



UNIVERSITY OF TORONTO  
WOODSWORTH COLLEGE

## VISITING STUDENT CHECKLIST 2017 SUMMER

### DIPLOMA TO DEGREE PROGRAM

*Please do not hesitate to contact our office if you have any questions or concerns at  
[diplomatodegree@utoronto.ca](mailto:diplomatodegree@utoronto.ca)*

#### **8 Easy Steps to Register Into Courses: CHECKLIST**

- ✓ Step 1: Decide which qualifying course you want to take this summer
- ✓ Step 2: Determine when you can enrol into courses on ROSI **beginning April 1<sup>st</sup>**
- ✓ Step 3: Enrol in your courses on ROSI (Repository of Student Information) **on April 6<sup>th</sup>**
- ✓ Step 4: Make sure you have the prerequisites for the courses you want to take
- ✓ Step 5: Pay or defer your fees by April 27, 2017 to complete your registration
- ✓ Step 6: Get your TCard & set up your UTOEmail account
- ✓ Step 7: Go to class beginning the week of May 15<sup>th</sup>, 2017
- ✓ Step 8: Be aware of important dates!

Contact our office if you have any questions at [diplomatodegree@utoronto.ca](mailto:diplomatodegree@utoronto.ca)

#### **Step 1: Decide which classes you want to take this summer**

It is important to select a qualifying course that may apply to your programs upon transfer. If you have any questions or concerns about course selection or programs, please consult with Dionne Robles, Academic & Program Advisor at Woodsworth College. Please call (416) 978-5880 or email [diplomatodegree@utoronto.ca](mailto:diplomatodegree@utoronto.ca)

Please read the information provided on the Woodsworth College Diploma to Degree website for more information at: <http://www.uoft.me/d2d>

Check the final summer timetable (link available on our website) to verify when your qualifying course is being offered. Do not enrol in a course that you will be given transfer credit on admission and ensure you have the prerequisites for the courses you select.

**A reminder that students in their 4<sup>th</sup> semester must enroll in an F section summer course to be eligible for degree studies in September 2017.**

## Step 2: Determine When You Can Enrol in Courses

### Assigned Enrolment Start Time:

- Students can view their assigned start time as of **Saturday April 1<sup>st</sup>**
- Course enrolment starts on **Thursday April 6, 2017**

The exact times are assigned randomly based on year of study. Your assigned enrolment time tells you when you can enrol in most courses. There are some exceptions. Exceptions are indicated by the **enrolment indicator** as explained below.

### Enrolment Indicators:

You should check the final summer timetable (available in March) to see if there are Enrolment Indicators listed next to the courses you wish to take. Enrolment Indicators are indicated in the “Enrolment Indicator” column of the course listings. Enrolment Indicators may require a later enrolment date or a different method of enrolment. You can contact our office if you have any questions about Enrolment Indicators.

If there is **no enrolment indicator**, then you can enrol in the course on **April 6** at your assigned start time.

### What are the different Enrolment Indicators and what do they mean?

#### **P (PRIORITY) Enrolment Indicator:**

The most common enrolment indicator is “P.” P Priority Indicator stands for PRIORITY. This means that priority enrolment is given to a specific group of students. As a Visiting Student, you will not be in the group that has priority. Students who are not in the Priority group who wish to take a P course can enrol on April 13, 2017 at 6:00 am.

#### **R (RESTRICTED) Enrolment Indicator:**

R (Restricted) Enrolment Indicator means that the course is Restricted and is only open to a specific group of students. Visiting Students cannot enrol into R courses.

## Step 3: Enrol in your courses on ROSI

Enrolment is done online through the Student Web Service at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). Instructions on how to log in and use ROSI can be found below. Your student ID is in your conditional admission letter or email.

### **For courses without Enrolment Indicators:**

Remember to enroll in courses using ROSI starting at your assigned start time on **Thursday, April 6, 2017.** Attempting to enrol exactly at the beginning of your start time increases your chances of securing a spot in these courses.

### **For courses with Enrolment Indicators:**

Enrolment for courses with P (Priority) Enrolment control begins at 6:00 a.m. on **Thursday April 13, 2017.**

**Waiting Lists:**

Contact our office if the course you wish to enroll into is full so that we can advise you on an alternative qualifying course.

The waitlist function will enable you to “line up” for a space that might become available in a lecture section that is full. It is important to gauge your rank on the waitlist in case you need to select an alternate course. Not all courses have waiting lists.

<b>ROSI INSTRUCTIONS</b>
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ROSI (Repository of Student Information) is the University's student information system. There are many self-serve functions on ROSI

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>- add, cancel, change courses/meeting sections</li> <li>- check available space in courses</li> <li>- view activity log</li> <li>- access your grades, GPA and academic status</li> <li>- check your fees account balance and details</li> </ul> | <ul style="list-style-type: none"> <li>- list your courses</li> <li>- change your PIN/ PIN reactivation</li> <li>- update your personal information</li> <li>- order transcripts</li> <li>- view your academic record</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

How to log on to ROSI at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

- Your student ID is in your conditional 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

<p><b>ROSI's Hours of Operation</b>          Mon 12:15 a.m. – 3:30 a.m. &amp; 6:00 a.m. - 11:45 p.m.          Tue , Wed, Thurs 12:15 a.m. - 11:45 p.m.          Fri 12:15 a.m. - 6p.m &amp; 10pm - 11:59 pm          Sat 12:00 a.m. – 11:59 p.m          Sun 12:00 a.m. – 11:45 p.m.</p>
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**First-time Users: Logging In**

When you access the 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, please contact our 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, select 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 the student record system. 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 verifies that you have made course adds and cancellations correctly.

**Cancellation of your last course:** ROSI will warn you if you are cancelling your last course. If you do not intend to take any other courses in the 2016 summer 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 later in the session, do not cancel your registration. This will allow you to use ROSI later in the summer session to add courses.

#### **Step 4: Make sure you have the prerequisites!**

As part of the Diploma to Degree Program, you are required to contact the Diploma to Degree Program Office if you are planning on enrolling into any courses with prerequisites. Prerequisites are listed in the course description in the *Faculty of Arts & Science Calendar*. ROSI does not determine or approve prerequisites, and although you may successfully register for a course, you are at risk of being removed if the department does not have acceptable proof of your prerequisites.

#### **Step 5: Pay or defer your fees by April 27, 2017 to complete your registration**

To be registered for the 2017 Summer Session, you must both enrol in courses and pay your fees!!

#### **Fees for the 2017 Summer Session are due by April 27**

**If you do not pay or officially defer your fees by April 27, you will be removed from your courses at any time. We will allow a processing time of 10 days for bank payments to be received by the University before removing you from courses.** 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 registration fee.

*It may take up to 10 days for a fee payment to appear on your ROSI account. Students are advised to keep a dated receipt or printout of their fee payment in case it is required later.*

- Your invoice is available under the "Financial Account" tab on your ROSI account.

#### **You Can Pay Your Tuition Fees The Following Ways:**

- (1) Through ROSI/ACORN by setting up a direct payment option (easiest payment method)
- (2) Bank Machine or Teller → Take a copy of your invoice from ROSI with you.
- (3) Telephone or Internet Banking → You can also pay your fees using telephone or online banking if your bank offers this service.
  - The account name is "University of Toronto" and your account number is on the invoice. You need this account number to ensure the payment is credited to your account.

**OSAP:** If you are receiving OSAP and need to defer your fee payment, bring your fee deferral to the Program Office by April 27<sup>th</sup> to ensure that your registration is complete by the Fee Payment/Deferral Deadline.

**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 Summer Fee Refund Schedule will be available at [www.fees.utoronto.ca](http://www.fees.utoronto.ca) before the first day of the session.

**\*\* The last day for withdrawing from a course without academic penalty is much later than the deadline for withdrawing and receiving a refund. Students are charged for all courses in which they enrol whether or not they attend. \*\***

Be sure to keep your mailing address current on ROSI. All mail from the University, including any refund cheques, will be sent to this address at all times. The University is not responsible if mail is not received due to an incorrect mailing address.

**Step 6: Get your TCard & set up your UTOEmail account!**

**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

**Setting up your Email/UTOEmail**

Once you have your TCard, you must activate your University of Toronto email account. Setting up a UTOEmail account is mandatory, even if you already have another email address or college email account. Once it is set up, the Office of the Faculty Registrar will send you email messages through the session with general news, reminders, updates and instructions. Check [www.utorid.utoronto.ca](http://www.utorid.utoronto.ca) for details.

**Step 7: Go to class beginning the week of May 15, 2016**

The University of Toronto, St. George campus, is a beautiful and very large campus. A map is included in your Admission Package. Check out U of T's interactive map at <http://map.utoronto.ca/>. Please contact the Visiting Student Program Office if you are unsure where your classes are being held or how to find building on campus.

### Step 8: Be aware of important dates

Please read the Dates and Deadlines section of the 2017 Summer Session Timetable available on the following link: <http://www.artsci.utoronto.ca/current/course/timetable/20175prelim>  
important dates include when classes begin and end, final exam period and deadlines to add and cancel courses. If you decide to cancel a course, you must do so on ROSI. There are both financial and academic dates to keep in mind.

### Contact Us

#### **Woodsworth College, Diploma to Degree Program Office**

Tel: (416) 978-5880 Fax: (416) 978-4088 Email: [diplomatodegree@utoronto.ca](mailto:diplomatodegree@utoronto.ca)  
119 St. George Street Toronto ON, M5S 1A9

#### **Woodsworth College Registrar's Office, Rm. 220**

Tel: (416) 978-4444 Fax: (416) 978-6111 Email: [wdwregistrar@utoronto.ca](mailto:wdwregistrar@utoronto.ca)  
119 St. George St. Toronto, ON, M5S 1A9  
Office Hours: Mon, Wed & Thurs → 10 to 5 (4:30 in July & August)  
Tuesday → 10 to 6 (5:30 in July & August)  
Friday → 10 to 4

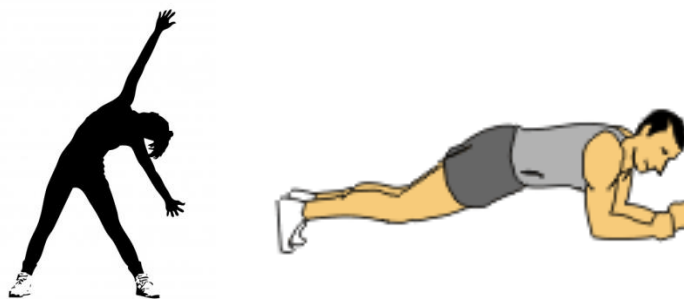
#### **Enrolment Services (Financial Aid Office at U of T):**

172 St. George St. Toronto, ON M5R 0A3, Tel: (416) 978-2190 Email: [osap.staff@utoronto.ca](mailto:osap.staff@utoronto.ca)  
Website: [www.adm.utoronto.ca](http://www.adm.utoronto.ca)

# Athletic Centre

55 Harbord Street

[http://www.physical.utoronto.ca/FacilitiesAndMemberships/Athletic\\_Centre.aspx](http://www.physical.utoronto.ca/FacilitiesAndMemberships/Athletic_Centre.aspx)



## Membership to 2 fitness facilities

Drop-in hours and fitness class schedules  
available online

# Hart House

7 Hart House Circle

<http://harthouse.ca/contacts/>

# U of T Libraries

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

- The University of Toronto has **44 libraries** and more than 21 million holdings.
- The University's library system is the **third largest** in North America.

