Memo

To: Graduate Administrators  
From: Josie Lalonde, Director, Student Academic Services  
Date: September 8, 2017  
Re: Deadline to Register – September 15, 2017

Please be reminded that this Friday, September 15 is the deadline for registration for the fall to avoid financial penalty. Students who have not made arrangements to register by this date will need to complete the online late registration form and online payment [here](#). They will be charged a late registration fee of $44.00 in order to register.

As it normally takes 5 to 10 business days for payments to appear on ROSI, resulting in the change from INVIT to REG, students who make their tuition payment this week may wish to present proof of payment to SGS so that we can expedite the process and manually change the status from INVIT to REG. Proof of payment can be presented in person or scanned to our email address [graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca).

In an effort to assist your students to register before the 15th we kindly ask that you check your enrolments and make contact with students who are not yet registered and may require assistance. The pre-count diagnostic “Invited persons with approved activity” (4_B_B_E) will give you a list of students at INVIT status who also have at least one course with an APP status. It will not 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.

Also, if you have not yet entered applicant responses in ROSI, please do so as soon as possible to prevent students who will not attend your program from taking up space in graduate courses. If students who are not attending are left as INVIT, they will continue to occupy space in their enrolled courses until the September 18 FINCA date. Once their admission status is updated to NON, ROSI will remove the applicants’ 20179/20181 registration record and any course enrolments, which opens space for other students to enrol.

**Important:**
Please note that all students without a REG status recorded on ROSI as of September 18, 2017 will be financially cancelled and removed from courses on the fall FINCA.

If you have questions about this, please let your Student Services Assistant know.

Thank you.