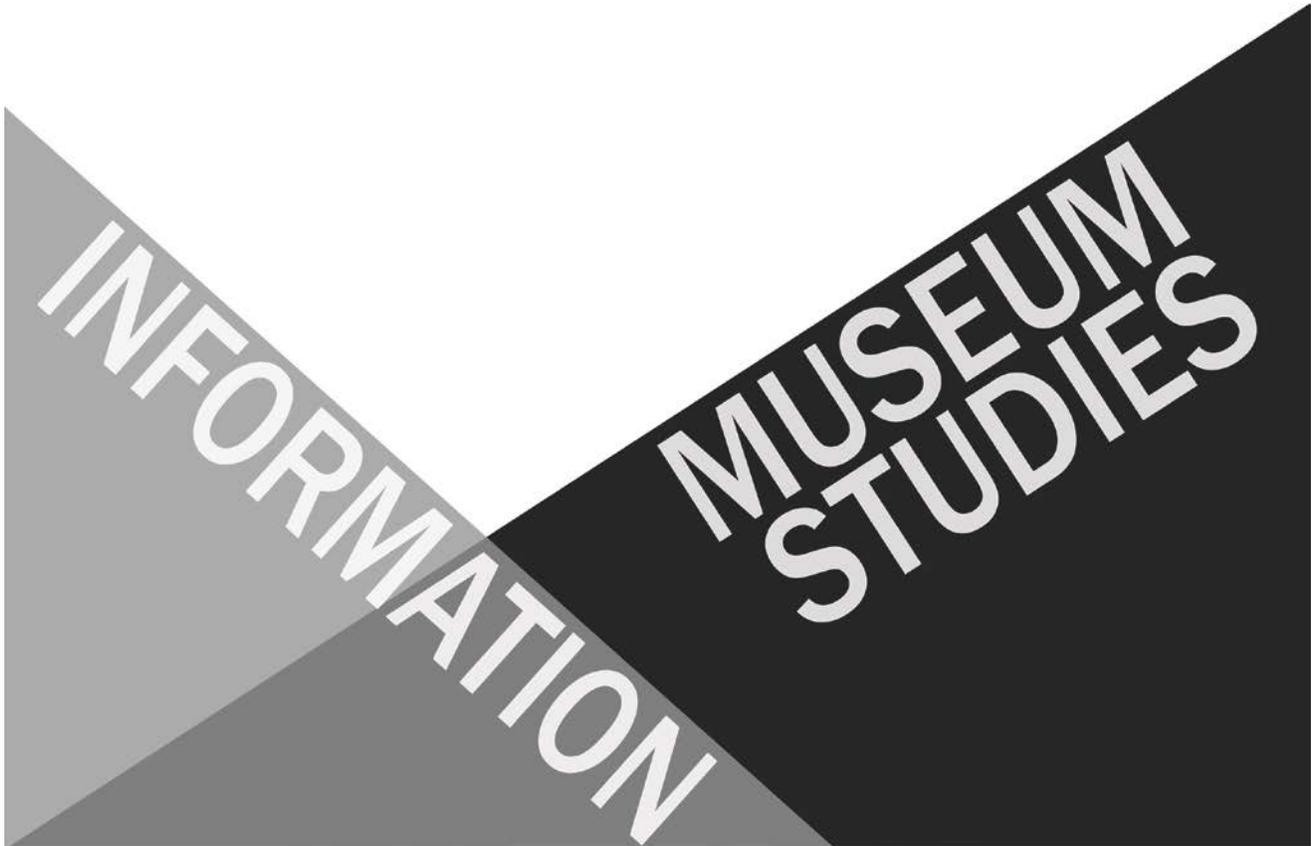UNIVERSITY OF TORONTO
FACULTY OF INFORMATION

GETTING STARTED

A HANDBOOK FOR THE 2015 COHORT

*Your guide to course sequences, enrolment,
tuition & fees, policies & services*

July 11, 2015

INFORMATION

MUSEUM STUDIES

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STUDENT SERVICES WELCOME

Welcome to our iSchool community!

It is exciting to have you here as you embark on your learning journey through our masters programs.

We hope that we can help make your student experience a positive one, from your first year of study to graduation, as you work to achieve your academic, personal and long-range career goals.

Graduate School is a challenging and rewarding next step in your life - we look forward to seeing you learn, grow, move through the program and emerge into your new professional life!

You will be faced with many new situations and challenges, but you are not alone. Student Services Staff, your faculty advisor, and personal librarian will be available for you when you need assistance.

We are your reliable first point of contact for information, support and advice on a wide range of issues that are important to you as a student in the Faculty of Information.

We hope you'll experience Student Services as welcoming, and our staff as friendly, supportive and knowledgeable. We're committed to your best interests and we welcome feedback and input that can help us do a better job of supporting you during your studies at the iSchool.

Please contact us if you have questions about any aspect of your graduate experience. We are here to help!

- Location – 140 St. George Street, Room 211
- Hours (until Friday, September 3) – Monday, Wednesday, Thursday and Friday: 8:45 am to 4:30 pm, Tuesday: 10 am to 4:30 pm
- Telephone – (416) 978-3234
- Fax – (416) 978-5762
- Email – inquire.ischool@utoronto.ca

Cheers!

Adrian Berg, *Recruitment Officer*
Christine Chan, *Faculty Receptionist and Student Services Assistant*
Laura Jantek, *Admissions Officer*
Carol Ng, *Admissions and Student Services Assistant*
Adriana Rossini, *Registrar & Director of Student Services*

ABOUT THIS GUIDE

This Guide is intended to be a quick resource for new students. It provides the basic information you will need from now until Orientation Day.

For more detailed information, students will need to consult our current students portal at http://current.ischool.utoronto.ca/

On **Orientation Day, Thursday, September 10,** Student Services will distribute the *iSchool Student Handbook*, which will help you navigate the administrative steps needed as you pursue your studies here.

This 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 Students Portal** online at http://current.ischool.utoronto.ca

ACCESSIBILITY SERVICES

Students with diverse learning disabilities and needs are welcome. Accessibility Services (http://www.accessibility.utoronto.ca/) provides support for eligible students who have a documented disability, and/or serious health consideration, 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.

The Academic Success Centre 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/

GRADUATE STUDIES AT THE FACULTY OF INFORMATION

As members of the University of Toronto community, iSchool students assume certain responsibilities and are guaranteed certain rights and freedoms.

The University has several policies that are approved by the governing council and which apply to all students. Each student is expected to become familiar with these policies; the University will assume that all students have done so.

The rules and regulations of the **School of Graduate Studies (SGS)** are listed in the SGS calendar. In particular, please read the following chapters/sections:

- Important Notices
- General Regulations (sections 6 to 12)
- Degree Regulations
- Fees and Financial Support,
- and the entry for our own Faculty (http://www.sgs.utoronto.ca/Calendar/Pages/Programs/Information.aspx)

In addition, students are responsible for making themselves familiar with our Faculty's
- Academic Regulations
  http://current.ischool.utoronto.ca/studies/procedures-regulations

- Course Timetables
  http://current.ischool.utoronto.ca/courses/timetables

- Course Enrolment & Registration
  http://current.ischool.utoronto.ca/studies/registration-enrolment

All University policies can be found at www.governingcouncil.utoronto.ca/governing_council/policies.htm.

Those of particular importance to students are:
- Code of Behaviour on Academic Matters
- Code of Student Conduct
- University Assessment and Grading Practices Policy
- Policy on Official Correspondence with Students

For more information about students' rights and responsibilities, visit http://life.utoronto.ca/get-help/rights-responsibilities.
If questions about requirements, policies, and procedures arise, after consulting the appropriate resources, please seek answers/advice/clarification from your academic advisors, faculty or 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.

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

INTRODUCING ACORN/ROSI

ACORN stands for **A**ccessible **C**ampus **O**nline **R**esource **N**etwork. ACORN will be replacing the existing ROSI (**R**epository **o**f **S**tudent **I**nformation) as the new Student Web Service (SWS). This is where students enrol in courses, check fees and finances and do other records and registration tasks such as making updates to address and contact information. The purpose of ACORN (http://introducing.acorn.utoronto.ca/) is to provide a convenient, personalized and guided experience for students using U of T's online services. (http://help.acorn.utoronto.ca/student-qa/)

Since both ACORN and ROSI will continue to co-exist for the next 6 months, we will refer to both throughout this guide as ACORN/ROSI and highlight some new ACORN features which are missing in ROSI and may help you during course enrolment.

Take some time to explore ACORN (http://introducing.acorn.utoronto.ca/) if you've never used it before. It will be your best friend for the next 2 years ... or more if you are part-time!

ACORN How-to: A step by step guide to help you accomplish what you need to get done - http://help.acorn.utoronto.ca/how-to/

Student Q&A: Learn more about ACORN - http://help.acorn.utoronto.ca/student-qa/

Use of the Student Web Service, referred to as ACORN/ROSI throughout this guide 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.

iSCHOOL ENVIRONMENT

1. iSCHOOL WEBSITES

The iSchool currently has two websites:

- **Main website** - 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.

- **Current Students Portal**
  http://current.ischool.utoronto.ca
  Use the **Current Students Portal**, in order to access:
  - course timetables
  - academic dates and academic regulations
  - course descriptions
  - announcements on awards, deadlines, and other time sensitive matters
  - student jobs; the job site listing of career opportunities is currently in the CAREERS menu

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

2. iSCHOOL COMPUTER NETWORK

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

- **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 TCard (the official U of T student card) in person at a TCard office. Please do this as soon as is possible.

- **iSchool Network Account -** *The internal iSchool account.*
  Access includes Windows 7 and iMac student computers, personal network storage space, and a variety of iSchool web resources. The iSchool Systems Administrator will send email notification with your username and initial password.

THINGS TO DO NOW

ACORN/ROSI Set up
You will use ACORN, or **ROSI**, for a number of critical tasks as noted below. Either www.acorn.utoronto.ca or www.rosi.utoronto.ca will take you to the same login page.

If you have not already done so, you should immediately, 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 ACORN/ROSI account is considered a very serious offence under the *Student Code of Conduct*.

- **Update your Personal Information**
  The University only uses the ACORN/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 ACORN/ROSI contact information is up-to-date at all times. This includes your activated UofT email.

  ACORN/ROSI has an option to allow registered students to enter their banking information. This will allow you to have your awards, scholarships, grants, bursaries (including UTAPs), and tuition/residence refunds to be deposited directly into your bank account rather than receiving a cheque. It is a fairly simple process to add your banking information on ACORN/ROSI. Access to a student's bank account details is restricted to you and staff members authorized to initiate student account refunds.

- **UofT email**
  Following the University's Policy on Communications (http://www.governingcouncil.utoronto.ca/policies/studentemail.htm), best practice is to have your UTmail+ email for all University and iSchool related items and keep another account for other email.

Yes, it is two places to look, but in the end this will save you time and help keep you up to date on what you need to know. Students have reported difficulties when email is forwarded to other email accounts.

All communications from the iSchool must go to your UTmail+ email account; ensure that it is active and in ACORN/ROSI. We will always email you at your UofTmail+ address; we are not responsible for any delays or forwarding issues that may arise if UTmail+ is not used.

- **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 ACORN/ROSI functions you will need to use:

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

PREPARE FOR COURSE ENROLMENT

Only first session (Fall) courses can be selected during the first enrolment period that takes place at **6 am on Tuesday, July 28**.

Start time is local Toronto time. For a near approximation of the ACORN/ROSI current time and its equivalent globally, view the World Clock online at http://www.timeanddate.com/worldclock/

Important! ⚠️

Courses fill quickly on the first day of course enrolment. Please recognize the risk of delaying when you choose to enrol.

Second session (Winter/Spring) courses will open for enrolment in October/November, exact date TBA. The optional third session (Summer) courses will open for enrolment sometime in April, 2016.

Course Credit Values
Each course has a credit value, which is referred to as Full Course Equivalent (**FCE**). 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. Thus, a value of
0.5 is referred to a half-credit course or **0.5 FCE**
1.0 is referred to as a full-credit course or **1.0 FCE**

Each degree requires the successful completion of courses which total a certain credit value:
8.0 FCEs for the MI

7.5 FCEs for the MMSt
13.0 FCEs for the CRO

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1. HOW MANY COURSES TO SELECT?

The number of courses you may enrol in depends on whether you are studying full-time or part-time.

The full-time and part-time designations are based on **registration status** and not the number of courses taken. http://current.ischool.utoronto.ca/options/mi/full-time-part-time-status

Adding or dropping courses does not automatically change the registration status, <u>nor</u> will it result in an automatic refund.

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

ADDITIONAL CONSIDERATIONS

[Taking more than the Standard Course Load](#)

- **Full-Time Students**
  Incoming students are not allowed to go over the standard number of courses in their first session of their first year (i.e., Fall session of Year 1)

  With written permission from the iSchool, a maximum of one additional half course (0.5 FCE) above the standard course load may be permitted in the second session of the first year. Approval will be subject to satisfactory academic performance at the iSchool. For more details, see our website at http://current.ischool.utoronto.ca/studies/registration-enrolment#course%20loads

- **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)

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2. COURSE DEFINITIONS

Choose courses according to the concentration/program of study you will be following. All incoming students are provided with course sequences, regardless of their program of study. Course sequences can also be found on our website. Students will take required courses in their first year of studies, in order to complete their minimum degree requirements in a timely fashion.

Core/Required Courses
Courses which must be taken in order to meet the minimum degree requirements. They also provide students with the necessary foundation in a specific area of study before taking any electives.

NOTE: While 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. Students will **not** enrol in it via ACORN/ROSI.

Elective Courses
Optional courses to select when completing 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 the iSchool. Students will need to comply with any pre-requisites electives may have; pre-requisites are listed under each course description on our **Current Students Portal**.

Recommended Courses
Elective courses which are suggested in order to gain depth in an area of study.

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3. WHEN ARE COURSES SCHEDULED?

Course Timetables *list day, time, duration, location and instructor of each scheduled iSchool course.*

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

All students, whether part-time or full-time, select courses from the same course timetable. Students will need to have flexible personal schedules in order to take a course when it is offered.

A course may have one or multiple sections (**Lec**tures in ACORN/ROSI), but you must choose a section in which space is available.

 Consult the **Course Sequence** appropriate to your program of study!

iSCHOOL COURSE CODE LEGEND				
Example: INF1300H - Section 0102				
ACTIVITY CODE			**SECTION CODE**	
Discipline of Study	**Number**	**Credit Value**	**Session Offered**	**Meeting**
INF	**1300**	**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 (*Office Use Only*, students cannot add RST courses)		**H** = 0.5 FCE **Y** = 1.0 FCE **EXCEPTIONS** ▪ INF1005H – 0.25 FCE ▪ INF1006H – 0.25 FCE RST9999Y, one of: ▪ MI Thesis – 3.0 FCE ▪ MMSt Thesis – 2.0 FCE	**F** = First Session 　▪ Fall: Sept-Dec 　▪ 1st Summer session: May-Jun **S** = Second Session 　▪ Winter: Jan-Apr 　▪ 2nd Summer session: Jun-Aug **Y** = Spans Two Sessions ▪ Fall + Winter: Sept-Apr ▪ Summer session: May-Aug	**LEC** = Lecture **Note: All** iSchool courses are **LEC**tures.

4. COURSE SELECTION SEQUENCE AND CRITERIA

Worksheet
Based on the course offerings scheduled in the Timetable posted on our website, use the Worksheets enclosed at the end of this *Guide* to help plot out your selections. Plotting out the courses on the Worksheets will make it easier when entering them on ACORN/ROSI.

Plot out both Fall and Winter sessions to ensure that you identify the 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.

Select courses in this order:

1. **Core/Required courses**
   Follow the Course Sequences as appropriate. Schedule the selection of Required courses at times that do not conflict.

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

NEW in ACORN! – Enrolment Cart

Students are now able to load courses to an enrolment cart to make enrolling in these courses on the actual day a breeze...

Watch the video at https://www.youtube.com/watch?v=lC6dB1-m9ds or read the instructions at http://help.acorn.utoronto.ca/how-to/

Remember to go to the **Fall tab**!

5. ADDITIONAL CONSIDERATIONS
Selecting non-iSchool courses

Collaborative Programs
These are formal clusters of courses that are offered by graduate units at the University that do not lead to a degree on their own. Each program is an exploration of a novel interdisciplinary area or a special development in a particular discipline.

If you have applied for, and have been accepted to, a Collaborative Program you will need to enrol in:
1. iSchool Required courses
2. Required Collaborative Program courses

3. iSchool Elective courses

Questions/Conflicts? Follow the course sequence for Collaborative Programs.

Graduate Courses Outside of Your iSchool Program
While graduate-level courses may be taken in other Faculties during the course of your degree, incoming students may not enrol in external/outside courses until their second session. Exceptions are only made for students enrolled in a Collaborative Program. An *Add/Drop form*, available in the Registration & Enrolment section at the SGS forms website (http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx), may be needed.

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6. ENTERING COURSES WITHIN THE ENROLMENT PERIOD

Incoming students will be enrolling for courses offered only in the Fall Session, e.g., INF1330**H F**

Course enrolment takes place at **6:00 am on Thursday, July 28th, 2015** <u>*on a first-come, first-served basis*</u>

ENDS: 11:59 pm on Monday, September 28th

Important!   ⚠️

Courses fill quickly on the first day of course enrolment. Please recognize the risk of delaying when you choose to enrol.

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7. COURSES THAT YOU CANNOT ENTER ON ACORN/ROSI

Cite it Right **workshop**
In the first session 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 Inform 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 to students, how to add their courses on ACORN/ROSI. If you are able to add courses

yourself via ACORN/ROSI, then please do so. However, if you have been admitted to a Collaborative Program you may be required to use an *Add/Drop form*, available in the Registration & Enrolment section at the SGS forms website (http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx, to be added to certain courses by administrative staff.

Please contact your Collaborative Program office directly to find out whether you will be able to add courses yourself well ahead of our course enrolment date of July 28.

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8. MODIFYING COURSES ON ACORN/ROSI

Once a course has been added on ACORN/ROSI (either by students directly or via an SGS *Add/Drop form*), check first to see if you can make changes in ACORN/ROSI. If not, then visit the iSchool Student Services Office in person or email us at inquire.ischool@utoronto.ca.

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9. TRANSFER CREDITS, EXEMPTIONS AND COURSE WAIVERS

Transfer credits
Credit, equivalent to a maximum of four (4) half-courses, may be given for graduate courses previously taken in other U of T programs, or at other approved universities. Such courses must:

- Have been completed within a five-year period immediately prior to the first registration in the iSchool program
- Have been completed with a minimum grade of B
- Not be, or have been, used for credit towards another degree
- Be relevant to the student's academic and career goals

Students who want to request a retroactive transfer credit must submit a written request to the iSchool Graduate Coordinator during the **term of their first registration in the program**. Submit a *Transfer Credit or Exemption Form* available in the Registration & Enrolment section at the SGS student forms website. In addition, course outlines, course descriptions, and copies of transcripts must be included with the form.

Deadlines to submit all applicable documentation to Student Services:

- **Fall courses:** September 15
- **Winter courses:** December 15

Exemptions

With the approval of the Graduate Coordinator and the School of Graduate Studies an exemption from a specific course requirement may be given permitting the substitution of another course to meet degree requirements. An exemption will only be considered for a graduate level course taken in the past five years. An exemption does **not** reduce the overall course credit requirements for the degree.

Submit a *Transfer Credit or Exemption Form* available in the Registration & Enrolment section at the SGS student forms website. In addition, course outlines, course descriptions, and copies of transcripts must be included with the form.

For more information, see the *Transfer Credit and Exemption* details in the Enrolment section of the SGS website.

Deadlines to submit all applicable documentation to Student Services:

- **Fall courses:** September 15
- **Winter courses:** December 15

Course waivers

Students are responsible for ensuring that all course requisites are fulfilled. Faculty of Information approval for waiving a requisite must be obtained in writing **before** a course begins. Students must email the course instructor and cc the Registrar.

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10. **BEFORE COURSE ENROLMENT - SUMMARY**

- Go over the timetable very carefully.
- Read the course descriptions closely, and make note of any pre- or co-requisites.
- Consult the Course Syllabi section to learn more about particular courses. Follow the instructions there to see the actual syllabi.
- Draft your own timetable **ahead of time, making sure there are no conflicts** with other courses, your workplace, etc. Use the worksheets provided in this guide.
- If there are workplace issues, try talking to your employer. You may be surprised at their willingness to accommodate you if you present the matter in a professional way.
- If you discover conflicts **after you enrol in courses,** your chances of moving them around may be somewhat limited.
- Prepare a list of alternate courses in case your preferred courses are full.
- You can waitlist for one (1) half course (0.5 FCE) on ACORN/ROSI, but this does not guarantee you will get in.
- Familiarize yourself with the process of enrolment by reading our Course enrolment & registration page, which includes information on waitlisting.
- At least a day or two before Tuesday, July 28, make sure that your computer and internet connection work properly.
- Login to ACORN/ROSI the day before enrolment opens, and make sure everything works.
- **ACORN** users (review http://help.acorn.utoronto.ca/how-to/ ahead of time). Refer to page **4** of this guide.
- If you attempt to login to ACORN/ROSI unsuccessfully twice, the system will ask you for a new PIN.
- You will then need to contact the iSchool Student Services staff (via ACORN/ROSI), or by phone at 416-978-3234.

COURSE ENROLMENT

COURSE ENROLMENT DAY - 6 AM TUESDAY, JULY 28
ACORN/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 ACORN/ROSI to enter them. If you are using ACORN you will have loaded your enrolment cart well ahead of Course enrolment day.

- Course enrolment day **begins at 6 a.m**. ACORN/ROSI time.
  For a near approximation of the ACORN/ROSI current time and its equivalent globally, view the World Clock online.
- The early bird does get the worm, so sign up early.
- Second year students get to enrol ahead of incoming students, so some electives may already be full by the time you enrol; have a backup course.
- Have your PIN number ready, remember that it is case-sensitive, and enter it carefully.
- Don't let ACORN/ROSI time you out!
- If you login to ACORN/ROSI and let it sit idle for a few minutes, the system will log you out as a security measure.
- Enrol in the most popular courses first.
- **First year students**: If you don't get in now, remember you'll have priority next year.
- If you try to enrol in a course and it doesn't seem to work, try again. Sometimes the system gets overloaded.
- Above all: Don't panic!

Waitlist feature in ACORN/ROSI 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 ACORN/ROSI.

Waitlisted courses **count** in your maximum courseload. The Maximum Academic Year Waitlist Load is 1.0 FCE [i.e., two (2) half courses] for **both** full-time and part-

time students. This translates to 0.5 FCE [i.e., one (1) half course] per session.

You may waitlist for any number of meeting sections of a course. Regardless of the number of sections for which you waitlist in a particular course, it will still only count as 0.5 FCE for an H course (or 1.0 FCE for a Y course). For example, INF1300H has 2 sections (0101 and 0102) with waitlists. You may waitlist for any or both sections. It will only count as 0.5 FCE towards your waitlist load.

However, **if you are on the waitlist of multiple sections of a course and are subsequently enrolled in any one of these waitlisted sections, you will automatically be removed from all other waitlisted sections of the same course.** Make sure that you **only waitlist for sections that fit your schedule**.

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

MONITOR COURSE ENROLMENT STATUS

Spaces Available in a Course
To view the available spaces, in ACORN/ROSI, 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.

Code	Status
APP	Request approved. Student is enrolled in course
CAN	Course cancelled i.e., student withdrew from course before deadline
REQ	Course requested. Must be resolved/approved by the last date to add a course

Course Cancellations
On occasion, a course may be cancelled due to unanticipated low enrolment, or extenuating circumstances.

iSchool Student Services staff will contact enrolled students as soon as possible, if a course in which they are enrolled is cancelled. Students will need to find another course to replace the cancelled course.

Withdrawal from Courses – Academic Penalty Deadline
After the final date, November 2, 2015, to drop a course without academic penalty has passed students cannot withdraw from a course via ACORN/ROSI.

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/procedures-regulations#course%20withdrawal

Final approval, however, rests with the School of Graduate Studies. 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, lessen fees nor does it result in a refund. The only way to change a student's registration status is by emailing the Faculty Registrar requesting the change in writing.

Withdrawal from the iSchool
Students planning to drop all courses and withdraw from the iSchool must book an appointment with the Registrar in order to fill out the appropriate documentation.

Any fee rebate will be determined by the date on which written withdrawal notification is 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 2015 2016
- 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*

PAYMENT OF TUITION AND FEES

Tuition and fees must be paid (or deferred) in order to be registered and keep your space in enroled courses.

Below is a summary of financial considerations. For full details on costs, payments, refunds and deadlines visit the Student Accounts website in early July at www.fees.utoronto.ca and look for Fall-Winter 2015-2016.

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.

Invoices are only available online. Students are expected to monitor their financial account on ACORN/ROSI at www.acorn.utoronto.ca OR www.rosi.utoronto.ca and pay by the appropriate deadlines.

Review the *UofT Fee Payment & Service Charge Deadlines* information found on ACORN/ROSI. See also the *Guide to Reading Your Invoice* at http://www.fees.utoronto.ca/AssetFactory.aspx?did=1287.

WHEN
August 28, 2015 is the deadline for the University to receive payment of fees **OR** fee deferrals based on OSAP/Other gov't loan (done online via ACORN/ROSI) and Major Awards (done *via Register Without Payment-Fee Deferral Form*). Fee payments and fee deferrals must be processed between August 28th and September 18th for students to be considered fully registered; the earlier you pay/defer your tuition fees, the earlier you'll be considered registered. After September 18th, students will be removed from courses and a Late Registration Fee will apply (http://www.sgs.utoronto.ca/currentstudents/Pages/Registration-and-Enrolment.aspx).

Students are responsible for allowing sufficient time for payments to reach the University's bank account and to be recorded in the student's ACORN/ROSI account by the deadline to avoid any service charges, removal from courses, etc.

HOW MUCH

Minimum Payment To Register

New as of 2015-16! Students have the option of paying per session rather than the entire year.
Services charges begin to accrue **October 15th** (deadline to pay is September 30th) for any unpaid **Fall** tuition, and **December 15th** (deadline to pay is November 30th) for any unpaid **Winter** tuition, unless you have deferred your fees. Please check specific deadlines under *UofT Fee Payment & Service Charge Deadlines* information found on ACORN/ROSI.

Minimum Degree Fee
All students must pay the minimum degree fee, which is equivalent to two years of full-time fees for both the MI and MMSt degrees; the minimum degree fee for the CRO is 3 years of full-time fees, in addition to part-time fees in year 3 only. **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.
- Part-time students switching to full-time status who will have paid less than the minimum of the degree fee.

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.

Some 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 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/Page13.aspx and select this year's session.
Inside Canada:
http://www.fees.utoronto.ca/sessions/2015_2016/making_Payments/making_a_Fee_Payment.htm
 Outside Canada:
http://www.fees.utoronto.ca/sessions/2015_2016/making_Payments/making_a_Fee_Payment.htm#2.

Deferral (Delay) of Fee Payment
A deferral is a special financial arrangement available to an **eligible** student who cannot make the minimum tuition payment by the registration deadline date of a session.

A student may be eligible to register without paying the Minimum Payment amount on the online ACORN/ROSI invoice (also referred to as "tuition fee deferral") if the student has paid outstanding fees from previous sessions and:
- The student has been assessed as receiving a government loan amount that exceeds the Minimum Payment to Register amount on the student's ACORN/ROSI invoice (i.e., OSAP or other Canadian Government loan, U.S. Government loan), **OR**
- The student has an approved Scholarship or Award amount that exceeds the Minimum

Payment to Register amount on the student's ACORN/ROSI invoice, **OR**
- A Third Party Sponsor will pay a portion of Tuition Fees that exceeds the Minimum Payment to Register amount on the student's ACORN/ROSI invoice. This is referred to as a "Third Party Sponsorship".

This arrangement is temporary and you are expected to pay your tuition as soon as you can.

How to request a Deferral
- Recipients of Ontario, Canadian and US government loan programs apply on ACORN/ROSI, select the FINANCIAL ACCOUNT menu (see under Defer Fees: http://help.acorn.utoronto.ca/how-to/).
- U of T Staff/Staff Dependents read the relevant information at http://www.fees.utoronto.ca/Page13.aspx (click 2015 - 2016 Fall & Winter in mid-July); see also HR forms at: http://www.hrandequity.utoronto.ca/resources/forms.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 following awards qualify for this type of deferral: OGS, SSHRC, and UofT Open Fellowships.

Student Services will be contacting major award recipients in late July/early August 2015 with instructions on how to defer fees.

More information can be found on the SGS website under **Student Forms & Letters section / Registration & Enrolment / Register Without Payment (Fee Deferral)**

Check Proof of Payment
- Log into ACORN/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. See: http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx#

Domestic students may need these letters because of government grants.

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

MONITOR REGISTRATION STATUS

The iSchool considers you **registered** after you have either paid, or deferred, tuition fees, and enrolled in courses. ACORN/ROSI will show your status as **REG**istered (as opposed to **INV**ited).

To view your registration status, log into ACORN/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 ACORN/ROSI.

Important! Attending the Orientation activities on Thursday, September 10th, as well as completing the Cite it Right workshop, are mandatory for all new students.

The main registration status indicators are:

1. INVITED (INVIT)
   You are invited to enrol in courses - this is the initial status after being admitted.

2. REGISTERED (REG)
   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 (FINCA)
   Your registration has been cancelled due to the non-payment of fees. Please contact Student Services.

FACULTY ADVISORS

Every new student is assigned a Faculty Advisor in August. The name of your advisor will be sent to you by email. Please watch out for this email and save it for future reference.

We match your Faculty Advisor according to your application package, i.e., concentration(s) selected or information provided on your personal statement. While every effort is made to match areas of concentration to appropriate faculty, this may not always be possible in order to balance the numbers of advisees assigned to each faculty member.

Be sure to attend the Meet Your Faculty Advisor sessions at Orientation.

Contact your advisor to initiate discussion on your options electronically at any time, or in-person during designated office hours.

EMAILS TO FACULTY

Please note that while all instructors hold regular office hours to meet with students, they are not required to interact with students via email. 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. All email communications, sent between faculty and students from utoronto accounts, are 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.

2. 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.

3. Always, always, always:

   - check the website or course syllabus before sending that email, the answer may be right in front of you! Remember to search the website.
   - Your question may be dealt with on the School of Graduate Studies website; so check there too if appropriate.

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

ATTEND ORIENTATION DAY!

Thursday September 10th 2015

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

The programming includes:
- Orientation Panels & Presentations, including:
  - Mandatory Communications session
  - Mental health and accessibility services
  - University resources
- General assembly
- Meet your Faculty Advisor session

Other important events

Tuesday, September 8th, School of Graduate Studies (SGS) Orientation for New Graduate Students

The iSchool student governments will be hosting orientation events close to and/or on Registration Day. Watch for their invitations and social media activity.

Mark your calendars now; attend these events, and start your academic year on the right foot!

More details will be emailed once they become available.

MANAGE YOUR STUDIES

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

Failure to take required courses in your first year of studies 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 and 3 years full-time for the CRO).

MI Program Confirmation / Concentration Change Form

Valid only for MI students and CRO students when enrolled in the MI program.

Your offer of admission stated either the concentration(s) you indicated on your application or, if none was 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 view your concentration, or GPO status, on ACORN (under Academics/Enrol & Manage/Programs) or ROSI (on the left hand side menu under SUBJECT POSTs).

Every year, Student Services will make available a form, between **October 1st to November 15th**, that will allow students in the above programs to:

1. Confirm whether you are on track with your program of study
2. Assess your progress in the program and consult with your faculty advisor if needed
3. Confirm, or switch, your concentration, GPO, or thesis selection
4. Students following a concentration must ensure that they choose appropriate required and elective courses to fulfill the requirements of their concentration. A maximum of two concentrations is allowed, however, students are free to do one concentration only
5. Students doing both a concentration AND:
   a) a collaborative program **OR**
   b) a thesis

   will need to do the required courses for that concentration **plus** the **specific** requirements for a) or b).

   Students are not required to do INF1001H, INF1002H, and INF1003H **unless** these courses are specifically required for their concentration, e.g., CIPS requires INF1001H, and ARM requires INF1003H.

Student Services will retain these forms in each student's file. Student Services will forward any changes, as indicated on the forms, submitted by you, to SGS, so that changes will appear on ACORN/ROSI the following session.

This annual exercise is entirely for your benefit, so you can reflect on whether you are on the right track and adjust your courses, if necessary.

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 ACORN/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					

SELECTED RESOURCES - CONTACTS

@ THE iSCHOOL

Student Services
Room 211
http://current.ischool.utoronto.ca
inquire.ischool@utoronto.ca
tel: 416-978-3234
fax: 416-978-5762
Hours posted on website

ACADEMIC ADVICE

Faculty Advisor
Notification of advisor will be emailed in August

CAREERS

Includes INF2158H, INF2173H placements, MSL3000Y Internship, Co-Op Option
Isidora Petrovic (Careers Officer)
isidora.petrovic@utoronto.ca
tel: 416-978-3282

iSchool Information Services
4th floor
http://current.ischool.utoronto.ca/services/inforum-is
help.ischool@utoronto.ca
tel: 416-978-7060

INFORUM
4th floor
http://current.ischool.utoronto.ca/services/inforum-is
help.ischool@utoronto.ca
tel: 416-978-7060

MONEY MATTERS

Student Services
Room 211
http://current.ischool.utoronto.ca
inquire.ischool@utoronto.ca
tel: 416-978-3234
fax: 416-978-5762

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

UNIVERSITY RESOURCES

ACCESSIBILITY SERVICES

If you have a disability/health consideration, Accessibility Services (http://www.accessibility.utoronto.ca/) provides support for eligible students according to their specific needs.

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

Registration with accessibility services should be initiated at the start of your studies for any existing situations.

ACADEMIC SUPPORT

Counselling and Learning Skills Services 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/

ACORN/ROSI

www.acorn.utoronto.ca
www.rosi.utoronto.ca

ATHLETICS & RECREATION

www.athletics.utoronto.ca

CAMPUS SAFETY

http://safety.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.

FINANCIAL AID (OSAP, OUT OF PROVINCE/US LOANS)

http://www.adm.utoronto.ca/financial-aid/
tel: 416-978-2180

HEALTH & WELLNESS

http://healthandwellness.utoronto.ca

HOUSING SERVICES

www.housing.utoronto.ca
housing.services@utoronto.ca
tel: 416-978-8045

INTERNATIONAL STUDENT SUPPORT

Centre for International Education
www.cie.utoronto.ca
cie.information@utoronto.ca
tel: 416-978-2564
Cumberland House, 33 St. George Street

STUDENT ACCOUNTS

www.fees.utoronto.ca

SCHOOL OF GRADUATE STUDIES
www.sgs.utoronto.ca
http://www.sgs.utoronto.ca/currentstudents/Pages/Financial-Aid-and-Counselling.aspx

graduate.information@utoronto.ca
graduate.awards@utoronto.ca
tel: 416-978-6614

STUDENT ASSOCIATIONS/SUPPORT

Graduate Students' Union
https://www.utgsu.ca/

TCARD

http://sites.utoronto.ca/tcard/

MAIN ACADEMIC DATES 2015-2016
Complete list online at
http://current.ischool.utoronto.ca/studies/academic-dates

Fall Session (F)		
JULY		
11	Getting Started (pre-registration event at the iSchool)	
15	Start organizing fee payment. Check ACORN/ROSI for online invoice	**FEES**
28	Course enrolment takes place (6 a.m. ACORN/ROSI time). Start time is local Toronto time. For a near approximation of the ACORN/ROSI current time and its equivalent globally, view the World Clock online at http://www.timeanddate.com/worldclock/	**COURSES**
AUGUST		
28	Last date for university to RECEIVE minimum payment of fees to meet registration deadline	**FEES**
SEPTEMBER		
07	University closed – Labour Day holiday	**CLOSED**
08	SGS Orientation for New Graduate Students	**INTRO**
10	iSchool Orientation, General Assembly & Meet Your Faculty Advisor Day	**INTRO**
14	iSchool classes begin	**COURSES**
18	Registration for Fall session ends.	**COURSES**
	After this date a late registration fee will be assessed.	**FEES**
28	Final date to add Fall session (F) courses and full-year courses (Y)	**COURSES**
OCTOBER		
12	University closed – Thanksgiving Day	**CLOSED**
NOVEMBER		
2	Final date to drop Fall session half (H) or full (Y) courses without academic penalty	**COURSES**
09-13	iSchool Fall Reading Week	**BREAK**
DECEMBER		
14	Last day of Fall session classes	**COURSES**
15-18	Examination period	**EXAMS**
23	University closes for Winter break	**CLOSED**
Winter Session (S)		
JANUARY		
04	University re-opens for Winter session	
11	**iSchool courses begin**	**COURSES**
FEBRUARY		
15	University closed – Family Day	**CLOSED**
16-19	Winter Reading Week	
APRIL		
08	Last day of Winter session classes	**COURSES**
11-13	Examination period	**EXAMS**

Please note that all dates are subject to revision.
For up to date information, refer to Academic Dates on the Current Students Portal.