

# REGISTRATION GUIDE



## New Master's Students 2013

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

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UNIVERSITY OF TORONTO  
FACULTY OF INFORMATION

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## STUDENT RESPONSIBILITY

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

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

- School of Graduate Studies (SGS) Calendar  
**[www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)**
- Academic Regulations  
**<http://current.ischool.utoronto.ca/studies/procedures-regulations>**
- the online Course Timetable  
**<http://current.ischool.utoronto.ca/courses/timetables>**
- this Registration Guide  
**<http://current.ischool.utoronto.ca/registrationguide>**

Faculty advisors and iSchool Student Services are available to assist and advise students. Students are responsible for seeking answers to questions about requirements, policies, and procedures.

Use of the Student Web Service/ROSI for course enrolment means that the student agrees to abide by all academic and non-academic rules and regulations of the University, the School of Graduate Studies, and the department in which they are registered.

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

Students must maintain current personal information on ROSI including Next of Kin and Emergency Contact information so we know who to contact in a medical emergency.

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

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

## REGISTRATION OBLIGATIONS

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

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

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## TOOLS

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

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

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### 1. ROSI/SWS

Repository of Student Information, the student records online service [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

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

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

information is correct currently. It is your responsibility to ensure that the contact information in ROSI/SWS is up-to-date at all times.

- **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.

Additional ROSI/SWS 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, tax receipts

- **Transcripts, Academic History**

final grades, unofficial transcript of grades

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### 2. ISCHOOL WEBSITES

The website has recently changed. There are now two sites:

1. **New Public Site**  
[www.ischool.utoronto.ca](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.
2. **Current Students Portal**  
<http://current.ischool.utoronto.ca>  
Access course descriptions, the course timetable, academic dates and academic regulations from the STUDIES menu.

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

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

Eventually, access to the portal will be by login using your UTORid. The look and menus of the portal site will be adjusted to remove duplicate items on the two sites.

### 3. iSCHOOL COMPUTER NETWORK

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

#### #1) UTOR

*The external university-wide account.*

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

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

#### #2) iSchool Network Account

*The internal iSchool account.*

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

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#### *Obligation #1*

### **MONITOR YOUR ROSI REGISTRATION STATUS**

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

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

The main ROSI registration status indicators are:

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

## Obligation #2

# ENROL IN COURSES

Course enrolment comprises of:

- 1. Declaring the desired Area(s) of Study**  
Valid for MI, and Concurrent Registration Option students who choose to begin Year 1 in the MI:
- 2. Selecting which courses to take**
- 3. Entering course selections on ROSI**

### 1. AREA(S) OF STUDY DECLARATION

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

**Tool:** iSchool Website

In order to enable your ability to enter your course selections on ROSI/SWS, a Declaration form must be submitted without delay. If you have not already done so, please complete online and submit the Declaration Form at <http://www.ischool.utoronto.ca/declare-new>

Students will have the opportunity to amend declarations after the first session begins.

### 2. SELECTING COURSES

**Tools:** iSchool Website, iSchool Computer Network

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

#### HOW MANY COURSES TO SELECT? THE STANDARD COURSE LOAD

An understanding of the credit values of courses is required.

#### Course Credit Values

Each course has a credit value. A value of

**0.5** is referred to a half-credit course

**1.0** is referred to as a full-credit course

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

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

**8.0 total credits for the MI**

**7.5 total credits for the MMSt**

**13.0 total credits for the Concurrent Registration Option**

#### COURSE LOADS

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

STANDARD COURSE LOADS			
	Full Time	Part Time	Part-Time 2014 onward
<b>Regular Academic Year</b>			a) 1.0 FCE in <b>each</b> session: Fall or Winter or Summer <b>with</b>
Fall session	2.0 FCE	1.0 FCE	
Winter session	2.0 FCE	1.0 FCE	
<b>Optional</b>			b) 1.5 FCE in <b>total</b> over all sessions: Fall & Winter & Summer
Summer session*	2.0 FCE	1.0 FCE	
*In the Summer session a small number of iSchool elective courses are offered, iSchool mandatory courses are not usually offered.			

#### ADDITIONAL CONSIDERATIONS

##### Taking more than the Standard Course Load

Students may NOT enrol in additional courses beyond the total number required by their program of study.

##### • Full-Time Students

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

Approval will be subject to satisfactory academic performance at the iSchool, therefore additional courses cannot be considered for the first semester. Approval may be granted to take an additional course, not a specific course, as this will depend on space availability.

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

##### • Part-Time Students

Only the standard course loads are permitted - no exceptions.

### WHICH COURSES TO SELECT?

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

#### Mandatory Courses

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

#### Cite It Right Workshop

This non-credit workshop delivered by the iSchool Inforum, *must be completed* prior to the start of Winter session course enrolment.

#### Elective Courses

Optional courses to select when arranging your degree

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

#### Recommended Courses

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

#### FACULTY ADVISORS

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

### WHEN ARE COURSES SCHEDULED?

#### Course Timetables

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

The timetables can include the day, time, duration, location and instructor of each scheduled iSchool course. *Rely ONLY on the iSchool website timetable and not on the timetable in ROSI/SWS.* A course may be offered in one instance only, or for added convenience, in multiple instances (meeting sections). Only one instance needs to be selected for a desired course.

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

<b>iSCHOOL COURSE CODE LEGEND</b>				
<b>Example: INF2175H - Section 0102</b>				
<b>ACTIVITY CODE</b>			<b>SECTION CODE</b>	
<b>Discipline of Study</b>	<b>Number</b>	<b>Credit Value</b>	<b>Session Offered</b>	<b>Meeting</b>
<b>INF</b>	<b>2175</b>	<b>H</b>	<b>F</b>	<b>LEC 0102</b>
<b>BKS</b> = Book History <b>C&amp;T</b> = Culture & Technology <b>GGR</b> = Geography <b>INF</b> = Information <b>JIE</b> = Joint iSchool/Faculty of Applied Science & Engineering <b>KMD</b> = Knowledge Media Design <b>MHI</b> = Health Informatics <b>MSL</b> = Museum Studies <b>RST</b> = Research Thesis		<b>H</b> = 0.5 FCE  <b>Y</b> = 1.0 FCE  <b>EXCEPTIONS</b> • INF1005H – 0.25 FCE • INF1006H – 0.25 FCE  RST999Y, one of: • MI Thesis – 3.0 FCE • MMSt Thesis – 2.0 FCE	<b>F</b> = First Session • Fall: Sept-Dec • 1 <sup>st</sup> Summer term: May-Jun  <b>S</b> = Second Session • Winter: Jan-Apr • 2 <sup>nd</sup> Summer term: Jun-Aug  <b>Y</b> = Spans Two Sessions • Fall + Winter: Sept-Apr • Summer terms: May-Aug	<b>LEC</b> = Lecture

## COURSE SELECTION SEQUENCE AND CRITERIA

### Worksheets

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

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

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

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

Select courses in this order:

#### 1. Select all Mandatory courses offered first

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

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

#### 2. Select all other courses, including Electives and Recommended courses

Only after the Mandatory courses have been selected are any other courses to be considered. Schedule courses at times that do not conflict with the Mandatory courses already scheduled.

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## ADDITIONAL CONSIDERATIONS

### Selecting non-iSchool courses.

#### Collaborative Programs

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

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

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

#### Graduate Courses Outside of Your iSchool Program

With the permission of the iSchool, graduate-level courses may be taken. Permission is conditional upon:

- recommendation from the iSchool
- approval of the other department(s) concerned
- approval from School of Graduate Studies (SGS)
- iSchool grade submission deadlines must be met, regardless of the deadlines of the other department(s) involved

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

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

A maximum of 2.0 FCEs, with permission.

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

#### Courses in other U of T programs

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

#### Courses at other Universities

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

#### Undergraduate Courses

These do not count toward a graduate degree.

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## 3. ENTERING COURSE SELECTIONS ON ROSI/SWS

### ENTERING COURSES WITHIN THE ENROLMENT PERIOD

The enrolment period for Fall Session & Full-Year Courses

STARTS: 6:00 am on July 31<sup>st</sup>

***on a first-come, first-served basis***

ENDS: 11:59 pm on September 22<sup>nd</sup>

#### Caution

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

### **Adding Courses**

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

### **Dropping & Modifying Courses**

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

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### **COURSES THAT YOU CAN ENTER ON ROSI**

Most courses can be managed completely on ROSI.

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

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

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### **COURSES THAT YOU CANNOT ENTER ON ROSI**

#### **Cite it Right Workshop**

This non-credit workshop delivered by the iSchool Inforum, *must be completed* in the first semester, prior to the start of Winter session course enrolment. This workshop does not have a course code and it does not appear on any course timetable. For scheduled times and sign-up refer to the Inforum website at <http://current.ischool.utoronto.ca/services/inforum-is>

#### **Collaborative Programs (CP)**

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

#### **MI Students who wish to take MMSt courses - MSL courses**

#### **MMSt Students who wish to take MI courses - INF courses**

First, attempt to add the courses on ROSI/SWS.

Second, complete SGS Add/Drop Form. Ensure that you submit to iSchool Student Services the completed form

with all signatures. Where an iSchool signature is required please visit iSchool Student Services.

### **Courses at other U of T departments – with permission**

First, check with the host Department:

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

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

### **Courses at other Universities – with permission**

Seek permission 45-60 days prior to the start of the desired course.

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

- **Ontario Universities**

Submit to iSchool Student Services:

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

- **Canadian universities outside of Ontario**

Submit to iSchool Student Services:

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

#### **NOTE:**

- Students pay fees directly to the host university.
- Students will usually take more than one course at the host institution and will not be registered at their home institution.



- Students are responsible for arranging to have the transcript from the host university sent to SGS directly
- On the UofT transcript for successfully completed courses, the course grades will appear in parenthesis and will have CR (credit), not the actual grades.
- Some universities may not subscribe to this Agreement. University of Alberta for example does not use this form; it uses a *letter of permission* instead.\* Once you submit the form to us, we will need to write a *letter of permission* for UA.

## ADDITIONAL CONSIDERATIONS

### Spaces Available in a Course

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

### Course Status

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

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

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

### Waitlist for Full Courses

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

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

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

Details including how to join a Waitlist and how many courses can be Waitlisted are online at [www.ischool.utoronto.ca/waitlist](http://www.ischool.utoronto.ca/waitlist)

### Course Cancellations

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

### Withdrawal from Courses – Academic Penalty Deadline

Please read the regulations online at <http://current.ischool.utoronto.ca/studies/procedures-regulations>

### Withdrawal from the iSchool

Withdrawal from a program requires that the student submit a withdrawal form to iSchool Student Services.

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

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

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

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

## Obligation #3

### PAY FEES

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

**Tools:** iSchool Website, ROSI/SWS

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#### WHEN

August 30 is the last date for the university to RECEIVE the minimum payment of fees to register.

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

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#### 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.

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#### HOW MUCH TO PAY

The fee schedule is listed online at <http://current.ischool.utoronto.ca/admissions/tuition-fees>

##### Minimum Payment To Register

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

##### Minimum Degree Fee

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

Additional fees may be required, *for example:*

- Full-time students who take longer to complete their program than the usual two consecutive years, will remain full-time for the duration of their program, and will pay more than two years of full-time fees.
- Part-time students who take longer to complete their program will pay more.

Many part-time students will pay a balance of degree fee prior to graduation e.g., if a part-time student takes less than 5.5 years to finish, they will likely need to pay a balance-of-degree fee.

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

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

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#### 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

[www.fees.utoronto.ca/session/2013\\_2014.htm](http://www.fees.utoronto.ca/session/2013_2014.htm)

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#### Deferral (Delay) of Fee Payment

A deferral is a special financial arrangement available to a **qualified** student who cannot make the minimum tuition payment by the registration deadline date of a session.

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

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

- Ontario - OSAP recipients
- Rest of Canada - Recipients of provincial/territorial loans

- U.S.A. – Recipients of US Direct Loans (e.g. FAFSA)
- Scholarship Recipients - with an award value greater than or equal to the minimum payment amount to register. The award must be a U of T award or an external award that is being paid directly to U of T. External awards paid to the student are not eligible.
- Sponsorship by a Third Party - If your fees will be paid by an organization that requires an invoice from the University.
- U of T Staff/Staff Dependents

#### How to request a Fee Deferral

- Recipients of Ontario, Canadian and US government loan programs apply on ROSI/SWS, select the FINANCIAL ACCOUNT menu.
- U of T Staff/Staff Dependents read the relevant information at [http://www.fees.utoronto.ca/session/2013\\_2014.htm](http://www.fees.utoronto.ca/session/2013_2014.htm)
- All other students complete and submit a *Request to Register Without Payment Form* from the SGS website [www.sgs.utoronto.ca/informationfor/students/inform/stuforms.htm](http://www.sgs.utoronto.ca/informationfor/students/inform/stuforms.htm)

*Note that SGS is planning to launch a new version of their website in August. Currently active links may become inactive. Browse/search the new site for the Form.*

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#### Proof of Payment

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

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#### Proof of Registration/Enrolment Confirmation

Students who need letters confirming their registration status, or enrolment status, must contact the School of Graduate Studies. The iSchool cannot issue these letters. It can take as many as five business days to produce the letters.

Domestic students may need these letters because of government grants. International students may need these letters for banking or immigration purposes.

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## Obligation #4

### ATTEND REGISTRATION DAY

**Tool:** iSchool Website

**Thursday September 5<sup>th</sup> 2013**

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

The programming includes:

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

#### Orientation

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

We strongly recommend that you attend these events, so leave room in your calendar. Details will be emailed once they become available.

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## **ACCESSIBILITY**

**<http://accessibility.utoronto.ca>**

Students with diverse learning disabilities and needs are welcome.

In particular, if you have a disability/health consideration, Accessibility Services provides support for eligible students according to their specific needs.

Please contact Accessibility Services early and directly, rather than the course instructor, in order to make appropriate arrangements: phone (416) 978-8060 or email **[accessibility.services@utoronto.ca](mailto:accessibility.services@utoronto.ca)**

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

## **EMAIL GUIDELINES**

### **OFFICIAL EMAIL FOR UNIVERSITY CORRESPONDANCE**

UTMAIL+ is the official vehicle by which the university will correspond officially with students.

Instructors have regular office hours to meet with students. Typically, a course syllabus will list their policy with respect to email.

### **Best Practices**

1. Email is excellent for coordination and logistics (Where shall we meet? What time will you be in your office?). It is not a particularly good medium for engaging in substantive discussion or argument.
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. Sarcasm and humour, for example, usually do not work.

Finally, if you choose not to use full sentences, full words, or standard spelling, you should be aware that- in a university setting- this makes you look bad.

**WORKSHEETS**

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

<b>FALL SESSION</b>					
<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
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					

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

## RESOURCES - CONTACTS

### GENERAL ASSISTANCE REGISTRATION ACADEMIC REGULATIONS

#### Student Services

Room 211  
<http://current.ischool.utoronto.ca>  
[inquire.ischool@utoronto.ca](mailto:inquire.ischool@utoronto.ca)  
tel: 416-978-3234  
fax: 416-978-5762

### ACADEMIC ADVICE

#### Faculty Advisor

*Notification of advisor will be emailed in August*

### ACCESSIBILITY SERVICES

<http://accessibility.utoronto.ca>  
[accessibility.services@utoronto.ca](mailto:accessibility.services@utoronto.ca)  
tel: (416) 978-8060

### ATHLETICS & RECREATION

[www.athletics.utoronto.ca](http://www.athletics.utoronto.ca)

### COMPUTER ACCOUNTS

#### Information Commons Help Desk

[www.utoronto.ca/ic](http://www.utoronto.ca/ic)  
[help.desk@utoronto.ca](mailto:help.desk@utoronto.ca)  
tel: 416- 978-HELP (4357)

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

#### iSchool Information Services

4<sup>th</sup> floor  
<http://current.ischool.utoronto.ca/services/inforum-is>  
[help.ischool@utoronto.ca](mailto:help.ischool@utoronto.ca)  
tel: 416-978-7060

#### ROSI/SWS

[www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

### HEALTH & WELLNESS

<http://healthandwellness.utoronto.ca>

### HOUSING SERVICES

[www.housing.utoronto.ca](http://www.housing.utoronto.ca)  
[housing.services@utoronto.ca](mailto:housing.services@utoronto.ca)  
tel: 416.978.8045

### INFORUM

4<sup>th</sup> floor  
<http://current.ischool.utoronto.ca/services/inforum-is>  
[help.ischool@utoronto.ca](mailto:help.ischool@utoronto.ca)  
tel: 416-978-7060

### INTERNATIONAL STUDENT SUPPORT

#### Centre for International Education

[www.cie.utoronto.ca](http://www.cie.utoronto.ca)  
[cie.information@utoronto.ca](mailto:cie.information@utoronto.ca)  
tel: 416-978-2564  
fax: 416-978-4090

Cumberland House, 33 St. George Street

### MONEY MATTERS

#### Student Services

Room 211  
<http://current.ischool.utoronto.ca>  
[inquire.ischool@utoronto.ca](mailto:inquire.ischool@utoronto.ca)  
tel: 416-978-3234  
fax: 416-978-5762

#### Student Accounts

[www.fees.utoronto.ca](http://www.fees.utoronto.ca)

#### School of Graduate Studies (SGS)

[www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)  
[graduate.awards@utoronto.ca](mailto:graduate.awards@utoronto.ca)  
tel: 416-978-6614

### STUDENT ASSOCIATIONS/SUPPORT

#### MISC - Master of Information Student Council

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

#### MUSSA - Master of Museum Studies Student Association

<http://msgsa.weebly.com/>

#### Mentoring@iSchool

[mentoring.ischool@gmail.com](mailto:mentoring.ischool@gmail.com)

### SCHOOL OF GRADUATE STUDIES (SGS)

[www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)  
[graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca)  
tel: 416-978-6614

### TCARD

[www.tcard.utoronto.ca](http://www.tcard.utoronto.ca)

# MAIN ACADEMIC DATES 2013-14

View the complete list online at  
<http://current.ischool.utoronto.ca/studies/academic-dates>

## Fall Session (F)

### AUGUST 2013

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### SEPTEMBER 2013

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### OCTOBER 2013

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER 2013

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### DECEMBER 2013

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### AUGUST

**30** Last date for university to RECEIVE FEES  
 minimum payment of fees to meet  
 registration deadline

### SEPTEMBER

**02** University closed – Labour Day CLOSED  
**05** Registration Day @ iSchool COURSES  
**09** iSchool classes begin COURSES  
**13** Registration for Fall session ends. COURSES  
 After this date a late registration fee will be FEES  
 assessed.  
**22** Final date to add Fall session + full-year COURSES  
 courses

### OCTOBER

**14** University closed – Thanksgiving Day CLOSED  
**28** Final date to drop Fall session half or full COURSES  
 courses without academic penalty

### NOVEMBER

**04-08** iSchool Fall Reading Week BREAK

### DECEMBER

**06** Last day of Fall session classes COURSES  
**09-13** Examination period EXAMS  
**23** University closes for winter break CLOSED

### JANUARY

**06** University re-opens for Winter session  
 iSchool courses begin COURSES  
**19** Final date to add Winter session courses COURSES

### FEBRUARY

**17** University closed – Family Day CLOSED  
**18-21** iSchool Winter Reading Week  
**24** Final date to drop Winter session and full- COURSES  
 year courses without academic penalty

### APRIL

**04** Last day of Winter session classes COURSES  
**07-09** Examination period EXAMS  
**18** University closed – Good Friday CLOSED

## Winter Session (S)

### JANUARY 2014

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### FEBRUARY 2014

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### MARCH 2014

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL 2014

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				