UNIVERSITY OF TORONTO
FACULTY OF INFORMATION

GETTING STARTED

A HANDBOOK FOR THE 2016 COHORT

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

July 9, 2016

INFORMATION

MUSEUM STUDIES

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STUDENT SERVICES WELCOME

Welcome to our iSchool community!

It is exciting to have you here. We believe our admissions review process ensures that we select students who will be successful in our program/s.

We know that the first term of class is critical to your success. Knowing who and where to go to support your studies; managing academic expectations; starting to develop networks of support; and, navigating administrative and academic deadlines - are important first term achievements. We are here to help.

Graduate School is a challenging and rewarding experience - life changing for many. Our goal? Applauding your success as you cross the stage in Convocation Hall to pick up your Master degree from the most highly ranked university in Canada.

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 2) – 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!

Barb Brown**, *Assistant Dean, Registrarial & Student Services*
Christine Chan, *Faculty Receptionist and Student Services Assistant*
Laura Jantek, *Admissions Officer*
Carol Ng, *Admissions and Student Services Assistant*
Isidora Petrovic, *Careers Officer*

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/

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 will find a supportive and responsive Faculty and campus. 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.

Registration with accessibility services should be initiated now for any existing situations.

Contact Accessibility Services directly to register and make arrangements to meet with an Accessibility Counsellor: 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/

IMPORTANT RULES & REGULATIONS

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 11)
- Degree Regulations
- Fees Regulations
- 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

ACORN stands for **A**ccessible **C**ampus **O**nline **R**esource **N**etwork. ACORN (http://www.acorn.utoronto.ca/) will be replacing the existing ROSI (**R**epository **o**f **S**tudent **I**nformation) as the new Student Web Service (SWS). 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.

This is where students enrol in courses, check fees and finances, view/change personal information, view academic history, order transcripts, defer payment of tuition based on government loans, and do other records and registration tasks. Students can also view information such as legal/immigration status. As legal status affects fees, all students are advised to check this information at the beginning of each year.

Since both ACORN and ROSI will continue to co-exist, we will refer to both throughout this guide as ACORN/ROSI. Take some time to explore ACORN if you've never used it before.

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 ACORN/ROSI 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.

Student Responsibility & Declaration

Use of ACORN to enrol in courses means that you agree to abide by all of the academic and non-academic rules and regulations of the University, the School of Graduate Studies, and the Faculty of Information. It also means that you agree to assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto.

Note that it is ultimately the student's responsibility to keep personal and academic information up to date at all times and to follow all University, SGS, departmental and program regulations, requirements and deadlines. ACORN makes it easier for students to check and correct this information. If questions arise about requirements, policies and procedures, students are responsible for seeking answers to these questions from staff and advisors.

iSCHOOL ENVIRONMENT

1. iSCHOOL WEBSITES

The iSchool currently has two websites, though work is underway to merge information into one site:

- **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:
  o course timetables
  o academic dates and academic regulations
  o course descriptions
  o announcements on awards, deadlines, and other time sensitive matters
  o 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.*
  This account allows us to access 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.

- **UTORcsi Network Account** - *The internal iSchool account.*
  This account allows you to access Windows 7 and iMac student computers, and a variety of iSchool web resources. There is no personal network storage space associated with the UTORcsi account. The iSchool Technical Support team will send an email notification with your username and initial password.

THINGS TO DO NOW

ACORN/ROSI Set up
You will use ACORN/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:

- **ACORN First-time User Log in**:
  Use your UTORid and password to log onto ACORN (www.acorn.utoronto.ca).

- **Update your Personal Information**
  Verify that all contact information in ACORN/ROSI is correct and up-to-date at all times. This includes your activated UTmail+ email address, mailing/permanent addresses, and phone numbers. The University only uses the ACORN/ROSI information to contact students.

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

  All communications from the iSchool, SGS, and other university offices must go to your UTmail+ email account; ensure that it is active and in ACORN/ROSI. It is your responsibility to check for messages. We are not responsible for any delays or forwarding issues that may arise if UTmail+ is not used.

  Validate their UTORid at the University Library early. Your UTORid provides you access not only to your University email account but also to Blackboard, the University's student portal and learning management system. Many courses use the portal to provide online materials, discussion groups, quizzes, and more. It is also used by the University and various student groups to make important announcements and administer elections.

- **Add an Emergency Contact**
  Enter Next of Kin and Emergency Contact information so we know whom to contact in case of a medical emergency. 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.

- **Enter Direct Deposit Information**
  ACORN/ROSI allows students to enter their banking information for direct deposits. This will allow payments of awards, scholarships, grants, bursaries (including UTAPs), and tuition/residence refunds to be more efficiently processed and deposited directly into your bank account rather than receiving a cheque. We highly recommend that students sign up for direct deposit through ACORN. Access to a student's bank account details is restricted to you and staff members authorized to initiate student account refunds.

- Additional ACORN/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

PREPARE FOR COURSE ENROLMENT

Only first session (Fall 2016) courses can be selected during the first enrolment period that takes place at **6 am on Wednesday, July 27**.

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 2017) courses will open for enrolment on Thursday, November 10, 2016. The optional third session (Summer 2017) courses will open for enrolment sometime in April, 2017.

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

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 **or** Winter **or** Summer **with**
Fall session	2.0 FCE	
Winter session	2.0 FCE	
Optional		
Summer session*	2.0 FCE	b) Maximum 3.0 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**
  We highly recommend that Incoming students do not 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. 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)

NOTE: The MMSt program is offered on a full-time basis only

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-requisite** or **co-requisite** electives may have; pre- and co-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.

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!

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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 – 2.0 FCE
		▪ MMSt Thesis – 2.0 FCE
			F = First Session
			  ▪ Fall: September-December
			  ▪ 1st Summer session: May-June
			
			S = Second Session
			  ▪ Winter: January-April
			  ▪ 2nd Summer session: June-August
			
			Y = Spans Two Sessions
			▪ Fall + Winter: September-April
			▪ Summer session: May-August
				LEC = Lecture
				Note: All iSchool courses are **LEC**tures.

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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**

Enrolment Cart in ACORN

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**!

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5. ADDITIONAL CONSIDERATIONS
Selecting non-iSchool courses

Collaborative Programs
These are eight (8) Collaborative Programs - in essence, clusters of courses that are offered by graduate units that do not lead to a degree on their own, each requiring their own additional application process once accepted to the iSchool. Go to: http://www.ischool.utoronto.ca/mi-phd-collaborative-apply Each Collaborative Program is an exploration of a novel interdisciplinary area or a special development in a particular discipline.

Once accepted to a Collaborative Program you will need to enrol in:
1. iSchool Required courses
2. Required Collaborative Program courses
3. School Elective courses

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

Graduate Courses Outside of Your iSchool Program
While a maximum of four (4) 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.

6. ENTERING COURSES WITHIN THE ENROLMENT PERIOD

Though we have a two-term timetable, you will enrol for courses offered only in the Fall Session, **e.g., INF1330H F LEC0101.**

Course enrolment takes place at **6:00 am on Wednesday, July 27th, 2016** *on a first-come, first-served basis*

ENDS: 11:59 pm on Monday, September 26th

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 27th.

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 the change has been recorded in ACORN/ROSI. If not, then visit the iSchool Student Services Office in person or email us at inquire.ischool@utoronto.ca.

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. For more information, see the *Transfer Credits and Exemptions* section under iSchool Academic Regulations: http://current.ischool.utoronto.ca/studies/procedures-regulations#transfer%20credits.

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 and the *Transfer Credits and Exemptions* section under iSchool Academic Regulations: http://current.ischool.utoronto.ca/studies/procedures-regulations#transfer%20credits.

Deadlines to submit all applicable documentation to Student Services: Requests for transfer credits and exemptions must be received **within 10 business days** of the first day of classes of the graduate term (Fall or Winter).

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 Assistant Dean, Registrarial & Student Services.

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. Note: Syllabi are often uploaded after enrolment in the first week of classes by instructors. However, previous syllabi will provide a sense of course expectations and learning objectives.
- Use the worksheets provided (pg.17) to draft your own timetable **ahead of time, making sure there are no conflicts** with other courses, your workplace, etc.
- If you discover conflicts **after you enrol in courses,** your chances of moving them around may be 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 Wednesday, July 27, 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.
- Be sure to set up PIN reactivation on ACORN/ROSI OR receive a new PIN by contacting Student Services at inquire.ischool@utoronto.ca or 416-978-3234.

COURSE ENROLMENT DAY

COURSE ENROLMENT DAY - 6 AM WEDNESDAY, JULY 27
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.
- Second year students enrol ahead of incoming students, so some electives may already be full by the time you enrol; have a backup course.
- **First year students**: If you don't get in now, remember you'll have priority next year.
- 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.
- 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!

COURSE WAITLIST
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 can see 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 sections of a course. Regardless of the number of sections for which you waitlist, it will 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. If you waitlist for both sections. It will only count as 0.5 FCE towards your waitlist load.

Make sure that you **only waitlist for sections that fit your schedule. 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.**

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
WAIT	No room in the meeting section. Student has been placed on a waiting list based on category and will be enrolled automatically if space comes available.
DWAIT	Student has cancelled place on the waiting list or been removed.

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, October 31, 2016, 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 Assistant Dean, Registrarial & Student Services 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 2016 2017
- 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 mid-July at www.fees.utoronto.ca and look for Fall-Winter 2016-2017.

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 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
September 16, 2016 is the deadline to be fully registered – this is when the University receives 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*). The earlier you pay/defer your tuition fees, the earlier you'll be considered registered.

After September 16th, 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
The Minimum Payment to Register for Fall 2016 is: **Arrears + 100% of Fall tuition fees**. 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. This switch must be done **prior to the start of the winter session in your second year**. Details found on the SGS Calendar: http://www.sgs.utoronto.ca/calendar/Pages/Registration-and-Enrolment.aspx and website: http://www.sgs.utoronto.ca/currentstudents/Pages/Registration-and-Enrolment.aspx - see under "Enrolment Status (Full-Time, Part-Time, Flexible Time)".

If by the time all degree requirements have been successfully completed and the student has paid less than it would have cost to complete a full-time degree, 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
New as of 2016-17! Students may now pay tuition and fees by credit card directly on ACORN. See resources below for further information:

- ACORN "Pay Tuition and Fees by Credit Card How-To Guide"
- Student Accounts General FAQs
- Student Accounts Making a Fee Payment
- Student Accounts Credit Card Payments FAQs

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/making_a_fee_payment.htm
Outside Canada:
http://www.fees.utoronto.ca/making_a_fee_payment.htm

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 Payment 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 2016 - 2017 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 *Register Without Payment (Fee Deferral) Fall 2016* 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 2016 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 8th, as well as completing the Cite it Right workshop, are mandatory for all new Master's 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.

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 also may be shared with administrative personnel to support a required outcome. Thus treat your email exchanges with instructors or TAs as being in the public domain. Although the usual rules of etiquette apply (only write what you would comfortable saying directly to someone), you should have no expectation of privacy in your email communications with instructors. If something is confidential, it should be discussed in person.

2. Always, always, always:
   - Check the website or course syllabus before sending that email, the answer may be right in front of you! Remember to use the search tool on 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 8th 2016

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

Other important events
Tuesday, September 6th, 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.

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 Concentration
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, then you are in the General Program Option (GPO).

Important to Note:
1. You can view and change your concentration, or GPO status, on ACORN (under Academics/Enrol & Manage/Programs) or ROSI (on the left hand side menu under SUBJECT POSTs).

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

2. 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).

3. 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.

WORKSHEETS

Create your schedule using the worksheets below. Plot required courses first, then elective courses. For ease of enrolment, list each course with 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. 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

CAREERS

Includes INF2158H, INF2173H Practicum 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
President: Chelsea Misquith
http://misc.ischool.utoronto.ca/

MUSSA - Master of Museum Studies Student Association
President: Maya Donkers

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 2016-2017

Complete list online at

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

	Fall Session (F)	
JULY		
9	Getting Started (pre-registration event at the iSchool)	
18	Start organizing fee payment. Check ACORN/ROSI for online invoice	**FEES**
27	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**
SEPTEMBER		
4	University closed – Labour Day holiday	**CLOSED**
6	SGS Orientation for New Graduate Students	**INTRO**
8	iSchool Orientation, General Assembly	**INTRO**
12	iSchool classes begin	**COURSES**
16	Registration for Fall session ends. Last date for university to receive minimum payment of fees to meet registration deadline After this date a late registration fee will be assessed.	**COURSES/FEES** **FEES**
26	Final date to add Fall session (F) courses and full-year courses (Y)	**COURSES**
OCTOBER		
10	University closed – Thanksgiving Day	**CLOSED**
31	Final date to drop Fall session half (H) or full (Y) courses without academic penalty	**COURSES**
NOVEMBER		
7-11	iSchool Fall Reading Week	**BREAK**
DECEMBER		
12	Last day of Fall session classes	**COURSES**
13-16	Examination period	**EXAMS**
21	University closes for Winter break	**CLOSED**
	Winter Session (S)	
JANUARY		
2	University re-opens for Winter session	
9	**iSchool courses begin**	**COURSES**
FEBRUARY		
20	University closed – Family Day	**CLOSED**
21-24	Winter Reading Week	**BREAK**
APRIL		
7	Last day of Winter session classes	**COURSES**
10-14	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.

UNIVERSITY OF TORONTO
FACULTY OF INFORMATION

Checklist for Incoming Master's Students

BEFORE ARRIVAL	✔
▪ Pay Deposit to Student Accounts	
▪ Clear any conditions on my Offer of Admission (June)	
▪ Apply to OSAP/ Other Government loans (earlier the better)	
▪ Read SGS Information for New Students: ○ http://www.sgs.utoronto.ca/currentstudents/Pages/Information-for-New-Students.aspx ○ http://www.sgs.utoronto.ca/currentstudents/Pages/First-Steps-for-New-Students.aspx	
▪ International Students, find information/resources at the Centre for International Experience: ○ http://www.cie.utoronto.ca/Coming.htm ○ http://www.cie.utoronto.ca/Coming/Coming-to-U-of-T-Portal/travelDoc.htm	
▪ Obtain TCard [bring: http://www.sgs.utoronto.ca/currentstudents/Pages/First-Steps-for-New-Students.aspx] (Robarts Library, Room 2054A, July 9 – 11am-2pm) ○ Activate UTORid with activation code from TCard Office ○ Set up UTmail+ email account using activated UTORid ○ Login to ACORN using activated UTORid ○ Enter new/official UTmail+ email address into ACORN ○ Ensure all personal contact information, especially mailing address and emergency contact, are correct in ACORN	
▪ Check your Fees invoice posted online in ACORN (mid-July)	
▪ Enroll in Fall 2016 term classes (6am July 27)	
▪ Pay Fall Fees or Defer Payment (September 16, 2016)	
▪ Register with Accessibility Services, if needed	
▪ Seek Housing, if needed	
▪ Get connected ○ Join iSchool online chats ○ Read iSchool INTRO e-newsletter, read SGS monthly "gradschool e-news"	

AFTER ARRIVAL	✔
▪ Attend SGS Orientation (September 6)	
▪ Attend iSchool Orientation Day and Assembly (September 8)	
▪ Attend first day of classes (September 12)	
▪ Sign up for locker (iSchool Student Services after September 1)	
▪ Pick up electronic access fob key (Inforum/TBA)	
▪ Attend SGS Award Information Sessions (TBA)	