## 2012-2013 Registration Guide

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**Student Responsibility:** Students are responsible for making themselves familiar with the information in the 2012/2013 Calendar, particularly with the section on Academic Regulations, as well as this Registration Guide and the Web Course Timetable. Students whose registration contravenes the regulations may be withdrawn from courses and be liable for fees assessed, regardless of when the contravention comes to light. Students must maintain current personal information on ROSI including Next of Kin and Emergency Contact information so we know who to contact in a medical emergency. Staff in the Registrar’s Office and the Academic Advising & Career Centre will assist students in interpreting regulations and explaining their application in particular cases. When in doubt, please ask us! Where appropriate, we will help those who encounter unusual difficulties to request special consideration.

This Registration Guide is produced by the U of T Scarborough Registrar’s Office. All information in this guide was accurate at the time of publication, but is subject to change. For any updates or changes consult [www.utsc.utoronto.ca/registrar](http://www.utsc.utoronto.ca/registrar)
<table>
<thead>
<tr>
<th>Activity</th>
<th>F Section</th>
<th>Y Section</th>
<th>S Section</th>
<th>Special Instructions/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of UTSC classes</td>
<td>May 7 -</td>
<td>May 7 -</td>
<td>June 19 -</td>
<td>These dates are different for the Faculty of Arts &amp; Science (FAS) and UofT Mississauga (UTM) courses. See relevant registration material for those dates.</td>
</tr>
<tr>
<td></td>
<td>June 18</td>
<td>August 7</td>
<td>August 7</td>
<td></td>
</tr>
<tr>
<td>View your Course Enrolment Start Times beginning</td>
<td>April 3</td>
<td></td>
<td></td>
<td>Start times can be viewed on ROSI by degree students starting on this date. Note: Start times are not assigned for non-degree students (see course enrolment notes below).</td>
</tr>
<tr>
<td>Course Enrolment begins on ROSI</td>
<td>April 10</td>
<td></td>
<td></td>
<td>All Degree students may begin as early as their start time. Non-degree students begin at 3pm on this date. Students in Co-op Management Programs: These students must take specific Management courses in the Summer in order to participate in the Fall/Winter work study terms. They are given enrolment priority. • Until 4pm on April 10th enrolment in B, C and D level Management and Economics courses are restricted to Co-op Management, Economics and IDS students. Non Co-op Management and Economics Students: • Shortly after 4pm on April 10th enrolment in B, C and D level Management and Economics courses begins. See Web Course Timetable for details.</td>
</tr>
<tr>
<td>Course Load Information</td>
<td>April 10</td>
<td>April 18</td>
<td></td>
<td>Students may: add up to 2.5 credits per session on ROSI add up to 3.0 credits per session on ROSI</td>
</tr>
<tr>
<td>Enrolment in UTM and FAS courses begins</td>
<td>April 19</td>
<td></td>
<td></td>
<td>Note: There are restrictions - see page 7 for rules on taking courses on other campuses. These courses may have different class start and end dates as well as exam period dates. You are responsible for knowing these. Refer to the relevant registration material. UofT Scarborough (UTSC) students must adhere to UTSC financial and academic deadlines. If unsure of these, check with your Registrar's Office staff.</td>
</tr>
<tr>
<td>Deadline to request deferral of fee payment</td>
<td>April 30</td>
<td></td>
<td></td>
<td>Students receiving OSAP may qualify for a fee deferral. For details read the information on page 15 or visit <a href="http://www.utsc.utoronto.ca/registrar">www.utsc.utoronto.ca/registrar</a></td>
</tr>
<tr>
<td>Registration Deadline: Deadline to enrol in initial courses and pay fees</td>
<td>April 30</td>
<td></td>
<td></td>
<td>The minimum payment to register MUST be paid at your bank by this date. See payment procedures on page 13.</td>
</tr>
<tr>
<td>Late Registration Penalty applied</td>
<td>May 1</td>
<td></td>
<td></td>
<td>Students who add their first course after the Registration Deadline are charged a late registration penalty. The fee is $44 the first day plus $5 each business day thereafter to a maximum of $114. See page 11 for details.</td>
</tr>
<tr>
<td>Last day to cancel registration (ie. drop ALL courses) with no minimum charge</td>
<td>*May 6</td>
<td>*May 13</td>
<td></td>
<td>For students registered in any UofT Scarborough or UTM course (see page 12 for details) For students registered in FAS courses ONLY.</td>
</tr>
<tr>
<td>Wait List Feature ends</td>
<td>May 17</td>
<td>May 17</td>
<td>July 5</td>
<td>Check your final status in waitlisted courses. See page 11.</td>
</tr>
<tr>
<td>Last day for registered students to add courses on ROSI</td>
<td>*May 21</td>
<td>*May 21</td>
<td>July 9</td>
<td>Complete transactions on ROSI during hours of operation. (If dropping courses, check the Refund Schedule at <a href="http://www.fees.utoronto.ca">www.fees.utoronto.ca</a>)</td>
</tr>
<tr>
<td>Academic deadline to drop courses from academic record and GPA</td>
<td>June 11</td>
<td>July 23</td>
<td>July 30</td>
<td>Complete transactions on ROSI during ROSI hours of operation. <a href="http://www.rosi.utoronto.ca">www.rosi.utoronto.ca</a></td>
</tr>
<tr>
<td>Period to confirm intent to graduate in November 2012</td>
<td>June 1 to August 1</td>
<td></td>
<td></td>
<td>Confirm your intent on ROSI. For information on what to expect once you have submitted your request, go to <a href="http://www.utsc.utoronto.ca/registrar">www.utsc.utoronto.ca/registrar</a> and select the Graduation tab.</td>
</tr>
<tr>
<td>Reading Week in Y and S courses</td>
<td>June 26 -</td>
<td>June 26 -</td>
<td>June 26 -</td>
<td>No classes held at UofT Scarborough; classes may be held on other campuses.</td>
</tr>
<tr>
<td>Study Break at UofT Scarborough</td>
<td>None</td>
<td>August 8</td>
<td>August 8</td>
<td>Check eService for details.</td>
</tr>
<tr>
<td>UofT Scarborough 2012 Winter Deferred Exam Period</td>
<td>August 8 -</td>
<td>August 8 -</td>
<td></td>
<td>Refer to the relevant registration material. UofT Scarborough (UTSC) students must adhere to UTSC financial and academic deadlines. If unsure of these, check with your Registrar's Office staff.</td>
</tr>
<tr>
<td>UofT Scarborough Final Examination Period</td>
<td>In class</td>
<td>August 13</td>
<td>August 28</td>
<td>View Final Exam Schedule at <a href="http://www.utsc.utoronto.ca/registrar">www.utsc.utoronto.ca/registrar</a></td>
</tr>
<tr>
<td>University Closure Dates</td>
<td>April 6 (Good Friday), May 21 (Victoria Day), July 2 (Canada Day), August 6 (Civic Holiday)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Transactions completed on ROSI only
## IMPORTANT DATES - FALL 2012 & WINTER 2013

<table>
<thead>
<tr>
<th>Activity</th>
<th>F Section</th>
<th>Y Section</th>
<th>S Section</th>
<th>Special Instructions/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of UTSC classes</td>
<td>Sept 10 - Dec 3</td>
<td>Sept 10 - April 8</td>
<td>Jan 7 - April 8</td>
<td>These dates are different for the Faculty of Arts &amp; Science (FAS) and UofT Mississauga (UTM) courses. See relevant registration material for those dates.</td>
</tr>
<tr>
<td>View your Course Enrolment Start Times on ROSI beginning</td>
<td></td>
<td>July 9</td>
<td></td>
<td>Start times available for all degree students. Note: Start times are not assigned to non-degree students (see course enrolment notes below).</td>
</tr>
<tr>
<td>Course Enrolment begins on ROSI</td>
<td>July 16</td>
<td>July 18</td>
<td>July 19</td>
<td>First year degree students Third and fourth year degree students Fifth year CTEP students Second year degree students Non-degree/special students begin any time after 10am (See page 10)</td>
</tr>
<tr>
<td>Course Load Information</td>
<td></td>
<td></td>
<td></td>
<td>Students may: add up to 2.5 credits per session on ROSI add up to 3.0 credits per session on ROSI</td>
</tr>
<tr>
<td>Enrolment in UTM and FAS courses begins</td>
<td></td>
<td></td>
<td></td>
<td>Note: There are restrictions - see page 7 for rules on taking courses on other campuses. These courses may have different class start and end dates as well as exam period dates. You are responsible for knowing these. Refer to the relevant registration material. UofT Scarborough (UTSC) students must adhere to UTSC financial and academic deadlines. If unsure of these, check with your Registrar’s Office staff.</td>
</tr>
<tr>
<td>Deadline to request deferral of fee payment</td>
<td>August 17</td>
<td>November 27</td>
<td></td>
<td>Students receiving OSAP may qualify for a fee deferral. For details read the information on page 15 or visit <a href="http://www.utsc.utoronto.ca/registrar">www.utsc.utoronto.ca/registrar</a></td>
</tr>
<tr>
<td>Registration Deadline: Deadline to enrol in initial courses and pay fees</td>
<td>August 17</td>
<td>August 17</td>
<td>November 27</td>
<td>The minimum payment to register MUST be paid at your bank by this date. See payment procedures on page 13.</td>
</tr>
<tr>
<td>Late Registration Penalty applied</td>
<td>August 20</td>
<td>August 20</td>
<td>November 28</td>
<td>Students who add their first course after the Registration Deadline are charged a late registration penalty. The fee is $44 the first day plus $5 each business day thereafter to a maximum of $114. See page 11 for details.</td>
</tr>
<tr>
<td>Last day to cancel registration (ie. drop ALL courses) with no minimum charge</td>
<td><em>September 9</em></td>
<td><em>September 9</em></td>
<td><em>January 6</em></td>
<td>See page 12 for details.</td>
</tr>
<tr>
<td>Wait List Feature ends</td>
<td>September 16</td>
<td>September 16</td>
<td>January 13</td>
<td>Check your final status in waitlisted courses. See pages 11.</td>
</tr>
<tr>
<td>Last day for registered students to add courses on ROSI</td>
<td><em>September 23</em></td>
<td><em>September 23</em></td>
<td><em>January 20</em></td>
<td>Complete transactions on ROSI during hours of operation. If dropping courses, check the Refund Schedule at <a href="http://www.fees.utoronto.ca">www.fees.utoronto.ca</a></td>
</tr>
<tr>
<td>Academic deadline to drop courses from academic record and GPA</td>
<td>November 19</td>
<td><em>February 18</em></td>
<td><em>March 24</em></td>
<td>Complete transactions on ROSI during ROSI hours of operation. <a href="http://www.rosi.utoronto.ca">www.rosi.utoronto.ca</a></td>
</tr>
<tr>
<td>Period to confirm intent to graduate in June 2013</td>
<td>November 15 - February 15</td>
<td></td>
<td></td>
<td>Confirm your intent on ROSI. For information on what to expect once you have submitted your request, go to <a href="http://www.utsc.utoronto.ca/registrar">www.utsc.utoronto.ca/registrar</a> and select the Graduation tab.</td>
</tr>
<tr>
<td>Reading Week in Y and S courses</td>
<td>February 19 - 22</td>
<td></td>
<td></td>
<td>No classes held at UofT Scarborough; classes may be held on other campuses.</td>
</tr>
<tr>
<td>Study Break at UofT Scarborough</td>
<td>December 4 - 6</td>
<td>April 9 - 14</td>
<td></td>
<td>Check eService for details.</td>
</tr>
<tr>
<td>UofT Scarborough 2012 Summer Deferred Exam Period</td>
<td>December 4 - 21</td>
<td></td>
<td></td>
<td>Check eService for details.</td>
</tr>
<tr>
<td>UofT Scarborough 2012 Fall Deferred Exam Period</td>
<td></td>
<td>April 9 - 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UofT Scarborough Final Examination Period</td>
<td>December 7 - 21</td>
<td>April 15 - 30</td>
<td></td>
<td>View Final Exam Schedule at <a href="http://www.utsc.utoronto.ca/registrar">www.utsc.utoronto.ca/registrar</a></td>
</tr>
<tr>
<td>University Closure Dates</td>
<td>September 3 (Labour Day), October 8 (Thanksgiving), December 22-January 4 inclusive (December Break), February 18 (Family Day), March 29 (Good Friday)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Transactions completed on ROSI only*
QUICK STEPS TO REGISTRATION

Quick steps, here is what you’ll need:

- **Course Calendar** - www.utsc.utoronto.ca/calendar
- **Web Course Timetable** - www.utsc.utoronto.ca/timetable
- **ROSI** - www.rosi.utoronto.ca
- **New students only** - Advice for first year course selection is available online at www.utsc.utoronto.ca/getstarted

**Step 1** Check your contact information on ROSI

- **Email**: The University's official method of communicating with students regarding registration, ROSI notices, student accounts and other important business is through your UTORid (@utoronto.ca) email address. Ensure your UTORid account is active and record your UTmail+ address in ROSI. See details on page 23
- **Standard Mail**: Mail from the University will be sent to your mailing address as it appears on ROSI, so make sure it is current
- **Emergency Contact**: Add this information on ROSI so the University knows who to contact in an emergency (i.e. injury, accident)
- **ROSI**: First-time users should see page 4 for instructions on initiating their ROSI account

**Step 2** Enrol in subject POST(s)

- Returning degree students and new students with at least 4.0 credits (including transfer credits) must enrol in a subject POST appropriate for their degree before course enrolment is permitted. See page 5 for instructions
- The following students should skip to step 3 as they are exempt from step 2: degree students admitted to year one, degree students who have completed fewer than 4.0 credits, incoming exchange students and non-degree students
- Subject POST ROSI codes are available at www.utsc.utoronto.ca/subjectpost

**Step 3** Choose your courses

- Consult the Web Course Timetable at www.utsc.utoronto.ca/timetable and the Course Calendar
- See pages 6-9 for further instructions
- Use the worksheets on page 9
- New students - advice for first year course selection can be found at www.utsc.utoronto.ca/getstarted

**Step 4** Enrol in courses

- Students are assigned a date and time on ROSI to begin their course enrolment - see page 10
- Check for any course specific restrictions and enrolment instructions on the Web Course Timetable at www.utsc.utoronto.ca/timetable
- Add courses online using ROSI - see pages 10-12
- Refer to pages 1-2 for important course enrolment dates and deadlines

**Step 5** Pay your fees

- Pay (or defer) your fees by the deadline to avoid being removed from courses
- Check your registration status on ROSI to ensure your registration is complete
- See pages 13-15 for further information
ROSI - www.rosi.utoronto.ca

ROSI is U of T’s automated student record system. ROSI is the keeper of your data and provides you with access to that information. Course enrolment must be done using ROSI; various other functions are listed on this page under “ROSI Features.” Use of ROSI to enrol in courses means that you agree to abide by all the academic and non-academic rules and regulations of the U of T Scarborough and assume the obligation to pay tuition and related fees according to these policies and requirements. If, due to extraordinary circumstances, you are unable to use ROSI, contact the Registrar’s Office.

The University will contact you through your UTmail+. Make sure you update this in ROSI and check it regularly. See page 23 for instructions on how to activate your official university (@utoronto.ca) email address. Mail from the university is sent to your Mailing address as it appears in ROSI. It is your responsibility to keep this information current. If you are living on campus, remember to update your Mailing address on ROSI each time you move in or out of Student Housing. It is also important to add your emergency contact information on ROSI.

First-time Users: Login

When you access ROSI for the first time, you must login using your student number and your PIN (personal identification number). Your initial six-digit PIN is your date of birth in YYMMDD format (e.g. April 24, 1993 = 930424).

As soon as you login using your birth date PIN, you will be prompted to select a new PIN of your choosing. The new PIN must be a six-digit number. You will also be prompted by ROSI to complete a questionnaire that helps you reset your PIN in case you ever forget it. Initialize your PIN and check your personal information on ROSI for accuracy, well before course enrolment begins.

Your ROSI PIN

Never share your ROSI PIN. Accessing someone else’s ROSI account is considered a very serious offence under the Student Code of Conduct.

ROSI Troubleshooting

If you are having trouble with ROSI, try “AskUS” (www.utsc.utoronto.ca/askus). This interactive database of frequently asked questions can tell you some of the potential reasons for your difficulty. Information is also available at the ROSI website (www.rosi.utoronto.ca).

ROSI Features

You will use ROSI to:
• View your course enrolment start time
• Add or drop courses
• Add and change meeting sections
• Check the status of your course requests
• List courses on your record
• Check available space in a course
• Check your waitlist status for courses
• Print your personal timetable
• View your fees account and print your invoice
• Request a fee payment deferral
• Check your registration status
• Add, drop, change subject POS
• See your grades, GPAs and academic status
• Maintain contact information (email, addresses)
• Maintain next of kin/emergency contact information
• List your ROSI transactions
• Set up direct deposit for fee refunds
• Confirm your intent to graduate
• Print your tuition tax form (T2202A)
• Request a transcript

ROSI - Hours of Operation:

In general, ROSI is available as listed below. Occasionally the hours of operation will change due to system maintenance. Hours of operation and availability are posted from the ROSI homepage under “Hours”

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>12:00 am – 11:45 pm</td>
</tr>
<tr>
<td>Monday</td>
<td>06:00 am – 11:45 pm</td>
</tr>
<tr>
<td>Tuesday - Thursday</td>
<td>12:15 am – 11:45 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>12:15 am – 06:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 am – 11:59 pm</td>
</tr>
</tbody>
</table>
Course Load

U of T Scarborough is on a trimester system with three distinct sessions: Summer, Fall and Winter. This allows you to pursue your studies at the speed that best fits your needs. Most full-time students take a 2.5 credit course load (5 half credit courses) in at least two of these sessions. By doing this, most students pursuing their Honours or BBA (non co-op) degrees may graduate in four years.

Full-time versus part-time status

Students who register in 1.5 credits (60%) or more in a session are considered to be full-time, however, it will take longer than four years to complete your degree. Fewer than 1.5 credits in a session is part-time.

A standard full course load (100%) is 2.5 credits in a session. Taking more is considered a heavy course load and not recommended, unless you have very strong grades with minimal non-academic commitments.

Course Calendar

Course descriptions and degree/program requirements are listed in the Calendar. It also outlines course prerequisites, corequisites, exclusions and U of T Scarborough rules and regulations. You are responsible for knowing about these.

Prerequisites, Corequisites, Exclusions, Extra Courses, Waivers and Degree Requirements

Prerequisite: A course required as preparation for a higher level course. Any prerequisite listed must be passed before a course is taken. Many departments conduct prerequisite checks and if you do not have this requirement you may be refused enrolment in the course. This can happen after classes begin when it may be too late to replace it with another course. A prerequisite taken out of sequence (i.e. after) will be assessed as an “extra course.”

Extra course: Credit is not granted for extra courses. The course and the grade will appear on your transcript, but the grade will not be included in your grade point average. If appropriate, it may be used to satisfy program requirements, but will not count towards your degree.

Corequisite: A course to be taken concurrently with another course. It must be taken together with the course, unless you have previously received credit for it.

Exclusion: A course with content too similar to another for credit to be given to both. A student will not receive degree credit for a course that is listed as an exclusion for a course in which he/she has obtained a passing grade. It will be assessed as an extra course.

Note: ROSI does not check prerequisites, corequisites, or exclusions. Students are responsible for this.

Waivers: Should your Program Supervisor approve changes to your program requirements, you must submit a Program Exception form to the Registrar’s Office. If you are granted permission from an Instructor to take an elective course for which you do not have the prerequisite you do so at your own risk. There is no waiver for this; it is simply an agreement between you and your Instructor. If you subsequently take the prerequisite course you will not receive credit for it towards your degree.

Degree Requirements

Resources are available for you to check or track your degree requirements:
- In the Calendar ([www.utsc.utoronto.ca/calendar](http://www.utsc.utoronto.ca/calendar))
- In person at the Academic Advising & Career Centre
- Degree Navigator (online academic audit) at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

Note: Academic departments do not have the authority to waive degree requirements.

Course Timetable

[www.utsc.utoronto.ca/timetable](http://www.utsc.utoronto.ca/timetable)

The U of T Scarborough course timetable is online. This timetable lists course meeting times and locations. It also includes enrolment restrictions and any special enrolment instructions that you may need to follow.

Use the worksheets on page 9 to map out your conflict-free schedule!

Understanding Course Codes

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Example: ANTA01H3F</td>
<td>Intro to Anthropology - see Calendar</td>
</tr>
<tr>
<td>ANT</td>
<td>letters indicate the discipline (Anthropology)</td>
</tr>
<tr>
<td>A01</td>
<td>First letter indicates the level (first year begins with A, 2nd year begins with B….)</td>
</tr>
<tr>
<td>H</td>
<td>Indicates credit value</td>
</tr>
<tr>
<td>Y=1.0 credit</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Campus identifier</td>
</tr>
<tr>
<td>3=UTSC, 1=FAS, 5=UTM</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Session Code (when course runs): F = Sep - Dec or May - June</td>
</tr>
<tr>
<td>S = Jan - Apr or June - August</td>
<td></td>
</tr>
<tr>
<td>Y = Sep - Apr or May - August</td>
<td></td>
</tr>
</tbody>
</table>
ENROL IN SUBJECT POST(s)

Step 2 | Enrol in subject POST

What is a subject POST?

A subject POST is a program of study: a package of courses designed to provide direction in a particular academic area. It may be a specialist, major or minor program and is one of the requirements for completion of a degree. See the "Degrees" section of the Calendar.

U of T Scarborough students can only enrol in subject POSTs offered by U of T Scarborough. If you have completed 4.0 or more university credits you must enrol in the minimum appropriate combination of subject POSTs before your course enrolment period starts, or you will be blocked from enrolling in courses. Appropriate combinations of subject POSTs are listed in the Degrees section of the Calendar.

Types of subject POST(s)?

Unlimited enrolment subject POSTs:

- These have no enrolment requirements other than completion of at least 4.0 university credits.

Limited enrolment subject POSTs:

- Demand exceeds available space for this type of subject POST. Check application criteria on the subject POST website. At specific times, students compete for a place on the basis of courses, grades and, sometimes, other criteria. As application results will not be available until after course enrolment begins for the session, you must enrol in an alternate "unlimited" subject POSTs (and courses) as back up in case you are not offered admission to the limited enrolment subject POST.

When to enrol in a subject POST

Beginning April 5th, students who will have completed 4.0 or more university credits (including transfer credits) must be enrolled in a subject POST in order to be eligible to enrol in courses. Incoming exchange students, non-degree students, and degree students with fewer than 4.0 completed credits are exempt from this process.

How to enrol in a subject POST(s)

Subject POST enrolment/application is done on ROSI. Before you log in to ROSI you will need to find the appropriate ROSI subject POST code. ROSI codes and instructions for each subject POST are available at www.utsc.utoronto.ca/subjectpost It is important to follow any special application instructions listed beside the application.

Unlimited enrolment subject POSTs

- Add the subject POST code on ROSI. The status field next to the code will read "ACTIVE". This means you have successfully enrolled in the subject POST.

Limited enrolment subject POSTs

- Apply to these on ROSI during the appropriate request period and then, after your grades are available, check back for your status. If you are offered admission to the subject POST, you must respond to the offer on ROSI by the deadline. See the chart below for request period dates and deadlines. If you miss the deadline, you must reapply again during the next request period.
- BBA programs - if you apply and are refused for BBA co-op you will automatically be considered for BBA non co-op. Do not apply for both!
- Some limited enrolment programs have a higher fee structure. See page 17.

If eligible to apply at the end of 2012 Winter Session

<table>
<thead>
<tr>
<th>Request period</th>
<th>April 5 - May 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation (offer) dates</td>
<td>mid - June</td>
</tr>
<tr>
<td>Deadline to accept invitation</td>
<td>June 22</td>
</tr>
</tbody>
</table>

If eligible to apply at the end of 2012 Summer Session

<table>
<thead>
<tr>
<th>Request period</th>
<th>July 3 - August 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation (offer) dates</td>
<td>mid - September</td>
</tr>
<tr>
<td>Deadline to accept invitation</td>
<td>September 23</td>
</tr>
</tbody>
</table>

Check the status of your requests on ROSI.
Definitions are below:

REQ: You have requested admission to the subject POST. Your request is being reviewed.

INV: You have been invited (offered admission) to the Subject POST. If you intend to accept the invitation respond on ROSI by the deadline. Your status will then be active. Once you have accepted, make sure you delete any unwanted subject POSTs on your record, and adjust your courses if necessary. Do not enrol in more than one limited enrolment specialist or co-op program.

ACT: You are officially enrolled in the subject POST (active).

REF: You have been refused admission to the subject POST. Check the application instructions to determine where you did not meet criteria. Often there is a minimum GPA requirement. If it is still unclear, discuss your status with the Program Supervisor. If you need assistance setting new goals, visit the Academic Advising & Career Centre (AC213).

Subject POST website: www.utsc.utoronto.ca/subjectpost
Course Meeting Sections
Meeting section refers to when a class is scheduled. All courses have a lecture (lec) meeting section. These are listed on the course timetable. If there is more than one lecture section, select the one that best fits your schedule. Many courses have tutorial and/or practical components to them. These will be listed under the course code on the timetable. Select a meeting section for these as well.

Course Restrictions & Instructions
These are listed on the course timetable. If a “C” or “I” link is listed beside the course, click on the link to view the restrictions or special enrolment instructions. Restrictions can be based on year of study, grades, subject OR degree. Instructions can be specific or based on portfolio, testing, performance etc.

Tutorials
Most tutorials begin after the first lecture is scheduled.

Course Conflicts
Do not enrol in courses with meeting times that conflict!
• Students who knowingly enrol in courses that conflict should not expect that a section change will be approved by the professor at a later date.
• Students should not expect special consideration if they choose to remain in courses that conflict.
• Note: Most classes begin 10 minutes after the listed start time to allow time to get from one class to the next.

Web Option Courses
U of T Scarborough offers a number of web option (on-line) courses. If you have never taken a web option course before, we understand you may be a little reluctant to do this. However, you will be interested to know that many of our students come to prefer this style of teaching as they appreciate the merits of being able to go back to review lectures and the ability to watch their lectures from the comfort of home at a time of their choosing. For details, visit the Registrar’s Office website.

Courses Offered by Other U of T Campuses
Enrolment in these courses begins later in the course enrolment period (see pages 1-2). Over the course of your U of T Scarborough degree, you may take up to 5.0 credits in other Arts & Science divisions of U of T. No more than 1.0 of your first 4.0 credits at U of T Scarborough may be taken on another campus (students with transfer credits-see page 19). Students who were admitted before Summer 2003 should consult the relevant calendar for regulations. If you wish to take a program credit on another campus you must first obtain permission from your Program Supervisor and complete a Program Exception form.

Courses on other campuses may have different class start and end dates as well as exam period dates. You are responsible for knowing these. Refer to the relevant registration material. U of T Scarborough students must adhere to U of T Scarborough financial and academic deadlines. If unsure, contact the Registrar’s Office.

Intensive (3 week) courses are offered on the St. George campus during the Summer session. These courses often have different add and drop dates. For details go to: www.utsc.utoronto.ca/registrar - select Current Students.

Course Load Restrictions
Students on Academic Probation are:
• permitted to take a maximum course load of 2.0 credits (ie. 4 half credit courses) in a session.
Within 7 days of notification of standing, students who violate this rule will be removed from ALL courses.
• required to meet with an advisor to discuss what led to their probation and to plan strategies to improve academic performance. Details at: www.utsc.utoronto.ca/registrar - select Current Students.
• strongly discouraged from taking Y section courses that run September to April. Academic standing will be assessed at the end of the Fall session. Students suspended at that time will be removed from courses that begin or continue in January. There will be NO fee refund for Y section courses.

Students With Deferred Exams
Students with approval to write deferred examinations will have their course load in that session reduced by the number of exams deferred. For the purpose of calculating the course reduction, the normal course load per session is considered to be 2.5 credits. For example, a student writing a deferred exam in the Fall deferred exam period with a credit weight of .5 (half credit) would be permitted to enrol in a maximum course load of 2.0 credits in the Fall session.

<table>
<thead>
<tr>
<th>Credit weight of deferred exam(s)</th>
<th>Maximum course load permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>2.0 credits</td>
</tr>
<tr>
<td>1.0</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>1.5</td>
<td>1.0 credits</td>
</tr>
<tr>
<td>2.0</td>
<td>0.5 credits</td>
</tr>
<tr>
<td>2.5</td>
<td>not permitted to enrol in any courses</td>
</tr>
</tbody>
</table>
www.utsc.utoronto.ca/timetable

This is U of T Scarborough’s schedule of courses, and is different from the timetable you see on ROSI. It is an important tool that you will require in order to make informed decisions about your course enrolment.

In addition to listing course meeting times and locations, the Web Course Timetable outlines any course restrictions and describes special enrolment instructions. See these by clicking on the appropriate link located beside the course code. Changes and updates are also posted here. Students should reference the web course timetable regularly.

How to Read the Course Timetable

- Indicates if a waitlist will exist if the course becomes full.
- Click on link to view course restrictions & any special enrolment procedures.
- Click on link to see calendar course description and requirements (ie. prerequisites, corequisites, exclusions).
- Click on link to see additional course information.
- Click on Departmental course web page.
- Any changes recorded here.
- Room changed 01/19/10.
Create your conflict-free schedule using the worksheets below. Schedule courses in this order: required courses with one section; required courses with section choices. If you plan to study in both the Fall and Winter sessions enrol in these now. Don’t wait until later as space may be limited. Course meeting times and information can be found on the Course Timetable (www.utsc.utoronto.ca/timetable). Before choosing courses read the course description in the Calendar (www.utsc.utoronto.ca/calendar) to ensure you meet any requirements for the course. ROSI will not check this for you when you enrol. It is your responsibility!

Worksheet A

Pencil in your course meeting times and any other time commitments you may have.
Note: most courses begin 10 minutes after the hour to allow time for students to move from class to class.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 am</td>
<td></td>
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<tr>
<td>10 am</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11 am</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12 noon</td>
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<tr>
<td>1 pm</td>
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<tr>
<td>2 pm</td>
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<td>3 pm</td>
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<tr>
<td>4 pm</td>
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<tr>
<td>5 pm</td>
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<tr>
<td>6 pm</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7 pm</td>
<td></td>
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<tr>
<td>8 pm</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Worksheet B

Complete this worksheet before you login to ROSI. Be sure and add alternate meeting section choices in case your first choice is unavailable. Once you enrol in courses on ROSI, print out your personal schedule. ROSI will highlight any conflicts that need to be resolved.

<table>
<thead>
<tr>
<th>Academic Activity (Course Code)</th>
<th>Section Code</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>1st Choice</th>
<th>2nd Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. MGTA03H3</td>
<td>F</td>
<td>Lec 02</td>
<td>Lec 01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enrol in Courses

COURSE ENROLMENT

Course enrolment is done on-line using ROSI - New students should read about ROSI on page 4 before attempting course enrolment.

Degree students are provided with a start date and time for course enrolment. This allows smooth access and reduces the number of failed attempts to register using ROSI. The start date and time is based on year of study. Year of study will be assessed by the number of credits, including transfer credit, you expect to complete by the end of 2012 Winter for Summer course enrolment, and by the end of 2012 Summer for Fall/Winter course enrolment. The chart below indicates when you can view your start date and time on ROSI, and when course enrolment starts for each year of study group.

SUMMER SESSION

<table>
<thead>
<tr>
<th>Year of Study (based on credits)</th>
<th>View Start Time on ROSI beginning:</th>
<th>Course Enrolment begins on ROSI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One - fewer than 4.0 credits</td>
<td>April 3</td>
<td>April 10</td>
</tr>
<tr>
<td>Year Two - 4.0 - 6.5 credits</td>
<td>April 3</td>
<td>April 10</td>
</tr>
<tr>
<td>Year Three - 9.0 - 13.5 credits</td>
<td>April 3</td>
<td>April 10</td>
</tr>
<tr>
<td>Year Four - 14.0+ credits</td>
<td>April 3</td>
<td>April 10</td>
</tr>
<tr>
<td>Year Five CTEP - 19 + credits</td>
<td>April 3</td>
<td>April 10</td>
</tr>
<tr>
<td>Non-degree, special &amp; visiting students</td>
<td>n/a</td>
<td>April 10 starting 3pm</td>
</tr>
</tbody>
</table>

FALL/WINTER SESSIONS

<table>
<thead>
<tr>
<th>Year of Study (based on credits)</th>
<th>View Start Time on ROSI beginning:</th>
<th>Course Enrolment begins on ROSI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One - fewer than 4.0 credits</td>
<td>July 9</td>
<td>July 16</td>
</tr>
<tr>
<td>Year Two - 4.0 - 6.5 credits</td>
<td>July 9</td>
<td>July 19</td>
</tr>
<tr>
<td>Year Three - 9.0 - 13.5 credits</td>
<td>July 9</td>
<td>July 18</td>
</tr>
<tr>
<td>Year Four - 14.0+ credits</td>
<td>July 9</td>
<td>July 18</td>
</tr>
<tr>
<td>Year Five CTEP - 19 + credits</td>
<td>July 9</td>
<td>July 18</td>
</tr>
<tr>
<td>Non-degree, special &amp; visiting students</td>
<td>n/a</td>
<td>July 23 starting 10am</td>
</tr>
</tbody>
</table>

Adding Courses

It is important that students begin their course enrolment as soon as possible once their course enrolment window opens. Every effort should be made to finalize schedules well before the end of the first week of classes. Sessional deadlines for adding courses are strictly enforced and can be found in this Guide (pages 1-2) and the Calendar.

Pre-Enrolment into Courses for Newly Admitted Students

Some newly admitted students will be pre-enrolled into some of their “required” courses based on the area of study they have been admitted to. We recommend that you build your schedule around these courses.

Pre-enrolment will only select lectures; you must enrol in any tutorials or practicals associated with your courses as well as any additional courses to complete your desired course load. If the meeting day/time selected does not fit with your other commitments you may select another lecture section if it is available, or you may choose to take it in another session. Course meeting times are listed at: www.utsc.utoronto.ca/timetable

One of the benefits of pre-enrolment is to allow you to take core courses with many of the same students. The intent is to facilitate “study clusters.” Students who participate in study clusters increase their ability to succeed academically!

Course Capacities

It is University policy that the number of students enrolled in a course cannot exceed the capacity of the room as dictated by fire regulations. U of T Scarborough makes every attempt to ensure the room assigned will accommodate the number of students expected to enrol; due to space constraints and demand some students may not obtain space in every course or meeting section they want. Some courses are assigned lower capacities than room size for educational purposes. If you are not officially registered, you do not have a right to be in the class. Some courses have waitlists - see below. Students who require specific courses that cannot be taken during another session and who have been unsuccessful adding the course on ROSI should discuss their situation with the Program Supervisor for the course during the first week of class.
Course Waitlists

Waitlists enable you to reserve a space that may become available in a lecture meeting section(s) that is currently full, or the enrolment category which you satisfy is currently full. If space becomes available, and you are next on the wait list, you will automatically be enrolled in the meeting section. Waitlists do not guarantee you a space in the meeting section, but allow you to wait for a space if one becomes available.

If you are still on a waitlist by the start of classes, you are NOT entitled to attend the course. Think carefully about replacing the waitlist course with another that you can enrol in. There are risks in joining a course late. Missed assignments may not be graded and should you decide to drop the course your fees will be assessed in accordance with the Refund Schedule. Fee refunds are not petitionable. The University only adjusts fees when there is evidence of error by the University.

Notations

- Not all courses have a waitlist. Check the Web Timetable (www.utsc.utoronto.ca/timetable) to see which courses have a waitlist option available.
- For waitlist period dates see pages 1-2.
- Starting on the day after the waitlist feature ends, list your courses on ROSI. Make any course adjustments before the deadline to add courses.
- You may waitlist a maximum of 1.0 credit per session - see Table A.
- Waitlist requests are factored in to the maximum course load permitted in a session. See Table B as well as Course Load Notes on pages 1-2.
- Waitlists are available only for lecture meeting sections. If you are successful enrolling in the lecture, you will still need to add any tutorial or practical meeting sections associated with the course.
- You may waitlist for any number of lecture meeting sections of the same course. Regardless of how many meeting sections you waitlist for in a particular course, it will still only count once. If you are subsequently enrolled into any one of these waitlisted lecture meeting sections, you will automatically be removed from the waitlist for that course. Make sure you only waitlist for meeting sections that fit your schedule and you are willing to take.
- You cannot be enrolled in a lecture meeting section for a particular course, and waitlist for another meeting section in that same course. If you try this, you will be placed on the waitlist and will lose your original place in the course (including any practicals/tutorials associated with the course).
- You may modify your lecture meeting section waitlist request. If you cancel your request and add yourself back on the waitlist again later, your name goes to the bottom of the list and cannot be reinstated in the original spot.

- List your courses on ROSI often. They will appear as follows: approved (successful enrolment), interim (request awaiting decision), refused (unsuccessful enrolment or removed), or wait (waitlisted). For more details about “Waitlist” go to: www.utsc.utoronto.ca/registrar and click on Current Students > Course Enrolment

<table>
<thead>
<tr>
<th>Course Weight (indicates credit value)</th>
<th>Section Code (indicates when the course runs)</th>
<th>Waitlist Credit Value for Summer Session</th>
<th>Waitlist Credit Value for Fall Session</th>
<th>Waitlist Credit Value for Winter Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Y</td>
<td>1.00</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>H</td>
<td>Y</td>
<td>0.50</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Y</td>
<td>F</td>
<td>1.00</td>
<td>1.00</td>
<td>–</td>
</tr>
<tr>
<td>H</td>
<td>F</td>
<td>0.50</td>
<td>0.50</td>
<td>–</td>
</tr>
<tr>
<td>Y</td>
<td>S</td>
<td>1.00</td>
<td>–</td>
<td>1.00</td>
</tr>
<tr>
<td>H</td>
<td>S</td>
<td>0.50</td>
<td>–</td>
<td>0.50</td>
</tr>
</tbody>
</table>

Late Registration (after registration deadline)

Students who enrol in their first course after the registration deadline for the session will be charged a late registration penalty (see pages 1-2). The late registration penalty is $44 the first day late, plus $5 each additional business day, to a maximum of $114. This fee must be paid at the Registrar’s Office and is not included on the fees invoice.

Late registrants must follow these procedures:

- Pay your fees immediately and show proof of payment to Registrar’s Office staff by the financial cancellation date for the session (page 13). Failure to do this will result in being withdrawn from courses.
- Pay the late registration penalty at the Registrar’s Office.

This penalty also applies to students who request reinstatement because they were withdrawn from courses for non-payment.
Dropping Courses

If you decide that you do not want a course, you should drop it on ROSI as soon as possible. Do not occupy a space you do not want. You are responsible for any fees and academic penalties incurred if you do not drop courses by the appropriate deadlines even if you have not attended the course.

Financial Implications

Any fee credit resulting from a dropped course will be applied first towards outstanding fees on your account and then towards a refund, which will be mailed to you or directly deposited into your bank account. For faster processing of a refund, set up Direct Deposit information on ROSI (under Personal Information) and then send a refund request to info.studentaccount@utoronto.ca.

If you decide, after enrolling in courses, that you wish to drop from a full-time to part-time course load, you must do this by dropping courses on ROSI by the 100% fee refund deadline. Otherwise, you will be charged for full-time incidental fees regardless of your course load. To ensure accuracy always list your courses on ROSI after you make changes.

Making Course Changes

If you drop a course and replace it with another, it is considered as two separate transactions. Your fees for the dropped course will be assessed based on the financial refund schedule, and a charge will immediately be added to your financial account for the added course. If you wish to change sections for a course you are enrolled in, and there is space in the section you want, simply do this on ROSI. Section changes can be done on ROSI by the last day to add courses for the session (see pages 1-2). After that, section changes can only be made in the Registrar’s Office with permission of the Instructor.

Changing Meeting Sections in a Course

Students may change meeting sections on ROSI (using the modify feature) provided there is space, until the last day to add courses for the session. After that changes must be recorded in person in the Registrar’s Office.

Cancelling your Registration

Should you decide to cancel ALL your courses in a session, ROSI will prompt you when you are about to cancel your final course in the session, and ask if you would like to cancel your registration. If you are sure that you do not intend to enrol in other courses for the session, go ahead and cancel your registration. If you intend to enrol in additional courses, do not cancel your registration as this will block you from adding courses. If you cancel your registration in error, you will need to come to the Registrar’s Office to reactivate your session. If you wish to cancel your registration for the session and avoid a minimum fee charge, drop all your courses before the first day of classes for the session (see pages 1-2). Otherwise, fees will be assessed according to the refund schedule.

Sessional and Financial Deadlines

What is the Difference?

Sessional (academic) deadlines are dates for adding and dropping courses. Missing a deadline could have a negative effect on your academic record (e.g. receiving a failing grade for a course you did not attend or drop on time—this will show up on your transcript and be calculated in your GPA). Sessional dates are listed in the Calendar, and on the Registrar’s Office website. If you do miss the academic deadline to withdraw from a course, speak with an Academic Advisor concerning the late withdrawal (LWD) option.

Financial (refund) deadlines are different from sessional deadlines and refer to financial implications of dropping courses. If you miss a financial deadline, you could end up paying fully or partially for a course you do not want!

There are two refund schedules (fees charged by program and fees charged by course).

Make sure you refer to the correct schedule. The refund schedule for Programs relates to upper year students who are registered full time in the CTEP, BBA or Computer Science programs and pay a flat rate (see page 17). If you are unsure which schedule applies to you, enquire at the Registrar’s Office or Student Accounts well before the deadlines.

Exceptions to the refund schedule will only be considered when there is evidence of error by the University. Consult the Student Accounts website for financial deadlines at: www.fees.utoronto.ca
This step is necessary in order to change your registration status on ROSI from INVIT (you’re enrolled in classes) to REG (you have secured a place in your classes).

To change your status you must:
• Pay at least the minimum-amount-to-register payment - 65% of the total amount on your invoice or
• Obtain approval to defer the minimum-amount-to-register payment

Fee Assessment
In mid July (for Fall/Winter sessions) and mid April (for the Summer session), the Student Accounts Office will assess your fees based on your program and course selections. You will then be able to see your fees charges on ROSI (under Financial Account). View your account in “invoice format” to see the charges for tuition, incidental fees and the minimum payment amount required to register.

Your Fees Invoice
• Your fees invoice is available for viewing or printing when you login to ROSI.
• The invoice shows you the total amount of tuition and incidental fees you are required to pay.
• The minimum-amount-to-register payment is displayed on the invoice.
• You must pay (or defer) at least the minimum amount by the Registration Deadline below.
• The University does not automatically mail an invoice. If you need an official invoice, request one from the Registrar’s Office or the Student Accounts Office.
• We expect you to view your account and make the appropriate payment at a bank by the registration deadline.

The University expects you to monitor your invoice throughout the year as the amount owed can change depending on when you add or drop courses (or get into a waitlist course). All fees must be paid in full by the end of the academic session.

Deadlines to Pay or Defer Your Fee Payment
If you plan on enrolling in additional courses after the registration deadline, you must still make an initial payment by the registration deadline. Additional payments can be made later.

<table>
<thead>
<tr>
<th>SESSION</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>April 30</td>
</tr>
<tr>
<td>Fall only</td>
<td>August 17</td>
</tr>
<tr>
<td>Fall &amp; Winter</td>
<td>August 17</td>
</tr>
<tr>
<td>Winter only</td>
<td>November 27</td>
</tr>
</tbody>
</table>

Avoid Removal from Classes
It can take between 3 to 10 business days for your tuition payment (or your request for a fee deferral) to be recorded on your ROSI account. You should monitor your registration status on ROSI to ensure your registration status changes from INVIT to REG. To confirm receipt of your payment (or approval of fee deferral request):

1. Login to ROSI
2. Select “Personal Timetable” from the main menu
3. Look for your Registration Status.
   • INVIT means your payment has not been received or your deferral request has not been approved.
   • REG means your registration is complete.

Late payment or late request to defer fees can result in severe consequences.

Students with an INVIT status on the Financial Cancellation date will be removed from courses and their course space will be given to other students if:
• payment has not arrived; or
• an approved fee deferral request has not been recorded

Financial Cancellation occurs on the following dates:
Summer Session - May 11, 2012;
Fall only and Fall/Winter Sessions - August 30, 2012;
Winter Session - December 7, 2012.

What to Do if your Registration Status Doesn’t Change
Don’t wait until the last day. If the Financial Cancellation date is approaching and your registration status still shows as INVIT, bring proof of payment (or proof of fee deferral) to the Registrar’s Office and staff will assist you.

How to Pay Your Fees
Although you do not need an invoice to pay your fees you will need your U of T account number. Your account number consists of the first 5 characters of your surname (upper case) and 10 numbers (your student number with leading zeroes). Your account number is displayed when you view your account in invoice format (see methods of payment).
Methods of Payment

Internet, Telephone or ATM Banking

- You need to set up this option with your bank (or financial institution).
- Follow the bill payment procedures.

In Person at a Financial Institution

- Take a copy of your ROSI invoice with you to the bank (or other financial institution)
  - Login to ROSI and go to Financial Account
  - Choose Invoice Format
  - Print the invoice

Exceptions

1. The National Bank of Canada doesn’t offer the ability to pay your U of T account online. Students must pay in person at a branch and must use an official U of T invoice (not a printout from ROSI).
2. The HSBC Bank of Canada requires an official U of T invoice to make payments at the ATM or bank teller.

You may request an official invoice from the Registrar’s Office or the Student Accounts Office.

How to set up internet/telephone banking with your financial institution

Fees payment can be processed at any of the financial institutions listed below and most credit unions. Visit the appropriate websites for detailed instructions on how to set up online (personal) banking privileges:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of Montreal</td>
<td><a href="http://www.bmo.com">www.bmo.com</a></td>
</tr>
<tr>
<td>Canada Trust</td>
<td><a href="http://www.tdcanadatrust.com">www.tdcanadatrust.com</a></td>
</tr>
<tr>
<td>CIBC</td>
<td><a href="http://www.cibconline.cibc.com">www.cibconline.cibc.com</a></td>
</tr>
<tr>
<td>HSBC Bank Canada</td>
<td><a href="http://www.hsbc.ca/hsbc">www.hsbc.ca/hsbc</a></td>
</tr>
<tr>
<td>Royal Bank (RBC)</td>
<td><a href="http://www.royalbank.com">www.royalbank.com</a></td>
</tr>
<tr>
<td>Scotiabank</td>
<td><a href="http://www.scotiabank.com">www.scotiabank.com</a></td>
</tr>
</tbody>
</table>

Paying from outside Canada (International Students)

Full details are available at the Student Accounts website: www.fees.utoronto.ca under “Making a Payment” section.

All payments must be accompanied by the student’s name, student number and (if possible) his or her program of study.

There are three methods by which you may send money to the university:

1. Travelex Bank-to-Bank Transfer
   This option allows students to pay the Canadian dollar payment in the currency of choice at a local bank at a competitive exchange rate and with NO transaction charges from Travelex or the University of Toronto.
   There is a link on the Student Accounts website for this option.

2. Bank Draft or Money Order
   1. Mail a bank draft or money order in Canadian funds, payable to the 'University of Toronto'. Include your student number on the payment
   2. Mail or courier payment to the Student Accounts address below.

3. Transfer Funds from Your Bank
   Transfer funds from your bank to the University of Toronto bank account.
   Royal Bank of Canada
   648 Spadina Avenue
   Toronto, ON M5S 2H7
   Transit & Account #05802 0000018, FI #003.
   The Swift/Sort Code is ROYCCAT2.

Please note: With this method there will be some additional charges from both your home bank and perhaps an intermediate bank which will also levy a charge. Include your student number on the transfer.

See details on the Student Accounts website.

How Long Does It Takes for Your Payment to Reach U of T?

- It normally takes 3-5 business days for payments from major Canadian banks to appear in your financial account.
- It can take from 5-10 business days or more for payments from Canadian credit unions and payments from outside Canada to appear in your financial account.

Monitor Receipt of Your Payment on ROSI

You need to monitor receipt of your payment on ROSI to ensure it arrives before the FinancialCancellation date. (page 13). You will be able to see your fee payments on ROSI (click on the Show Payments button in the Financial Accounts Screen).

Owe fees from a previous session?

Students with outstanding debt from previous sessions will be denied further registration. Fees payments will be applied first to any outstanding debt from previous sessions before being applied to the current session. Ensure that your payment is sufficient to cover all arrears as well as the minimum-amount-to-register payment for the current session.

Paying for course changes

If you make course changes, make it a habit to check your financial account on ROSI. If the changes result in a higher balance, simply make an additional payment. If the changes result in a credit balance, the university will mail a refund. However if you prefer to receive your refund quicker, you can set up your banking information on ROSI for direct deposit to your bank account.
Fee Payment Deferrals and other Financial Arrangements

A fee payment deferral is a special financial arrangement available to a qualified student who cannot make the minimum tuition payment by the registration deadline date of a session. **If you have unpaid fees from a previous session, you may NOT defer current session fees.**

- This arrangement is temporary and you are expected to pay your tuition as soon as you can.
- Fee deferral does not exempt students from applicable service charges for late payment.
- Before you make a financial arrangement, you must clear any balance (arrears) from a previous session.

Fee Payment Deferral Request Dates

Qualified students may request a deferral of the minimum-amount-to-register payment during the following periods:

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>April 16 - April 30</td>
</tr>
<tr>
<td>Fall only</td>
<td>July 16 - August 17</td>
</tr>
<tr>
<td>Fall &amp; Winter</td>
<td>July 16 - August 17</td>
</tr>
<tr>
<td>Winter only</td>
<td>November 1 - November 27</td>
</tr>
</tbody>
</table>

OSAP Recipients

If you have applied for OSAP, and you cannot make the minimum payment by the registration deadline (pages 1-2) for the session, you may defer your fee payment until your OSAP funding arrives. To qualify for a fee deferral you must have:

1) applied for OSAP by March 31st for the Summer; and/or
2) by June 30th for the Fall or Fall/Winter (recommended); and
3) received a Notice of Assessment (see your OSAP online account under Funding Issued).

Students who apply for OSAP can apply for a fee deferral using ROSI. Allow approximately 5 to 7 days from the date you submitted your OSAP application before you request a fee deferral on ROSI.

Out-of-Province or U.S. Student Loan Recipients

If you have applied for student loan assistance from another Canadian province or territory, and you cannot make the minimum payment by the registration deadline for the session, you may defer your fee payment until you receive your funding. Online Tuition Fee Deferral through ROSI is also available to United States FFELP Loan Recipients.

BEFORE applying for your Fee Deferral on ROSI, you must confirm you have qualified for student aid:

1. Bring your provincial Notice of Assessment to Admissions & Awards at 172 St. George Street; or
2. Fax a copy of your provincial Notice of Assessment to 416.978.7022;
3. Include a cover sheet indicating your name, student number and college/faculty.
4. Wait 3 days.
5. Submit your application thorough ROSI.

Applying for a Fee Deferral on ROSI

To apply for a fee deferral during the appropriate request period (see above) on ROSI:

1. Log in to the Student Web Service (SWS).
2. Select OSAP/Gov't Deferral.

You will know immediately if your fee deferral application was successful and the application will be noted in your activity log. If you are not successful with your first attempt, try again in 1 to 2 business days. If you continue to experience a problem or you receive an error message contact the Registrar’s Office through AskUs or in person.

Scholarships Recipients

Complete a Fee Deferral application form and attach confirmation of your funding value (i.e. award letter). An application form can be obtained from the Downloads section of Registrar’s Office website.

Mail or fax (416.287.7528) the application and the documentation to the Registrar’s Office during the appropriate request period on this page.

We will consider two types: A scholarship offered by the University of Toronto or an external award paid to the student by the University of Toronto. External awards paid directly to students are not eligible for tuition fee deferral.

Sponsorship by Third Party

If your fees will be paid by an outside organization that requires an invoice from the University, your fees may be temporarily deferred until payment is received from the third party. Prior to the Registration Deadline date:

1. Request an official invoice from the Registrar’s Office or Student Accounts (page 14);
2. Check the box on your invoice indicating “Sponsor billing” and print the name of the sponsoring agency.
3. Attach a copy of the letter you received from the organization stating they will pay your fees.
4. Mail, fax or take these to Student Accounts or the Registrar’s Office, by the registration deadline.
5. Allow approx. 5 business days and check SWS/ROSI to confirm that you are registered.
Tuition Waiver for University Staff or Dependents

1. Pay the incidental/ancillary fees and the Student System Access Fee through your bank by the registration deadline.
2. Submit your Staff/Dependant Tuition Waiver Request form, approved by Human Resources, to Student Accounts by mail or in person.
3. Keep a copy of the waiver form for your records. See the Collective Agreement for any changes in the rules.

Government Student Assistance

Canadian provinces and territories administer federal and provincial student loans programs to assist students pay for their postsecondary education. Depending on the student situation, the student may receive a loan and/or a grant. Loans are interest-free and non-repayable as long as the student remains registered in their classes.

Ontario Student Assistance Program (OSAP)

In Ontario full time students can apply for assistance through the Ontario Student Assistance Program (OSAP). To receive your funding you must maintain a minimum course load of 60% (1.5 credits per semester). Students with a permanent disability must maintain a minimum course load of 40% (1.0 credit per semester). Course load averaging over 2 semesters is not permitted.

How to Apply for OSAP

Summer (May to August)

1. If you received OSAP funding in the 2012 Winter semester you must complete a 2012 Summer Re-instatement Application.
   - The application will be available in mid March from our website or at the Registrar’s Office.
   - Return the completed application to the Registrar’s Office for processing.
2. If you did not receive OSAP funding in the 2012 Winter semester you must apply online at: http://osap.gov.on.ca.
   - Use the 2011-2012 application
   - Select the correct study period by typing “Summer” in the program search field.
3. To obtain a fee deferral you should apply by March 31, 2012.
4. The absolute deadline to apply and be considered for funding is June 5, 2012.

Fall (September - December) and/or Winter (January - April)

OSAP has new procedures for the 2012-2013 academic year.
1. Apply online at: http://osap.gov.on.ca.
   - The application will be available in mid May.
2. Print your Signature (or Declaration) pages and submit them to our office.
   a. Remember to include any other required documents to complete your application.
3. Print your Master Student Financial Assistance Agreement (MSFAA) and submit it to a designated Canada Post Office.
   a. Take your bank account information.
   b. You must present 2 pieces of ID:
      i. SIN Card (or appropriate substitute)
      ii. Valid government issued photo ID
         (i.e. passport, driver’s licence, etc.)
4. All funds will be deposited electronically into your bank account (on or after the first day of classes).

Remember, you are required to pay your fees upon receipt of your student loan funding. Ensure you check your OSAP status on a regular basis to ensure you will have your funds on the first day of classes.

Apply Early for OSAP!

The following dates are recommended in order to defer your minimum-amount-to-register payment by the registration deadline.

Fall Only or Fall/Winter
New Students: June 30th; Returning Students: May 30th
Winter Only - All Students: November 1st

Don’t Go Into Repayment

If you are a full time student, you are eligible to have any previous student loans remain in interest-free and non-repayable status. You are considered a full time student if you are registered in at least 1.5 credits per semester. If you have a permanent disability you must be registered in at least 1.0 credit per semester.

I am not applying for a student loan this year… or I applied this year but I’m not picking up my loan… or I applied but didn’t qualify for funding……

The only way to notify the lender (the National Student Loans Service Centre or a bank) is to complete and submit a Continuation of Interest Free Status (CIFS) form. This form confirms your full time registration and will update the study period end date with the lender.

I will be going on a co-op work term …..
You are eligible to complete a CIFS form if the co-op work term is part of the academic degree requirement. Make sure you complete and submit the form in the first week of your co-op work term. We accept forms by fax: 416-287-7528.

I applied late or I have a restriction on my file…..
We recommend you complete and submit a CIFS form during the first week of classes.

Where can I get a CIFS form?

Download the form from the Registrar’s website or from the OSAP website (http://osap.gov.on.ca). Forms are also available in the Registrar’s Office (room AA142).

Students from other Canadian provinces or territories should check with their home province on the correct procedures.

Note: CIFS forms cannot be processed before the first day of classes or after the last day of your current study period.
Understanding Fees Information

Compulsory fees for registration consist of tuition, incidental and ancillary fees. Charges for an academic program may be assessed by course or by program. Additional fees are charged for co-op, CTEP and joint programs. There are domestic and international rates. The fees for the 2012-2013 academic sessions had not been determined at the time this publication was printed. To estimate your costs for the coming academic year you may view the 2011/2012 session fees at www.feers.utoronto.ca

Current year fees will be available in late July. For estimated costs for International Students go to: www.adm.utoronto.ca

Incidental and Ancillary Fees
These types of fees are applied according to your full or part-time status in a session. Decide early whether you will study full or part-time. If you enrol in 1.5 credits or more in a session you are considered full-time and will be charged full time incidental fees. If you decide to study part-time (fewer than 1.5 credits) in a session, it is important when you are adding and dropping courses that you do this within the 100% refund period for that course. Otherwise, if you add courses that bring your status in a session up to full-time and then drop back to fewer than 1.5 credits you will be liable for full time incidental fees. If you are making changes outside the 100% refund period it is advisable to drop courses first. If unclear, ask staff in the Registrar’s Office.

Deregulated Subject POST Fees

The fees for Computer Science, Management and other Subject POSTs that lead to the BBA degree are higher. The fee you pay depends on when you were first admitted to (and registered in) a degree program at U of T Scarborough or the Faculty of Arts and Science. For a list of deregulated subject POSTs (programs) go to: www.utsc.utoronto.ca/subjectpost

In your first year of study (fewer than 4.0 credits earned), you pay the regulated U of T Scarborough course fee. Once you have earned 4.0 credits or more, you pay program fees which are applied according to your full or part-time status in a session:

• Full-time students pay a flat program fee (regardless of the number of credits enrolled in above 1.0)
• Part-time students (enrolled in fewer than 1.5 credits in a session) pay the program per course fee.

Fee Reassessment for Deregulated Subject POST

Once admitted to the program, you will be charged program fees retroactively for all courses completed during your second year of study onwards as described above. Your initial charges may not be up-to-date. Depending on when you accept an invitation to enrol in the deregulated subject POST, your financial account may not reflect program fees. If you enrol in the subject POST, check ROSI for your revised balance and pay this as soon as possible.

Course Load Changes for Deregulated Subject POSTs

Students who decide to drop to part-time status (fewer than 1.5 credits in a session) are strongly advised to do this during the 100% refund period. Dropping from full to part-time status during the 50% refund period will result in fee reassessment as listed:

• 50% of the program fee will be charged, plus 50% of the program per-course fees charge according to the credit weight of your existing courses
• Incidental fees will remain full-time

(see section on Incidental and Ancillary Fees)

Part time students should be aware that adding courses, above 1.0 in a session, after the 100% refund period will result in full-time Program fees being applied. If you don’t intend to study full-time and are merely making course changes, drop courses first and then add.

Withdrawal from Deregulated Subject POSTs

If you decide to withdraw from the program after the 100% refund date for the session you must come to the Registrar’s Office to do this. Any fee reversal will be assessed in accordance with the appropriate refund schedule. Students withdrawing from co-op programs must notify the co-op office.

CTEP - Concurrent Teacher Education Program

Students registered in this program are expected to study on a full-time basis and are charged a sessional full-time program fee (flat rate). A sessional ancillary fee is also applied. Additional information can be found at: www.feers.utoronto.ca & www.utsc.utoronto.ca/registrar

User fees

These are charged when you request such services as confirmation of enrolment, photocopy of final exam or clerical check of marks. As not all students use these services they are not included in fee invoice charges.

For a complete list of User Fees go to:
www.utsc.utoronto.ca/registrar
New Students

Offers of admission are valid for classes beginning in the Fall session unless stated otherwise. If you are unable to begin classes in September contact the Admissions and Student Recruitment office at 416.287.7529.

Check List

- Sign up for Get Started
  www.utsc.utoronto.ca/getstarted
  This is your academic orientation session

- Initiate your ROSI PIN and check that your personal information is correct (including addresses and emergency contact info)

- Find out your Fall/Winter course enrolment start date and start time! (page 10)

- Enrol in courses on ROSI at first opportunity. You can explore and plan these choices at Get Started

- Pay your fees by the registration deadline (see details on pages 13-15)

- Get your student card & computer account, in the Registrar’s Office during the Summer (page 23)

- Get your UTORid (page 23)

- Get your books - www.uoftbookstore.com

- Reserve your locker - www.utsc.utoronto.ca/scsu

- Obtain a parking pass (if applicable)
  www.utsc.utoronto.ca/parking

- If you’ve been assessed SCSU society fees as part of your compulsory non-academic fees, and you already have health benefit coverage, check opt-out deadlines by visiting www.ihaveaplan.ca or contacting the SCSU office prior to commencement of studies

- International students - get your UHIP card in September from the Health & Wellness Centre. Also, check the Student Accounts Website to see if you qualify for an International fee exemption

New Students Admitted with Transfer Credit

Information for new students who have received or are expecting to receive transfer credit.

If your Offer of Admission included the Transfer Credit Processing Payment Form, you MUST complete and return the form with payment immediately. A full evaluation of your prior studies is required and may take up to four to six weeks to complete from the date payment is received. It is important that you do not enrol in courses that duplicate (either fully or partially) prior studies. Read the Transfer Credit Processing Information Sheet and follow instructions carefully.

What should you do if you have not received the transfer credit evaluation before classes start?

If you have questions regarding International post-secondary transfer credit evaluation, please contact Carol Farquhar at farquhar@utsc.utoronto.ca

For Canadian post-secondary transfer credit evaluation, please contact Shahryer Ahmed at sahmed@utsc.utoronto.ca

Assessments for International Baccalaureate (IB), General Certificate of Education (GCE) and Advanced Placement (AP) courses are coordinated by Admissions and Awards (172 St. George Steet, Toronto ON M5R 0A3). If you have not received your evaluation, bring a copy of your grade reports or certificates to UTSC Admissions and Student Recruitment Office in room AA128 for a preliminary evaluation.

If you completed AP, GCE or IB exams, make an appointment to see Anthony Ngimat at ngimat@utsc.utoronto.ca prior to or during the first week of classes (416.287.7529).

Course and Subject POST (program) enrolment.

If you receive 4.0 or more transfer credits, you must be in a program (subject POST) on ROSI before you can select courses. (ROSI will block you from selecting courses if you are not). If you are not enrolled in a subject POST upon admission, you must enrol in a subject POST(s) on ROSI to be able to add courses. For information on selecting subject POST on ROSI, and a list of the ROSI subject POST codes visit the Subject POST website at: www.utsc.utoronto.ca/subjectpost
**Limited Enrolment Programs**

If you applied to a limited enrolment program, you will normally have been notified of the outcome of your application in your Offer of Admission. (If not, you would be advised of other steps to follow to be considered.) If you did not receive a decision or if you have been admitted to the limited enrolment program but your subject POST has not been automatically recorded in ROSI, please contact Admissions and Student Recruitment. You may NOT apply for a limited enrolment program through ROSI in 2012. Decisions for transfer students are coordinated by Admissions and Student Recruitment.

**Deregulated Subject POST Fees**

The Ontario government deregulated tuition fees for Computer Science, Management and other subject POSTs that lead to the BBA degree.

If you are admitted to any of these programs, your transfer credits may affect your fee assessment. For example: If you received 4.0 transfer credits, the higher fees will be applied starting 2012 Fall Session. If you received less than 4.0 credits but achieve 4.0 or more credits towards your degree by the beginning of the Winter Session (e.g. 2.0 transfer credits and 2.5 U of T credits from the Fall Session), the fees will be reassessed and higher fees will be applied to your Winter Session account. Ensure that you budget for this. If you are interested in any of these programs, read important fee information on page 17.

**When do I start course selection on ROSI?**

This will depend on the number of transfer credits you receive. Check page 10 of this guide to determine your course enrolment start day and time. If your transfer credits are not yet assessed, proceed with enrolment in courses at the first opportunity, based on your anticipated year of study. Do not wait for the official transfer credit assessment. Do a preliminary assessment on your own, comparing the content of your previous studies with courses in the U of T Scarborough Calendar. Prepare an academic plan to see how many remaining courses (core program courses and electives) are needed to complete your program and degree requirements. Once the official transfer credit assessment is completed, you may need to make adjustments to your course selection.

**May I take courses on another U of T campus?**

Transfer students are permitted to take up to 5.0 credits in other Arts and Science divisions of the University of Toronto, however, only 1.0 of the first 4.0 credits taken as a U of T Scarborough student can be at another campus.

**Where to get information**

Carefully read the “Transfer Credit on Admission Information Sheet” enclosed with your transfer credit letter.

**Who can help me?**

**Program Supervisor**

If you receive (or expect to receive) 4.0 or more transfer credits from your previous studies, contact the Program Supervisor. It is the role of the Program Supervisor to advise you about your course selection and determine which of your transfer credits are applicable to your program. Contact information for Program Supervisors can be found in the Calendar, Departmental websites and on the Registrar’s Office website.

**Academic Advising & Career Centre**

For assistance with general academic planning and advice, go room AC213 or phone 416.287.7561 to book an appointment.

**Admissions & Student Recruitment**

For questions related to the transfer credit evaluation go to room AA128 (Welcome Hall), or phone 416.287.7529, fax 416.287.7525 to book an appointment.
Health Coverage Information for Students

SCSU Extended Health and Dental Plan
The SCSU Health & Dental Plan is designed to provide full-time undergraduate students at UTSC with extended coverage for medical and dental services, including but not limited to expenses not covered by your basic provincial health coverage such as prescription drugs, health practitioners, medical equipment, vision and travel benefits. UTSC undergraduate students, who are enrolled in a minimum of 1.5 credits in either the Fall or Winter session and have been assessed their sessional SCSU fees, are automatically enrolled in the SCSU Health & Dental Plan.

The Plan gives you the option to enrol your family spouse and/or dependants. Certain categories of students may also enrol. For eligibility criteria visit www.ihaveaplan.ca. Enrolments must be completed during the Change-of Coverage Period.

If you are already covered by an equivalent health plan, you can opt out and a refund for the amount of the health portion of the Plan will be mailed to you. You must provide proof of coverage by an equivalent health plan. Your provincial health care does not provide coverage equivalent to the SCSU Health Plan. You cannot opt out of the Plan if you are only covered by OHIP/UHIP or equivalent primary health-care coverage. You may opt out of the Dental Plan without submitting proof of equivalent coverage and a refund for that portion of the Plan will be mailed to you.

For more information visit www.ihaveaplan.ca or call SCSU Member Services Centre at 1-866-369-8797.

Your UHIP – University Health Insurance Plan
The University Health Insurance Plan (UHIP) is your basic health care insurance. It is comparable to the Ontario Health Insurance Plan (OHIP). All international students, exchange students, new permanent residents and returning Canadians who are not covered by OHIP require UHIP. You can pick-up your UHIP card at the Health & Wellness Centre (SL-270) every September. You must present proof of tuition payment (paid fees invoice) and your Student card to pick up your UHIP card. A new UHIP card is issued each year.

UHIP is a compulsory health insurance plan. Students should not purchase another plan to cover them while in Canada. UHIP covers the cost of most doctor and hospital visits, but does not provide coverage for dental services or prescription drugs. UHIP also does not cover eye exams. For these and other services, refer to Extended Health and Dental Plan above.

For further UHIP plan details visit www.uhip.ca

International Student Information and Resources

International Student Centre at U of T Scarborough
The International Student Centre (ISC), a part of the Department of Student Life, serves and supports international and internationally-minded students at U of T Scarborough. The ISC is an inclusive and positive space where students of all backgrounds can find community and benefit from information, programs and services.

They offer programs and services for students in the following areas:

- International Students, Exchange Students & Newcomers to Canada
  Advising and referral on Citizenship & Immigration Canada regulations, international student advising, tax filing, orientation and transition activities for new students, cultural programming, and referrals to university and community services.

- English Conversation Partners (ECP)
  Provides non-native English speakers with an opportunity to improve communication skills and confidence in conversational English in a fun, safe and non-academic setting.

- International First-Year Experience Program (FEP)
  FEP allows new international students to learn about, and become adjusted to, university life at U of T Scarborough, and develop a network of friends and resources on campus. Student Mentors will assist new international students with their academic, social and cultural transition to U of T Scarborough.

- Study Abroad
  Information about U of T recognized opportunities to study in another country and earn credit towards your degree. Visit the ISC for information on Student Exchange, Study Elsewhere, Summer Abroad or the Explore Program.

Our programs and services are open to all students. International and internationally-minded students can find out more information about the ISC by visiting our website: www.utsc.utoronto.ca/isc

See page 24 for our location and contact information.

Your Contact Information
It is important that when you arrive in Canada, you update your mailing/permanent and email addresses on ROSI. The University’s primary method of contact is your email address. You will be given a University sponsored email address when you register for your computer account (see page 23). Update this address on ROSI immediately.
GRADUATING STUDENTS

Graduating Students

www.utsc.utoronto.ca/registrar - select the Graduation tab

Requesting Graduation
If you expect to complete all degree and program requirements by the end of the session you are registered in and you wish to graduate, you must confirm your intention to graduate on ROSI. If you have any problems requesting this on ROSI or wish to change your degree, contact the Registrar’s Office for assistance. See request period dates on pages 1-2. Note: These deadlines will be strictly enforced.

Check that you are satisfying all your requirements
Consult the Calendar for degree and program requirements. Also, make use of Degree Navigator. If you still have questions about your program requirements, contact your Program Supervisor. To discuss degree requirements, contact the Academic Advising & Career Centre.

Degree Navigator
Degree Navigator (DN) is a web-based academic audit and advising system. It can be used with either Netscape 7 or higher or Internet Explorer 5 or higher. Internet Explorer is recommended. If you have any questions about your audit or this system let us know at “Contact Us”.

Go to www.rosi.utoronto.ca to:
• See how you are progressing towards your degree
• Do “What If?” assessments
• Check different sets of program requirements
• Check courses and their prerequisites, corequisites, equivalents & exclusions.

Can’t get into a course you need to graduate?
Uof T Scarborough is committed to ensuring that graduating students can enrol in a set of courses that will allow them to graduate in a normal period of time. This commitment depends upon you doing all that is necessary at optimum times as indicated in the Calendar. You must have enrolled in appropriate programs, completed prerequisites and requested courses from a full range of the possible options that would allow you to complete your program(s) and degree. You must have used ROSI to attempt to enrol in these courses at the earliest possible opportunity. If, by the start of classes, you have taken these steps and have been unable to enrol in necessary courses, you should discuss your situation with your Program Supervisor.

Resources available to Graduating Students
The Academic Advising & Career Centre offers workshops and seminars on finding work, interviewing techniques and employment programs; they will also critique your resume and cover letters. The office is located in Room AC213; www.utsc.utoronto.ca/aacc

What to expect after you confirm your intent to graduate
All correspondence concerning your intent to graduate is sent to your MAILING address and/or your email; it is important that you keep these up to date on ROSI.

Ensure all contact information is current on ROSI in case we need to reach you. We will email you when graduation guest ticket information is available.

• If there are problems with your request, the Records and Convocation Office will be in touch with you as soon as possible to try and resolve any issues.
• Once the request period to confirm intent to graduate has passed, students will no longer be able to view their request on ROSI. This does NOT mean that the request has been cancelled. Changes to the request after the deadline must be submitted to the Registrar’s Office.
• An email will be sent to your UTORid account, directing you to the U of T Convocation Web Site to confirm information about yourself and your request. It will also list dates and deadlines. THIS EMAIL IS NOT CONFIRMATION THAT YOU HAVE MET ALL PROGRAM AND DEGREE REQUIREMENTS; it only confirms that you have applied to graduate and the degree you have applied for. This email will be sent in late March for June convocation and in early October for November convocation.
• Final confirmation letters will be mailed, from the Office of the Vice-President, University of Toronto, Principal, U of T Scarborough. This letter is sent in mid to late May for June convocation and in early November for November convocation.

Outstanding Debts Owed to the University
These must be paid in full well before the convocation ceremony otherwise the following academic sanction will be imposed:

• UofT will not release the official document (diploma) which declares the degree, diploma or certificate earned, nor provide oral confirmations or written certification of degree status to external enquirers. (Indebted graduands will be allowed to walk on stage and have their names appear on the Convocation program.)
• Official transcripts will not be issued.
• Further registration will be refused.

Upgrading your Degree
If you wish to upgrade a previously conferred three year degree to an Honours degree of the same kind, you may do so by completing the balance of the degree and program requirements for the Honours Degree. If you expect to complete the requirements by the end of the session you are currently registered in, you can confirm your intent to upgrade your degree on ROSI during the request period. If you have any problems requesting this on ROSI, contact the Registrar’s Office.

Students who upgrade a three year degree to an Honours degree do not need to attend the graduation ceremony. The three year diploma will be exchanged for the Honours diploma.
Academic Results

Grades
As grades become available at the end of each session, students will be able to access them in ROSI under “Academic History”. If you do not see your grades the first time you look – keep checking!

Grade Point Averages (GPA)
Grade point averages are assessed at the end of each session (Summer, Fall and Winter) when all grades have been received. GPAs are recorded in ROSI under “Academic History”. Details concerning grades and their grade point values can be found in the UTSC Calendar. You may also want to try calculating your cumulative GPA using the calculator tool at www.utsc.utoronto.ca/aacc

Overall Standing
Overall Standing is assessed, at the end of each session, once a student has attempted 3.0 credits. Find your overall standing in ROSI under “Complete Academic History”. Determination of academic status is listed below:

- **In good standing** - Students who maintain a cumulative grade point average of 1.60 or better
- **On probation** - Students who have a cumulative GPA of less than 1.60. Students returning from academic suspension are also placed on probation.
- **Probation cleared** - Students on probation who achieve a cumulative GPA of 1.60 or better. Students who clear probation will then be "in good standing".
- **Probation continued** - Students on probation who achieve a sessional grade point average of at least 1.60 in each session until such time as they return to good standing.
- **Suspended or refused further registration** - Students who, by the end of a given session, have not either cleared probation or achieved a sessional grade point average of at least 1.60 will be suspended or refused further registration as follows, regardless of the number of credits taken in the session:
  - Students who have incurred no previous suspension will be suspended for four months (one session).
  - Students who have previously incurred a four-month (one-session) suspension will be suspended for twelve months (three sessions).
  - Students who have previously incurred a twelve-month (three-session) suspension will be suspended for thirty-six months (nine sessions).
  
- Students who have previously incurred a thirty-six month (nine-session) suspension will be refused further registration.

Students Admitted on Condition
In certain circumstances, students who do not meet normal admission requirements may be admitted "on condition". The academic status of such students is determined according to the following rules:

- Academic status is assessed at the end of the session in which they attempt their third full credit at UTSC.
- Where students earn a cumulative GPA of 1.60 or better, their conditional status is removed, and they are "in good standing".
- Where students earn a cumulative GPA of less than 1.60, they are refused further registration.

Transcripts
Students who require an official transcript may order one through ROSI at www.rosi.utoronto.ca

Need Help?
Concerned about your academic standing? Feel there is significant room for improvement on your transcript? Not sure where to start? The staff of the Academic Advising & Career Centre can help:

1-on-1 Appointments with an Academic Advisor
Academic advisors are available for appointments on an individual basis to discuss important academic topics such as academic standing, course selection, program selection and study skills.

Study Skills Peer Counselling Appointments
The Centre is staffed by trained peer counsellors who can teach you effective study skills and time management strategies. Sign up through the Intranet.

Academic and Study Skills Workshops
We offer a full range of workshops throughout the academic year on topics such as time management, test writing, and academic integrity, plus many more!

To see our extensive list of offerings, go to our website: http://webapps.utsc.utoronto.ca/aaccweb/index.php/study-skills/echung

Contact Information:
Telephone: (416) 287-7561
Email: aacc@utsc.utoronto.ca
Academic Resource Centre, Room AC213

Academic Advising & Career Centre: www.utsc.utoronto.ca/aacc Calendar: www.utsc.utoronto.ca/calendar
Computer Accounts

Step One - Activate your UTORid
This is your U of T computer account. All students are required to have an active UTORid. This account:

- Provides you with a U of T sponsored UTmail+ service which includes email address, 10 GB of email storage plus 25 GB of online storage, Microsoft Office Web Applications for document sharing, instant messaging and more.
- allows you to use the Campus Wireless Network (U of T)
- allows you to submit online requests via eService (see inside of back cover for details).
- gives you access to Blackboard, a learning content management system
- gives you access to the UofT Scarborough Intranet.

The Intranet is a communications portal and learning management system designed to help you with studying and learning. Here you can download your course materials, check your marks and book appointments with support services.

- is required to use UofT Scarborough computer workstations (labs and library).
- provides students living in Residence with access to the wired and wireless Residence network (UTSCres).

When you receive your student card you will also be given your Secret Activation Key (SAK). To activate your account, have your student card and SAK ready and go to http://iits.utsc.utoronto.ca/UTORid

Step Two - Update ROSI with your UTmail+ Address
Email is the University's official method of communication with students.

- Verify that your ROSI account includes your UTmail+ address
- Students are expected to regularly monitor their UTmail+ account for notices. Failure to do so may result in missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.
- Messages with news, updates and reminders to registered students will be sent to this email address.
- Email notification of enrolment in courses through the wait list process is sent to this email address.
- If you already have an email account, you may forward your UTmail+ messages to it

To update your University sponsored email address on ROSI login at www/rosi.utoronto.ca and select Personal Information from the main menu.

Student Cards

All students require a student card to write tests and exams, request transactions at the Registrar’s Office, use the Library, Computer Centre and Athletic facilities. Students are entitled to their initial card free of charge.

New Students
To get your student card you must present the following three items:

- Photo identification (ie. driver’s license, current passport etc)
- Proof of legal status in Canada (ie. Cdn birth certificate or Cdn passport, permanent resident card, study permit etc)
- UofT document with your student number on it

Student cards are issued during Get Started. Students who are unable to attend Get Started may obtain their student card in the Registrar's Office. Students are encouraged to do this during the Summer in order to avoid the line-ups in September.

All Students
If you lose or damage your card there is a replacement fee of $12. Replacement cards are issued in the Library during T-card business hours. If you need a replacement card, bring photo identification and provide your student number.
RESOURCES FOR STUDENTS AT U OF T SCARBOROUGH

Academic Advising & Career Centre
- Meet in confidence with an Academic Advisor or Career Counsellor
- Room AC213, Academic Resource Centre
- Phone # 416.287.7561
- Website: www.utsu.utoronto.ca/aacc

AccessAbility Services
- Support and advice for students with disabilities
- Room S302, Science Wing
- Phone # 416.287.7560
- Voice/TTY: 416.287.7560
- Website: www.utsu.utoronto.ca/ability

Admissions & Student Recruitment
- Admissions and transfer credit assistance
- Info on studying at other Universities
- Room AA128, Arts & Administration Building
- Phone # 416.287.7529
- Website: www.utsu.utoronto.ca/admissions

Computing Resources and information (IITS)
- Student Help Desk, computer labs
- UTORand UTSCid account assistance
- Room B487, Bladen Wing, 416.287.7391
- Room IC35, Instructional Centre, 416.208.5189
- Website: http://webapps.utsu.utoronto.ca/ccweb

Financial Aid & Awards
- OSAP, scholarships & awards
- Financial assistance through bursary/grant
- Room AA142, Phone # 416.287.7001
- Appointments for advice on financial matters can be booked via eService
- Website: www.utsu.utoronto.ca/registrar

Health & Wellness Centre
- See a doctor or personal counselor in confidence
- Information on health issues and health insurance
- Room SL270, Student Centre
- Phone # 416.287.7065
- Website: www.utsu.utoronto.ca/wellness

International Student Centre
- Services for international students
- Information about studying abroad
- Room IC349, Instructional Centre
- Phone # 416.208.2905
- Website: www.utsu-isc.ca

Library Services
- Library
- 2nd level of ARC Wing
- Phone # 416.287.7482
- Website: www.library.utoronto.ca/utsc

Athletics & Recreation
- Sports, conditioning, personal training, group fitness
- Service Counter, Phone # 416.287.7099
- Email: athletics@utsu.utoronto.ca
- Website: www.utsu.utoronto.ca/athletics

Scarborough Campus Student Union (SCSU)
- Lockers, Orientation sign up and social events
- TTC Post Secondary and Adult Metropasses
- Advocacy, Health & Dental Plan for FT Students, grad photos, clubs space, club funding and more
- Room SL108, Student Centre
- Phone # 416.287.7047
- Website: www.scsu.ca Email: info@scsu.ca

Student Life
- Special projects, mentoring programs
- Student Life, Student Success
- Room SL157, Student Centre
- Phone # 416.208.4760
- Website: www.utsu-studentlife.ca

Student Housing & Residence Life
- On campus and off campus housing information
- Student Residence Centre
- Phone: 416.287.7365
- Website: www.utsu.utoronto.ca/residences

The Registrar’s Office Electronic Service Centre!
- Request services online, such as clerical checks, exam copies, make a financial aid appointment, apply for a bursary, withdraw late from a course, file a petition or declare a credit/no credit course.
- Website: www.utsu.utoronto.ca/eservice
- Registrar’s Office: www.utsu.utoronto.ca/registrar

Have a Question?
- Need a speedy answer?
- Try “AskUs”, our interactive database of frequently asked questions. Other, more detailed questions can be flagged for a personal response.
- Available 24/7.
- Website: www.utsu.utoronto.ca/askus
**MY PREP LIST FOR SEPTEMBER**

- Apply for OSAP funding (if applicable) for the Fall/Winter sessions by May 30, 2012 for returning students; June 30, 2012 for new students
- Add my courses on ROSI as soon as my course enrolment time begins
- Pay course fees at my bank by **August 17th** to avoid being withdrawn from courses
- Monitor my status in waitlisted courses until the waitlist feature on ROSI ends
- Record course add and drop deadlines in my agenda so I don’t miss these important dates
- Print my personal timetable from ROSI before arrival on campus for first day of classes
- Get my books
- Obtain my parking pass/GO Transit discount pass/TTC pass
- Reserve my locker
- Visit the Registrar’s Office homepage for bulletins, reminders and info at [www. utsc.utoronto.ca/registrar](http://www. utsc.utoronto.ca/registrar)

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### IMPORTANT DATES - JULY, 2012

- 9 Course enrolment start times - available on ROSI
- 16 Course enrolment begins for 1st year students
- 18 Course enrolment begins for 3rd & 4th year students
- 18 Course enrolment begins for 5th year CTEP students
- 19 Course enrolment begins for 2nd year students
- 23 Course enrolment begins at 10am for non-degree students

### IMPORTANT DATES - AUGUST, 2012

- 17 Deadline to request OSAP deferral of fee payment
- 17 Deadline to pay fees

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### IMPORTANT DATES - SEPTEMBER, 2012

- 10 UTSC classes begin today!
- 23 Last day to add F&Y courses on ROSI