# ALTERNATE STUDY PLANS
## Dropping and/or Adding Courses from Your Timetable for ICET Students

When you are considering dropping and/or adding courses to your timetable, you need to follow the guidelines below in order to be fully informed and make the best decision about your course load.

**1.**The first step to planning a successful journey through an academic plan is to know the curriculum pathway. At Centennial College, the standardized plan for an academic program is called a model route. You can find your model route in the student handbook: https://ecampusontario.pressbooks.pub/icetstudenthandbook2324/

**2.**The second step to understanding your pathway is to regularly run a degree audit for your program. Your personal degree audit is available to you at MyCentennial. Initiating an audit at least once each term will give you an up-to-date progress report of your academic records. The audit lists all of the courses that are in the required curriculum, how many of the courses are completed and are unmet requirements to graduate, as well your earned grades and GPA.

**3.**Thirdly, take into consideration the reason you might make changes to your plan. Are you struggling to understand the content of a course? Do you have difficulty applying theoretical concepts you have learned in the practical assignments? Are personal challenges preventing you from attending classes or handing in coursework on time? There are resources available to help you to succeed in spite of obstacles that you may experience. Here are links to a few of the resources that you can use:

For personal and health related challenges: calcs@centennialcollege.ca

For tutoring: https://library.centennialcollege.ca/learning-centre/book-a-tutor-online/

For learning strategies: https://library.centennialcollege.ca/learning-centre/learning-strategies/

When you have decided to make a change to your timetable, you can request academic advising by appointment. Set up your appointment with the Student Success Advisor by completing and submitting the form with the CASS options at MyCentennial. To prepare for your appointment, you must have read through these instructions and be ready to plan your pathway forward.

## Dropping Courses

To drop a course means that you remove the course from your timetable and discontinue participating in the course for the remainder of the term. The deadline to drop courses from the timetable is usually in Week 9 of the term. If you miss the deadline, the earned grade will be posted in your student records whether the grade is a passing or failing grade.

When a course is dropped, you need to consider the consequences to your academic progression. Here are some common concerns about dropped courses:

**Delayed Graduation** – A course that is a prerequisite to subsequent courses in your model route, if dropped, may prevent you from graduating at the planned date. This is because not all courses are offered every term and so once dropped, you may have a gap in your pathway of one or more terms.

Example: In the model route below, COMP100 is a prerequisite for several courses in Semester 2. If COMP100 is dropped from Semester 1, you cannot take COMP123, COMP125, COMP225 and COMP301, in the next term. If the next term is a Fall or Winter term, COMP100 is available and graduation will be extended by one term. If the next term is a Summer term, COMP100 is not available and so there will be a gap of two terms, extending the graduation term a minimum of the same period.

| Course Code | Course Title | Co/Pre Requisite (Course Code) |
|---|---|---|
| **Semester 1** | | |
| COMM160/161 | College Communications 1 | |
| COMP100 | Programming 1 | |
| COMP120 | Software Engineering Fundamentals | |
| COMP213 | Web Interface Design | |
| GNED | General Education Elective | |
| MATH175 | Functions and Number Systems | |
| | | |
| **Semester 2** | | |
| COMM170/171 | College Communications 2 | P=COMM170/171 |
| COMP122 | Introduction to Database Concepts | |
| COMP123 | Programming 2 | P=COMP100 |
| COMP125 | Client-Side Web Development | P=COMP100, COMP213 |
| COMP225◆ | Software Engineering Methodologies 1 | P=COMP100, and, COMP120 or COMP391 |
| COMP301 | UNIX/Linux Operating Systems | P=COMP100 |
| MATH185 | Discrete Mathematics | |

**Missing the Drop Deadline** – If you miss the drop deadline and as a result have an unsatisfactory final grade posted in your records, please note that the final grade remains in your official records as an attempt at the course. However, when you take the course again for a second time, and you earn another final grade, only the higher grade earned is included in the GPA calculation. This means that no matter how many times you attempt a course and earn a final grade, only the highest grade will be considered in the program GPA.

**Courseload Status** – If you drop courses that total more than the permitted minimum for a regular course load, your status will change to part-time status. This can have negative consequences for other concerns such as student loans, sponsorship or immigration. To have full-time academic status, you must be enrolled in a minimum course load of 60% for Semester 1 and 70% for Semester 2 and higher, of the program model route.

## Adding Courses

Adding a course to your timetable is available during the web-registration period for each term. Registration usually begins about six weeks before and ends on the sixth business day of the term. Courses cannot be added to timetables after the web-registration period closes.

When a course is added to your timetable, you need to consider the consequences to your academic progression. Here are some common concerns about adding courses:

**Tuition Overload** – If you add a previously dropped course to your timetable, depending on your overall course load, you may be billed for additional tuition.

Example: Regular full-time tuition covers the total weekly credit hours for the program's semester of the model route. In the model route below, if MATH175 is dropped, the course must be taken in a future term. Since MATH175 is not a prerequisite for MATH185 in Semester 2, MATH175 and MATH185 could be taken in the next term concurrently, provided that both are available. However, to take both in the same term, will result in tuition overload. There will be 3 additional weekly credit hours added to the tuition bill.

| Course Code | Course Title | Co/Pre Requisite (Course Code) | Lab Hours | Lecture Hours | Total Course Hrs (Lab + Lecture + Field) | Weeks (14) | Total Hours | |
|---|---|---|---|---|---|---|---|---|
| **Semester 1** | | | | | | | | |
| COMM160/161 | College Communications 1 | | | 3 | 3 | 14 | 42 | |
| COMP100 | Programming 1 | | 2 | 2 | 4 | 14 | 56 | |
| COMP120 | Software Engineering Fundamentals | | 2 | 2 | 4 | 14 | 56 | |
| COMP213 | Web Interface Design | | 4 | | 4 | 14 | 56 | |
| GNED | General Education Elective | | | 3 | 3 | 14 | 42 | |
| MATH175 | Functions and Number Systems | | | 3 | 3 | 14 | 42 | |
| | | | | | **Total** | | 294 | |
| **Semester 2** | | | | | | | | |
| COMM170/171 | College Communications 2 | P=COMM170/171 | | 3 | 3 | 14 | 42 | |
| COMP122 | Introduction to Database Concepts | | 2 | 2 | 4 | 14 | 56 | |
| COMP123 | Programming 2 | P=COMP100 | 2 | 2 | 4 | 14 | 56 | |
| COMP125 | Client-Side Web Development | P=COMP100, COMP213 | 2 | 2 | 4 | 14 | 56 | |
| COMP225◆ | Software Engineering Methodologies 1 | P=COMP100, and, COMP120 or COMP391 | 2 | 2 | 4 | 14 | 56 | |
| COMP301 | UNIX/Linux Operating Systems | P=COMP100 | 2 | 2 | 4 | 14 | 56 | |
| MATH185 | Discrete Mathematics | | | 3 | 3 | 14 | 42 | |
| | | | | | **Total** | | 364 + 42 = 406 | |

**Timetable Conflicts** – Conflicts can occur when you need to schedule courses from two or more semesters in your timetable. This is because schedules are created in blocks that contain all of the regular full-time courses for the semester according to the model route. If you are not adhering to the model route, but have a mixed combination of courses from various semesters, a conflict-free timetable may not be available. If the courses you need to have in your timetable are not available without a conflict, you will have to revise your plan of study accordingly.

**Example:** The course on Monday at 1230-1420 from Semester 2 cannot be added to the timetable from Semester 4 due to scheduling conflicts.

### Semester 2:

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------|--------|---------|-----------|----------|--------|
| 07:30 | | | | | |
| 08:30 | | NET120-001 15643(18/18) DLO - 1 A.Al-Rubaie 0830 - 1220 Jan 10-Apr 23 | MTH116-001 15625(29/40) DLO - 1 T.Adebajo 0830 - 1120 Jan 10-Apr 23 | | NET112-001 15641(23/35) DLO - 1 R.Hassan 0830 - 1120 Jan 10-Apr 23 |
| 09:30 | | | | | |
| 10:30 | | | | | |
| 11:30 | | | | | |
| 12:30 | SWS120-001 16607(24/35) DLO - 1 R.Karim 1230 - 1420 Jan 10-Apr 23 | | | | BUS150-001 11909(26/35) DLO - 1 R.Broadbent 1230 - 1520 Jan 10-Apr 23 |
| 13:30 | | | | | |
| 14:30 | | | SWS120-001 16607(24/35) PR A3-15 - 1 R.Karim 1430 - 1620 Jan 10-Apr 23 | | |
| 15:30 | | | | | |
| 16:30 | | | MTH160-001 15627(24/35) DLO - 1 M.Peyghami 1630 - 1920 Jan 10-Apr 23 | | |
| 17:30 | | | | | |
| 18:30 | | | | | |

### Semester 4:

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------|--------|---------|-----------|----------|--------|
| 07:30 | | | | | |
| 08:30 | | NET211-001 15645(16/19) PR A3-21 - 1 F.Shafique 0830 - 1220 Jan 10-Apr 23 | | | |
| 09:30 | | | | | |
| 10:30 | PHL215-001 16143(25/35) DLO - 1 A.Kokkinias 1030 - 1120 Jan 10-Apr 23 | | NET220-001 15646(15/19) PR A3-22 - 1 A.Alvi 1030 - 1420 Jan 10-Apr 23 | | |
| 11:30 | | | | | |
| 12:30 | NET221-001 15647(10/10) DLO - 1 A.Reza 1230 - 1420 Jan 10-Apr 23 | | | NET221-001 15647(10/10) PR A3-63 - 1 A.Reza 1230 - 1420 Jan 10-Apr 23 | |
| 13:30 | | | | | |
| 14:30 | | WRK221-001 16791(12/19) DLO - 1 M.Mohamed 1430 - 1630 Jan 10-Apr 23 | | | |
| 15:30 | | | | | |
| 16:30 | | | | | SWS212-001 16608(15/19) DLO - 1 R.Karim 1630 - 2020 Jan 10-Apr 23 |
| 17:30 | | | | | |
| 18:30 | | | | | |
| 19:30 | | | | | |

## Making an Informed Decision

In addition to the consequences mentioned already, if you are considering an alternative pathway to your model route, be sure you consider the following:

Is the course a subject that is a preparatory course for the program? For example, if you placed below the entry level of your program for the COMM courses, and are enrolled at a lower level than COMM160/161, dropping your COMM course is not an effective plan because of the indirect consequences to other courses in the curriculum. You need to reach the appropriate level of English communications in order to be successful in all of your courses.

Are you thinking of dropping a course because you anticipate a low pass grade? You may be able to improve your grades with assistance from a peer-to-peer tutor, or, by prioritizing all of your courses so that you can spend more time on the areas that need more of your attention. Remember, earning a high grade is not the most important part of your education. The key is *being able to demonstrate your knowledge.*

Finally, if you need some assistance in planning your way forward, make an appointment with your Student Success Advisor. Be prepared for your appointment with your model route and degree audit available to share with the advisor. The advisor will be able to help you determine the best pathway to success.