11 a.m.					
noon					
1 p.m.					
2 p.m.					
3 p.m.					
4 p.m.					
5 p.m.					
6 p.m.					
7 p.m.					
8 p.m.					
9 p.m.					



My Weekly Plan

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m.					
9 a.m.					
10 a.m.					
11 a.m.					
noon					
1 p.m.					
2 p.m.					
3 p.m.					
4 p.m.					
5 p.m.					
6 p.m.					
7 p.m.					
8 p.m.					
9 p.m.					

My Daily Plan

Day of the week:

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S	M	T	W	T	F	S

To do list:

Month:

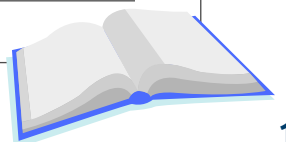
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Notes:



My Daily Plan

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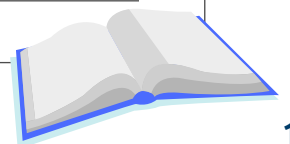
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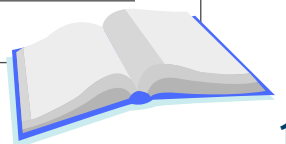
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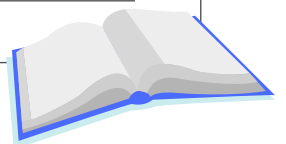
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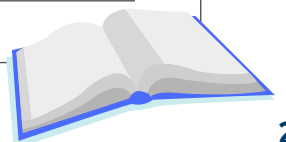
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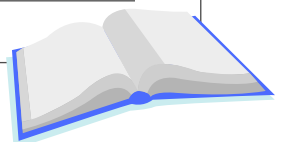
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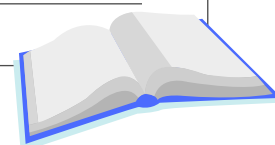
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My Daily Plan

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To do list:

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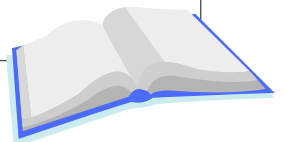
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Notes:



My Weekly Plan

Month: _____

Monday

Thursday

Tuesday

Friday

Wednesday

Saturday

Sunday

Weekly goals:

To do list:

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My Weekly Plan

Month: _____

Monday

Thursday

Tuesday

Friday

Wednesday

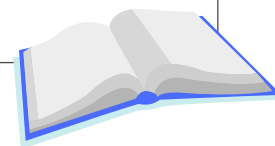
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Weekly goals:

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My Weekly Plan

Month: _____

Monday

Thursday

Tuesday

Friday

Wednesday

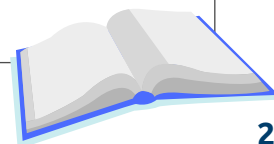
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Sunday

Weekly goals:

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My Weekly Plan

Month: _____

Monday

Thursday

Tuesday

Friday

Wednesday

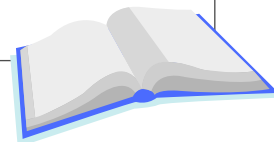
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Sunday

Weekly goals:

To do list:

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My Weekly Plan

Month: _____

Monday

Thursday

Tuesday

Friday

Wednesday

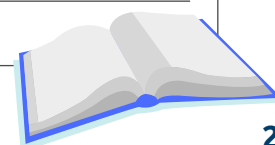
Saturday

Sunday

Weekly goals:

To do list:

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My Weekly Plan

Month: _____

Monday

Thursday

Tuesday

Friday

Wednesday

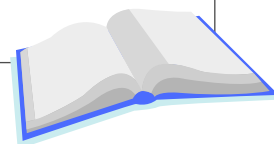
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



My Weekly Plan

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Monday

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Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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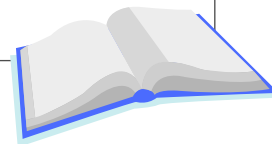
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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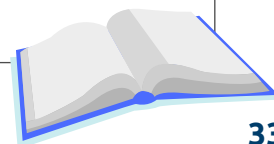
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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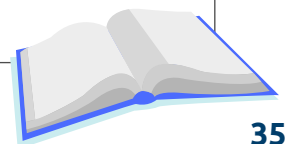
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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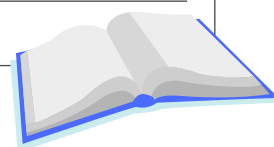
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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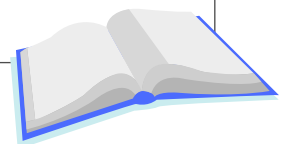
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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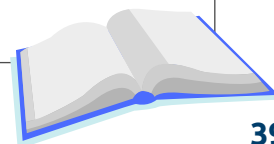
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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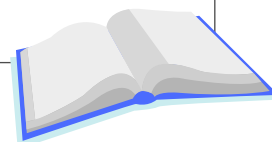
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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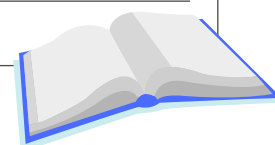
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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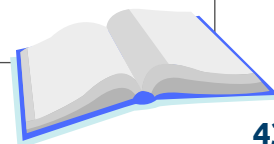
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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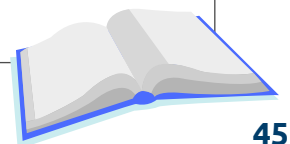
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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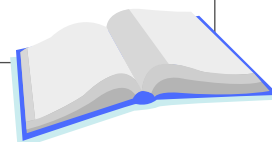
Saturday

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To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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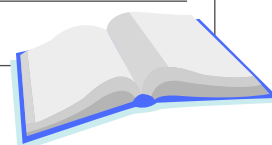
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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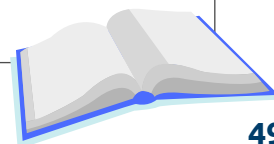
Saturday

Sunday

Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____



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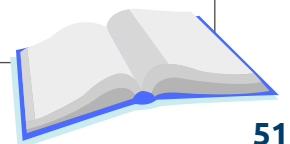
Saturday

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Weekly goals:

To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____





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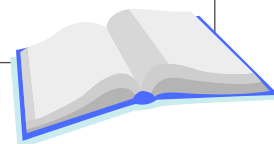
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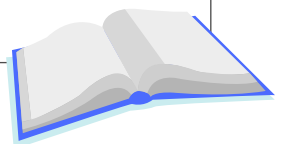
Saturday

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To do list:

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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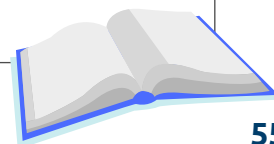
Saturday

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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

[illegible]



Office of Student Life

North Oshawa campus location: **Shawenjigewining Hall**

Downtown Oshawa campus location: **Charles Hall**

ontariotechu.ca/studentlife
905.721.8668