



For office use only:

Re-activated	<input type="checkbox"/>
Staff Initials	
Date	

UTM Career Centre Attendance Policy Request for Account Re-Activation

If you have missed or been late for **2 sessions this academic term** and your Career Centre Online account has been de-activated, you may request re-activation of your account. Please provide the information requested below. Please print clearly.

Name: _____ U of T Student Number: _____

U of T Degree/Program/Year of Study: _____

Phone number: () _____ Email (@utoronto): _____

I have read and understood the UT Mississauga Career Centre's Attendance Policy (below) and am aware that if I do not show for a third event, workshop or information session this term, without cancelling my registration at least 24 hours in advance, that my Career Centre Online account will be suspended for the remainder of the academic term. I also understand that this means I will be unable to register for any further events, workshops or information sessions this term, and that I will be withdrawn from any additional workshops and sessions for which I have pre-registered.

Signature: _____ Date: _____

All information provided will remain strictly confidential. Please allow **3 working days** for your request to be processed. All re-activation requests should be submitted in writing to: *UTM Attendance Policy Appeal Committee*, U of T Mississauga Career Centre, Room 3094, South Building, Phone:(905) 828-5451

The University of Toronto respects your privacy. The information is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering Career Centre events. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Office at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

ATTENDANCE POLICY FOR EVENTS, EMPLOYER SESSIONS & WORKSHOPS

This policy applies to all workshops, employer sessions and events, including but not limited to: employer sessions, networking breakfasts, workshops, conferences, information sessions, orientations, panels, etc. organized by the UT Mississauga Career Centre.

CANCELLING YOUR REGISTRATION: Students are always able to cancel their bookings up to 24 hours in advance of the session to avoid any of the consequences noted below. Simply log in to My Events (this link is also accessible on the right hand side of our Events Calendar).

LATE ARRIVALS: Students who arrive **more than 10 minutes late** for workshops or other pre-registered events will be considered as not having attended. Students who arrive late for employer sessions, after the Career Centre staff member has left the door and stopped taking attendance, will also be considered as not having attended.

Please note that at the beginning of each academic term (January, May, and September) the number of missed workshops and events is reset to zero.

If you do not attend one session for which you have signed up, in a given academic term: You will be notified by an email to your @utoronto.ca address, prompting you to log in to check your account status. You should review the consequences for missing any further sessions for which you have signed up.

If you do not attend a 2nd session for which you have signed up, in a given academic term: You will be notified by an email to your @utoronto.ca address, prompting you to log in to check your account status. You remain signed up for and are expected to attend all other workshops and group sessions that you previously registered for, however you will not be able to sign up for any additional workshops or events until you review the Career Centre's Attendance Policy and sign a Re-activation Form. Forms are available on the Career Centre web site and in SE3094. Completed forms must be dropped off at the Career Centre in person. Accounts are normally re-activated **within 3 business days** of the request having been received. Please note that accounts will not be re-activated by Career Centre front desk staff. You should review the consequences for missing any further sessions for which you have signed up.

If you do not attend a 3rd session for which you have signed up, in a given academic term: You will be notified by an email to your @utoronto.ca address, prompting you to log in to check your account status. Your access to sign up for Career Centre events & workshops has been **suspended for the remainder of the academic term**. You will no longer be able to sign up for any additional sessions, workshops or events for the remainder of the academic term. You will not be able to attend upcoming events and workshops for which you have previously signed up.

EXTENUATING CIRCUMSTANCES? Of course, extenuating circumstances do occur. **If you have missed 3 sessions in a given academic term, you may appeal one of the missed events.** Please complete the Appeal Form to have a suspension reconsidered. Forms are available on the Career Centre web site and in SE3094. Completed forms must be dropped off at the Career Centre in person. Appeals are normally reviewed by the Career Centre Appeals Committee **within 3 business days** of the request having been received. Please note that appeals will not be granted by Career Centre front desk staff.