Hello everyone,

This is a reminder that Friday is the deadline for registration for the Fall session. At some point during the day on Monday any remaining students still at an INVIT status will have their records financially cancelled (FINCA’d). Any course enrolments will be cancelled.

There still are a significant number of students at INVIT status. Please check your enrolments today and follow up with any students who require attention. The pre-count diagnostic “Invited persons with approved activity” (4_B_B_E) will give you a list of any students at INVIT who also have at least one course with an APP status. It won’t list students who are INVIT and have no course enrolments or whose courses are all at REQ, INT or are waitlisted. You might also want to run a download of all INVIT students from ROSI or ROSI Express. Instructions for running the ROSI Express report are below.

Students who register Monday or later will need to come to SGS with proof of payment and will have to pay a late registration fee before they are registered. SGS will re-INVIT and register these students. The student or the unit will need to re-enrol the student in courses by the enrolment deadline.

If you have any questions, please contact your Student Services Assistant.

Thank you,

Josie

Josie Lalonde
Director, Student Academic Services
School of Graduate Studies, University of Toronto
63 St. George Street, Toronto, Ontario M5S 2Z9 Canada
Phone: 416-946-3234 Fax: 416-946-0992
josie.lalonde@utoronto.ca  www.sgs.utoronto.ca

From: Josie Lalonde
Sent: Friday, August 11, 2017 10:58 AM
To: 'sgs-gradadminstaff-all-l@listserv.utoronto.ca' <sgs-gradadminstaff-all-l@listserv.utoronto.ca>
Subject: RE: 20179 SGS FINCA date

Hello everyone,

A new graduate administrator just asked me how to identify students who are still INVIT. I thought I would share the process with all of you in case some are unsure of how to do this.

The easiest way to run a report is through ROSI Express: https://www.sis.utoronto.ca/rosi-express/

- When you logon, go to Reports and select Student List with Contact Information
- Enter:
  - Session Code = 20179
You’ll get results on the screen. At the bottom of the screen, you will see Export options. Click on Excel to download a more complete report of the results.

Josie Lalonde
Director, Student Academic Services
School of Graduate Studies, University of Toronto
63 St. George Street, Toronto, Ontario M5S 2Z9 Canada
Phone: 416-946-3234 Fax: 416-946-0992
josie.lalonde@utoronto.ca | www.sgs.utoronto.ca

From: Josie Lalonde
Sent: Thursday, August 10, 2017 5:25 PM
To: 'sgs-gradadminstaff-all-l@listserv.utoronto.ca' <sgs-gradadminstaff-all-l@listserv.utoronto.ca>
Subject: 20179 SGS FINCA date

Dear Graduate Administrators:

Although none of us wants the summer to end, we are all thinking ahead to the Fall session. The registration deadline this year is September 15. The following Monday, September 18, SGS will cancel (FINCA) the registrations for any graduate students who still have an INVIT registration status for the 20179 session. Any course enrolments for these students also will be cancelled.

I will send a reminder closer to the FINCA date, but wanted to send you this early notice of the timing.

Best wishes,

Josie

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