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Hazel McCallion
Academic Learning Centre

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University of Toronto Mississauga Library
This Registration Guide is for the use of students who are entering their first year of study at U of T Mississauga (including transfer credit students). Students who are entering their second year (and above) of study at U of T Mississauga should consult the “2013-14 Fall-Winter Registration Guide for RETURNING Students,” available at the Office of the Registrar, Room 2122, Davis Building or www.utm.utoronto.ca/guides.

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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. Please consult www.utm.utoronto.ca/guides for updates or changes.
USE THIS CHECKLIST TO ENSURE THAT YOU’VE COMPLETED ALL THE STEPS FOR REGISTRATION.

☐ Accept your offer of admission online at www.ouac.on.ca by the deadline indicated in your offer of admission letter.
☐ Apply for student loans (OSAP - osap.gov.on.ca), if applicable
☐ June 14: Deadline to apply for residence (if applicable). Visit www.utm.utoronto.ca/housing
☐ Attend a New Student Group Advising Session in June. Watch your e-mail for details.
☐ Learn about transition programs and services at www.utm.utoronto.ca/firstyear.
☐ Get your student ID card -- TCard (See page 6)
☐ If you are taking first-year courses at Sheridan College, you’ll need to get a Sheridan student card, access to its computer network and attend its orientation. For details visit www.sheridancollege.ca, click on “Current Students” and then “First Year Essentials.”
☐ Read this guide and acquaint yourself with the Academic Calendar (www.utm.utoronto.ca/regcal)
☐ Update your personal information on ROSI, including your residential address and phone number while attending UTM, as well as your utoronto e-mail address on ROSI
☐ June 14: Deadline for residence students to select a meal plan at www.utm.utoronto.ca/food
☐ View available courses: www.utm.utoronto.ca/timetable
☐ June 28: Look-up your enrolment start-time on ROSI: www.rosi.utoronto.ca.
☐ View your pre-enrolled courses, if applicable (see pages 15 & 16)
☐ July 4: Enrol in courses on www.rosi.utoronto.ca
☐ August 21: Pay your fees through your bank (online or in-person) by this date or, if you are receiving OSAP, defer your fees through ROSI
☐ Confirm your schedule and check online timetable for any updates
☐ Attend Orientation Sessions: www.utm.utoronto.ca/orientation
☐ Attend classes beginning Sept. 9

☐ Sign-up for Cell Phone Emergency Alert System: To receive important, urgent messages from the university (due to an emergency or a campus closure due to bad weather) you must opt-in to U of T Emergency Alerts by registering your mobile phone number at alert.utoronto.ca/callme.
GUIDE FOR NEW STUDENTS

UTORONTO E-MAIL: WE NEED TO REACH YOU!

The university’s official method of corresponding with students regarding registration, enrollment 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.

IMPORTANT: TUITION FEES DUE AUGUST 21

The deadline for students to pay tuition and other fees through the bank (online or in-person) is August 21. If you are receiving OSAP, you may be able to defer your fees (see page 24). This deadline will permit the university to cancel the course enrolment of those students who have decided not to attend, which will make class space available to those on waiting lists before classes begin.

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 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.
- Ensure that your emergency contact information is up-to-date on ROSI.
- Register your mobile phone number at alert.utoronto.ca/callme.
- If you have any questions concerning emergency procedures, call University of Toronto Police at 905-828-5200.

DEFINITIONS: WHAT’S A ROSI? A TCARD?

ROSI: [Repository of Student Information] the online system through which you sign up for courses, monitor your grades and manage your financial account with the university.

UTORid: A username and password used to log in to various online support services and in computer labs.

utoronto e-mail: Your individual U of T e-mail account (also UTmail+). It is the only manner by which the university will contact you. Check this account daily.

TCard: Your student ID card.

F, S and Y courses:
- An F course is held Sept. to Dec.
- An S course is held Jan. to April.
- A Y course is held Sept. to April.

Fee Deferral: An arrangement made between the student and the university to pay fees after normal deadlines.

Lectures: A traditional class in which lectures are given to students.

Tutorials: Small-group sessions held to more fully explore and discuss issues raised during a lecture.

Practical Section: Hands-on session held in a lab.
# 2013-14 FALL-WINTER SESSION: DATES

## June 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - July 3</td>
<td>Group Advising Sessions for new students.</td>
</tr>
<tr>
<td>14</td>
<td>Last day to register for residence for newly-admitted first-year and transfer students, by 4 p.m. at <a href="http://www.utm.utoronto.ca/housing">www.utm.utoronto.ca/housing</a></td>
</tr>
<tr>
<td>14</td>
<td>Last day to select residence student meal plan.</td>
</tr>
<tr>
<td>28</td>
<td>Enrolment start times available for viewing on ROSI for Year 1 students.</td>
</tr>
</tbody>
</table>

## July

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University closed for Canada Day holiday.</td>
</tr>
<tr>
<td>4</td>
<td>First-year student course enrolment begins.</td>
</tr>
<tr>
<td>15</td>
<td>OSAP fee deferral requests begin. Apply for deferral via ROSI account until Sept. 3.</td>
</tr>
<tr>
<td>26</td>
<td>Course registration limit increases to 6.0 credits from 5.0 credits (6 a.m.).</td>
</tr>
<tr>
<td>26</td>
<td>Courses with priority enrolment restrictions now open to U of T Mississauga degree students (6 a.m.).</td>
</tr>
</tbody>
</table>

## August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>First day of enrolment for non-degree and visiting students.</td>
</tr>
<tr>
<td>5</td>
<td>Civic holiday. University closed.</td>
</tr>
<tr>
<td>14</td>
<td>Deadline to pay the first instalment of residence and meal plans.</td>
</tr>
<tr>
<td>21</td>
<td>Last day to pay minimum amount (65%) of tuition fees as indicated on ROSI invoice.</td>
</tr>
</tbody>
</table>

## Sept.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Residence move-in day for all first-year students.</td>
</tr>
<tr>
<td>1</td>
<td>Deadline for visiting students to apply for F &amp; Y courses.</td>
</tr>
<tr>
<td>2</td>
<td>Labour Day. University closed.</td>
</tr>
<tr>
<td>3</td>
<td>OSAP fee deferral requests end.</td>
</tr>
<tr>
<td>3</td>
<td>Orientation for new students starts. Check <a href="http://www.utm.utoronto.ca/firstyear">www.utm.utoronto.ca/firstyear</a> for details.</td>
</tr>
<tr>
<td>4</td>
<td>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. 23) will be removed from classes.</td>
</tr>
<tr>
<td>5</td>
<td>Late registration fee begins for F and Y courses ($44 + $5 for each additional business day). (Only applicable to students who have not enrolled in ANY other fall or winter courses.)</td>
</tr>
<tr>
<td>8</td>
<td>Deadline to cancel registration (withdraw from ALL courses) with no minimum academic fee charge.</td>
</tr>
<tr>
<td>9</td>
<td>Classes begin, F and Y courses.</td>
</tr>
<tr>
<td>22</td>
<td>Course waiting lists close, F and Y courses.</td>
</tr>
<tr>
<td>22</td>
<td>Last day to add or change a section in an F or Y course on ROSI.</td>
</tr>
<tr>
<td>22</td>
<td>Last day to drop (cancel) F and/or Y courses on ROSI and receive 100% course fee refund, as long as you are still registered in other courses for this session.</td>
</tr>
<tr>
<td>29</td>
<td>Last day to drop an F course and receive a 75% course fee refund.</td>
</tr>
</tbody>
</table>
## 2013-14 FALL-WINTER SESSION: DATES

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Office of the Registrar (only) is closed.</td>
</tr>
<tr>
<td>14</td>
<td>Thanksgiving Day. University closed.</td>
</tr>
<tr>
<td>14</td>
<td>Last day to drop a Y course and receive a 75% course fee refund. Last day to drop an F course and receive a 50% course fee refund.</td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Last day to cancel (drop) an F course from academic record and GPA or to cancel or select Credit/No Credit option. (See page 19)</td>
</tr>
<tr>
<td>11</td>
<td>Last day to cancel (drop) a Y course and receive a 50% course fee refund.</td>
</tr>
<tr>
<td>15</td>
<td>Service charges on outstanding fee balances begin.</td>
</tr>
</tbody>
</table>

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>F classes end, Y classes break for holidays. Last day to request LWD status for F courses.</td>
</tr>
<tr>
<td>3 - 6</td>
<td>Study Break</td>
</tr>
<tr>
<td>9 - 20</td>
<td>Examination period. It may be necessary to schedule exams during the day for classes held in the evening and vice versa. Exams may also be held on Saturdays. Students who make personal commitments during the examination period do so at their own risk. Petitions will not be accepted for deferred examinations to accommodate personal or vacation plans.</td>
</tr>
<tr>
<td>16</td>
<td>Enrolment cancelled if payment or deferral of fees has not been received, for students who have enrolled in S courses ONLY. Students whose ROSI account does not show “Registered” status will be removed from classes [see image, pg. 23].</td>
</tr>
<tr>
<td>17</td>
<td>Late registration fee begins for S courses ($44 + $5 for each additional business day). (Only applicable to students who have not enrolled in ANY other fall or winter courses.)</td>
</tr>
<tr>
<td>23</td>
<td>University closed for holidays.</td>
</tr>
</tbody>
</table>

### January 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deadline for visiting students to apply for S courses.</td>
</tr>
<tr>
<td>5</td>
<td>Deadline to cancel registration (withdraw from all courses) with no minimum academic fee charge (if registered in S courses only).</td>
</tr>
<tr>
<td>6</td>
<td><strong>University re-opens. Y courses resume; S courses begin.</strong></td>
</tr>
<tr>
<td>15</td>
<td>Deadline to pay the second instalment of residence and meal plans.</td>
</tr>
<tr>
<td>19</td>
<td>Course waiting lists close, S courses.</td>
</tr>
<tr>
<td>19</td>
<td>Last day to add or change a section in an S course on ROSI.</td>
</tr>
<tr>
<td>19</td>
<td>Last day to drop (cancel) an S course on ROSI and receive 100% course fee refund, as long as you are still registered in other courses for the session.</td>
</tr>
<tr>
<td>26</td>
<td>Last day to drop an S course and receive a 75% course fee refund.</td>
</tr>
</tbody>
</table>

### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Last day to drop an S course and receive a 50% course fee refund.</td>
</tr>
<tr>
<td>17</td>
<td>Last day to cancel (drop) a Y course from academic record and GPA or to cancel or select Credit/No Credit option. (See page 19)</td>
</tr>
<tr>
<td>17</td>
<td>Family Day holiday. University closed.</td>
</tr>
<tr>
<td>18 - 21</td>
<td>Reading Week</td>
</tr>
<tr>
<td>18 - 21</td>
<td>Special deferred examination period for December 2013 exams.</td>
</tr>
</tbody>
</table>
### 2013-14 FALL-WINTER SESSION: DATES

#### March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Last day to cancel (drop) an S course from academic record and GPA or to cancel or select Credit/No Credit option. (<a href="#">See page 19</a>)</td>
</tr>
</tbody>
</table>

#### April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deadline to apply for a Letter of Permission to study at another university in the Summer Session.</td>
</tr>
<tr>
<td>4</td>
<td>Classes end, Y and S courses. Last day to request LWD (Late Withdrawal) status for Y and S courses.</td>
</tr>
<tr>
<td>7-9</td>
<td>Study Break</td>
</tr>
<tr>
<td>10-26</td>
<td>Examination period. Exams may be scheduled during the day for classes held in the evening and vice versa. Exams may also be held on Saturdays. Students who make personal commitments during the examination period do so at their own risk. Petitions will not be accepted for deferred examinations to accommodate personal or vacation plans.</td>
</tr>
<tr>
<td>18</td>
<td>Good Friday. University closed.</td>
</tr>
<tr>
<td>28-May 3</td>
<td>Deferred examination period for S &amp; Y exams.</td>
</tr>
</tbody>
</table>
GUIDE FOR NEW STUDENTS

WELCOME TO U OF T MISSISSAUGA

Newly-admitted Students: First Steps
Student success is the priority for U of T Mississauga. We offer many services and resources to help you succeed. This Registration Guide outlines the steps you need to take to register in courses. It also points you in the direction of additional assistance and resources.

Get Your University E-Mail Account!
The university’s official method of corresponding with you is via e-mail, including information regarding registration, accounts and other key areas. You MUST have an active and valid utoronto e-mail account in order to receive this information. It is your responsibility to check this account on a regular basis. You will receive instructions on how to activate your e-mail account when you get your TCard. Please note: your utoronto e-mail address will be automatically updated on ROSI, the online student web service, on the first day of classes if you have not already recorded it there. It will be the only e-mail address the university uses to contact you. All others will be deleted.

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) they must obtain a letter of authorization in the form of an e-mail from your utoronto e-mail account. The e-mail must include specific instructions detailing what the third party can do. Alternatively, a student can obtain and sign a “Consent to Release Information” form in person at the Office of the Registrar.

Bus Pass, Parking, Shuttle, GO Transit
Eligible students have access to unlimited travel on Mississauga Transit between September and April thanks to the U-Pass program. The fee is included under incidental fees charged to eligible students. To see if you are eligible to use the U-Pass, see www.utm.utoronto.ca/upass.

If you travel by car, you can park at meters or purchase a parking pass. See www.utm.utoronto.ca/parking.

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

The nearest GO train station on the Lakeshore line is Clarkson. Visit www.gotransit.com for schedules. Mississauga Transit provides a link between the station and the campus (visit www.mississauga.ca for updates). GO ID cards for registered, full-time students are available at the TCard Office.

Get Your Student ID Card (TCard)!
Your permanent University of Toronto Student Card (TCard) is a photo ID “smart card” which is used for academic purposes, student activities and various services. Your TCard gives you the option of carrying a cash value in the computer chip, allowing you to purchase photocopies and computer printing. A valid card is required to write final examinations, access the meal plan, use the shuttle bus and Mississauga Transit, the libraries and athletic facilities, and 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 card.

To get your card, please bring your offer of admission letter along with the following:

If you are an international student,
• Your current (non-Canadian) passport

If you are a Canadian citizen or permanent resident, please bring either:
• Your Canadian passport; or
• Your Canadian birth certificate and a piece of government issued photo identification (i.e. driver’s license); or
• Permanent resident card and a piece of government issued photo identification.

Because your photo will be taken, you can only get your TCard by coming to campus in person any-time after June 1. The TCard Office is in the Davis Building and is open weekdays, 9 a.m. to 4 p.m.

If you are unable to get your TCard during the summer, you will be able to do so when you arrive on campus for the beginning of the Fall-Winter session.
First-year Transition Programs
Research shows that students who participate in our first-year transition programs have higher grades, complete their degrees faster, and have a more engaging student experience than those who do not. U of T Mississauga offers a mix of transition programs that focus on academic and personal success.

OR101
The Office of the Registrar offers workshops, seminars, discussion groups, online video advising clips, online chats and information sessions throughout the year to help you understand such topics as OSAP funding, scholarships, Subject Post selection, degree requirements and much more. For details, visit www.utm.utoronto.ca/or101.

Head Start
Offered in the summer, Head Start sessions are presented by the Robert Gillespie Academic Skills Centre to help you understand key components to making a smooth transition into university, and identify the skills you need to enhance your academic performance. You also have the chance to meet with many of your first-year instructors as well as librarians and senior students. Visit www.utm.utoronto.ca/asc for details.

ACE - Academic Culture and English
ACE@UTM is designed for non-native speakers of English who have met U of T academic requirements, have already studied in Canada for at least one year in a Canadian curriculum school but who require additional language enhancement. There are three options:

- an 8-week summer program
- a Fall-Winter program
- a full-time, Fall-only program.

Visit www.utm.utoronto.ca/ace for details.

genONE: for first-generation students
Designed specifically for students who are the first in their families to attend university, genONE connects you with other students who are “first-generation.” Workshops are tailored to meet the unique needs of first-gen students, and your Peer Academic Leader will facilitate study sessions so that you and your peers can trouble-shoot academic challenges. Visit www.utm.utoronto.ca/theone for information regarding registration.

utmONE: first year academic transition program
As part of UTM’s commitment to enhancing the first-year experience, utmONE courses and seminars offer first-year students small classroom experiences to integrate students into the academic culture of UTM, while fostering intellectual curiosity about topics of interest to students and faculty from multiple academic disciplines. For details, visit www.utm.utoronto.ca/utmone.

rezONE: for students who live on campus
First-year students living in residences are automatically registered in this award-winning program. In addition to the rezONE cohorts, students in this program also live in the same communities as their peers and their mentor (Peer Academic Leader, or PAL). Your PAL also leads a series of study sessions in your core first-year courses to help you work through common academic challenges.
Advising and Success
In addition to transition programs offered to first-year students, there are a wide variety of ongoing support services to help you succeed throughout your time at U of T Mississauga.

Academic & Financial Advising
To book 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 grab a coffee while keeping 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.

Accessibility Matters
The AccessAbility Resource Centre promotes inclusive values on campus in both academic and co-curricular activities for students who have a physical, sensory, or learning disability, mental health condition, acquired brain injury, or chronic health condition, be it visible or hidden. Students with temporary disabilities (e.g. broken dominant arm, recovering from surgery) are also eligible to receive services. Students who live on- or off-campus should contact the centre prior to enrolling to discuss their individual needs. For more information, visit www.utm.utoronto.ca/access.

Robert Gillespie Academic Skills Centre
The centre offers a wide variety of seminars and interactive workshops as well as one-to-one consultations on all aspects of academic work. Faculty, a dedicated group of experienced peer mentors, and study group facilitators work with students to improve their skills in areas such as: understanding learning styles; essay and report writing; time management; lecture-listening; note-taking; and studying for tests and exams. For more information, visit www.utm.utoronto.ca/asc.

International Students
The International Centre provides a variety of services for international students. For more information, visit www.utm.utoronto.ca/international.

Health and Counselling
The Health & Counselling Centre offers the same high quality of care as your family doctor or community health clinic, right on campus. Nurses, doctors and personal counsellors are available to support students' physical and mental health care needs. For more information, visit www.utm.utoronto.ca/health.

Where to buy textbooks
The syllabus handed out for each course during the first week of classes will indicate which textbooks you need to buy. (A “syllabus” outlines the teaching plan for the course.) You will also find course syllabi online in the timetable section (www.utm.utoronto.ca/time-table) one week prior to the beginning of classes. They are indicated by a special icon next to each course. It is recommended that you buy textbooks after your instructor reviews the syllabus with your class.

All textbooks (new, used and rental) and other required supplies for your courses are available in the University Bookstore, which is on the first floor of the Davis Building. You can even order online. Visit www.uoftbookstore.com.

Computers
The university bookstore carries computers and software with special educational pricing on some items, or you may purchase equipment elsewhere. You are advised to check with your academic department prior to purchasing to see if you require any special equipment or software. Our on-campus computing services department is an authorized service provider for Dell and Apple equipment.
GUIDE FOR NEW STUDENTS

MEET ROSI: YOUR ONLINE CONNECTION

Repository of Student Information (ROSI)

ROSI is the University of Toronto’s online registration system. It is the critical link between students and the university for most transactions. It is available at www.rosi.utoronto.ca.

You will use ROSI to:

- Add and drop courses
- Add and change meeting sections
- Request tuition fee deferral
- Check the status of your course requests
- List courses on your record
- Check to see if there is still room in a course
- Check your waiting list status
- Print your timetable
- Access grades, GPAs and academic status
- Display your academic record
- Request a transcript
- View/print fees invoices
- View/print T2202As (tax receipts)
- Change and reactivate your PIN
- Change address and telephone number
- Change e-mail address
- Change next of kin & emergency contact information
- View other personal information
- Access your fees account
- List your ROSI transactions
- Vote in student elections

What it means to use ROSI

Using ROSI to enrol in courses 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.

Using ROSI for the First Time

Login at www.rosi.utoronto.ca

When you access ROSI for the first time, you must login using your student number and PIN (Personal Identification Number).

Your initial six-digit PIN is your year, month and day of birth in YYMMDD format (e.g. April 23, 1994 = 940423). You are asked to change this as your first activity after logging in. You will be asked to change your PIN only once. You will also be asked to complete a set of questions designed to act as prompts if you forget your PIN.

Confirm Your Personal Information

It is very important to confirm that your personal information on ROSI is correct.

U of T Mississauga needs to know:

- your mailing and permanent address
- your Sessional (Sept. to April) telephone number and address
- the person to contact in case of emergency.

We need to be able to contact you to keep you up to date on critical information. E-mail is the official method of contacting you. Please make sure that your utoronto.ca e-mail address is correct and remember to check it regularly.

PIN Reactivation

If you forget your PIN number, “reactivation” uses the questions you’ve formulated when you first logged on as a security check. You must correctly answer two of your questions to reactivate your PIN. Choose questions and answers you are not likely to forget, and that others will not know. Use reactivation if your access is suspended for any reason or if you have forgotten your PIN. Using ROSI on a regular basis will help you to remember your PIN.

<table>
<thead>
<tr>
<th>ROSI HOURS OF OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday - Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
</tr>
</tbody>
</table>
USING BLACKBOARD

Blackboard is a web-based, course management system that is used to deliver lectures, notes, assignments and other materials, communicate with students, and perform other functions. This is the system you will use to access most of your course materials. The log-in page will also contain important announcements from the university.

To access Blackboard, go to portal.utoronto.ca and log in using your UTORid and password. If you do not see the courses you have signed up for, do not panic, because:

- It takes 24 to 48 business hours for ROSI to update course enrolment information to Blackboard;
- Some instructors do not make their Blackboard course information available until the first or second week of classes (if an instructor is using Blackboard, then she/he should provide additional details to you in the first week or two of classes);
- Some instructors do not use Blackboard.

There are some first-year courses that use Blackboard in order to sign up for tutorials, labs and other types of groups. If your instructor has decided to use Blackboard to do this, you will receive an e-mail from him/her or the course co-ordinator that provides you with instructions. This e-mail will be sent to your utoronto e-mail account — so keep checking it regularly!

You may need to sign up for tutorials, labs, and other groups via Blackboard after you have signed up for a course on ROSI. In order to determine if you need to sign up for tutorials or labs for a particular course, please consult the Course Timetable at www.utm.utoronto.ca/timetable. Any courses that require you to sign up for a tutorial or lab in Blackboard will have a note stating this requirement.

Getting Blackboard Help
Students who need assistance with Blackboard should consult with: staff at the “Tech Help” centre on the main floor of the library; a library staff member; or by e-mailing askutml.utm@utoronto.ca. More in-depth assistance is available in the library’s Tech Centre on the third floor, Monday to Friday, 9 a.m. to 5 p.m.

DECLARATION OF ABSENCE FOR ANY REASON

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 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 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 [see “Verification of Student Illness or Injury,” page 29]. You should consult with the Office of the Registrar if the period of absence will be lengthy and affect more than one course.
TERMS YOU NEED TO KNOW TO USE ROSI

Main Menu
After you have successfully logged in to ROSI, the available options are:

Course Enrolment
- List your courses
- Add, change or cancel a course
- Get timetable information for a course
- Check available space
- Add yourself to a waiting list

Personal Timetable
- View/print your personal timetable

Subject POSt
- Request add, change or cancel a Subject POSt

Elections
- Vote in student elections, referenda on matters of interest and of concern to students

Transcripts, Academic History
- View/print your academic history
- Request transcripts
- View your transcript requests

Graduation
- Confirm your request to graduate

Financial Accounts
- View your fees account
- Print invoices
- Defer tuition fees

Feedback
- Frequently asked questions
- Reporting technical problems with Student Web Service (ROSI)

Tax Forms
- View and print T2202A forms (tuition and education amounts certificate) for the past seven years.
- 2013 T2202A forms will be available on ROSI in February 2014.

Personal Information
- View and maintain your personal information: address, phone number, utoronto e-mail, contact information, etc.
- Please note, always use the “add a new address” option when changing your mailing or permanent address; use the “edit” option only if there is an error in your present address.

Activity Log
- View a log of your most recent successful ROSI transactions

View Start Time
- View the start time that you have been assigned for course enrolment on the first day

Logout
- Once you have logged in, the session will remain active until YOU log out or the system finds it inactive.
- ROSI allows one minute between asking for information and receiving it. If it is not received, it assumes you wish to terminate the session.
- If you begin a transaction and hesitate for one minute or more while you are looking up information, you will get a message indicating you have been timed out.

Maintain Your PIN
- Change your PIN and set up PIN reactivation account
BUILDING YOUR SCHEDULE

Select Your Courses
There are three tools that you should use to build your schedule:
• the online timetable located at www.utm.utoronto.ca/timetable
• course descriptions in the Academic Calendar at www.utm.utoronto.ca/regcal
• the sample schedule on page 17.

Which Courses Should You Take?
Use the U of T Mississauga Academic Calendar to explore course descriptions. More information is available on program websites and in program or departmental handbooks. We recommend using the online calendar (which has links to detailed course information), the timetable, instructor and department websites and much more. Use this information to plan your schedule well in advance of your enrolment date (see page 19).

Space in Courses
It is the university’s policy that the number of students enrolled in a course cannot exceed the capacity of the room as dictated by fire regulations. Some departments, for educational reasons, assign lower capacities than room size. U of T Mississauga makes every attempt to ensure that the room assigned will accommodate the number of students expected to enrol. Neither the Office of the Registrar nor individual course instructors have the authority to change this policy. If you are not officially enrolled in a course you do not have a right to be in the class.

Waiting Lists
U of T Mississauga offers a waiting list system to help you get into the courses you need to succeed. Waiting lists enable you to “line up” for a space that might become available in a lecture section that is full, or in an enrolment category that is full. If a space becomes available, and you are next on the waiting list, you will be enrolled automatically and notified at your utoronto e-mail account. Only then will the course appear on your timetable and invoice. Being on the waiting list does not guarantee you a space in the course. Also, you must add your own tutorial or lab sections manually.

Waiting lists end on the last day to enrol which is also the last day to cancel a course and receive 100% refund of related course fees. ROSI will continue to attempt to move students from the waiting list into spaces that become available until the end of the day. If you change your mind about your desire to be waitlisted to enrol in a given course, please ensure that you cancel your request promptly to avoid any course fees. Students are responsible for all academic and ancillary course fees related to the courses that they are enrolled in.

Understanding Enrolment Controls
While most courses are open to any students who have met the prerequisite requirements, in any program of study and in any year, some courses have enrolment conditions which control how students enrol in a course and/or which categories of students are permitted to enrol in that course. A course with enrolment controls will be listed in the timetable with a letter code next to the course name (i.e. [P], [R], [A], [E]). The code will be linked to additional information describing how to enrol and which categories of students are allowed in.

Enrolment control categories may be based on one or more of the following:
• Admission category [e.g. first-year studies in Life Sciences]
• Subject POS[ Specialist, Major or Minor in which you are enrolled. (When a Subject POS is used as an enrolment control, you must be actively enrolled in that Subject POS before you will be permitted to enrol in that course.)]
• Degree POS[ [e.g. HBSc].
• Year of study [based on the number of credits you have passed plus any that are currently in progress at U of T, plus any for which you have already received transfer credit]
• Associated Organization [U of T Mississauga]

Enrolment Control Instructions
Detailed enrolment control instructions for any given course may be found on the online timetable by following the link from the enrolment control indicator, such as a [P]. The symbol is found after the course title.
UNIVERSITY OF TORONTO MISTISSAUGA

UNDERSTANDING ENROLMENT CONTROLS

If no enrolment control indicator is shown, the course may be selected by all U of T Mississauga students who have appropriate prerequisites. Students from other campuses may enrol in these U of T Mississauga courses beginning August 15 if there is still space.

If an enrolment control indicator is shown, follow the link from the “Enrolment Control” Indicator to obtain specific information about enrolment in the course. The enrolment controls instructions page will provide details on how to enrol in the course, who may enrol in the course and when.

Most courses may be added without further steps using ROSI, even if enrolment is restricted to certain groups of students at different times.

Some courses require departmental approval to complete your enrolment. These courses may still be added using ROSI, but will appear with an interim status until the department has reviewed students’ requests and checked prerequisites.

Courses with an interim status do not appear on student invoices or timetables. For example, if you enrol in MGM102H5 your status will show as interim until the department reviews the list of enrolled students and makes enrolment decisions. After departments review the requests, they assign a status of approved, refused, or cancelled. It is the responsibility of the student to check the status of a request.

Once a course is approved, the course fee will be added to your account and enrolment is complete. If a course is refused, no charges will be incurred. The course will remain on the student’s course list for the session as refused, and the student will be blocked from enrolling in the course in that session.

If a course is cancelled by the university, no charges will be incurred and the course will be removed from the student’s course list for the session.

A few courses are unavailable via the ROSI system. Typically, these courses are independent project or reading courses which are added to ROSI by the department or Office of the Registrar, after the student obtains appropriate approvals.

Some courses and/or practicals and tutorials appear on the timetable as “Closed.” Students may not enrol in closed tutorials/practicals using ROSI until the courses are opened.

These closed courses/tutorial/practicals may be placed on the timetable by departments:
- as placeholders to hold a room reservation and time slot in case enrolment in the course grows to a level where extra lectures/tutorials/practicals are needed, OR
- for delayed enrolment, such as certain practicals/tutorials which are only opened after the first class meeting.

Students may only enrol in lectures/practicals/tutorials that are available. Please do NOT rely on “Closed” sections becoming available. Sections will be opened only if demand warrants.

Check the online timetable frequently for the status of closed courses/tutorials/practicals, if the timing of a particular section works better in your schedule than the available sections.

Walksafer is a security escort service for U of T Mississauga community members (including students, employees and visitors) who prefer not to walk alone on campus after dark.

Dial 905-607-SAFE (7233) to request an escort during the evening and night hours, from September to May.
Some newly-admitted students will be pre-enrolled or “Core Course Loaded” into courses required for their anticipated program of study (see the tables below and next page). If your pre-enrolled course time(s) and day(s) do not fit with your other commitments, you may select another lecture, if one is available, or choose to drop a pre-enrolled course entirely. Pre-enrolment will only select your lecture section, you will still need to enrol in any tutorials or practicals associated with your courses as well as any additional courses to complete your desired course-load. Please note that Humanities and Social Sciences students are not pre-enrolled in any courses.

### Chemical & Physical Sciences (*see note pg. 16*)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM110H5</td>
<td>F Chemical Principles 1</td>
</tr>
<tr>
<td>CHM120H5</td>
<td>S Chemical Principles 2</td>
</tr>
<tr>
<td>MAT135Y5</td>
<td>Y Calculus</td>
</tr>
</tbody>
</table>

### Concurrent Teacher Education Program - Chemistry

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM110H5</td>
<td>F Chemical Principles 1</td>
</tr>
<tr>
<td>CHM120H5</td>
<td>S Chemical Principles 2</td>
</tr>
<tr>
<td>CTE100H5</td>
<td>Y Child and Adolescent Development in Education</td>
</tr>
<tr>
<td>MAT135Y5</td>
<td>Y Calculus</td>
</tr>
</tbody>
</table>

### Commerce

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO100Y5</td>
<td>Y Introduction to Economics</td>
</tr>
<tr>
<td>MAT133Y5</td>
<td>Y Calculus and Linear Algebra for Commerce</td>
</tr>
<tr>
<td>MGM101H5</td>
<td>F Introduction to Management Functions</td>
</tr>
<tr>
<td>MGT120H5</td>
<td>S Financial Accounting I</td>
</tr>
</tbody>
</table>

### Concurrent Teacher Education Program - French

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE100H5</td>
<td>Y Child and Adolescent Development in Education</td>
</tr>
</tbody>
</table>

### Communication, Culture, Information & Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCT109H5</td>
<td>F Contemporary Communication Technologies</td>
</tr>
<tr>
<td>CCT110H5</td>
<td>S The Rhetoric of Digital and Interactive Media Environments</td>
</tr>
</tbody>
</table>

### Concurrent Teacher Education Program - Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO152H5</td>
<td>F Introduction to Evolution and Evolyutionary Genetics</td>
</tr>
<tr>
<td>BIO153H5</td>
<td>S Diversity of Organisms</td>
</tr>
<tr>
<td>CTE100H5</td>
<td>Y Child and Adolescent Development in Education</td>
</tr>
<tr>
<td>PSY100Y5</td>
<td>Y Introductory Psychology</td>
</tr>
</tbody>
</table>

### Computer Science, Mathematics & Statistics (*see note pg. 16*)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT102H5</td>
<td>F Introduction to Mathematical Proofs</td>
</tr>
<tr>
<td>MAT135Y5</td>
<td>Y Calculus</td>
</tr>
</tbody>
</table>
**CORE COURSE LOADING (PRE-ENROLMENT)**

### Concurrent Teacher Education Program - Math

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE100H5</td>
<td>Y Child and Adolescent Development in Education</td>
</tr>
<tr>
<td>MAT102H5</td>
<td>F Introduction to Mathematical Proofs</td>
</tr>
<tr>
<td>MAT135Y5</td>
<td>Y Calculus</td>
</tr>
<tr>
<td>MAT223H5</td>
<td>S Linear Algebra I</td>
</tr>
</tbody>
</table>

### Forensic Science (*see note below*)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO152H5</td>
<td>F Introduction to Evolution and Evolutionary Genetics</td>
</tr>
<tr>
<td>BIO153H5</td>
<td>S Diversity of Organisms</td>
</tr>
<tr>
<td>FSC239Y5</td>
<td>Y Introduction to Forensic Science</td>
</tr>
</tbody>
</table>

### Life Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO152H5</td>
<td>F Introduction to Evolution and Evolutionary Genetics</td>
</tr>
<tr>
<td>BIO153H5</td>
<td>S Diversity of Organisms</td>
</tr>
<tr>
<td>CHM110H5</td>
<td>F Chemical Principles 1</td>
</tr>
<tr>
<td>CHM120H5</td>
<td>S Chemical Principles 2</td>
</tr>
<tr>
<td>MAT134Y5</td>
<td>Y Calculus for Life Science</td>
</tr>
</tbody>
</table>

### Management/Business

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO100Y5</td>
<td>Y Introduction to Economics</td>
</tr>
<tr>
<td>MGM101H5</td>
<td>F Introduction to Management Functions</td>
</tr>
<tr>
<td>MGM102H5</td>
<td>S Management in a Changing Environment</td>
</tr>
</tbody>
</table>

### Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY100Y5</td>
<td>Y Introductory Psychology</td>
</tr>
</tbody>
</table>

### Theatre and Drama

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRE121H5</td>
<td>F Traditions of Theatre and Drama</td>
</tr>
<tr>
<td>DRE122H5</td>
<td>S Modern and Contemporary Theatre and Drama</td>
</tr>
<tr>
<td>DRS121H5</td>
<td>F Acting 1</td>
</tr>
<tr>
<td>DRS122H5</td>
<td>S Acting 2</td>
</tr>
</tbody>
</table>

### Visual Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAH202H5</td>
<td>F Introduction to Art History</td>
</tr>
<tr>
<td>VST100H5</td>
<td>F Introduction to Visual Studies 1</td>
</tr>
<tr>
<td>VST101H5</td>
<td>S Introduction to Visual Studies 2</td>
</tr>
</tbody>
</table>

*NOTE: Students should refer to specific program information in the 2013-14 Academic Calendar or consult with the program department to enrol in the appropriate courses for the stream they intend to pursue.*

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CREATE A SAMPLE SCHEDULE

Use this chart to help plot the courses you are thinking about taking. To avoid problems with your schedule in September, take some time to do this step now. Remember to include your core courses, which will be visible on ROSI by June 28. **WARNING: ROSI will not prevent you from scheduling conflicting courses. Do not enrol in lectures, tutorials or practicals that are held at the same time.** No special accommodation will be made (e.g. conflicting tests or exams, lecture material, in-class participation, labs, etc.). You can also use the online timetable tool [www.utm.utoronto.ca/timetable].

**Your U of T Mississauga Draft Fall Schedule (Sept. to Dec.)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
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<tr>
<td>9 a.m.</td>
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<tr>
<td>10 a.m.</td>
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<tr>
<td>11 a.m.</td>
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<tr>
<td>12 noon</td>
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<tr>
<td>1 p.m.</td>
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<td>2 p.m.</td>
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<tr>
<td>3 p.m.</td>
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<tr>
<td>4 p.m.</td>
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<tr>
<td>5 p.m.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Evening</td>
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</tr>
</tbody>
</table>

**Your U of T Mississauga Draft Winter Schedule (Jan. to April)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>9 a.m.</td>
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</tr>
<tr>
<td>10 a.m.</td>
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</tr>
<tr>
<td>11 a.m.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 noon</td>
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<td></td>
</tr>
<tr>
<td>1 p.m.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2 p.m.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3 p.m.</td>
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<td></td>
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<tr>
<td>4 p.m.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOW TO SELECT YOUR COURSES

Understanding Course Codes
Each course has a unique course code and course description. Here's a breakdown of what's in a course title and code, using “ANT101H5S, LEC0101, TUT0102” as an example:

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name ANT101H5S</td>
<td>This course is Anthropology 101. It has both a code (shown here) and a course name found in the Calendar and the timetable.</td>
</tr>
<tr>
<td>ANT</td>
<td>3 letters denoting the program sponsoring the course.</td>
</tr>
<tr>
<td>101</td>
<td>3 numbers denoting the level (a first-year course begins with a ‘1’).</td>
</tr>
<tr>
<td>H</td>
<td>Indicates credit value.</td>
</tr>
<tr>
<td>H</td>
<td>H = 0.5 credit; Y = 1.0 credit</td>
</tr>
<tr>
<td>5</td>
<td>Campus Code:</td>
</tr>
<tr>
<td>5</td>
<td>• 5 = Mississauga</td>
</tr>
<tr>
<td>1</td>
<td>• 1 = St. George (downtown)</td>
</tr>
<tr>
<td>3</td>
<td>• 3 = Scarborough</td>
</tr>
<tr>
<td>S</td>
<td>Session Code: indicates which term the course is offered:</td>
</tr>
<tr>
<td>S</td>
<td>F = Fall; S = Winter; Y = Fall + Winter</td>
</tr>
<tr>
<td>LEC0101</td>
<td>LEC = Lecture</td>
</tr>
<tr>
<td>TUT0102</td>
<td>TUT = Tutorial</td>
</tr>
<tr>
<td>PRA0101</td>
<td>PRA = Practical</td>
</tr>
<tr>
<td></td>
<td>Number indicates which section, i.e. Lecture 0101 and Tutorial 0102</td>
</tr>
</tbody>
</table>

All courses have a lecture (LEC) meeting section. If there is more than one lecture section, select the one that is offered at the time most convenient for your schedule. If a course listing also includes practicals (PRA) and/or tutorials (TUT), select one of the practicals and/or tutorials that is most convenient for your schedule. Some courses have both practicals and tutorials. In those instances, you must select one of each.

Prerequisites, Corequisites, Exclusions
Students are responsible for checking prerequisites, corequisites and exclusions, which are listed in the Academic Calendar for each course, before enrolling in courses. Be aware that prerequisites and corequisites are not checked by ROSI in real time, but they will be checked!

Prerequisite: A course required as preparation for a higher level course. Any prerequisite listed must be successfully met before a course is taken.

Corequisite: A course to be taken concurrently with another course. A corequisite must be taken together with the course if the corequisite has not already been taken and passed.

Exclusion: A course with content too similar to another for credit to be given to both. A student will not receive degree credit for a course that is listed as an exclusion for a course in which he/she has obtained a passing grade or received transfer credit.

Full-time/Part-time Status
Students enrolled in 3.0 credits or more in the academic year (September to April) are considered full-time. Students are considered part-time if they are enrolled in 2.5 or fewer credits.

Courses Taken at Other Universities
If you have taken courses at another university and wish to transfer those credits towards a University of Toronto degree, apply for a transfer credit assessment at www.utm.utoronto.ca/transfer. You should make an academic advising appointment in the Office of the Registrar to make sure that your course selections are correct and appropriate, and that none of the courses you wish to take duplicate your transfer credit.

Courses at Other U of T Campuses
You must have completed 4.0 credits at U of T Mississauga by the end of the Summer Session to be eligible to enrol in courses at other U of T campuses. If you register, but do not have 4.0 credits, you will be removed from the courses.
**When and How to Enrol**

**When to Enrol**
All first-year students enrol on July 4, but at different times of the day. Check your ROSI account to find out your start time. That information will be posted by June 28.

**Student Start Times & Dates**

<table>
<thead>
<tr>
<th>Student Year</th>
<th>View Start Info</th>
<th>First Day of Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>June 28</td>
<td>July 4</td>
</tr>
<tr>
<td>Non-degree</td>
<td>N/A</td>
<td>Aug. 2</td>
</tr>
</tbody>
</table>

Please note you will not be able to access course registration on ROSI until your start time on the first day of course enrolment for your year of study. **Remember, don’t delay. Courses fill up quickly.**

Newly-admitted transfer students should contact the Office of the Registrar for assistance in determining their year of study. Visit www.utm.utoronto.ca/transfer.

**Conflicting Courses**
In order to succeed, students must fulfill the attendance requirements of each class. 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.).

**How to Enrol**
1. Go online to ROSI: [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)
2. Login using your Student ID number and PIN.
3. Click on “Course Enrolment” and follow the instructions. Use the online calendar and timetable for reference:
   - Calendar: [www.utm.utoronto.ca/regcal](http://www.utm.utoronto.ca/regcal)
   - Timetable: [www.utm.utoronto.ca/timetable](http://www.utm.utoronto.ca/timetable)

When enrolling in your courses on ROSI, you will need to know the activity code (i.e. ANT101H5), session code (i.e. F, Y or S), meeting section (i.e. LEC) and 4-digit section number (i.e. 0101) to identify your choice(s). If there is a practical or tutorial section assigned to the course, you may be required to add it as well (see the timetable for any special instructions: [www.utm.utoronto.ca/timetable](http://www.utm.utoronto.ca/timetable)).

ROSI does not check for course time conflicts, so plan your schedule carefully. You may not get into all of your first choice courses so you should also note acceptable alternatives for your preferred classes.

**Late Registration**
Late fees of $44 plus $5 for each additional weekday apply to any student who enrols in F and/or Y courses as of September 5 or S courses as of December 17. This is only applicable if you are not enrolled in any other courses for the Fall-Winter Session.

**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.

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 POGS requirements.**

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

Students may exercise this option for a total of 2.0 credits within the total number of credits required for a degree. The choice is not restricted as to year or level of the course. This option is not available to non-degree students.

The Credit/No Credit option must be chosen or cancelled no later than the last day to cancel that course from your academic record. Selection of the Credit/No Credit option is done on ROSI.

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.
**ADDITION & CANCELLING COURSES**

**Cancelling Courses and Fees**

**Implications**

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. Fall-Winter)
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 and “view” your timetable afterwards to ensure the drop was completed.

You will be responsible for any fees and academic penalties incurred if you do not cancel courses by the appropriate deadline. Pay close attention to the difference between REFUND deadlines and ACADEMIC deadlines. They are listed in the Important Dates section at the front of this guide.

**Deadlines**

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

<table>
<thead>
<tr>
<th>F course</th>
<th>Y course</th>
<th>S course</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 4</td>
<td>February 17</td>
<td>March 9</td>
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</tbody>
</table>

**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).

**Cancelling Your Registration for the Fall-Winter Session**

Should you decide to cancel all of your courses in the Fall-Winter 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 fall or winter of the 2013-14 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.feeds.utoronto.ca]. Cancelling your registration may impact your ongoing status as a U of T Mississauga student. For information on how to return as a student after being away for 12 months, please see “Reactivation of Student Record” in the Academic Calendar.

**Normal/Maximum Course Load**

The maximum number of credits that can be taken in the Fall-Winter Session is 6.0 (with no more than six courses per academic term.) However, a regular and recommended course load for the Fall-Winter Session is 5.0 credits, which will allow students to complete a 20-credit undergraduate degree in four years. (Some students choose to take 4.0 credits in the Fall-Winter Session and 1.0 credit during the Summer Session.)

During the first enrolment period for Fall-Winter, you will be able to enrol in 5.0 credits. During the second enrolment period you will be able to add 1.0 additional credit for a total of 6.0. Note that the weight of courses with wait list status count in the total number of courses you are allowed to enrol in.

To take more than 6.0 credits (or more than 6 courses per term) in the Fall/Winter session you must submit an online course overload petition [registrar.utm.utoronto.ca/student/petitions] and receive approval prior to the start of classes and no later than the end of the first week of classes. The Office of the Registrar will make every effort to consult with students at risk of being removed from courses. After the end of the first week of classes, students enrolled in more than 6 courses without prior petition approval, will have the last course(s) they were enrolled in removed from their course load for that session.

Only students who have a minimum CGPA of 1.85 and who may be eligible to graduate in June 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.

**Last Date to Add a Course or Section**
The last date to add an F or Y course or change a section in an F or Y course using ROSI is September 22, and January 19 for an S course. Section changes are an agreement with the department and will not be recorded on ROSI.

**How are Fees Determined?**
Fees are determined by the number of credits you take and by the program you are enrolled in. Compulsory ancillary fees are also paid by all students for incidentals and ancillary services. The Fall-Winter 2013-14 fee schedule will be posted at www.fees.utoronto.ca. If you are not enrolled in any courses but have put yourself on a course waitlist, please consult the Office of the Registrar regarding fee payment.

Fee levels are based on the normal length of time for a full-time program, i.e. 4 consecutive years for a BBA/BCOM/HBA/HBSC and five for CTEP students in the joint HBA/HBSC/BEd program. When determining which fees apply to you, look for the description on the Fees website (www.fees.utoronto.ca) that matches your degree, Subject POS, and year of entrance to the university. If you stay for more than the normal length of time for your program, your tuition fee levels may be higher than you expect in the following years.

**Fees Invoices**
Invoices for fees are not mailed. You are expected to view your account 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 & FEE REFUNDS

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). A printout of the payment transaction is 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 for students is available from outside of Canada for those 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.hr-and-equity.utoronto.ca/forms. Before sending your tuition waiver to the Human Resources (HR) office, you must first pay your incidental fees via the bank by August 21. [If you pay between August 22 and September 3, you must submit 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 sponsorship notification letter and a completed invoice to: UofT Student Accounts, 215 Huron Street, Toronto, ON, M5S 1A2. Your letter must reach Student Accounts before August 21.

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, the Office of Student Accounts will issue a refund to you. Refund cheques are sent to your mailing address on ROSI or you can sign up for ‘Refunds by Direct Deposit’ on ROSI.

Academic course drop deadlines are not the same as financial refund deadlines. In fact, the academic drop deadlines (see pages 3 to 5) are much later than the refund deadlines and have NO financial impact.

Health and Dental Opt Out
You can opt out of the student union Health and Dental Plan (and have fees refunded) if you have a separate family plan. The opt-out period generally happens in September and early October, and refunds are normally mailed by March. For more information visit www.utmsu.ca. Proof of alternate coverage is required.

University Health Insurance Plan (UHIP) for International Students
UHIP is a compulsory health plan for all international students. Download your card at uoft.me/uhip in August.

Meal Plan and Residence Fees
The deadline for paying the first installment of meal
METHODS OF PAYMENT & FEE REFUNDS

plan and residence fees is August 14. The second instalment is due January 15, 2014. For details on costs, please visit www.utm.utoronto.ca/housing and www.utm.utoronto.ca/food.

Late Payments
If you pay your fees between August 22 and September 3, you must come in person to the Office of the Registrar to show proof of payment. This is the only way you can ensure your registration is completed prior to September 4 (the day incomplete registrations are cancelled and students are removed from courses).

Outstanding Fees
Students with outstanding financial obligations to the university must pay their fees in full before registering in the next academic session. Payments are applied first to outstanding debts from previous sessions before being applied to the current session. You cannot choose to pay the current session’s fees before any outstanding fees from a previous session. This includes any backcharges incurred as a result of enrolment into a deregulated fee program. 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.

How Do I Know if I’m Registered Correctly?
You will know that your registration is complete if your status is shown as “Registered” in the “Course Enrolment” tab in ROSI. 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).

<table>
<thead>
<tr>
<th>Administrative User Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service</strong></td>
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<tr>
<td>Form/Letter Processing</td>
</tr>
<tr>
<td>Deferred Examination</td>
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<tr>
<td>External Examination</td>
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<tr>
<td>Outside Centre Examination</td>
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<tr>
<td>Photocopy of Final Exam</td>
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<tr>
<td>Re-Read Final Exam</td>
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<tr>
<td>T-Card Replacement</td>
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<tr>
<td>Replacement of Calendar</td>
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<tr>
<td>Commissioner of Oaths</td>
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<tr>
<td>Certification</td>
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<tr>
<td>Copies of Records</td>
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<tr>
<td>Late Registration</td>
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<tr>
<td>Re-Registration (reactivation of student file)</td>
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<tr>
<td>Letter of Permission</td>
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<tr>
<td>Transfer Credit Assessment</td>
</tr>
<tr>
<td>Late Graduation Request</td>
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<tr>
<td>Visiting Student Applications</td>
</tr>
</tbody>
</table>

*Fees are subject to change. Updated May 1, 2012.

Payments for administrative user fees may be made at the Office of the Registrar using only a credit card or debit card.
Ontario Student Assistance Program (OSAP)
OSAP is a needs-based government student loan and grant program designed to help supplement the cost of postsecondary education.

Eligibility
Full-time students may be eligible for assistance if they are:
1. Canadian Citizens or Permanent Residents or Protected Persons
2. Residents of Ontario*
3. Enrolled in a minimum of 60% of a full course load in EACH term (or 40% if you have a documented permanent disability).

*The student or student’s parents/spouse/partner must have lived in Ontario for at least 12 months prior to the start of postsecondary studies.

How to Apply
Applications can be made at osap.gov.on.ca. It is highly recommended that returning students apply before May 31 to ensure that they will receive a Notice of Assessment before the start of classes.

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

Fee Deferrals: OSAP
If you are unable to pay the minimum balance of your tuition fees before the start of classes AND have applied for OSAP, you may apply for a fee deferral. Once you have received your Notice of Assessment (either by paper or online) you may request a deferral through your ROSI account beginning July 15 until Sept. 3.

Note: Fee deferrals will not be granted if you have an outstanding tuition balance from a previous session.

Fee Deferrals: Scholarships
If you are unable to pay the minimum balance of your tuition fees before the start of classes AND have received notification that you will be receiving a scholarship that is equal or greater to the minimum payment required, you may request to have your fees deferred based on your scholarship. In order to request this type of deferral please bring your confirmation of scholarship funding (i.e. award letter) to the Office of the Registrar.

Fee Deferrals: Out of province loans
If you are unable to pay the minimum balance of your tuition fees before the start of classes AND have applied for out of province student loans, you may apply for a fee deferral. In order to apply for this type of deferral please bring your out of province Notice of Assessment to the Office of the Registrar.

Dropping Courses
Dropping below 60% of a full course load (less than 1.5 credits in each term) at any time will result in a reassessment of your OSAP funds. This may jeopardize your eligibility. Exceptions may be made for students with documented permanent disabilities.

For immediate emergency assistance on university property call 905-569-4333
(In life threatening situations call 911 first)
For non-emergencies and information call 905-828-5200
EXAMS, CONFLICTS & ACCOMMODATIONS

Students are expected to be available throughout the entire scheduled exam period.

Exam 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.

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.

Study Breaks
Study Breaks are scheduled immediately following the last day of classes and before exams. They will last at least five consecutive days (including weekends) during the Fall-Winter Session.

During study breaks:
- Optional review sessions may be held; no new content may be introduced
- Students will be allowed to hand in assignments, at the discretion of the instructor.
- Make up tests may be held
- Term tests may not be held
- Instructors may offer extended office hours, at their discretion.

Petitions for Deferred Exams
Students who make personal commitments during the examination period do so at their own risk. No petitions will be accepted for special or deferred examinations to accommodate vacation, personal plans, or employment obligations.

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 obtain official supporting documentation [see “Verification of Student Illness or Injury” below]
- declare their absence on ROSI and petition to defer the examination.

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

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 and payment of a deferral fee 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.

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

Deferred Exam Schedule
Students who miss a final December exam will write a deferred exam (if they have successfully petitioned) during Reading Week in February. Students who miss a final exam in April will write a deferred exam (if they have successfully petitioned) during the week following the regular exam period.

Unauthorized Devices
Electronic devices of any kind are NOT allowed with a student in the area of his/her desk or table during examinations.
Policies and Code of Conduct

Your Code of Conduct
The university requires that you conduct your academic and personal life with:

HONESTY & INTEGRITY in your academic work — you must submit assignments that are the result of your work — cheating will not be tolerated and may result in 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 3 hours for every 1 hour of class time — there is no shortcut; start early and succeed

A full copy of the Code of Behaviour of Academic Matters and the Code of Student Conduct may be found at the University of Toronto Governing Council website [www.governingcouncil.utoronto.ca] under "Policies and Procedures."

Students should also review information regarding academic integrity at www.utm.utoronto.ca/academic-integrity/.

Your Academic Responsibilities
Your success as a student depends on your attention to the responsibilities that the university sets down in writing. It must be clearly understood that 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 & 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.
Complete this form before logging on to ROSI to ensure that you have all the necessary information at hand to complete your transaction.

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>SESSION</th>
<th>STUDENT NUMBER</th>
</tr>
</thead>
<tbody>
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</table>

GIVEN NAMES

Log on to ROSI: [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section Code</th>
<th>Lecture Section</th>
<th>Practical Section</th>
<th>Tutorial Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A N T 1 0 0 Y 5</td>
<td>L E C 0 1 0 1</td>
<td>P R A</td>
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Revised: 01/04/13
This sheet will help organize your academic plan while you are at U of T Mississauga. Use it to as a guide to ensure that you have the required number of credits needed to graduate from your program. If you would like assistance, please consult with an academic advisor in the Office of the Registrar.

My Academic Plan for Success

<table>
<thead>
<tr>
<th>100 Level</th>
<th>200 Level</th>
<th>300 Level</th>
<th>400 Level</th>
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Maximum 6.0 credits

Minimum 6.0 credits

Total 20.0 credits

1.0 Science credit (SCI); 1.0 Social Science credit (SSC); 1.0 Humanities credit (HUM)
Degree Requirements Checklist
(for students who began studies Summer 2003 or later)

Graduation requires completion of both degree requirements and program of study (specialist, major or minor) requirements. Use this sheet and your U of T Mississauga Academic Calendar to monitor progress toward your degree requirements (directing related questions to academic advisors at the Office of the Registrar). Use the Academic Calendar plus information from the academic department of your specialist, major or minor program(s) to monitor your program of study requirements (directing related questions to the academic department). Please note that students admitted Summer 2003 or later are not eligible to complete a 3 year degree.

Notes:
1) View/change your academic record and programs online at www.rosi.utoronto.ca.
2) Courses noted as “extra” do not count towards accumulated credits earned or in GPAs.
3) Courses with a mark of “F” do not count toward degree requirements but are part of your CGPA.
4) If you started your studies before September 1992, your degree requirements are different from below. You have the option of following these requirements by completing a Curriculum Renewal Form. Please see an academic advisor if you wish to discuss this further.

Bachelor of Business Administration (BBA) | Bachelor of Commerce (BCom) | Honours Bachelor of Arts (HBA), Honours Bachelor of Science (HBSc) | Potential Credits Earned | Number of Credits Needed
--- | --- | --- | --- | ---
20.0 credits | Completed ________ credits
Enrolled in ________ credits

No more than 6.0 100-level credits may count towards degree requirements
Completed ________ 100-level credits
Enrolled in ________ 100-level credits

Complete at least 6.0 credits at the 300/400 level. No more than 1.0 300/400 level transfer credit may be used. (Exception: Transfer credits obtained through CIE Exchange)
Completed ________ 300/400-level credits
Enrolled in ________ 300/400-level credits

Complete at least the Specialist in Management
Complete at least the Specialist in Commerce
* Complete at least 1 Specialist or 2 Majors or 1 Major plus 2 Minors
* If not completing a Specialist, 12.0 distinct program credits are required.
* Degree type is dictated by program combinations. See Academic Calendar for more information
Specialist(s):
Major(s):
Minor(s):

Complete 5.0 credits from disciplines other than COM/ECO/ MGD/MGM/MGT/RSM.
* No more than 15.0 credits may begin with the same three-letter designator.
BCom/ BBA list non-COM/ ECO/ MGD/MGM/MGT/RSM courses taken:

Complete the Distribution Requirement.

a) 1.0 credit in Sciences (SCI)
b) 1.0 credit in Humanities (HUM)
c) 1.0 credit in Social Science (SSC)

Achieve a Cumulative Grade Point Average (CGPA) of 1.85

Date of Assessment: _____________________________ Revised October 2012
Academic Advisor: _______________________________
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<td>Ultimate Frisbee</td>
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