

2014 SUMMER REGISTRATION GUIDE



UNIVERSITY OF
TORONTO
MISSISSAUGA

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Note: The Province of Ontario has introduced new guidelines concerning tuition fee billing. At the time of publication, the University of Toronto was reviewing its practices in the context of these guidelines to determine how and when it will implement changes. Any revisions to the procedures referenced here will be reflected at www.fees.utoronto.ca.

This Registration Guide is produced by the Office of the Registrar, University of Toronto Mississauga. All information in this guide was accurate at the time of publication, but is subject to change. Consult www.utm.utoronto.ca/guides for updates or changes.

2014 SUMMER SESSION: IMPORTANT DATES

March

24	View enrolment start times on ROSI.
27	Online course enrolment for U of T Mississauga degree students begins.
28	Online course enrolment for non-degree or visiting students begins. First day to add repeated courses (EXT).
31	Recommended date to apply for OSAP in order to be eligible for a fee deferral.

April

1	Deadline to apply for a Letter of Permission to study at another Canadian university during the Summer Session.
10	Courses with priority enrolment controls become available to all UTM students.
12	First day to request OSAP fee deferrals via ROSI.
15	Fees will be posted on ROSI.
18	Good Friday. University closed.
22	Enrolment begins for U of T Mississauga students enrolling in St. George and Scarborough courses.
22	Enrolment begins for St. George and Scarborough students enrolling in U of T Mississauga courses.
30	Last day to pay minimum amount of tuition fees for Summer Session as indicated on ROSI invoice.

May

1	Deadline for visiting students to apply for F and/or Y courses.
7	Last day to defer fees for OSAP via ROSI for F and Y courses.
8	Registration cancelled if payment or OSAP deferral of fees has not been received. Students whose ROSI account does not show "Registered" status (see image, pg. 12) will be removed from classes.
9	Late registration fee begins for F & Y courses (\$44 + \$5 for each additional weekday). (Only applicable to students who have not enrolled in any other summer courses.)
9	Last day to apply for OSAP for the Summer Session (for students taking courses held from May to June only).
11	Deadline to cancel registration (withdraw from all courses) with no minimum academic fee charge.
12	Classes begin for F & Y courses.
19	Waiting list for U of T Mississauga F & Y courses ends.
19	Last day to add or change a section in an F or Y course on ROSI.
19	Last day to drop an F or Y course and receive 100% course fee refund, as long as you are still registered in other courses for the Summer Session.
19	Victoria Day. University closed.
26	Last day to drop an F course on ROSI for a 75% course fee refund.
30	Last day to apply for OSAP for the Summer Session (for students taking courses held from May to August or July to August).

June

2	Last day to drop a Y course on ROSI for a 75% course fee refund.
9	Last day to drop an F course on ROSI for a 50% course fee refund. Last day to cancel F courses from academic record AND to cancel or select Credit/No Credit option.
15	Service charges on outstanding balances begin.
16	Last day to drop a Y course on ROSI for a 50% course fee refund.
20	For students enrolled in S courses only after May 8: Last day to pay minimum amount (65%) of tuition fees as indicated on ROSI invoice.
23	F classes end. Last day to request LWD status for F courses.
24	Term break for Y classes begins (Y classes resume July 7).
24	First day to confirm or withdraw graduation request for November 2014.
25-27	F course final examination period.

July

1	Canada Day. University closed.
1	Deadline for visiting students to apply for S courses.
2	Last day to defer fees for OSAP on ROSI for students enrolled in S courses only after May 8.
2-4	Summer F course deferred exam period.
3	For students who enrolled in S courses only after May 8, registration cancelled if payment or OSAP deferral of fees has not been received. Students whose ROSI account does not show "Registered" status (see image, pg. 12) will be removed from classes.
4	Late registration fee begins for S courses (\$44 + \$5 for each additional weekday).
6	Deadline to cancel registration (withdraw from all courses) with no minimum academic fee charge (if registered in S courses only).
7	Y classes resume; S classes begin
13	Waiting list for U of T Mississauga S courses ends.
13	Last day to add or change a section in an S course on ROSI.
13	Last day to drop an S course on ROSI and receive 100% course fee refund, as long as you are still registered in other courses for the session.
20	Last day to drop an S course on ROSI for a 75% course fee refund.
27	Last day to drop a Y course from academic record AND to cancel or select Credit/No Credit option.

August

4	Civic holiday. University closed.
4	Last day to drop an S course on ROSI for a 50% course fee refund. Last day to drop an S course from academic record AND to cancel or select Credit/No Credit option.
18	Y & S courses end. Last day to request LWD for Y & S classes.
19	Y & S courses study break begins.
20-22	Y & S courses final examination period.
27-29	Summer Y & S deferred examination period.

Sept.

1	Labour Day. University closed.
8	Last day to confirm or withdraw graduation request for November 2014 on ROSI.

UTORONTO EMAIL: WE NEED TO REACH YOU

The university's official method of corresponding with students regarding registration, enrolment status, student accounts and other important areas of business, is through your University of Toronto (or utoronto) e-mail account.

It is your responsibility to read your utoronto e-mail on a regular basis. This will ensure that you receive important information from your instructors and the university.

IN CASE OF EMERGENCY

- If you require immediate emergency assistance on university property, call **905-569-4333**. This call can be made from any campus pay phone without using coins.
- You can also use one of the yellow direct-line **emergency call stations** located on campus.
- In life threatening situations, **call 911** (or 9-911 from a campus office phone)
- If an alarm sounds, **evacuate** the building you are in.
- It is **mandatory** to **activate** and **use** your UTORid and utoronto e-mail account.
- Ensure that your **emergency contact information** is up-to-date on ROSI.

STUDYING ELSEWHERE

U of T Mississauga students who wish to take summer courses at the St. George or Scarborough campuses

U of T Mississauga students taking classes at other U of T campuses are responsible for meeting enrolment instructions noted in the respective timetables and/or calendars. You may enrol in their courses using ROSI beginning April 22. You must have successfully completed 4.0 credits at U of T Mississauga before taking courses at other campuses. **Remember, you must follow U of T Mississauga financial and academic dates, with the exception of Late Withdrawal After the Drop Date (LWD).**

U of T Mississauga students who wish to take courses at another post-secondary institution

If you wish to enrol at another Canadian post-secondary institution and transfer those credits towards a University of Toronto degree, you must apply for, and be granted, a Letter of Permission (LOP) from the Office of the Registrar before enrolling at the other university. Apply at www.utm.utoronto.ca/lop. A non-refundable fee of \$25 will be charged. If you do not receive an LOP before you take these courses, you must apply for a transfer credit assessment at www.utm.utoronto.ca/transfer upon completion. However, there is no guarantee what, if any, transfer credit you will receive. The dead-

line for requesting an LOP for the Summer Session is April 1. However, we strongly recommend that you apply MUCH earlier. Processing can take two to four weeks and many universities ask you to register in April.

Study Abroad in Summer

U of T Summer Abroad programs are designed to enrich a student's academic life by providing an exciting and educational international experience. Students complete full-year University of Toronto undergraduate degree credit courses that are relevant to each location. Visit www.summerabroad.utoronto.ca for details.

USING ROSI

Repository of Student Information (ROSI) is U of T's online registration and student information system.

You will use ROSI to:

- Access grades, GPAs and academic status
- Add and change meeting sections
- Add and drop courses
- Add, drop, change Subject POS(s)
- Change and reactivate your PIN
- Check the status of your course requests
- Check to see if there is still room in a course
- Check your waiting list status
- Choose Credit/No-Credit option
- Declare absences from classes
- Display your academic record
- List courses on your record
- List your ROSI transactions
- Request a transcript
- Request tuition fee deferral
- Review intention to graduate
- Sign up for refunds by direct deposit
- Update your e-mail address
- Update next of kin and emergency contact information
- Update your address and telephone number
- View exam timetable
- View other personal information
- View/print fees invoices
- View/print T2202As (tax receipts)
- View/print your timetable
- Vote in student elections

What it means to use ROSI

Using ROSI means that you agree to abide by all the academic and non-academic rules and regulations of the University of Toronto and assume the obligation to pay academic and incidental fees according to the policies and requirements of the university.

Declaration of Absence for any reason

You are required to declare your absence from a class for any reason through your ROSI account in order to receive academic accommodation for any course work such as missed tests, late assignments, and final examinations. Absences include those due to illness,

death in the family, religious accommodation or other circumstances beyond your control.

In addition, you must also follow the absence policies of the department and the instructor, which may require additional documentation.

You declare absences via your ROSI account on the day of your absence (or by the day after, at the latest) under the section “Absence Declaration.” Once you have submitted the required information, you will be redirected to specific U of T Mississauga course policies regarding academic accommodation, which may include submission of an official “Verification of Student Illness or Injury” form (see page 20) or other documentation.

In addition to using the Absence Declaration on ROSI, you are required to submit proper medical or other documentation to support a formal petition for deferred exams. You should consult with the Office of the Registrar if the period of absence will be lengthy and affect more than one course.

Contact Information

Make sure your personal contact information on ROSI is correct, including your utoron-to e-mail address, local street address, phone number (including cell phone number) and emergency contact information.

UPASS, Parking, Shuttle, GO Transit

For information on the Summer Session and the Mississauga Transit UPASS, visit **www.utm.utoronto.ca/upass**.

Metered parking is available or a parking pass may be purchased. For details, visit **www.utm.utoronto.ca/parking**.

A shuttle bus transports U of T Mississauga students to classes at the St. George (downtown Toronto) campus. Schedules are available at **www.utm.utoronto.ca/shuttle**.

The nearest GO train stations are Clarkson, on the Lakeshore line, and Streetsville, on the Milton line. Visit **www.gotransit.com** for schedules. Mississauga Transit travels between the stations and the campus (visit **www.miway.ca** for updates). GO ID cards for registered, full-time students are available at the TCard Office.

Third-party Transactions

In order for a third party (such as a parent, partner, sibling, friend) to conduct business with the university on your behalf (such as enrolling in courses or picking up materials) you must obtain and sign a “Consent to Release Information” form in person at the Office of the Registrar.

STEPS TO BECOMING A SUMMER STUDENT

Step 1: Things to Consider Before You Register

Are You Ready for a Summer Course?

Summer courses are an intensive way to earn a university credit. A variety of full-credit (Y) courses and half-credit (F or S) courses are offered. Some students thrive in the condensed class environment while others are significantly challenged by it. If you think you're up to the challenge, then register. If you're unsure, register and monitor your progress carefully and meet with an academic advisor in the Office of the Registrar to discuss your progress. Deadlines for dropping a course from your academic record are: June 9 for F courses; July 27 for Y courses; and Aug. 4 for S courses. **Course refund** dates are different. Please see page 17.

Academic and OSAP Probation & Summer Courses

Students on academic probation should think carefully before enrolling in summer courses as courses are usually taught in a compressed time period and are extremely intensive. **Students on academic probation who enrol in a summer course(s), and do not achieve a 1.70 sessional GPA or a 1.50 CGPA, will be suspended.**

Students on academic probation may wish to enrol in a single half credit course in the summer session that is offered over both terms. These H5Y courses are taught at the same pace as the Fall-Winter academic session.

Students on probation must see an academic advisor in the Office of the Registrar before enrolling in the summer session.

Students who are on OSAP Academic Probation must see a financial aid advisor in the Office of the Registrar before they consider enrolling in summer courses.

Step 2: See What's Available Online for Summer

Find Available Courses Online

Check the online timetable (www.utm.utoronto.ca/timetable) for up-to-date course availability, room locations, instructor information, course information page and start times. Consult the **Academic Calendar** (www.utm.utoronto.ca/regcal) for course descriptions and a complete listing of requirements. It's a good idea to consult the timetable regularly as course locations change periodically.

Select courses that fulfill degree requirements and meet your personal goals. Make sure you have all necessary prerequisites and/or corequisites.

Summer Full-time/Part-time Status

Students enrolled in 1.5 credits in the summer are considered full time. Students enrolled in 1.0 or fewer credits are considered part time. To be considered full-time for OSAP purposes, see the chart on page 13.

Maximum Summer Course Load

Students can take up to a maximum of 2.0 credits during the Summer Session and a maximum of 1.0 credit in each term. To take more than 2.0 credits (1.0 credit per term) in the

Summer Session you must submit an online course overload petition (registrar.utm.utoronto.ca/student/petitions) and receive approval prior to registration and no later than the first day of classes. Students enrolled in more than the maximum course load without prior petition approval, will have the last course(s) they were enrolled in removed from their course load for that term.

Only students who have a minimum CGPA of 1.85 and who may be eligible to graduate in November 2014 will be considered for a course overload. Consideration may be given to those students with a minimum CGPA of 2.70 with mitigating reasons for requiring a course overload. Students will not receive special consideration of any kind because of a course overload. To calculate course loads, students need to consult the course timetable, www.utm.utoronto.ca/timetable, to determine when the course is offered and the duration of the course

Credit/No Credit Option

Students at University of Toronto Mississauga may select up to a total of 2.0 credits to be assessed on a Credit/No Credit basis within the total number of credits required for a degree. The choice is not restricted as to year or level of course. This option is not available to non-degree students.

To achieve a status of CR (Credit), a student must achieve a final mark of at least 50%. Marks below that will be assessed as NCR (No Credit). Courses with a final status of CR will count as degree credits but will have no effect on the student's GPA. They will count as Distribution Requirements and degree credits, **but cannot be used to satisfy Subject POST requirements.**

Courses with a final status of NCR will not count as degree credits and will not be included in the GPA calculation.

The Credit/No Credit option must be chosen or cancelled on ROSI no later than the last day to cancel that course from your academic record. You can begin selecting the option March 27 for F, Y and S courses.

The Credit/No Credit option cannot be used for a course in which the student has committed an academic offence. If a student has specified the CR/NCR option in a course in which he or she commits an academic offence, the CR/NCR option will be revoked and the percentage grade will stand as the course grade.

Warning: Some programs specify that courses with a grade of CR/NCR will not count as part of the 4.0 credits required for program entry. Program entry requirements can be found in the Academic Calendar.

Step 3: Enrol In Your Courses Using ROSI

Enrolment is the process of selecting your courses on ROSI.

Registration involves both **enrolling** in courses and **paying** (or deferring) your fees.

Check your Start Time

U of T Mississauga Summer Session enrolment begins March 27. Check ROSI for your start time on March 24. Your start time is determined by your year of study. Your year of study is defined by the total number of credits you have earned, or expect to earn,

by the end of April 2014.

How to Enrol

Go to www.rosi.utoronto.ca beginning March 27 at your start time (see above).

- Login using your Student ID number and PIN.
- Go to “Course Enrolment” and follow the instructions. Use the online calendar and timetable for reference:

Calendar: www.utm.utoronto.ca/regcal

Timetable: www.utm.utoronto.ca/timetable

Conflicting Courses

In order to succeed, students must fulfill the attendance requirements of each class as set by the professor on the course syllabus. When you are planning your schedule, **do not enrol in two or more courses, tutorials or practicals that are held at the same time.** Where a student has enrolled in courses held at the same time, no special accommodation will be made (e.g. conflicting tests or exams, lecture material, in-class participation, labs, etc.).

Late Registration

A late fee of \$44 plus \$5 for each additional weekday will apply to any student who enrolls in Y and/or F courses as of May 9, or S courses only as of July 4.

Step 4: Record When Your Classes Begin and Print a TimeTable

Classes	Classes Begin	Classes End	Exam Period	Deferred Exams
F courses	May 12	June 23	June 25-27	July 2-4
Y courses	May 12	August 18	August 20-22	August 27-29
S courses	July 7	August 18	August 20-22	August 27-29

All course information, including class location, class times, syllabi and instructors, is available from the timetable at www.utm.utoronto.ca/timetable. This information is updated periodically, so check to ensure you have the most up-to-date information regarding course location, time and instructor.

Step 5: Pay Your Fees

Remember, becoming registered involves both enrolling in courses AND paying (or deferring) your fees. **The deadline is April 30.** If you miss the April 30 deadline, **you will need to submit your proof of payment to the Office of the Registrar** online (www.utm.utoronto.ca/forms) or in person to have your status changed to “Registered.” If your status is not updated from “Invited” to “Registered” by May 7, you will be removed from your courses on May 8 and your status will be marked as “financially cancelled.” If you enrol in an S course only after May 8, you must pay your fees by June 20, or provide proof of payment or defer your fees by July 2, or you will be removed from your courses on July 3. If you are only on the waiting list, consult with the Office of the Registrar.

If you are unable to pay the first instalment of fees out of your own funds and have applied

for OSAP, you may be eligible for a deferral. A deferral allows you to officially postpone fee payment until you receive your OSAP funds. (See page 13 for more information.)

How are Fees Determined?

Summer course fees are determined by the number of credits you take and by the program in which you are enrolled. As soon as it is available, the 2014 Summer Session fees schedule will be posted at www.fees.utoronto.ca. The schedule tells you what needs to be paid and when. Note that summer fees are based on the fees schedule for the Fall-Winter Session which follows (i.e. Fall-Winter 2014-15). International students are charged higher tuition fees than domestic students. To determine whether you may be eligible for an international fee exemption visit www.fees.utoronto.ca.

You must pay (or defer) your fees in order to complete your registration.

Deregulated Program Fees

During Fall-Winter, full-time students in deregulated programs are assessed a *program* fee; part-time students are assessed a *course* fee. In Summer, all students in deregulated programs are assessed a course fee. The course fee for 1.0 credit is one-fifth of the program fee. If a student is enrolled in more than one deregulated fee Subject POST, the fees assessment is based on the Subject POST with the highest fees. For more information, see page 15.

The fee structure for the **Concurrent Teacher Education Program** also differs. Please see www.fees.utoronto.ca for details.

Fees Invoices

Your fees invoice and student account info are available on ROSI. Your account number is displayed on the top, right-hand corner. Should you require an invoice (to take to the bank to make an in-person payment, for example), print the invoice as it appears on your ROSI account.

Methods of Payment

Tuition fee payments **cannot** be made at the Office of the Registrar. Please allow at least three to five business days for bank payments to appear on ROSI. Payment made outside of Canada will take at least 10-14 business days to appear on ROSI. Payments can be made using one of the following methods:

(1) Online & Telephone Banking

The quickest and most convenient method of paying your fees is through online or telephone banking. Set up "U of T" as a bill to be paid on your online bank account. Your U of T account number is located on the top right hand corner of your ROSI financial account (invoice format). Keep a printout of the payment transaction as your proof of payment. It must show the amount paid, the payment date, and your UofT account number.

(2) Paying at the Bank

If you pay in person at the bank, you will need to bring a printout of your fees invoice from your ROSI account. Keep your stamped bank receipt; it is proof that your fees have been paid.

(3) Payment from Outside Canada

Western Union GlobalPay is available to students from outside of Canada who wish to make

a Canadian dollar payment in the currency of choice at a local bank. There are no transaction charges from Western Union or the University of Toronto. Payments must be accompanied by the student's name and account number in order to avoid delays in payment processing. For details visit www.fees.utoronto.ca.

(4) Faculty/Staff Fee Waiver

If you are eligible for a U of T faculty/staff fee waiver, complete a fee waiver form found at www.hrandequity.utoronto.ca. Before sending your tuition waiver to the Human Resources (HR) office, you must first pay your incidental fees via the bank by April 30. (If you pay between May 1 and May 8, you must bring your receipt to the Office of the Registrar to have your account updated to "Registered" or you will lose your courses and your registration will be cancelled.) Send your tuition fee waiver and a copy of the receipt for your incidental fees to the HR office where the staff member is employed.

(5) Third-party Billing

If your fees are paid by an outside organization directly to the university on your behalf, send a copy of your scholarship/bursary notification letter and your ROSI invoice to: U of T Student Accounts, 215 Huron Street, Toronto, ON, M5S 1A2. Your letter must reach Student Accounts before May 8.

Note: The Province of Ontario has introduced new guidelines concerning tuition fee billing. At the time of publication, the University of Toronto was reviewing its practices in the context of these guidelines to determine how and when it will implement changes. Any revisions to the procedures referenced here will be reflected at www.fees.utoronto.ca.

Fee Refunds

Dropping courses before deadlines will generate a full or partial refund of fees depending on when you drop your courses. A refund is determined by the date your course is cancelled on ROSI. Always "view/list/print" your courses after changing your schedule to ensure that you have done so correctly. An exception to the refund schedule is normally only considered if there is evidence of an error made on the part of the university.

If there is a credit balance on your financial account, you can sign up for 'Refunds by Direct Deposit' on ROSI or the Office of Student Accounts will send a refund cheque to your mailing address.

Academic course drop deadlines are not the same as financial refund deadlines. In fact, the academic drop deadlines (see page 17) are much later than the refund deadlines and have NO financial impact.

For all financial deadlines please see page 17 of this guide and check the Student Account website at www.fees.utoronto.ca.

Outstanding Fees

Students with outstanding financial obligations to the university **must pay their fees in full before registering in the next academic session**. Payments will be applied first to outstanding debts from previous sessions before being applied to the current session. Your summer registration will be jeopardized unless you pay your full outstanding debt from previous sessions and your summer fees. A service charge of 1.5% per month is

added to all outstanding balances on the 15th of every month until the fees are paid in full. You can find out more details at www.fees.utoronto.ca.

Step 6: Verify Your Registration Status

You will know that your registration is complete if your status is shown as “Registered” on the Student Web Service home page. If your status says “Invited” you are not registered and need to pay or defer your fees so that you do not risk losing your courses (see image below).

The screenshot shows the University of Toronto Student Web Service (SWS) Home page. The page features a navigation menu on the left with options like Home, Course Enrollment, and Financial Account. The main content area is titled 'SWS Home' and includes a 'Welcome' message. A section for 'Current Email Address' is highlighted, with a note that current students must have an official university email address. Below this, the 'Registration' table is visible, showing the student's status as 'Registered', which is circled in black. To the right, the 'Financial Status' section shows the credit account balance and account status.

Registration	
Degree	Commerce Program
Year of Study	1st Year
Status	Registered
Full-time or Part-time	Full-time
Session in which you entered program	
Year of Study	
Campus, College or School	University of Toronto Mississauga

Financial Status	
Credit Account Balance	\$0.00
Account Status	Active

Step 7: Update Contact Info.

If your Summer Session residence is not the same as your Fall-Winter Session residence, update your contact information on ROSI.

Step 8: Attend All of Your Classes

OSAP & FEE DEFERRALS, LATE PAYMENTS

OSAP: Eligibility

Students are eligible to apply for OSAP if they are registered in at least 60% of a course load (40% for students with a documented permanent disability). The chart below will assist you in determining if you are eligible to apply for student loans for the summer session.

Period of Study	General Requirements		Requirements for students with documented permanent disabilities	
	Minimum Credit(s) required to receive OSAP	Must Pass	Minimum Credit(s) required to receive OSAP	Must Pass
May to August	1.5	1.5	1.0	1.0
May to June only*	1.0	1.0	0.5	0.5
July to August only*	1.0	1.0	0.5	0.5
3-week Course*	0.5	0.5	0.5	0.5

* Must have received OSAP funds at the University of Toronto for the preceding Winter Term to be considered.

OSAP: Academic Progress

OSAP regulations dictate that a student must be successful in completing 3.0 credits by the end of the academic year (September to April) while maintaining a minimum 60% course load (1.5 credits) each term. Students with documented permanent disabilities must be successful in completing 2.0 credits by the end of the academic year (September to April) while maintaining a minimum 40% course load (1.0 credit) each term. During the Summer Session, students must be successful in completing the minimum required course load as outlined in the eligibility table above. If a student does not meet OSAP's Academic Progress requirements, their eligibility to receive future OSAP funding may be jeopardized and they should see a Financial Aid Advisor to review their options.

OSAP: How to Apply

If you received OSAP for U of T studies for the full Winter 2014 term, please **complete** and **return** the **2014 Summer OSAP Application** to the **Office of the Registrar**. Forms are available in the office or at www.utm.utoronto.ca/forms.

If you did **not** receive OSAP for full-time U of T studies in the 2014 Winter term, **you must complete** the 2013-14 OSAP online application at osap.gov.on.ca and indicate your Summer 2014 study period dates.

Out-of-province Canadian students must apply for student loans with their home province. Visit www.canlearn.ca for information.

OSAP: Fee Deferrals

If you cannot make your minimum payment to register for your 2014 Summer Session

courses AND you are receiving OSAP, you may request a tuition fee deferral online via ROSI (www.rosi.utoronto.ca) once your summer fees appear on your account. It is recommended that you apply for OSAP no later than March 31 to ensure that you have received notification of your OSAP amount prior to the start of classes. You must have a "Notice of Assessment" before being granted a tuition fee deferral. You are responsible for your entire summer fees, including service charges, regardless of how much OSAP funding you are awarded. Deferrals will not be granted if you have an outstanding tuition balance from a previous session.

The 2014-15 study period is a separate academic session and will require a separate fee deferral. For further information regarding the 2014-15 academic year, please refer to the 2014-15 Fall-Winter Registration Guide for Returning Students.

OSAP: Deadlines

We recommend applying by **March 31** to ensure that your application is processed in time.

The **FINAL** day to apply for Summer OSAP for those students who are taking courses held May to June only is **May 9**. For students taking courses held May to August or July to August, the deadline is **May 30**.

UTAPS & UTM Undergraduate Grants

Please note that UTAPS grants and U of T Mississauga Undergraduate Grant funding are not available for the 2014 Summer Session.

FEES FOR DEREGULATED PROGRAMS

Deregulated Fee Programs*

Deregulated programs have different (and higher) fee structures than regular programs. Fees are assessed by Subject POST for the following programs: Bioinformatics; Commerce; Communication, Culture, Information & Technology (CCIT); Computer Science; Digital Enterprise Management; Information Security; Interactive Digital Media, Management; and Visual Culture and Communication.

During Fall-Winter, full-time students in deregulated programs are assessed a program fee; part-time students are assessed a course fee. In summer, all students in deregulated programs are assessed a course fee. The course fee for 1.0 credit is one-fifth of the program fee. Summer fees are based on the fees schedule for the Fall-Winter Session which follows (i.e. Fall-Winter 2014-15). If a student is enrolled in more than one deregulated fees Subject POST, fees assessment is based on the Subject POST with the highest fees.

*Exceptions may apply to students registered with the AccessAbility Resource Centre. Such students should complete a release form in the centre in order to ensure that fees are charged appropriately.

Students in the **Concurrent Teacher Education Program (CTEP)** also pay different fees than those in regular programs. Consult www.fees.utoronto.ca for details.

Students are charged Subject POST fees immediately upon accepting their invitation to enrol in a deregulated Subject POST. The normal entry point for any Subject POST is the session **following the session** where the fourth credit is earned (transfer credits are included in this credit count). **Deregulated fees are therefore charged from the session following the session in which the fourth credit is earned.**

Students who apply, become “invited” to, and subsequently accept, a deregulated Subject POST will have their 2014 summer course charges immediately adjusted from regular to deregulated fees if they have completed 4.0 credits by the end of the 2013-14 Fall-Winter session. **If 4.0 credits were completed by the end of any other previous session (e.g. 2012-13, 2013 Summer, etc.) deregulated Subject POST fees will immediately be retroactively charged to ALL past sessions back to, and including, the session designated as the normal entry point for the program.** In other words, a student will owe deregulated fees beginning in the session immediately following the session the fourth credit was completed in. **All retroactive fees are immediately added to a student’s ROSI financial account as an outstanding balance.**

Students who rely on OSAP or other provincial government loan programs should be aware that retroactive charges are not considered in an assessment for any given session. Adjustments to previous years’ applications cannot be made. If you have questions about your eligibility for student loans or grants please speak with a financial aid advisor before accepting an invitation to enrol in a deregulated Subject POST.

Example of Deregulated Subject Post Fees: Student “A” completes her first 5.0 courses in the Fall 2013-14 Winter Session. She then completes another 1.0 credit in the 2014 Summer Session. Student “A” has requested Subject POST ERMAJ2431 (Major in Management) and is approved. She adds ERMAJ2431 to her Subject POSTs in August

2014, but because she completed her fourth credit in the 2013-14 Fall-Winter Session, she is now responsible for paying the deregulated tuition in every subsequent session regardless of when she adds the deregulated Subject POSt.

In this case, because she did not add her Subject POSt until after the 2014 Summer Session was completed, she will be retroactively charged the higher tuition for her summer course.

Fees payments are always applied to outstanding balances first and then to current fees. To become registered with 2014-15 fees, outstanding balances must be paid first before current fees.

Deregulated Program Refunds

Refund deadlines for deregulated programs are different from the refunds for regular programs. For all financial deadlines please check the Student Accounts website at www.fees.utoronto.ca.

Various deadlines generate a full or partial refund of fees depending on when courses are dropped. A refund is determined by the date a course is cancelled on ROSI. Always view/list/print your courses after changing your schedule to ensure that you have done so correctly.

Academic course drop deadlines are not the same as financial refund deadlines. In fact, the academic drop deadlines (see Important Dates on pages 2 to 3) are much later than the refund deadlines and have NO financial meaning.

Students enrolled in courses at other U of T campuses must follow U of T Mississauga financial and academic deadline dates, with the exception of Late Withdrawal after the Drop Date (LWD).

Students are **not** refunded the deregulated fees they have already paid if they choose to withdraw from a deregulated program in their upper years.

DROPPING COURSES, FEE REFUNDS, USER FEES

How to Drop (Cancel) a Course

If for any reason you decide that you do not want to be enrolled in a particular course, you must drop it as soon as possible. Staying enrolled in a course you do not want could prevent another student from gaining access to that course, and it can cost you money. It may also result in the course remaining on your permanent academic record.

The steps to drop a course on ROSI are:

1. In ROSI, click on “**course enrolment.**”
2. Click on the appropriate session (i.e. Summer 2014).
3. Click “**list courses.**”
4. Find the course you want to drop. Click “**drop course**” for the course you no longer wish to take.
5. Click “**confirm.**”
6. Always “**list**” your courses or view your timetable afterwards to ensure the drop was done properly.

You will be responsible for any fees and academic penalties incurred if you do not drop your courses by the appropriate deadline. **Pay close attention to the difference between refund deadlines and academic deadlines so as not to jeopardize your academic standing.**

It is strongly recommended that you refer to the fees website (www.fees.utoronto.ca) for more detailed information on fees and refunds.

Academic Deadlines

An **Academic Deadline** is the last date to drop a course from your academic record and GPA.

F	Y	S
June 9	July 27	Aug. 4

Late Withdrawal after the Drop Date (LWD)

After the above dates, and up until the last day of classes, students may apply online (registrar.utm.utoronto.ca/student/LWD) for Late Withdrawal (LWD).

Financial Deadlines (Course Refund Dates)

A **Financial Deadline** is the last date to cancel (all courses) or drop (one or more but not all courses) and receive **course fee** refunds.

	F	Y	S
Cancel ALL Courses	May 11 100% Refund	May 11 100% Refund	July 6 100% Refund
Drop one or more, but not all courses	May 19 100% Refund	May 19 100% Refund	July 13 100% Refund

Drop one or more, but not all courses	May 26 75% Refund	June 2 75% Refund	July 20 75% Refund
Drop one or more, but not all courses	June 9 50% Refund	June 16 50% Refund	Aug. 4 50% Refund

There is a minimum charge once classes have begun. This occurs **only** when you withdraw from **all** of your courses.

The amount of a refund depends upon the date the registration or course cancellation is recorded on ROSI. An exception to the refund schedule will normally be considered **ONLY** when there is evidence of an error on the part of the university.

Cancelling Your Registration for the Summer Session

Should you decide to cancel all of your courses in the Summer Session, ROSI will inform you that this is your last course in the session and ask if you would like to cancel your registration. If you are sure that you do not intend to enrol in other courses in the summer session, cancel your registration. Cancelling your registration will trigger a refund of incidental fees if you do so within the time frames shown at www.fees.utoronto.ca. Note that cancelling your registration affects only the current summer session and does not impact your ongoing status as a U of T Mississauga student.

Administrative User Fees*

Service	Fees
Form/Letter Processing	\$7, plus \$1 for each additional copy
Deferred Examination	\$70
External Examination	\$70
Photocopy of Final Examination	\$15
Re-Read Final Examination	\$36
TCard Replacement	\$12
Replacement of Calendar	\$4
Commissioner of Oaths Certification	\$10
Copies of Records	\$15
Late Registration	\$44, plus \$5 for each additional weekday late
Re-Registration (reactivation of file)	\$25
Letter of Permission	\$35
Transfer Credit Assessment	\$30
Late Graduation Request	\$25
Visiting Student Applications	\$60
Request for course descriptions	\$5 per term
Late confirmation of convocation	\$80

*Fees are subject to change. Some fees are non-refundable. Updated May 1, 2014. Payments for administrative user fees may be made at the Office of the Registrar using only a credit card or debit card.

EXAMINATIONS

June Exam Period: June 25-27

Final examinations for F courses ending in June will be written June 25-27. The exam schedule will be posted at www.utm.utoronto.ca/exams and outside the Office of the Registrar. Please check your exam schedule carefully. Students who miss a final exam and are approved by petition to write a deferred exam will do so between July 2-4.

August Exam Period: August 20-22

Final examinations for Y and S courses ending in August will be written August 20-22. The examination schedule will be posted at www.utm.utoronto.ca/exams and outside the Office of the Registrar. Please check your exam schedule carefully. Students who miss a final exam and are approved by petition to write a deferred exam will do so between August 27-29.

Conflicts

U of T Mississauga students who have one or more of the conflicts listed below should submit an online conflict reporting form (www.utm.utoronto.ca/forms) to the Office of the Registrar by the deadline listed on the U of T Mississauga examination schedule.

- Two University of Toronto final examinations in the same time slot.
- Three consecutive final examinations (e.g. 1 p.m. and 5 p.m. on a Monday, and 9 a.m. on a Tuesday). Note: This accommodation does not apply to the deferred exam period.
- Three examinations on one day.

Where a student has enrolled in courses held at the same time, no special accommodation will be made.

Accommodation for Religious Reasons

Requests for religious accommodation during exams must be submitted online (www.utm.utoronto.ca/forms) no later than the deadline posted on the exam schedule.

Petitions for Deferred Exams

Students who make personal commitments during the examination period do so at their own risk. Petitions will not be accepted for special or deferred examinations to accommodate vacation, personal plans, or employment obligations. The examination period is published in advance and students are expected to be available during this period.

In case of illness or severe hardship at the time of an examination, an affected student should:

- consider not writing the exam
- seek medical attention immediately and submit original and official supporting documentation to the Office of the Registrar (see "Verification of Student Illness or Injury" below)
- declare his/her absence on ROSI (see pg. 5)
- petition to defer the examination (www.utm.utoronto.ca/forms)

Students will not be allowed to petition to rewrite an examination that they have already attempted.

Upon approval of a deferred exam request, a non-refundable fee of \$70 is required for **each** examination approved.

Students who cannot write a final exam due to illness or other serious causes must declare their absence on ROSI and file an online petition **within 72 hours of the missed examination**. Original supporting documentation must also be submitted to the Office of the Registrar **within 72 hours of the missed exam**. Late petitions will NOT be considered.

Verification of Student Illness or Injury

If illness is cited as the reason for a deferred exam request, a “Verification of Student Illness or Injury” form, available at www.utm.utoronto.ca/forms, is required. It must show that you were examined and diagnosed at the time of illness and on the date of the exam, or the day after, at the latest.

Unauthorized Devices

All electronic devices with storage, including but not limited to, cell phones, tablets, laptops, calculators, and MP3 players must be turned off, sealed in the clear, plastic bags provided and placed under the desk for the duration of the examination.

ADVISING & GRADUATION

Academic & Financial Aid Advising

To make a walk-in appointment with an Academic or Financial Aid Advisor, simply swipe your T-card on the computer just inside and to the left of the Office of the Registrar entrance door (Rm. 2122, Davis Building). You can monitor your appointment status in the waiting area outside of the office, or keep track of your place in the queue with our “Walk-in Waiting List” mobile application (m.utm.utoronto.ca). Office hours are posted at www.utm.utoronto.ca/reg.

If you wish to discuss your personal OSAP/OTG file, you must present proof of Social Insurance Number (SIN).

Your Academic Responsibilities

Your success as a student depends on your attention to the responsibilities that the university sets down in writing. It is the responsibility of the student to ensure that:

- Course selection is correct and complete.
- All prerequisite, exclusion and corequisite requirements, program requirements, distribution and other degree requirements have been met.
- Deadlines (including payment of fees, dropping and adding of courses) and other regulations have been observed.
- All information provided to U of T Mississauga is kept up to date and accurate (e.g. mail & e-mail information, programs and degrees being sought, etc.)

Misunderstanding, misapprehension or advice received from another student will not be accepted as a reason for exemption from any regulation, deadline, program or degree requirement.

If there is any doubt, seek guidance from the Office of the Registrar.

Thinking About Graduation?

You need to meet **degree requirements** and **program requirements** in order to graduate.

Degree Requirements

Your resource for checking degree requirements* is the **Academic Calendar**.

- Online: www.utm.utoronto.ca/regcal
- Printed version: Section 8

*Departments **do NOT have the authority** to waive degree requirements.

It is also **highly recommended** that you:

- **Meet with an academic advisor** in the Office of the Registrar to review your degree requirements
- **Review your academic history** online at www.rosi.utoronto.ca
- **Complete a Degree Requirement Checklist** at www.utm.utoronto.ca/forms.

Program Requirements

Your resource for checking Program Requirements is the **Academic Calendar** (online or print version).

- Online, go to the “Alphabetical List of Programs” from the Programs List menu bar at: www.utm.utoronto.ca/regcal

- In print, go to Section 9.4: “Alphabetical Listing of Programs and Courses”

It is also **highly recommended** that you:

- **Check program requirements** in your calendar **each** time you consider adding or changing courses.
- **Meet the Program Advisor(s)** in the appropriate academic department about your program. Advisors are listed in the calendar.

Ready to Graduate in November 2014?

Students who appear as though they may have completed enough credits to graduate will have a request to graduate entered onto their ROSI record. Students who confirm their request to graduate and are assessed as “complete” will have their degrees conferred at the next available convocation ceremony whether or not they are able to attend. Completing your degree requires the completion of program and degree requirements. See www.utm.utoronto.ca/regcal for a current listing of degree requirements. Graduation requests for November 2014 will appear on ROSI between June 24 and September 8.

It is your responsibility to check your graduation status. If you plan to graduate in November and do not see a graduation request on ROSI, go to the Office of the Registrar to speak with an Academic Advisor before August 6 to have your graduation request added.

When you login to the ROSI, it will indicate the degree you might be eligible to receive. You will be prompted to request graduation with the specified degree or to indicate that you do not wish to graduate with the specified degree. If you wish to graduate, but with a different degree from the one specified (e.g., ROSI indicates that you might be eligible to receive an Hon. B.A., but you wish to graduate with an Hon. B.Sc.), you must contact the Office of the Registrar.

PLEASE NOTE: Parchments are withheld until all outstanding U of T fees, library fines, health service missed appointments, damaged departmental equipment and payment for all deferred exams have been paid in full. Degree parchments are held by the Office of Convocation for pick up one year following each graduation ceremony.

For more information, visit www.utm.utoronto.ca/graduation.

Can't get in a course you need to graduate?

U of T Mississauga is committed to ensuring that graduating students can enrol in a set of courses that will allow them to graduate in a normal period of time. This commitment depends upon the student doing all that is necessary at the optimum/appropriate times as indicated in this guide and in the Academic Calendar. Students must have enrolled in appropriate programs (changes to program in the final year of graduation may not be considered), completed appropriate prerequisites, and requested courses from a full range of the possible options that would allow them to complete their program and degree. Students must have used ROSI to attempt to enrol in these courses at the earliest possible opportunity. If students are still unable to obtain required courses for graduation, they should meet with an advisor in the Office of the Registrar during the first registration period to receive guidance on next steps.

DO YOU HAVE A U OF T STUDENT ID CARD (TCARD)?

Your permanent University of Toronto Student Card (TCard) is a photo ID smartcard that provides you with identification for academic purposes (i.e. exams and library access), student activities and student services. The TCard also allows you to carry a cash value to be used to purchase photocopies and computer printing. Money is not transferable if you lose your card.

ALL students must have a TCard with a photograph for positive identification. A valid card is required to write final examinations, to use the shuttle bus, libraries and athletic facilities, for meal plans, the U-Pass and to vote in student elections. The TCard is intended to last for your entire period of study at U of T.

There is a \$12 fee for the replacement of a lost, damaged or stolen card. Replacement cards are available at the TCard Office in the Davis Building. To get a replacement:

Domestic Students, bring any of the three following options listed below:

- Option 1: Passport - Canadian
- Option 2: Both your Birth Certificate issued by a Canadian jurisdiction and a piece of valid government-issued photo ID
- Option 3: Both your Canadian Permanent Resident Card and a piece of valid government- issued photo ID

International Students, bring:

- Passport - Foreign

YOUR CODE OF CONDUCT

The university requires that you conduct your academic and personal life with:

Honesty and Integrity...

in all aspects of your university career. All documents and personal information submitted to the university prior to, and throughout, your studies must be accurate and true. Your academic assignments must be the result of your own work. Academic dishonesty will not be tolerated and may result in severe academic sanctions.

Responsibility...

for your own actions and obligations. You control your learning process and rate of progress.

Respect...

towards others and yourself. Treat the U of T Mississauga community with respect; help to keep the campus clean; be polite to your fellow students, staff and faculty.

Commitment...

to your academic work. You will need to study three hours for every one hour of class time. Attend class. There are no shortcuts. Start early and succeed.



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MISSISSAUGA

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