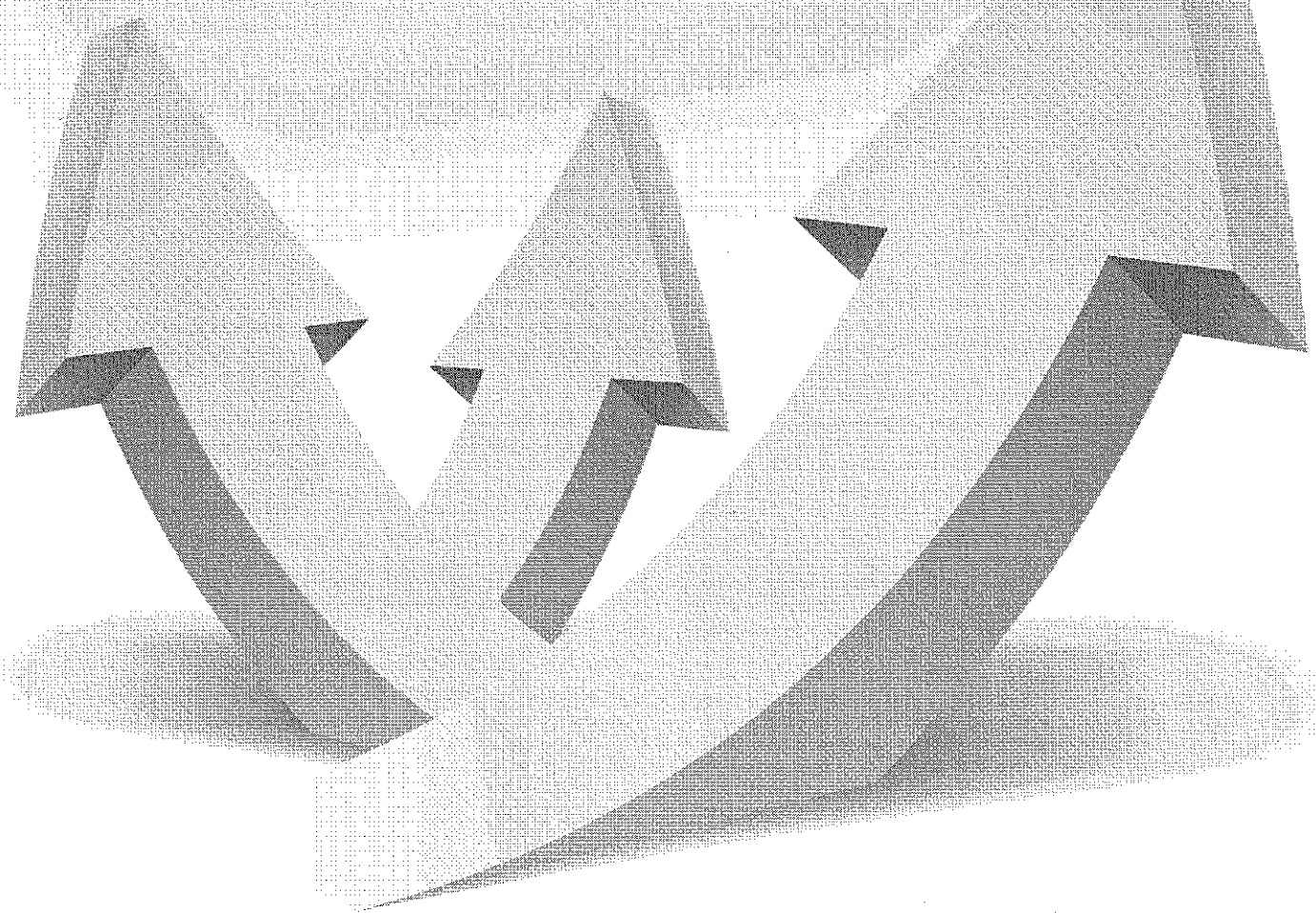


REGISTRATION GUIDE

New Master's Students 2014

Master of Information • Master of Museum Studies • Concurrent Registration Option



UNIVERSITY OF TORONTO
FACULTY OF INFORMATION

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STUDENT RESPONSIBILITY

All regulations, requirements and deadlines of the University of Toronto, the School of Graduate Studies, departmental, and program(s), must be observed.

Students are responsible for making themselves familiar with the information online particularly with the sections on:

- Academic Regulations
<http://current.ischool.utoronto.ca/studies/procedures-regulations>
- the online Course Timetable
<http://current.ischool.utoronto.ca/courses/timetables>
- Course enrolment & registration
<http://current.ischool.utoronto.ca/studies/registration-enrolment>
 - this Registration Guide in particular
- School of Graduate Studies (SGS) Calendar
<http://www.sgs.utoronto.ca/calendar/Pages/default.aspx>
In particular: General Regulations, Degree Regulations, Fees and Financial Support, and the entry for our own Faculty.

If questions about requirements, policies, and procedures arise, after consulting the appropriate resources, students are responsible for seeking answers/advice/clarification from academic advisors, faculty and staff, all of whom are available to assist.

Students whose registration contravenes policy and/or regulations may be withdrawn from courses and be liable for fees assessed, regardless of when the contravention comes to light.

Use of the Student Web Service (SWS)/ROSI for course enrolment means that the student agrees to abide by all academic and non-academic rules and regulations of the University, the School of Graduate Studies, and the Faculty of Information.

The student also assumes the responsibility to pay academic and incidental fees according to the policies and requirements of the University of Toronto.

This Registration Guide is produced by the iSchool Student Services Office. All information in this guide was accurate at the time of publication, but is subject to change.

For any updates or changes consult the iSchool CURRENT STUDENT PORTAL online at
<http://current.ischool.utoronto.ca>

REGISTRATION RESPONSIBILITIES

There are four main steps to follow to be fully registered at the iSchool.

1. **Monitor Your ROSI Registration Status**
2. **Enrol in Courses**
3. **Pay Fees**
4. **Attend Registration Day**

TOOLS

You need to be very familiar with these tools, and initialize your access to them.

1. ROSI/SWS – student records online service
2. iSchool Websites
3. iSchool Computer Network

1. ROSI

Repository of Student Information, the student records online service www.rosi.utoronto.ca

Immediately after accepting an Offer of Admission, do all of the following:

- **First-time User Log in**
Use Your U of T student number and your date of birth as your initial Personal Identification Number (PIN). See the instructions for first-time users at the sign in page.
- **PIN Reactivation**
Set up a way to access ROSI in the event of a forgotten PIN.
- **Change your initial PIN**
Your birth date is known by many people (friends, relatives etc.), so change the initial PIN with your first login. Never share your PIN. Accessing someone else's ROSI account is considered a very serious offence under the *Student Code of Conduct*.
- **Update your Personal Information**
The university only uses the ROSI information for contacting you. Verify that all of your contact

information is correct and up-to-date. It is your responsibility to ensure that the ROSI contact information is up-to-date at all times. This includes your activated UofT email.

- **Add an Emergency Contact**

In the event of an emergency, only the person you have specified can be contacted by the university. If no one is added, then no one will be contacted on your behalf. Please enter a Next of Kin and Emergency Contact information so we know whom to contact in case of a medical emergency.

Additional ROSI functions you will need to use:

- **Course Enrolment**
add, drop, view personal timetable of enrolled courses
- **Financial Account**
fee invoices, fee statements - charges and payments, fee deferrals (OSAP), tax receipts
- **Transcripts, Academic History**
final grades, unofficial transcript of grades

2. ISCHOOL WEBSITES

The iSchool currently has two websites:

- **New Public Site** <http://www.ischool.utoronto.ca/>
Access the Welcome Pack for new students in the APPLY menu. Read the NEXT STEPS and the INTRO series of e-newsletters.

Incoming students should now access the **Current Students Portal**

- **Current Students Portal** <http://current.ischool.utoronto.ca>
Access course descriptions, course timetables, academic dates and academic regulations from the STUDIES menu.

Announcements on deadlines, student jobs, in-course scholarships are currently in the NOTICES section.

The job site listing of career opportunities is currently in the CAREERS menu.

Eventually, access to the portal will be by login using your UTORid.

3. iSCHOOL COMPUTER NETWORK

iSchool students are required to set up two separate university computer accounts:

#1) UTOR

The external university-wide account.

Access includes the campus wireless service; official student email account (UTMail+); MS Office web applications and the Blackboard learning content management system.

If you have not already done so, you must enable your UTORid in order to use UTOR services. The instructions and initial UTOR Secret Activation Key are given to you when you obtain your T-Card (the official U of T student card) in person at a T-Card office. Please do this as soon as is possible.

#2) iSchool Network Account

The internal iSchool account.

Access includes a variety of iSchool web resources, personal online storage space and the iMac & Windows 7 workstation computers. The iSchool IT services will send email notification with your username and initial password.

Responsibility #1

MONITOR YOUR ROSI REGISTRATION STATUS

The iSchool considers you fully registered after you have fulfilled all of the new student responsibilities including being registered in ROSI, enrolling in courses, and attending Registration Day at the iSchool.

To view your ROSI registration status, log into ROSI and on the homepage; the status will be displayed in the main text area. Pay attention to the status every time you log into ROSI.

The main ROSI registration status indicators are:

1. **INVITED**
You are invited to enrol in courses - this is the initial status after being admitted.
2. **REGISTERED**
You have been registered in ROSI – the status changes automatically from INVITED to REGISTERED **after** fee payment (or fee deferral) has been received and processed.
3. You have now secured a place in the courses on your record in ROSI.
4. **FINANCIALLY CANCELLED**
Your registration has been cancelled due to the non-payment of fees. Please contact Student Services.

Responsibility #2 ENROL IN COURSES

Course enrolment comprises of:

1. **Selecting which courses to take**
2. **Entering course selections on ROSI**

1. SELECTING COURSES

Tools: iSchool Website, iSchool Computer Network

Only the first semester (Fall) courses can be selected at the first enrolment period that begins in July. The second semester (Winter) courses will be open for enrolment in October/November, exact date TBA. The optional third semester (Summer) courses will be open for enrolment in April.

HOW MANY COURSES TO SELECT? THE STANDARD COURSE LOAD

An understanding of the credit values of courses is required.

Course Credit Values

Each course has a credit value. A value of **0.5** is referred to a half-credit course
1.0 is referred to as a full-credit course

A Full Course Equivalent (FCE) is a single course of 1.0 credit value, or a combination of courses which total 1.0 credit value.

Each degree requires the successful completion of courses which total a certain credit value:

- 8.0 total credits for the MI**
- 7.5 total credits for the MMSt**
- 13.0 total credits for the CRO**

The load of courses to select depends on whether you are studying full-time or part-time. *Note that **Museum Studies and the CRO can be studied full-time only.***

STANDARD COURSE LOADS

	Full Time	Part Time
Regular Academic Year		a) 1.0 FCE in each session: Fall or Winter or Summer with
Fall session	2.0 FCE	
Winter session	2.0 FCE	
Optional		b) 1.5 FCE in total over all sessions: Fall & Winter & Summer
Summer session*	2.0 FCE	
<i>*In the Summer session a small number of iSchool elective courses are offered, no iSchool mandatory/required courses are usually offered.</i>		

ADDITIONAL CONSIDERATIONS

Taking more than the Standard Course Load

- **Full-Time Students**

With permission from the iSchool, a maximum of one additional half course (0.5 FCE) above the standard course load may be permitted.

Approval will be subject to satisfactory academic performance at the iSchool, therefore additional courses cannot be considered for the first semester.

Approval may be granted to take an additional course, not a specific course, as this will depend on space availability.

iSchool Student Services will announce, via emails and announcements on the CURRENT STUDENT PORTAL, the date when the approval process will take place.

- **Part-Time Students**

Only the standard course loads are permitted - no exceptions. (See

<http://current.ischool.utoronto.ca/options/mi/part-time-status> for more details)

WHICH COURSES TO SELECT?

Choose courses according to their type and when they are scheduled. You are responsible for ensuring that you will be able to meet the prerequisites for desired courses before selecting them.

Mandatory/Required Courses

Courses which must be taken in order to complete a degree.

NOTE: All students are required to complete the *Cite It Right* workshop. This is a not-for-credit workshop delivered by the iSchool Inforum/Information Services.

Elective Courses

Optional courses to select when arranging your degree

program, which may be located within the curriculum of the iSchool or may be relevant courses in other graduate departments that receive the approval of iSchool.

Recommended Courses

Elective courses that the iSchool suggests to take, in order to gain depth in an area of study.

FACULTY ADVISORS

A few weeks before the start of the academic year the iSchool will assign your advisor and notify you by email. Reach out to your advisor to initiate discussion on your options electronically at any time, or in-person during designated office hours.

WHEN ARE COURSES SCHEDULED?

Course Timetables

The lists of the day, time, duration, location and instructor of each scheduled iSchool course.

All students, whether part-time or full-time, select courses from the same course timetable. Students should have flexible personal schedules in order to take a course when it is offered. A course may be offered in one instance only, or for added convenience, in multiple instances (meeting sections). Only one instance needs to be selected for a desired course.

NOTE: The *Cite it Right* workshop does not appear on any course timetable. For scheduled times refer to Instructional Workshops at the Inform website <http://current.ischool.utoronto.ca/services/inforum-is>

iSCHOOL COURSE CODE LEGEND				
Example: INF1230H - Section 0102				
ACTIVITY CODE			SECTION CODE	
Discipline of Study	Number	Credit Value	Session Offered	Meeting
INF	1230	H	F	LEC 0102
BKS = Book History GGR = Geography INF = Information JIE = Joint iSchool/Faculty of Applied Science & Engineering KMD = Knowledge Media Design MHI = Health Informatics MSL = Museum Studies RST = Research Thesis		H = 0.5 FCE Y = 1.0 FCE EXCEPTIONS • INF1005H – 0.25 FCE • INF1006H – 0.25 FCE RST999Y, one of: • MI Thesis – 3.0 FCE • MMSt Thesis – 2.0 FCE	F = First Session • Fall: Sept-Dec • 1 st Summer term: May-Jun S = Second Session • Winter: Jan-Apr • 2 nd Summer term: Jun-Aug Y = Spans Two Sessions • Fall + Winter: Sept-Apr • Summer terms: May-Aug	LEC = Lecture

COURSE SELECTION SEQUENCE AND CRITERIA

Worksheet

Based on the course offerings scheduled in the Timetable, use the Worksheets enclosed at the end of the Guide to help with plotting out your selections.

Plot out both Fall and Winter sessions to ensure that you identify the Mandatory/Required courses offered during the academic year, and catch any scheduling conflicts.

In plotting each course, include the full course code information - both the Activity Code and the Section Code.

Plotting out the courses on the Worksheets will make it easier when entering them on ROSI.

Select courses in this order:

1. **Select all Mandatory/Required courses offered first**
For each desired area of study go to its webpage and view the Mandatory CORE and/or REQUIRED courses. Select as many of these Mandatory courses that are listed in the timetable first, before selecting any Elective courses. Schedule the selection of Mandatory courses at times that do not conflict.

NOTE: In the first semester all students are required to complete the Cite It Right workshop. This is a not-for-credit workshop delivered by the iSchool Information Services/Inforum.

2. **Select all other courses, including Electives and Recommended courses**
Only after the Mandatory courses have been selected are any other courses to be considered. Schedule courses at times that do not conflict with the Mandatory courses already scheduled.

ADDITIONAL CONSIDERATIONS

Selecting non-iSchool courses

Collaborative Programs

These are formal clusters of courses that do not lead to a degree, that are offered by graduate units at the university. Each program is an exploration of a novel interdisciplinary area or a special development in a particular discipline. If you have applied for, and been

accepted to a Collaborative Program then select courses in this order:

1. Select ischool Mandatory courses
2. Select Collaborative Program courses
3. Select iSchool Elective courses

Graduate Courses Outside of Your iSchool Program

With the permission of the iSchool, graduate-level courses may be taken. Please see **External courses: outside your program of study and outside the iSchool section** under **Course enrolment & registration** on our website.

MI Students who wish to take MMSt courses - MSL courses

MMSt Students who wish to take MI courses - INF courses

A maximum of 2.0 FCEs, with permission.

Students in the Concurrent Registration Option (CRO) follow the degree requirements detailed online at <http://current.ischool.utoronto.ca/cro2013>

Courses in other U of T programs

A maximum of 2.0 FCEs of graduate-level courses, with permission.

Courses at other Universities

A maximum of 1.0 FCE of graduate-level courses, with permission.

Undergraduate Courses

These do not count toward a graduate degree.

3. ENTERING COURSE SELECTIONS ON ROSI

ENTERING COURSES WITHIN THE ENROLMENT PERIOD

The enrolment period for Fall Session & Full-Year Courses

STARTS: 6:00 am on Thursday, July 31st
on a first-come, first-served basis

ENDS: 11:59 pm on Monday, September 22nd

Caution

Experience indicates that courses fill quickly on the first day of course enrolment. Please recognize the risk of delaying when you choose to enrol.

Adding Courses

You are expected to add courses for yourself in ROSI. However, certain courses require instead that you use a paper SGS Add/Drop form in order to be added by admin staff in ROSI.

Dropping & Modifying Courses

Once a course has been added on ROSI (either by students directly or via a SGS Add/Drop form), check first to see if you can make changes in ROSI. If not, then visit the iSchool Student Services Office in person.

COURSES THAT YOU CAN ENTER ON ROSI

Most courses can be managed completely on ROSI.

ROSI will automatically log out after a brief period of inactivity. Therefore, it is best to have your course selections plotted out on the Worksheets before logging into ROSI to enter them.

1. Log into ROSI
2. Select COURSE ENROLMENT on the left-hand menu
3. Select the MANAGE COURSES tab to add, modify or delete courses

COURSES THAT YOU CANNOT ENTER ON ROSI

***Cite it Right* workshop**

In the first semester all students are required to complete this workshop. This is a not-for-credit workshop delivered by the iSchool Information Services/Inforum. This workshop does not have a course code and it does not appear on any course timetable. For scheduled times and sign-up refer to the Inforum website at <http://current.ischool.utoronto.ca/services/inforum-is>

Collaborative Programs (CP)

The CP may (or may not) indicate via their website or direct communication how to add courses. If you are able to add courses yourself in ROSI, then please do so. Otherwise, please complete and submit the paper SGS *Add/Drop Form* to the iSchool Student Services.

MI Students who wish to take MMSt courses - MSL courses
MMSt Students who wish to take MI courses - INF courses

Please see ***External courses: outside your program of study and outside the iSchool section*** under **Course enrolment & registration** on our website.

Courses at other U of T departments – with permission

First, check with the host Department:

- to determine your eligibility to take the course(s)
- to verify if you need its permission to take the course(s), and obtain it if required
- on how to add the course(s)

Second, complete the *SGS Add/Drop Form* and include a course outline, description or similar, as well as a brief statement outlining the reasons why you wish to take a particular course. Ensure that you submit to iSchool Student Services the completed form with all signatures.

Courses at other Universities – with permission

iSchool grade submission deadlines must be met, regardless of the deadlines of the other department(s) involved

- **Ontario Universities**

Submit to iSchool Student Services:

- a brief statement outlining the reasons why you wish to take a particular course
- a SGS Ontario Visiting Graduate Student Application

- **Canadian universities outside of Ontario**

Submit to iSchool Student Services:

- a brief statement outlining the reasons why you wish to take a particular course
- a *SGS Canadian University Graduate Transfer Agreement*. For eligible universities, see the Canadian Association for Graduate Studies (CUGTA) directory. This directory, however, does not guarantee that the institution subscribes to CUGTA. Students are responsible for seeking permission from both institutions and making sure the university subscribes to CUGTA. SGS does not provide us with a list of those that don't subscribe.

NOTE:

- Students pay fees directly to the host university.
- Students will usually take more than one course at the host institution and will not be registered at their home institution.
- Students are responsible for arranging to have the transcript from the host university sent to SGS directly
- On the UofT transcript for successfully completed courses, the course grades will appear in parenthesis and will have CR (credit), not the actual grades.

- Some universities may not subscribe to this Agreement. University of Alberta for example does not use this form; it uses a *letter of permission* instead.* Once you submit the form to us, we will need to write a *letter of permission* for UA.

ADDITIONAL CONSIDERATIONS

Spaces Available in a Course

To view the available spaces, in ROSI/SWS, in the COURSE ENROLMENT menu, select the VIEW TIMETABLES/SPACES tab

Course Status

Entering a course in ROSI is a request. It does not automatically imply that you have been approved for the course.

Courses may have enrolment controls that impact how many people can take a course or if permission is required. Therefore you are responsible for knowing the status of their course requests at all times.

Code	Status
APP	Request approved. Student is enrolled in course
CAN	Course cancelled i.e., student withdrew from course before deadline
INT	Course requested pending instructor approval, in addition to coordinator's/advisor's approval
REF	Request denied. Student is not enrolled. Student may not make another online request during this session
REQ	Course requested. Must be resolved/approved by the last date to add a course

Waitlist for Full Courses

The Waitlist allows you to request a space in a currently full course, and avoid making repeated attempts to add the course.

Joining a Waitlist does not guarantee you a space in the course, but lets you wait in sequence for a space to become available. You are able to view your position in the Waitlist.

If a space becomes available, and you are next on the waitlist, you will automatically be added in the course and notified at your email address in ROSI.

Details including how to join a Waitlist and how many courses can be Waitlisted are online at <http://current.ischool.utoronto.ca/studies/registration-enrolment#waitlist>

Course Cancellations

On occasion, a course may be cancelled due to unanticipated low enrolment, or staffing issues. iSchool Student Services staff will contact enrolled students as soon as possible, if a course in which they are enrolled is cancelled.

Withdrawal from Courses – Academic Penalty Deadline

After the official drop period has passed students cannot withdraw from a course via ROSI/SWS.

Students may be allowed to withdraw from a course due to extraordinary/unforeseen circumstances. A request must be made to the Faculty's Committee on Standing. For more information and deadlines, see <http://current.ischool.utoronto.ca/studies/procedure-s-regulations#course%20withdrawal>

If granted, a record of the course will appear on the student's transcript as WDR.

Withdrawal from a course does **not** change the student's status from full-time to part-time. The only way to change a student's registration status is by requesting via email to the Faculty Registrar.

Students who withdraw from all courses in which they are enrolled must also withdraw from their program.

Withdrawal from the iSchool

Withdrawal from a program requires that the student submit a withdrawal form to SGS. The form must be authorized by the iSchool before it is processed by SGS.

TCards, e-classroom access fobs, locker keys, and registration cards (student card) must be surrendered.

Withdrawn students must re-apply for admission, and will be in competition with all other applicants, unless SGS approves an iSchool recommendation, made at the time of withdrawal, that the student should be eligible to re-register at a stated date.

Normally, SGS approves such recommendations, and students are eligible to re-register any time within 12 months following the withdrawal.

Any fee rebate will be determined by the date on which written withdrawal notification was received by SGS.

For information on Fees and Refunds, go to the Student Accounts website at <http://www.fees.utoronto.ca/>, and then click:

- Fall Winter 2014 2015
 - Tuition & Other Fees
 - Divisional Tuition Fee & Refund Schedules
 - Graduate Studies, School of
 - Under *Refund Schedules for Fees charged for the Fall/Winter Session Programs*, click *All other Fall Start Programs*
-

Responsibility #3

MANAGING YOUR STUDIES

All students are responsible for ensuring they are meeting their respective degree requirements.

We strongly recommend students take required courses in their first year of studies. Failure to do so may result in paying additional fees or not being able to graduate within the normal program length (2 years full-time for the MI and MMSt degrees).

CONFIRMATION OF CONCENTRATION (MI students)

Valid only for MI students, and CRO students who choose to begin Year 1 in the MI.

Tool: iSchool Website, ROSI/SWS

Your offer of admission stated either the concentration(s) you indicated on your application or, if none stated you may have been assigned a concentration, based on your personal statement. If there was no clear preference for a concentration you are part of the General Program Option (GPO).

You can confirm your concentration, or GPO status, on ROSI/SWS on the left hand side menu under SUBJECT POSTS.

ANNUAL CHECKS – APPLIES TO ALL STUDENTS IN THE MI, MMSt, and CRO

Every December, Student Services will make available a web form that will allow students in the above programs to:

- Confirm whether they are on track with their program of study
- Assess their progress in the program and consult with their faculty advisor if needed
- Confirm, or switch, their concentration, GPO, or thesis selection.
- Students following a concentration must ensure that they choose appropriate required and elective courses to fulfill the requirements of the concentration. A maximum of two concentrations is recommended.

Student Services will file these forms in each student's file and will use them for Convocation purposes. The Annual Check form is entirely for your benefit, so you can

reflect on whether you are on the right track and adjust your courses, if necessary.

Responsibility #4

PAY FEES

Fees must be paid (or deferred) in order to be registered and keep your space in enrolled courses. Below is a summary of financial considerations. For full details on costs, payments, refunds and deadlines visit the Student Accounts website at www.fees.utoronto.ca

Tools: iSchool Website, ROSI

WHEN

August 29, 2014 is the last date for the university to RECEIVE the minimum payment of fees to register.

Regardless of method of payment, allow sufficient time for the payment to reach the university. Late payment may result in fee penalties such as interest and service charges.

FEES INVOICE

Similar to how charges are listed on a credit card statement, the fees invoice summarizes university charges and your payments. The minimum amount required to pay to meet the registration deadline is displayed in the invoice.

HOW MUCH

Minimum Payment To Register

In order to be registered at least 65% of the tuition fees for the current year is required. View the minimum amount on the Fees Invoice in ROSI.

The fee schedule are listed online at

<http://current.ischool.utoronto.ca/admissions/tuition-fees>

Minimum Degree Fee

All students must pay a minimum of the degree fee, equivalent to two years of full-time fees. Tuition fees are charged by program not by individual course, regardless of how quickly or slowly you take to complete the program. The full-time and part-time designations are based on registration status and not the number of courses taken. Adding or dropping courses does not automatically change the registration status.

Additional fees may be required, for example:

Full-time students who take longer than the usual two consecutive years to complete their program, must pay more than two years of full-time fees.

IMPORTANT: After two years of full-time registration, students cannot switch to part-time; they are locked-in full-time until they complete their degree, regardless of the number of outstanding courses.

The usual program length for part-time students is five and a half years (5.5 years); students who take longer must pay more.

Many part-time students must pay a balance of degree fee prior to graduation e.g., if a part-time student switches to full-time and by the time all degree requirements have been successfully completed the student has paid less than the equivalent of a full-time, the student will have to pay a balance of degree fee.

Although students who have enrolled in both Fall and Winter sessions do not have to pay summer fees, part-time students are strongly encouraged to make a summer payment if they anticipate that they will graduate with a balance of degree fee (i.e., usually in less than five and a half years).

Cumulative program fees are calculated at graduation time. If the total is less than the degree fee, students must pay the balance of degree fee.

HOW TO PAY

Due dates refer to when payments are to be RECEIVED by the university. Always allow sufficient time for the payment to reach the university. See the payment methods at http://www.fees.utoronto.ca/sessions/2014_2015.htm

Deferral (Delay) of Fee Payment

A 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.

This arrangement is temporary and you are expected to pay your tuition as soon as you can. Deferrals are not automatically considered, students must submit a formal request. Students who are permitted to defer fees are not exempt from applicable penalties for late payment.

Consideration for a deferral is given to students whose only option for making the minimum payment is the arrival of external funding, such as:

- Ontario - OSAP recipients
- Rest of Canada - Recipients of provincial/territorial loans
- U.S.A. – Recipients of US Direct Loans (e.g. FAFSA)
- Scholarship Recipients - a University of Toronto or an external award that is being paid directly to the University of Toronto. External awards paid to the student are not eligible.
- Sponsorship by a Third Party - If your fees will be paid by an organization that requires an invoice from the University.
- U of T Staff/Staff Dependents

How to request a Deferral

- Recipients of Ontario, Canadian and US government loan programs apply on ROSI, select the FINANCIAL ACCOUNT menu.
- U of T Staff/Staff Dependents read the relevant information at http://www.fees.utoronto.ca/sessions/2014_2015.htm
- All other students complete and submit a *Request to Register Without Payment Form* from the SGS website <http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx>

Major award recipients

Students may also defer fees based on a Major Award, Research Stipend, or Teaching Assistantship, with a value which will cover 65% of their fees. Student receiving the awards listed below qualify for this type of deferral:

- OGS, SSHRC, UofT Open Fellowship, Dean's Scholarship, or Alumni Fund Scholarship

Student Services will be contacting them the week of July 21, 2014.

More information can be found on the SGS website under [Student Forms & Letters section / Registration & Enrolment / Register Without Payment \(Fee Deferral\) Fall 2014](#)

Proof of Payment

- Log into ROSI
 - Select FINANCIAL ACCOUNT
 - View the SHOW PAYMENTS tab or SHOW DETAILED REPORT tab.
-

Proof of Registration/Enrolment Confirmation

Students who need letters confirming their registration status, or enrolment status, must contact the School of Graduate Studies. The Faculty of Information cannot issue these letters.

Domestic students may need these letters because of government grants.

International students may need these letters for banking or immigration purposes.

Responsibility #5

ATTEND REGISTRATION DAY

Tool: iSchool Website

Thursday September 4th 2014

Please clear your calendar for the entire day for the event at the iSchool.

The programming includes:

- Final Registration procedures
- New student assembly
- Meet your Faculty Advisor
- Obtaining your personal electronic key (fob) to access the building and student spaces
- Renting locker space
- Submitting a passport-sized photo for your confidential student file
- Completing an incoming student survey

Orientation

The iSchool student governments will be hosting orientation events close to and/or on Registration Day.

Mark your calendars now as we recommend that you attend these events. Details will be emailed once they become available.

ACCESSIBILITY

Students with diverse learning disabilities and needs are welcome. In particular, if you have a disability/health consideration, Accessibility Services (<http://www.accessibility.utoronto.ca/>) provides support for eligible students according to their specific needs.

Please contact Accessibility Services directly to register and make appropriate arrangements: phone (416) 978-8060 or email accessibility.services@utoronto.ca

Counselling and Learning Skills Services also provides lectures, workshops and individual consultations to develop academic skills such as: reading texts, preparing for exams, note taking, time management, concentration, memory strategies, and other aspects of study, <http://www.asc.utoronto.ca/>

EMAILS TO FACULTY POLICY

Please note that while all instructors hold regular office hours to meet with students, they are required to interact with students via email. Most choose to do so because it is convenient, but students are reminded to exercise caution and should allow a turnaround of approximately 2-3 business days before following up.

Professors will typically announce on their course syllabus what their policy with respect to email is (and if it is not on the syllabus, feel free to inquire). Most instructors also have course websites on Blackboard.

There are several points worth keeping in mind, before you email your instructor:

1. Email is excellent for coordination and logistics (Where shall we meet? What time will you be in your office?). It is not a particularly good medium for engaging in substantive discussion or argument. If you want to talk philosophy, you are better off going to your instructor's office hours. If you want to discuss your grade, you are also better off doing so in person.
2. All email sent between faculty and students from utoronto accounts is, in principle, subject to access to information requests. It is also routinely shared with administrative personnel. Thus you should treat all of your email exchanges with instructors or TAs as being in the public domain. Although the usual rules of etiquette apply, you should have no expectation of privacy in your email communications with instructors. If something is confidential it should be discussed in person.
3. Beware of both excessive informality and of rudeness in your email communications. Generally speaking, you should not write anything in an email that you would not feel comfortable saying to someone's face. Furthermore, you should remember that everything written in an email comes across as being three times ruder than it would be if said face-to-face. Sarcasm and humour, for example, usually do not work. Finally, if you choose not to use full sentences, full words, or standard spelling, be aware that- in a university setting- this does not make you look professional. And our programs are Professional programs.
4. The fact that email always sounds ruder than it is applies with equal force to email you receive from your instructor or TA. If you receive an email that you find rude or upsetting (particularly with respect to the quality of your course work or your grade), it is always best to speak to the person before responding in kind.
5. Always, always, always:
 - check the website or course syllabus before sending that email, the answer may be right in front of you! If you can't find it:
 - **use your UofT email address** when emailing faculty members and/or administration (Student Services, Registrar, etc.).
 - include your student number
 - provide as much information as you can so the other person will be able to better help you

WORKSHEETS

Create your conflict-free schedule using the worksheets below. Plot required courses first, then elective courses. For each course, include the full course code information - both the Activity Code and the Section Code. Plot both Fall and Winter sessions even though enrolment in Winter courses begins later in the Fall session. Refer to the Course Timetables for scheduling details. Check the course descriptions for prerequisites, as ROSI will not check this for you when you enrol.

FALL SESSION					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am to 12:00 pm					
1:00 pm to 4:00 pm					
4:00 pm to 6:00 pm					
6:30 pm to 9:30 pm					

WINTER SESSION					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am to 12:00 pm					
1:00 pm to 4:00 pm					
4:00 pm to 6:00 pm					
6:30 pm to 9:30 pm					

RESOURCES - CONTACTS

GENERAL ASSISTANCE REGISTRATION ACADEMIC REGULATIONS

Student Services

Room 211

<http://current.ischool.utoronto.ca>

inquire.ischool@utoronto.ca

tel: 416-978-3234

fax: 416-978-5762

ACADEMIC ADVICE

Faculty Advisor

Notification of advisor will be emailed in August

ACCESSIBILITY SERVICES

<http://accessibility.utoronto.ca>

accessibility.services@utoronto.ca

tel: (416) 978-8060

ATHLETICS & RECREATION

www.athletics.utoronto.ca

COMPUTER ACCOUNTS

Information Commons Help Desk

www.utoronto.ca/ic

help.desk@utoronto.ca

tel: 416- 978-HELP (4357)

Robarts Library, 1st Floor, 130 St. George St.

iSchool Information Services

4th floor

<http://current.ischool.utoronto.ca/services/inforum-is>

help.ischool@utoronto.ca

tel: 416-978-7060

ROSI

www.rosi.utoronto.ca

HEALTH & WELLNESS

<http://healthandwellness.utoronto.ca>

HOUSING SERVICES

www.housing.utoronto.ca

housing.services@utoronto.ca

tel: 416.978.8045

INFORUM

4th floor

<http://current.ischool.utoronto.ca/services/inforum-is>

help.ischool@utoronto.ca

tel: 416-978-7060

INTERNATIONAL STUDENT SUPPORT

Centre for International Education

www.cie.utoronto.ca

cie.information@utoronto.ca

tel: 416-978-2564

fax: 416-978-4090

Cumberland House, 33 St. George Street

MONEY MATTERS

Student Services

Room 211

<http://current.ischool.utoronto.ca>

inquire.ischool@utoronto.ca

tel: 416-978-3234

fax: 416-978-5762

Student Accounts

www.fees.utoronto.ca

School of Graduate Studies (SGS)

www.sgs.utoronto.ca

graduate.awards@utoronto.ca

tel: 416-978-6614

STUDENT ASSOCIATIONS/SUPPORT

MISC - Master of Information Student Council

<http://misc.ischool.utoronto.ca/>

MUSSA - Master of Museum Studies Student Association

<http://mussa-ischool.weebly.com/>

Mentoring

<http://www.ischool.utoronto.ca/mentoringischool>

SCHOOL OF GRADUATE STUDIES (SGS)

www.sgs.utoronto.ca

graduate.information@utoronto.ca

tel: 416-978-6614

TCARD

www.tc.utoronto.ca

MAIN ACADEMIC DATES 2014-15

View the complete list online at

<http://current.ischool.utoronto.ca/studies/academic-dates>

Fall Session (F)		
AUGUST		
29	Last date for university to RECEIVE minimum payment of fees to meet registration deadline	FEES
SEPTEMBER		
02	University closed – Labour Day holiday	CLOSED
04	Registration Day @ iSchool	COURSES
08	iSchool classes begin	COURSES
12	Registration for Fall session ends. After this date a late registration fee will be assessed.	COURSES FEES
22	Final date to add Fall session + full-year courses	COURSES
OCTOBER		
13	University closed – Thanksgiving Day	CLOSED
27	Final date to drop Fall session half (H) or full (Y) courses without academic penalty	COURSES
NOVEMBER		
04-08	iSchool Fall Reading Week	BREAK
DECEMBER		
08	Last day of Fall session classes	COURSES
09-12	Examination period	EXAMS
22	University closes for winter break (to Friday, January 2, 2015)	CLOSED
Winter Session (S)		
JANUARY		
05	University re-opens for Winter session iSchool courses begin	COURSES
19	Final date to add Winter session courses	COURSES
FEBRUARY		
16	University closed – Family Day	CLOSED
17-20	iSchool Winter Reading Week	
23	Final date to drop Winter session and full-year courses without academic penalty	COURSES
APRIL		
02	Last day of Winter session classes	COURSES
03	University closed – Good Friday	CLOSED
06-10	Examination period	EXAMS
<i>July 18, 2014</i>		