Registration Workshop

Tuesday, June 20, 2017
Claude T. Bissell Building, Room 205
1:30 pm – 3:30 pm
Agenda

- SGS Student Academic Services
- Enrolment and Registration
- Tuition Fee Deferral and Student Loans
- Monitoring Program Progress
SGS Student Academic Services

Location:
63 St. George Street
www.sgs.utoronto.ca

Hours
Monday to Friday
9:30 am – 4:30 pm

Hours for September 11-15, 2017:
Monday, September 11 – 9:30 am – 4:30 pm
Tuesday, September 12 – 9:30 am – 4:30 pm
Wednesday, September 13 – 9:30 am – 6:00 pm
Thursday, September 14 – 9:30 am – 4:30 pm
Friday, September 15 – 9:30 am – 4:30 pm
What we offer to students

- Advice and guidance about SGS policies and procedures
- Gradschool E-news
- Essential Guide for Grad Students
- SGS Calendar
- Forms and information via the SGS website
- Graduate supervision guidelines
- Letters confirming enrolment or registration
- Name/Gender changes
- Legal status changes (from international to domestic fees)
What we offer to graduate administrators

Training and support

• Support:
  – Student Services Assistant (SSA)
  – Student and Administrative Systems Support Representative (SASSR)

• Training:
  – Graduate Unit Advisory Services Representative (GUASR)
  – Student and Administrative Systems Support Representative (SASSR)

• Meetings and workshops (monthly Learning Cafés)
• Referrals to campus-wide resources

Guidelines and manuals

• Memos and reports
• Detailed forms
• Foreign credentials evaluation assistance
• Student Services and ROSI Manual
Enrolment and Registration

What is the difference between enrolment and registration?

Enrolment
• Occurs when courses are added to student records (by the student or the grad unit)

Registration
• Occurs when students pay or defer their tuition fees (INVIT status changes to REG)
Course Enrolment

ACORN/ROSI

• Students may enrol in courses online; however, grad admins can control whether or not students may do so.

Controlling Course Enrolment on ROSI

• For detailed instructions, review the March 2017 SGS Learning Café presentation on the Registration and Course Rollover Processes.

• [http://uoft.me/sgsworkshops](http://uoft.me/sgsworkshops)
Course Enrolment

SGS Add/Drop Courses form

• Students may submit the Add/Drop Courses form to graduate units for processing
• If submitted after SGS course enrolment deadlines, the request must be processed by SGS
• The form is available on the SGS website
• http://uoft.me/sgsforms
Registration – when/where can students view their tuition fees?

• Fees assessment for the fall/winter will take place mid-July
• Following fees assessment, tuition fee amounts can be viewed by students on ACORN
• The Financial Account indicates the UHIP fee and minimum first payment
• Instructions on paying fees (including paying from outside Canada, refund schedules and financial arrangement types are available on the Office of Student Accounts website: www.fees.utoronto.ca
Registration Deadlines

August 25
- Recommended tuition fee payment deadline for students registering or starting their program in the fall to ensure payment is received by the registration deadline

September 15
- Deadline for fall session registration
- Consequences of late registration:
  - FINCA and loss of course enrolment
  - Late fee paid to SGS ($44.00) – NEW ONLINE PAYMENT METHOD (next slide)
  - Students must show proof of payment to SGS Student Services
  - Students are placed in course waitlist if there are no spaces left
Late Registration:
New Online Payment Method

- Students access the SGS Portal through [https://apps.sgs.utoronto.ca](https://apps.sgs.utoronto.ca)
- Students login using UTORid
- “Form Library” section contains the Late Registration – Fee payment form
- Form is pre-populated with degree info
- Once submitted, the SSAs will electronically receive the request and change the student’s registration status from FINCA to INVIT
September Batch FINCA

- SGS will FINCA all students who have not paid fees or have not completed a request to register without payment on **Sept. 18**
- Enrolment in and access to courses through ACORN will be cancelled
- Students requiring registration after this date MUST be directed to SGS to show payment receipt
- Late registration fee is required for registration
- Can be identified in advance by using 4 B B E
Legal Status Change: International to Domestic fees

• International students are eligible for the domestic tuition rate if they successfully claim the Status in Canada exemption
• Students must bring original documents (e.g. Record of Landing, permanent resident card) to SGS
• A change of status is not retroactive to any previous session

Deadlines

• November 1 – for reassessment for the complete fall and winter sessions
• February 1 – for reassessment for the winter session only
• July 1 – for reassessment for the summer session (only applies to students who have tuition fees charged for the summer session)
Conditional Registration

Non-Severe Condition
• Must be cleared by end of December
• Allows student to register conditionally

Severe Condition
• Must be cleared by last day to register (Sept. 15)
• Most have a “to be satisfied date” of Aug. 31
Consequences of not clearing conditions

Non-Severe Condition
- Student will not be allowed to register beyond their second session of registration.
- Students who are enrolled in an eight-month program will not be allowed to graduate until all conditions have been cleared.

Severe Condition
- INVIT status will not be changed to REG
- Students will be FINCA’d by SGS in September if not satisfied by the last day to register (even if they have paid or deferred tuition fees)
How to clear conditions

View students with outstanding conditions by printing lists from ROSI (see Sections 4.6 and 4.94 of the Student Services and ROSI Manual)

ROSI Procedure

• Enter “the satisfied date” on 4 A E C
• Select B and type in student ID #
• Press enter
• Select condition (place cursor on cond) press enter
• Select M, tab down to satisfied date, type current date
• Press enter

• Change the candidacy status to OOF on 3 D A
Dual Registration

• Units may allow master’s students who are in the final stages of their degree (i.e. thesis submitted) to register in both the Master’s and Doctoral program for **one session only**

• Degree recommendation must be submitted for dual registrants in the fall session by Jan. 19, and those in the winter session by Apr. 20
Termination of Registration

Found on the SGS website:

**Guidelines for Administrators:**
http://www.sgs.utoronto.ca/facultyandstaff/Pages/Termination-Guidelines.aspx
- Regulatory background
- Overall procedures and steps
- References (including recommendation for termination template letter)
- SGS contact info

**Info for Students:**
http://www.sgs.utoronto.ca/facultyandstaff/Pages/Termination-Student-Info.aspx
- Definition of termination
- Explanation of the process
- FAQs
- SGS contact info
Register Without Payment and Student Loans

To request via ACORN, students must be receiving:

- Ontario Student Assistance Plan (OSAP)
- Other provincial government loan
- US government loan
- University funding package (major award, research stipend or teaching stipend)

Students with unpaid fees from a previous session may NOT defer current session fees
How to defer fees based on loans

Students apply for deferral by clicking on the OSAP/Govt Deferral button on the 'Financial Accounts' section on ACORN:

OSAP / Government Student Aid / Graduate Funding Fee Deferral

If you have applied for government student assistance (OSAP, other Canadian government or U.S. Government) and received your assessment or are receiving a UofT graduate funding package, the University will allow you to register without paying the Minimum Payment to Register amount on your SWS/ROSI invoice (this is also referred to as "tuition fee deferral"). This online process will make it easier for you to do that.

Eligibility for this function requires that:

- You are eligible for OSAP or other government student aid or you have received a UofT graduate funding package.
- You have tuition fee charges.
- You do not owe tuition or other fees from a previous session(s). Students who owe fees from a previous session should consult their faculty or college registrar’s office immediately!
- MBA, Master of Finance students should consult with the Rotman School.

Out of Province students receiving funding from your home province or territory, before requesting a Tuition Fee Deferral:

- Fax or bring a copy of your provincial Notice of Assessment to Enrolment Services at 172 St. George St., fax: 416 978-7022 to confirm that you have qualified for student aid.
- Include a covering sheet indicating your name, student number and college/faculty.
- After three working days, you can submit your request through SWS for Tuition Fee Deferral.
Change to Continuation of Interest-Free Status Process

- Continuation of Interest-Free Status Applications are now done online: [www.ontario.ca/osap](http://www.ontario.ca/osap)

  OSAP: Ontario Student Assistance Program
  Get help paying for college or university when you qualify for OSAP.

  ![OSAP logo]

- Enrolment checks will be done electronically by Enrolment Services
- The application must be submitted at least 21 days before the end of the study period.
More info for students

Student Accounts website
www.fees.utoronto.ca

Enrolment Services website
http://www.future.utoronto.ca/finances/financial-aid

Enrolment Services Financial Aid email
osap.staff@utoronto.ca
Identifying students who may defer fees through ACORN

• Students with a funding package as part of a unit’s funding commitment are identified by the “Funding Indicator” on the individual student’s registration screen (ROSI: 4 A A B / 4 A C B)

• This is set by the student’s year of study and the “Max Year of Funding” on the POSSt settings (1 A A B, second screen)
Register Without Payment Form

• Used when a student is outside the funded cohort but is receiving a major award, research stipend or teaching assistantship that covers at least the minimum first payment (not part of a graduate unit’s funding commitment)

• Will be available on the SGS website (http://uoft.me/sgsforms) when fall registration begins in mid-July
Service Charges

September Starters
  – Begin October 15th

January Starters
  – begin February 15th

May Starters
  – begin June 15th

Occur on the 15th of every month thereafter until fees are paid in full.
Service Charges for Students who Registered Without Payment

OSAP or other provincial loans

- **September Starters**: first assessed as of December 15th
- **January Starters**: first assessed as of February 15th
- **May Starters**: first assessed as of June 15th

Major award, research stipend or teaching assistantship covering at least the minimum first payment

- **September Starters**: first assessed as of May 15th
- **January Starters**: first assessed as of May 15th
- **May Starters**: first assessed as of September 15th
Payment Deadlines to avoid Service Charges

**September 29th**
For students registered in the **fall session only**

**November 29th**
For students registered in the **fall-winter sessions**

**January 30th**
For students registered in the **winter session only**

**April 30th**
For students who have **successfully registered without payment**
Importance of Accurate and Complete Student Records

• Students
  – Fees
  – Blackboard access and class lists
  – Grades
  – Transcripts
  – Tax credits

• Institution
  – Government reporting and BIU income
  – Academic and budget planning
  – Performance indicators (e.g., unit & program reviews)
Checking Records - Tools

• Registration lists (downloads – ROSI & ROSI Express)

• Individual student look-ups (e.g. outstanding conditions – 4AEC)

• SGS diagnostics (e.g. Duals list)

• ROSI diagnostics
  – Reg’d students without courses (4BBA)
  – Invited students with courses (4BBE)
  – Anomalous records (4BBG)
  – Outstanding conditions (4FJG)
Reinstatements

Graduate students who fail to register may reinstate if they are still within the maximum allowable time for the degree program (program length plus maximum extension years).

Reinstatement forms are approved and processed by SGS.
Program Extension Rules

• PhD, flexible-time option PhD professional doctoral students: 4 one year program extensions after time limit

• Master’s students: three one-year program extensions after time limit

• First two approved by graduate unit, further extensions approved by SGS
Program Extension Fees

• All FT graduate students on new program extension pay 50% of the relevant domestic fee plus sessional incidental & ancillary fees (domestic fee also applies to international students)

• Part-time students on extension will continue to be charged part-time fees
Pro-rated Final Year Fees

- Only **doctoral students** (PhD, Flexible-time Option PhD, professional doctorates) are eligible for pro-rated final year fees.
  - Doctoral students whose final year is not an extension year will be assessed pro-rated fees based upon 100% of program fee.
  - Doctoral students whose final year is an extension year will be assessed pro-rated fees based upon 50% of program fee.
Minimum Degree Fee / Balance of Degree (BoD) Fee

• Represents the minimum amount of tuition that every student, whether registered full-time or part-time, must pay upon completion of the program prior to graduation

• **Master’s Degrees** - the fee is based upon the full-time program length for each graduate master’s program

• **PhD and professional doctoral programs** – the fee is associated with one year (3 sessions of full-time studies)
Thank you for attending!

For clarification on any topics discussed, please contact the Student Academic Services Office. This presentation will be posted in the Workshops section of the SGS website.

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