

November 2015

SUBMISSION OF TERM ASSIGNMENTS/TESTS AND MEDICAL NOTES

All assignments should be accepted and returned during your ***scheduled class time or during your office hours (or your TA's office hours)***. However, if for some reason students need to hand their assignments in outside of class time and office hours, please direct them to the main office (room 4020) on the 4th floor of Sidney Smith Hall with these instructions:

- Students can leave assignments in the assignment tray in (which is on the front counter and clearly labelled)
- Assignments must be labelled with the course code and the instructor's name
- There is **NO** timestamp (at the end of every day, assignments will be placed in an envelope in your mailbox, noting the day they were submitted)
- Medical notes can also be left in the tray, but must be placed in an envelope and have the name of the instructor and the course code clearly written on the front

For safety and privacy reasons, please do not encourage students to put assignments directly into your mailboxes.