Your first task is to familiarize yourself with the important dates, deadlines and instructions included in your email offer of admission

Then, follow the detailed instructions in this checklist to complete your enrolment and fee payment

Do not hesitate to contact us if you would like to book an advising appointment at diplomatodegree@utoronto.ca

CHECKLIST OVERVIEW

- **Step 1**: Log on to ROSI (Repository of Student Information) to familiarize yourself with the web service
- **Step 2**: Enrol in courses using ROSI on August 11th, 2017 starting at 6:00 a.m.
- **Step 3**: Pay your minimum payment or defer your fees by August 30th, 2017 to complete your registration
- **Step 4**: Go to class, get your TCard (U of T student card) & set up your UTORid and email account

ROSI is the University of Toronto’s online legacy registration system. It is the critical link between students and the University for most transactions. Once you obtain your TCard and activate your UTORid, you will also have access to ACORN which is the new student information system.

- Log on to ROSI at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)
  - Your student ID is in your offer of admission
  - Your password is your date of birth in YYMMDD format.
  - You will be prompted to change your password when you log on.

ROSI INSTRUCTIONS

ROSI (Repository of Student Information) is the University’s student information system. There are many self-serve functions on ROSI such as:

- Add, cancel, change courses/meeting sections
- Check available space in courses
- View activity log
- Access your grades, GPA and academic status
- Check your fees account balance and details
- Request tuition certificates for tax purposes
- List your courses
- Change or reactivate your PIN
- Update your personal information
- Order transcripts
- View your academic record
Logging In for the First Time:
When you access ROSI for the first time, you must login using your student number and your PIN (Personal Identification Number). Your initial six-digit PIN is your year, month and day of birth in YYMMDD format (e.g., April 23, 1980 = 800423). As soon as you have logged in using your birth date PIN, you will be prompted to select a new PIN. You have to select a new PIN only once. If you have questions or problems, you must go in person (with appropriate identification) to your college registrar's office.

PIN Reactivation: Log onto ROSI, and select the "Maintain your PIN" button on the bottom of the main menu. From there select the "Setup for PIN Reactivation" button. You will be presented with a list of questions from which you must answer three. Choose questions and answers you are not likely to forget. If, after setting up PIN Reactivation, your access to ROSI is suspended or you have forgotten your PIN, you can select the "PIN Reactivation" button from the Login page. Upon successfully answering two randomly selected questions, of the three you answered during the setup process, you can reset your PIN and subsequently log onto ROSI.

Changes Are Immediate:
Changes are recorded immediately on ROSI. When you cancel a course, your space becomes immediately available for enrolment by other students. Courses may be full one minute and have space available the next.

List Your Courses, Meeting Sections and Status:
Always use the "list courses and meeting sections" option after you add or cancel courses or make changes. ROSI will list courses and meeting sections you are enrolled in when using this feature. You are charged fees for all courses in which you are enrolled. Listing your courses allows you to check that you have added and cancelled your courses correctly.

Refunds & Important Dates:
If you withdraw from courses early in the session, you may be eligible for a refund of some portion of your fees. University policy is to calculate tuition refunds based on the date that a student formally withdraws from a course on ROSI. This policy is not flexible. The last day for withdrawing from a course without academic penalty may be different than the deadline for withdrawing and receiving a refund. Students are charged for all courses in which they enrol whether or not they attend. Important dates include when classes begin and end, the dates of the final exam period and deadlines to add and cancel courses to avoid academic penalty. Please see step four for detailed instructions and a link to the ‘Refund Schedule.’

Cancellation of Your Last Course:
If you drop your courses and do not intend to take any other courses in the 2017-2018 Fall/Winter session, choose the “cancel registration” option. This will ensure that your fees account will be adjusted properly. If you intend to enrol in other courses in the winter session, do not cancel your registration. This will allow you to use ROSI later in the Fall/Winter session to add courses.
Step 2: Enrol in courses on ROSI on August 11, 2017 at 6:00 a.m.

1) Log on to ROSI (www.rosi.utoronto.ca) beginning 6:00 am on Friday August 11 using your student number and PIN

2) Under the ‘Course Enrolment’ menu option on ROSI, you will enter the course code: e.g. HIS109Y1. Then add the section code “Y” for full-year courses; PSY100H1 “F” for a half course offered during the first term; PSY100H1 “S” for a half course offered during the second term.

SOME THINGS TO REMEMBER ABOUT CHOOSING COURSES

Course Timetable:
Double check times for your courses to avoid conflicts. You will be responsible for creating a conflict free schedule with your U of T course and college diploma studies. Please be sure to include commuting time to and from both institutions when mapping out your schedule. If you have any questions regarding your timetable and course selection, please contact the Diploma to Degree Program Office at diplomatodegree@utoronto.ca.

Course Choices:
It is your responsibility to create a conflict-free schedule for courses that you have the background to take. Do not enroll in courses that you will be receiving transfer credit for upon transfer. You can view the possible transfer credits you will be receiving on the Diploma to Degree website at: http://www.wdw.utoronto.ca/index.php/diploma_to_degree/

Programs of Study:
When you transfer into the University of Toronto, you will be required to select Programs. You should be enrolling in a course that may potentially count toward a program or area of study you wish to pursue upon transfer. To do this, you should familiarize yourself with the course calendar and review the program requirements for the programs you are interested in or consult with the Diploma to Degree Program Office.

Program requirements can be found at: https://fas.calendar.utoronto.ca/

Course Capacity:
It is University policy that the number of students enrolled in a course or meeting section cannot exceed the capacity of the room. In addition, courses may have enrolment limits for reasons other than classroom size. You are advised to select alternate courses in which to register in the event that you are unable to enrol in a course that is filled. You also have the option of enrolling in the summer session prior to transfer if your preferred course is not available during the Fall/Winter session. If a class is full on the last day to enrol and you are not officially enrolled in the course, you do not have a right to be in the class, and will not be granted late registration.
**IMPORTANT NOTES ON FEE PAYMENT:**

- To be registered for the 2017-2018 Fall/Winter Session, **you must enrol in courses and pay your fees!**
- The minimum payment for the 2017-2018 Fall/Winter Session is **due by August 30, 2017**
- If you do not pay or officially defer your minimum payment by August 30, 2017, **you may be removed from your courses at any time**

**Processing times:** The University allows a processing time of several days for bank payments to be received before removing you from courses. Your payment will be received on time **as long as it made on or before August 30th**. If you make a payment beyond the registration date, you will need to contact the Visiting Students Program Office immediately after making the transaction to provide a proof-of-payment in order to register. Note that reinstatement in courses is not guaranteed as spaces may be filled. If you wish to register after you have been removed, you will be charged a late reinstatement fee. **It may take up to 10 days for a fee payment to appear on your financial account on ROSI. Students are advised to keep a dated receipt or printout of their fee payment in case it is required later.**

**How to pay:**

- Your invoice is available under the ‘Financial Account’ tab on your ROSI account.
- You can pay your fees in the following ways:
  1. Bank machine or teller → Take a copy of your invoice from ROSI with you.
  2. Internet banking → Pay your fees using online banking if your bank offers this service.
     - The account name is ‘University of Toronto’
     - Your account number is on the invoice. You need this account number to ensure the payment is credited to your account.
     - Keep your dated receipt of fee payment in case it is required later.

**OSAP:** If you are receiving government student assistance (OSAP) you can register without paying the ‘minimum required payment to register’ amount on your ROSI invoice. Under the ‘Finances’ section in ROSI, please scroll down and press ‘Tuition Fee Deferral’ button for instructions and details. If you are unable to defer your fees online, please contact the Diploma to Degree Program Office before the August 30 deadline to demonstrate your OSAP funding assessment, and we will manually defer your fees if you are eligible.

**Refunds:** If you withdraw from courses early in the session, you **may** be eligible for a refund of some portion of your fees. University Policy is to calculate tuition refunds based on the date that a student formally withdraws from a course on ROSI. This policy is not flexible. The 2017-2018 Fall/Winter Fee Refund Schedule is available at: [http://www.fees.utoronto.ca](http://www.fees.utoronto.ca) before mid-July.

**IMPORTANT NOTES ON REFUNDS:**

- Our refund deadlines may be quite different from those at your home university. The last day for withdrawing from a course without academic penalty may be different from the deadline for withdrawing and receiving a refund. **You will be charged for all courses in which you enrol, whether or not you attend.**
- **Keep your mailing address current on ACORN.** All mail from the University, including refund cheques, will be sent to this address. U of T is not responsible for lost mail due to out-of-date mailing addresses.
Step 4: Get your TCard (U of T Student Card), set up your UTORmail account, and go to class!

U of T Map:
You can view U of T’s interactive map to find your classes at: http://map.utoronto.ca/

Using ROSI to enrol means you agree to abide by all of the academic and non-academic rules and regulations of the University, Faculty and College in which you are registered, and assume the obligation to pay academic and incidental fees according to the policies and requirements of the University.

TCard:
The TCard is the official student - all Visiting Students are required to have one. TCards are issued at 214 College Street, First Floor. Please follow the instructions on page 6. For the Fall/Winter session, you must enrol in your course(s) and pay at least the minimum fee before you can pick up your TCard. Please note that TCards are issued approximately two weeks prior to the start of classes. For more information on official documents required to obtain your TCard, please go to: http://tcard.utoronto.ca/

Email/ UTORMAIL Account: Once you have your TCard, you must activate your University of Toronto UTMail+ e-mail account. Setting up a UTMail+ account is mandatory, even if you already have another email address with your home university. Once it is set up, the Office of the Faculty Registrar will send you email messages throughout the session with important reminders, updates and instructions. Check http://email.utoronto.ca/ for details. You will set up your email account by visiting the InfoCommons Helpdesk, located at the Robart’s Library. Please contact Helpdesk at 416-978-HELP for assistance or visit http://help.ic.utoronto.ca

Woodsworth College

Address: 119 St. George Street | Toronto ON | M5S 1A9 |
Office Hours: Mon, Wed & Thurs → 10:00 am to 5:00 pm (4:30 pm in July & August)
Tuesday → 10:00 am to 6:00 pm (5:30 pm in July & August)
Friday → 10:00 am to 4:00 pm

Visiting Student & Diploma to Degree Program Office

Phone: (416) 978-5880
Fax: (416) 978-4088
Email: diplomatodegree@utoronto.ca
If you are INVITED for the Fall 2017 session, you are able to Get Your New TCard at any of the three campus TCard Office locations.

Required Documents - Effective Summer 2015

In order for the Card office to issue you a TCard you will require the following documents or information:

University Identification
To establish yourself as a U of T student you will need to know your Student Number or your UTOR/JOIN ID or have your University of Toronto offer of admission for the current or upcoming session.

Proof of citizenship
Proof of citizenship is required in order to begin your studies at the University of Toronto. Your citizenship will also determine your fees. Students whose citizenship documentation does not match their status in the University’s records system will not be issued a TCard and will instead be directed to their Registrar’s office.

If you are a Canadian citizen, you will need to provide proof of both your citizenship and identity through one of the following options:

Option 1: Valid Canadian passport*
Option 2: Both your Canadian birth certificate and one (1) piece of government-issued photo identification*
Option 3: Canadian citizenship certificate or card and one (1) piece of government-issued photo identification*

If you are a permanent resident of Canada, you will need to provide proof of both your permanent resident status in Canada and identity through one of the following options:

Option 1: Valid Permanent Resident card and one piece of government-issued photo identification*
Option 2: Record of landing (IMM1000) and one (1) piece of government-issued photo identification*
Option 3: Confirmation of permanent residence (IMM 5292 or IMM 5688) and one (1) piece of government-issued photo identification*

If you are an individual recognized by the federal government as being registered under the Indian Act, we will accept both the existing Canadian Certificate of Indian Status as well as the new Secure Certificate of Indian Status card (SCIS). The existing cards will still be valid until the expiry date has lapsed.*

If you are an International Student, you must have immigration permission to remain in Canada for the length of your studies:

You must show your Passport – (non-Canadian), including valid study permit.*

* All documents must be original. Copies will not be accepted. The government-issued photo identification card must be no more than 5 years old. The name must be the same as the name on the application and the University’s records systems. If there has been a name change, a marriage certificate or other documentation supporting the name change must be provided. Any name change must be completed on the University’s records system before the issuance of a replacement or new TCard. If you need to change your name, please see your College Registrar’s Office.
TCard office hours, locations and contact information

**St. George Campus**
214 College Street, First Floor
Toronto, Ontario. M5S 1A5
416-946-8047
tcard.office@utoronto.ca

Monday............. 9:00 am to 5:00 pm
Tuesday........... 9:00 am to 6:00 pm
Wednesday....... 9:00 am to 5:00 pm
Thursday......... 9:00 am to 5:00 pm
Friday.............. 9:00 am to 5:00 pm

**Mississauga Campus**
CCT Atrium, CCT 0160A,
Information & Instructional Technology Services Help Desk
3359 Mississauga Road N.,
Mississauga, Ontario. L5L 1C6
905-828-5344
tcard.utm@utoronto.ca

Monday – Friday…..8:00 am to 8:00 pm

**Scarborough Campus**
Room BV481
1265 Military Trail,
Toronto, Ontario. M1C 1A4
tcardoffice@utsc.utoronto.ca

Monday.............10:00 am - 4:00 pm
Tuesday............10:00 am - 4:00 pm
Wednesday.......10:00 am - 4:00 pm, 5:00 pm - 6:30 pm
Thursday..........10:00 am - 4:00 pm
Friday..............10:00 am - 3:00 pm

**GO Passes**

- Contact the TCard Office regarding GO passes for the upcoming 2017-2018 Fall/Winter Session
- Eligibility is restricted to undergraduate or graduate students enrolled in a full course load for the fall and winter terms.
WRITING CENTRES: How We Work and How to Work with Us

Writing centres at the University of Toronto provide individual consultations with trained writing instructors, along with group teaching in workshops and courses. There’s no charge for any of this instruction—it’s part of your academic program. The mandate of writing centres is to help you develop writing skills as you progress through your studies. All the undergraduate colleges have writing centres for their students, and so do most professional faculties and the School of Graduate Studies (see the list on the back of this sheet). Here are some guidelines on how to take advantage of the specialized instruction available in your writing centre.

ACCESS: Group workshops are usually open to all students: watch for announcements online at www.writing.utoronto.ca/news. For individual instruction, you are entitled to make use of the writing centre in the college where you are registered or the writing centre in your professional or graduate faculty. You may also take work assigned for college-sponsored courses (the ones prefixed INI, NEW, SMC, TRN, UNI, or VIC) to the writing centre of the sponsoring college. Each writing centre has its own policy on how often you may have an individual appointment; usually the limit is once a week.

APPOINTMENTS: It's wise to book appointments for individual sessions well ahead of time, especially for a session in the last few weeks of term. However, sometimes there are last-minute openings. The online booking system keeps a waiting list, then will contact everybody on it when an appointment becomes available. Then it’s up to you to log in and secure the appointment for yourself. Please be sure to keep your appointments, or at least give ample notice if you must cancel one. Writing centres can’t afford unused times and will restrict access for students who miss appointments.

WHAT WE DO: Writing centres are teaching facilities staffed by trained instructors. We give group instruction to help you find strategies for common writing problems, and we work individually with you, using your course assignments in any subject at any level, to help you develop your capacity to plan, organize, write, and revise academic papers.

• Our group instruction presents advice on common questions and concerns. Some writing centres offer free non-credit courses that give more extended coverage and offer a chance to practise and receive feedback. Ask at your writing centre to find a session suited to your needs, and see the webpage www.writing.utoronto.ca/news for announcements about current programming.
• In individual counselling sessions, instructors ask about your plans and discuss them with you to help you understand your topic and clarify your ideas. We do not design research strategies or provide ideas.
• Instructors will help you gain your own skills in revising and editing, and will help you identify patterns of language errors and work to overcome them. But don't ask us to do your proofreading for you!
• It's usually most effective to focus on work in progress, but we will look at past work on request.

WHAT YOU CAN DO TO HELP US HELP YOU:
A little forethought and lots of follow up can help instructors and students work together efficiently. Here are some pointers.
• Bring in your assignment sheet and other course material to help define what is expected.
• Come to the writing centre at any stage of work on an assignment, but be sure to leave plenty of time afterwards to make thorough revisions on your own.
• You will profit from your appointments the most if you come back regularly to work on a sequence of skills in a variety of assignments.
• Instructors may refer you to group sessions and to other services and resources in the university, and may suggest that you consult handbooks about writing or do exercises to practise specific skills. Expect to do independent work between sessions.
WRITING CENTRES: Contact Information

See over for an explanation of what writing centres do and which one you may use. The box below lists the various writing centres and their locations. To find more information about your writing centre and its range of activities, use the links at www.writing.utoronto.ca/writing-centres.

All writing centres except the three annotated below use a shared online booking system for making appointments. The booking system will confirm the writing centre you are entitled to use, and will take you through the steps of booking an appointment or joining a waiting list. Start from https://awc2.wdw.utoronto.ca/awc-login and use your UTORid to log on.

**COLLEGE WRITING CENTRES**

Innis College Writing Centre, Innis College Room 322  
New College Writing Centre, Wilson Hall Rooms 2045 and 2047  
St. Michael's College Writing Centre, Kelly Library Rooms 230 and 231  
Trinity College Writing Centre, Larkin Building Room 302  
University College Writing Centre, Laidlaw Library Room 214  
Victoria College Writing Centre, Northrop Frye Hall Rooms 103 A and B  
Woodsworth College Academic Writing Centre, Room 214

**DEPARTMENTAL WRITING CENTRES**

If you are taking a course in French or Philosophy on the St. George campus, you may be eligible to work with one of these specialized writing centres. Call for information:

French Department Writing Centre:  * Book appointments at 416 926-2302  
Philosophy Department Essay Clinic:  * Book appointments at 416 978-3314

**MISSISSAUGA AND SCARBOROUGH WRITING CENTRES**

U of T Mississauga, Robert Gillespie Academic Skills Centre, Hazel McCallion Academic Learning Centre, Room 390K  
U of T Scarborough Writing Centre, Academic Resource Centre Room 210

**PROFESSIONAL FACULTY WRITING CENTRES**

Architecture Writing Program, 230 College Street Room 221C  
Engineering Communication Centre, Sandford Fleming Room B670  
Health Sciences Writing Centre (for Dentistry, Nursing, Pharmacy, Physical and Health Education, Social Work), various locations  
OISE Academic and Cultural Support Centre, 252 Bloor St West, Room 8-255

**SCHOOL OF GRADUATE STUDIES WRITING CENTRE**

English Language and Writing Support, 63 St. George Street, Room 308

For more information about writing centres and writing courses, and for online files of advice about university writing, visit the website "Writing at the University of Toronto" at www.writing.utoronto.ca/writing-centres Updated 22 June 2009 by Dr. Margaret Procter, U of T Coordinator, Writing Support, procter@chass.utoronto.ca.
Athletic Centre
55 Harbord Street
http://www.physical.utoronto.ca/FacilitiesAndMemberships/Athletic_Centre.aspx

Membership to
two fitness facilities
Drop-in hours and fitness class schedules available online

Hart House
7 Hart House Circle
http://harthouse.ca/contacts/