SGS Student Academic Services

General Meeting for Graduate Administrators

Tuesday, December 6th, 2016
2:00-4:00 p.m.
Sidney Smith Hall, Room 2118, 100 St. George Street
Update from the SGS Doctoral Examinations, Master’s Thesis, & Postdoctoral Offices

Lisa Haley
Associate Director, Student Services
Graduate Awards & Financial Aid

THINKING FORWARD
Doctoral Examinations Office

What we do:

- Coordinate over 900 doctoral exams annually, over a third of these taking place on site at SGS
- Act as the first point of contact for any matters regarding final oral examinations, liaising with graduate administrators, students and faculty to set up exams, find Chairs, and interpret policy
- Review doctoral electronic thesis submissions
Doctoral Office Update

- **Registration & ROSI**
  - Students must be registered in order to defend AND submit their theses
  - Enter the exam on ROSI

- **Quorum & Exam Rooms**
  - Four pre-approved voting members, two of whom are non-supervisory

- **Appraisals**
  - Students who receive a negative appraisal cannot delay their FOE
Graduation and Final Year Fees

What we do:

- Ensure that graduating students are correctly identified and added to the Office of Convocation galleys for June and November convocation ceremonies and for March *in absentia* graduation, for approximately 5,700 students annually

- Review masters electronic thesis submissions

- Provide information regarding the doctoral final year fee schedule and the balance of degree fee
Finishing Degree Requirements

- **Post Exam, Doctoral Students**
  - Students are given a post-exam package
  - Students may obtain letters of completion upon request

- **Thesis Submission, All Students**
  - Submission date determines fees/convocation
  - sgs.doctoral@utoronto.ca
  - sgs.masters@utoronto.ca
Convocation

- **Department Processes**
  - Deadlines
  - Degree Recommendations & ROSI lists

- **Graduation**
  - Diploma Holds
  - BoD Fees
  - Graduation delays not permitted
Postdoctoral Office

What we do:

- Serve as the main point of contact for over 850/year postdoctoral fellows
- Participate in bargaining with CUPE3902 Unit 5
- Work with campus service partners to expand professional development opportunities for postdocs
- Review and update policies and procedures for postdocs as required
- Liaise with business officers, faculty, Immigration staff, and Labour Relations and Human Resources offices
Graduate Awards Office

Lisa Haley
Associate Director, Student Services
Graduate Awards & Financial Aid

Fong Di Caterina
Senior Awards Officer
Graduate Awards Office

What we do:

– The GAO administers more than 50 scholarship and financial aid programs

– Approximately 8000 applications received across the university
  ➢ ~ 5000 of these applications are submitted to and adjudicated by SGS

– Approximately 4800 new and renewable awards administered by the GAO for a period of 1-4 years

– Financial Aid – issue approximately 85 Emergency Grants, 50 Master’s Tuition Fee Bursaries, 30-50 Accessibility Grants, and 100 Emergency Loans per year

– Financial Aid office is expanding to include a Coordinator, Student Support & Financial Aid, in addition to the Financial Advisor, in 2017
Award Inquiries – Contacts

**General Inquiries** – graduate.awards@utoronto.ca

**Kelly Nolan** - Awards Officer, Federal
NSERC & SSHRC Doctoral, Mitacs, MSFSS, Travel Grant
kelly.nolan@utoronto.ca

**Lisa Fannin** - Awards Officer, Internal
Conference Grant, Trudeau, University-Wide Awards, ROSI Award Module/Records
lisa.fannin@utoronto.ca

**Stacey Kwan** - Awards Officer, Provincial
OGS, OTS, QEII-GSST, CGS-M, Vanier
stacey.kwan@utoronto.ca

**Michelle Ekuban** - Financial Advisor
Emergency Grant & Loan, Accessibility Grant, MTFB, Student Arrears
m.ekuban@utoronto.ca

**Fong Di Caterina** - Senior Awards Officer
Oversight/Fund management of awards, Quotas, Office Supervision, SGS Awards Committee
fong.dicaterina@utoronto.ca
Graduate Awards Office - Updates

– Ontario Graduate Scholarship Application
  – Now Live!

– CGS Masters Awards

– Conference Grant

– Travel Grant

– C. David Naylor Scholarship
SGS Awards Committee:

Established to adjudicate on behalf of the University the various external and internal fellowships, scholarships and awards

– Membership:
  • Graduate Coordinators from units not currently serving on other SGS Committees: Committee on Program Matters (CPM) or Student Matters (CSM)
  • Graduate units serve on a permanent or rotating basis
– Facilitate 26 SGS Award Committee meetings
  ➢ ~ 200 reviewers required, from a pool of 50 graduate units
– Application review and adjudication
– SGS Committee meeting guidelines
Graduate Awards Office - Adjudications

Adjudication Process (approx. 1.25 months per award):
• Graduate units submit applications to SGS;
• GAO reviews application for eligibility & completeness;
• GAO provides reading list of files to members;
• Members have approx. 2 weeks to review and submit individual scores;
• GAO compiles scores and enters into normalized spreadsheet to generate ranked list of candidates;
• Committee members meet to discuss any necessary files and confirm the final list of quota applicants/ awardees;
• GAO informs units and quota applicants of SGS results;
• GAO forwards institutional quota applications to external agency or issue official award offers.
Conflict Resolution Centre (CRC) for Graduate Students

Heather McGhee Peggs, Manager, CRC

SGS Graduate Administrators, December 6, 2016
Unique experience of grad students in conflict
+
Mental wellness of grad students
+
Community of support / Supporting the community

Your informal & confidential resource for navigating conflict
Faculty of Medicine
English and Sexual Diversity Studies
Sustainability Management
Adult Education and Community Development
Aerospace Engineering
Institute of Medical Science
Centre for Drama, Theatre and Performance Studies
Counseling Psychology & Psychotherapy
Munk School of Global Affairs
Dalla Lana School of Public Health
Faculty of Social Work
Department of Physiology

G2G PEER ADVISORS
“My current research at the Centre for Addiction and Mental Health (CAMH) focuses on the physiological / pathological roles of protein-protein complexes in the central nervous system.”

“I am deeply committed to literacy advocacy, social justice, and conflict prevention.”

“I’m looking forward to sharing my experience in teaching, leadership development and mentoring.”

“Before returning for my PhD studies I co-founded a construction company developing infrastructure in Myanmar that contributed to socially conscientious projects.”

“I’m a journalist, traveller and overall art enthusiast.”

“Before coming to Canada I worked with the British Embassy on sustainable development.”

G2G Team September 2016
G2G Peer Advisors

- listen
- make referrals
- explore options
- give tips & advice on managing conflict
- advocate
- provide counselling
- intervene

Confidential & Informal Grad-to-Grad Advice
CRC January-June 2016

Who we saw – 123 Connections

Who did we meet with?
(clockwise from 12)

- Grad Student (not specified/Post-Docs)
- PhD
- Masters
- Undergraduate/Graduate Applicant
- Other Students (not specified)
- Staff/Faculty
What we talked about – 229 Issues

1. Supervisory issues
2. Challenges as grad student
3. Other (misc.)
4. CRC/G2G Services
5. Life after graduate school
6. Graduate student supports
7. Communication & conflict resolution strategies
Supporting graduate students, staff and faculty at U of T

Conflict may make us feel uneasy or alone. Conflict can also push us to think creatively and challenge our assumptions. The CRC is here to support the University of Toronto graduate community in taking steps to prevent and address conflict.

If you are a graduate student or postdoctoral fellow at UTM, UTSC or UTSG you are welcome to connect confidentially with one of our trained G2G Peer Advisors (G2G=grad-to-grad) to talk about options and strategies for addressing a concern and available university supports and resources. G2G do not intervene or advocate – they will listen and help you to navigate your own way forward.

If you are a faculty or staff member you are welcome to refer students to the G2G Peer Advisors and/or to contact the CRC directly to discuss early and effective conflict resolution strategies and opportunities for skills development and training for your department.

No matter is too small to discuss.

Book an appointment today!
Joseph Minichini
Business Analyst, Registrarial Policy
Enrolment Services
j.minichini@utoronto.ca
416-946-4009
Legal Status Verification

- In June-2015 the University began verifying the Legal Status of all incoming students (international and domestic) by checking legal supporting documentation.

- Legal Status verification process occurs upon requesting a TCard.

- Issues at TCard office are sent to SGS for further processing, document retention, legal status verification, and advising.
Who needs to confirm their legal status?

- All International and domestic students
- Students returning after an extended period of inactivity (e.g., re-instated grad students)

Who is excluded?

- Previous U of T students attending grad-studies will be grandfathered
- Current graduate students who have been studying concurrently since before the summer of 2015 will be grandfathered
To verify legal status students are required to present:

**Government Issued Photo ID**
- Passport (foreign or domestic)
- Permanent Resident Card
- Ontario Photo Card
- Canadian Driver’s License
- Nexus Card
- Health Card**

**Proof of Legal Status**

**Canadian Citizen**
- **Option 1:** Valid Canadian passport.
- **Option 2:** Both your Canadian birth certificate and one (1) piece of government-issued photo identification.
- **Option 3:** Canadian citizenship certificate or card and one (1) piece of government-issued photo identification.

**Permanent Resident of Canada**
- **Option 1:** Valid permanent Resident Card and one piece of government-issued photo identification.
- **Option 2:** Record of landing (IMM1000) and one (1) piece of government-issued photo identification.
- **Option 3:** Confirmation of permanent residence (IMM 5292 or IMM 5688) and one (1) piece of government-issued photo identification.

**Registered under the Indian Act**
- Existing Canadian Certificate of Indian Status or the new Secure Certificate of Indian Status card (SCIS).
- The existing cards will still be valid until the expiry date has lapsed.

**International Student**
- You must show your Passport – (non-Canadian), including valid study permit.

More information available on the TCARD website: [tcard.utoronto.ca](http://tcard.utoronto.ca)
THANK YOU!

Joseph Minichini
Business Analyst, Registrarial Policy
Enrolment Services
j.minichini@utoronto.ca
416-946-4009
Professional Development

**Graduate Professional Skills (GPS) Program**

The Graduate Professional Skills (GPS) program, an initiative of the School of Graduate Studies, is designed to help all graduate students become fully prepared for their future.

GPS focuses on skills beyond those conventionally learned within a disciplinary program, skills that may be critical to success in the wide range of careers that graduates enter, both within and outside academia.

The program can help you to communicate better, plan and manage your time, learn entrepreneurial skills, understand and apply ethical practices, and work effectively in teams and as leaders.

GPS consists of a range of optional "offerings" with a time commitment roughly equivalent to 60 hours of work. Its successful completion will be recognized by a transcript notation.

Subscribe to our weekly newsletter for GPS Program updates.

- Getting Started
- Upcoming Offerings
- Links to GPS Offerings by Skill Area
- Completing GPS
- Program Partners
- Frequently Asked Questions
- Contact
Grad Room & GPS News

1) Help us improve the Grad Room and GPS Newsletter by filling out this survey. We are redesigning the newsletter to serve you better.

2) MaRS Entrepreneurship 101 5 week online course. Final day to register for cohort is Monday, Nov 14th

3) Writer's Block: Breaking Habits, Breaking Free  | Nov 16th 4-5:30pm
In this hands-on workshop, we’ll explore strategies for vanquishing a foe familiar to every grad student: that moment when you sit down to write, and just can’t make it happen. Join us to discuss common misperceptions about productivity, how to devise sustainable work routines, why procrastination plagues us all, and what we can do about it.
Happens every week: Common misperceptions about procrastination, how to devise sustainable work routines, why procrastination plagues us all, and what we can do about it.

4) Best Practices in Individual Development Planning for Higher Performance in Grad School and Beyond Nov 17th 10am-1:30pm
Hear best practices on creating an Individual Development Plan (IDP) from the perspective of the co-author of myIDP, Dr. Cynthia Fuhrmann. This will be of particular interest to graduate students in the physical and life sciences.

3) Navigating Disability in the Workplace Event Nov 17th 5-7pm
Do you have a disability or know someone who does? Want to learn more about what the working world is actually like?

4) Conference: It's Time to be Bold. Social Innovation at UofT Nov 21st 8:30am-4pm
The conference will facilitate introductions and wayfinding for students, faculty, teaching staff, alumni and partners focused on social innovation at UofT.

5) Healthy Grad Crew and the Grad Room presents Strengthening Resiliency & Dealing with Thinking Traps Nov. 21st 1-2pm
Thinking traps are patterns of thinking that can keep us locked in cycles that can increase our stress and anxiety. Learning about thinking traps and some strategies to work through them can help to reduce our stress and anxiety while also increasing our resilience.

6) Graduate Speaker Series November Session - Historical and Modern Perspective Nov 23rd 5:30pm
We will discuss the history of biomedical sciences from the lens of great biomedical achievements, narcissism in the sciences and modern science commercialization. Furthermore, we will discuss stem cells and regenerative medicine – the current state of stem cell research, challenges and ethics.

7) We want to provide opportunities that meet your unique professional development needs? Update your program and degree in preferences for a tailored newsletter.
GPS Program Offerings

- *Intercultural Thinking for Intercultural Conversations*
  Nov 15th, 22nd, 29th 12-2pm

- *Introduction to Data Research Management*
  Nov 16th 5:30-8pm

- *Conflict Resolution Fundamentals: Conflict, Communication, and Negotiation*
  Nov 23rd, 30th, Dec 7th 12pm-2pm

- *Commercializing Your Graduate Research*
  Nov 23rd 5-8pm

- *Introduction to Research Data Management*
  Nov 28th 1-4pm

- *Teaching Fundamentals by Teaching Assistants' Training Program Workshops*

Grad Community

- *MaRS Entrepreneurship 101*
  Registration closes Nov 14th

- *Online Mindfulness & Meditation by Students for Students*
  Wednesday 9:15pm

- *Will's Block Breaking Habits, Breaking Free*
  Nov 16th 4-5:30pm

- *Best Practices in Individual Development Planning for Higher Performance in Grad School and Beyond*
  Nov 17th 10am-1:30pm

- *Conference: It's Time to be Bold Social Innovation at UofT*
  Nov 21st 8:30am-4pm

- *Healthy Grad Crew and the Grad Room presents Strengthening Resiliency & Dealing with Thinking Trans*

*graduate professional skills program*
Online resources:

- GPS Offerings at UTSC
- GPS Program on LinkedIn: www.linkedin.com/groups/8241143

For a full listing of GPS offerings and more information about GPS visit: www.sgs.utoronto.ca/gps

Weekly Events at Grad Room

- Graduate Writing Groups
  Mondays and Weekends

- Mindful Moments (Free Drop-in)
  Monday 12:10 - 1:00pm [Video]

- Grad Minds Yoga (Free Drop-in)
  Mondays 5:15 - 6:30pm

Events:

- Startup Job Search
  Nov 21st 3-4 pm

- Graduate Speaker Series
  November Session - Historical and Modern Perspective
  Nov 23rd 5:30 pm

- SafeTalk: Suicide-Alertness Training
  Dec 5th 1:30-4:30 pm

- Getting the Most from your Supervisor
  Dec 7th 4-5:30 pm

- Mindfulness-Based Stress Reduction (MBSR)
  Fridays, January 13th to March 10th 5:30 pm-8 pm
Update from the Recruitment & Admissions Office

Hasmik Sargsyan
Recruitment and Admissions Officer
Recruitment and Admissions Office

Staff Changes

Welcome to a new role...
  Rory McKeown, Admissions and International Student Advisor

Hiring...
  A new Admissions Assistant - TBA
Recruitment and Admissions Office

Resources

- Admissions Manual
- SGS Admissions Application: Graduate Administrators' Manual
  - Graduate Administrators' Manual Evaluators' Manual
  - Evaluator's Manual
- International Credentials Equivalency Database
Recruitment and Admissions Office

Workshops

Online Admission Application – October 18th

International Credentials – November 7th

Admissions Procedures – November 24th

Admissions Policies – Mark your calendar Friday, February 10th, 2017
Recruitment and Admissions Office

Admission Requirements

For master’s programs and full-time special students:
- an appropriate bachelor’s degree, or its equivalent, with a final average of at least mid-B from a recognized university

For doctoral programs:
- an appropriate master’s degree, or its equivalent, with an average of at least B+ or demonstrated comparable research competence
  - CGPA for Master’s degree
- Some departments admit directly to the doctoral program from a bachelor’s degree for highly qualified candidates (minimum average A-required)
New Guidelines on 75% Liberal Arts/Science Content

- **The current guidelines state:** When assessing undergraduate degrees that do not have a counterpart at the University of Toronto (e.g., B.F.A. from York University, four-year B.Ed. from Memorial University), take into account the liberal arts and science courses when considering equivalency. The degree should have roughly 75% liberal arts and science credits.

- **New guidelines will state:** When assessing the appropriateness of an applicant’s transcript, graduate units should ensure that the admitting degree contains a sufficiently strong and balanced representation of liberal arts and science academic content as preparation for successful graduate studies in their specific discipline. The assessment of that balance and decision to admit is done at the level of the graduate unit. If the unit considers the transcript to have a sufficient balance, no further approval from SGS is required, as long as the candidate has an appropriate admitting degree.
Recruitment and Admissions Office

Joint Educational Placement - JEP

• Available for doctoral students (PhD, EdD, SJD, DMA)
• Individual agreement model for establishing Joint Placements
• A student must designate one institution as the lead institution and the second as the collaborator institution.
• Not a Joint Degree!
• Agreement - on the SGS website (Exchange Opportunities): International and Domestic -
  http://www.sgs.utoronto.ca/prospectivestudents/Pages/Exchange-Opportunities-International-Domestic.aspx)
Update from the Recruitment & Admissions Office

Rory McKeown
Admissions and International Student Advisor
What is IVGS?

– Streamlined admission for visiting students
  • No language scores
  • Admitted on the basis of
    – Admission to their current program
    – Approval of supervisor
    – Approval of unit chair

– Ensures that visiting students
  • Are registered as students (formal status)
  • Have access to campus services
  • Have appropriate health insurance through UHIP
  • Are covered by U of T’s liability insurance
  • Improves chances of successfully securing study permit (as opposed to work permit)
    – SGS can help in cases where a work permit is required
Requirements

• Student must be a registered student in a graduate degree program
• Student and supervisor must submit application before arrival, with enough time to apply for visa using SGS letter of admission
• Approval needed from graduate unit, not other academic unit
  – E.g. Cell and Systems Biology can approve; UTM Biology cannot
  – HPME can approve; Mount Sinai cannot
Fees (Winter 2017)

- Application and administration fee: $400
- Sessional fees (includes GSU, Hart House, AC, Library): $705
- One-time student system access fee: $50
- UHIP: $51 per month ($204)

Best practice: try to align visit with sessional dates
Process: Application

- Student or supervisor may initiate
- Submit letter of invitation and agreement for to SGS, signed by
  - Student
  - Home supervisor
  - Home chair
  - U of T supervisor
  - U of T graduate chair or graduate coordinator

  Best practice: use letter template provided by SGS in preamble to IVGS agreement form

- SGS reviews letter and form and issues a letter of admission to the student
  - SGS may request corrections or alterations
  - Record created in ROSI/ACORN
  - Instructions for receiving TCard and accessing services
Process: Arrival

- Student applies for immigration documents using SGS letter of admission
  - May receive study permit – welcome to Canada!
  - May be asked to apply for work permit – contact SGS for assistance in these cases

- Students wishing to apply for housing should contact admissions.sgs@utoronto.ca

- Fees applied to ROSI/ACORN account, payable upon arrival

- TCard issued on arrival. Students must present:
  - Offer letter
  - Visa
  - Passport
Recruitment and Admissions Office

Questions? Contact ...

Hasmik Sargsyan
Recruitment and Admission Officer
Phone: 416-978-4101
hasmik.sargsyan@utoronto.ca

Rory McKeown
Admissions and International Student Advisor
Phone: 416-978-7756
rory.mckeown@sgs.utoronto.ca
New address coming soon!
Student Academic Services

Victoria Hurlihey
Manager, Front-Line Student Academic Services
Student Academic Services

What we do:

- Respond to inquiries from students who visit SGS or phone 416-978-6614 or email graduate.information@utoronto.ca
- Respond to inquiries from graduate administrators regarding registration policies and procedures
- Assist graduate units with processing registrarial changes in ROSI
- Write letters confirming registration
Student Academic Services

Student Services Assistants (SSAs):

- Contact your divisional SSA when you have questions regarding ROSI processes and SGS registrarial policies and procedures

Manager, Front-Line Student Academic Services:

- Contact Victoria Hurlihey with questions relating to non-standard cases (for example, non-standard admissions, program extension, leaves, etc.) and with questions concerning SGS policies
Student Academic Services

Student Services Assistants (SSAs):

• **Pat Singh** - Student Services Assistant, Division 1 - Humanities  
  Tel: 416-978-8791  [pat.singh@utoronto.ca](mailto:pat.singh@utoronto.ca)

• **Leslie Salituro** - Student Services Assistant, Division 2 - Social Sciences  
  Tel: 416-978-4547  [l.salituro@utoronto.ca](mailto:l.salituro@utoronto.ca)

• **Joan Lewis** - Student Services Assistant, Division 3 - Physical Sciences  
  Tel: 416-978-2235  [j.lewis@utoronto.ca](mailto:j.lewis@utoronto.ca)

• **Jong Mi Sze** - Student Services Assistant Division 4 - Life Sciences  
  Tel: 416-978-2665  [jong.sze@utoronto.ca](mailto:jong.sze@utoronto.ca)

• **Ian Marquez** - Front-line Assistant  
  Tel: 416-978-6614  [ian.marquez@utoronto.ca](mailto:ian.marquez@utoronto.ca)

Manager, Front-Line Student Academic Services:

• **Victoria Hurlihey**  
  Tel: 416-978-4592  
  [victoria.hurlihey@utoronto.ca](mailto:victoria.hurlihey@utoronto.ca)
Student and Administrative Systems Support Representatives

Janina Rosonke
janina.rosonke@utoronto.ca
(416) 978-7363

Sofia Joot
s.kirschner@utoronto.ca
(416) 946-5611

sgs.support@utoronto.ca
Student and Administrative Support Representatives (SASSR)

• Maintain user privileges and provide technical support and training for SGS staff by telephone, email and in person
  
  o Graduate Unit Contact Directory
  
  o Online Admission Application (OAA)
  
  o ROSI/ACORN
  
  o Degree Explorer
  
  o eMarks
SGS Graduate Unit Contact Directory

- directly linked to SGS mailing lists
- used to manage user rights for SGS applications:
  - Final Oral Examination (FOE)
  - Postdoctoral Registration System (PRS)
  - Online Admission Application (OAA)
  - eMarks
  - SGS Drive

http://portal.sgs.utoronto.ca/public/directory/graduateunits
# SGS Graduate Unit Contact Directory

## Graduate Unit and Collaborative Program Directory

### Alphabetical Index

**[A B C D E F G H I J K L M N O P Q R S T U V W X Y Z]**

### Aboriginal Health (Collaborative Program)

c/o Department of Public Health Sciences, Room 547, 155 College Street, Fax: 416-978-8055

<table>
<thead>
<tr>
<th>Administrative Staff</th>
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<tbody>
<tr>
<td><strong>Program Coordinator</strong> - Prof. Amanda Sheppard</td>
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### Aerospace Studies, Institute for

4925 Dufferin St., Rm. 169, Toronto, c/o Galbraith Building, Fax: 416-667-7743

<table>
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<tr>
<th>Chair - Graduate</th>
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<tbody>
<tr>
<td><strong>Director, Graduate Studies</strong> - Prof. Chris Damaran</td>
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<tr>
<th>Co-Orginator(s) - Graduate</th>
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<tr>
<td><strong>Associate Director, Graduate Studies</strong> - Craig Steeves</td>
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<th>Business Officer(s)</th>
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<tr>
<td><strong>Financial Officer</strong> - Sangeela Jayakumar</td>
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### Aerospace Science and Engineering (Degree Program)

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<th>Administrative Staff</th>
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<tr>
<td><strong>Graduate Administrator</strong> - Ms. Gail Holliswell</td>
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### Aging, Palliative and Supportive Care Across The Life Course (Collaborative Program)

263 McCall Street, Suite 328, Fax: 416-978-4771

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<th>Administrative Staff</th>
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<tr>
<td><strong>Administrative Assistant</strong> - Nina Carlton</td>
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</table>
SGS Graduate Unit Contact Directory

Urban Design (Degree Program)

**Director**

Director - Mark Sterling

mark.sterling@daniels.utoronto.ca

Visual Studies (Degree Program)

**Director**

Director - Charles Stankievech

charles.stankievech@daniels.utoronto.ca

Art, Department of

Sidney Smith Hall, Room 6037A, 100 St. George Street, Fax: 416-978-1491

**Chair - Graduate**

Chair and Graduate Chair - Prof. Elizabeth Legge

art.chair@utoronto.ca

416-978-7891

**Coordinator(s) - Graduate**

Director of Graduate Studies and Associate Chair - John Ricco

john.ricco@utoronto.ca

905-828-3749

**Business Officer(s)**

Business Officer - Ms. Joanne Wainman

j.wainman@utoronto.ca

416-978-6272

History of Art (Degree Program)

**Administrative Staff**

Graduate Assistant - Ms. Gaby Sparks

gaby.binotto@utoronto.ca

416-946-3960

Asia-Pacific Studies (Collaborative Program)

Munk School of Global Affairs, 1 Devonshire Place, Room 208N, Fax: 416-946-8838

**Director**

Director - Jacques Bertrand

jacques.bertrand@utoronto.ca

416-946-8982
Online Admissions Application (OAA)

SASSRs:

• support the annual application cycle
• setup and serve as a starting point for technical/usage problems
• maintain ROSI/ACORN admissions correspondence template and message codes
• assist with batch updates and printing of letters from ROSI/ACORN
SASSRs:
- are the School of Graduate Studies ‘ROSI Access Control Representatives’ and ‘ROSI Business Process Representatives’
- setup access
- provide assistance with navigation and usage
- assist with batch processes and data requests
ECOPRINT

- Allows you to ‘print’ from ROSI as a pdf file before printing on paper
- In ROSI: type ‘ecoprint’ into ‘Destination/Printer’ field
- Go to https://ecoprint.utoronto.ca and log on with your UTORID and password
Offer of Admission

November 16, 2016

Sample Domestic SGS Student
63 St. George St.
Toronto ON M5S 1A1

Dear Sample Domestic SGS Student,

On behalf of the School of Graduate Studies, I am pleased to offer you admission to the following program of study:

<table>
<thead>
<tr>
<th>Institution:</th>
<th>University of Toronto</th>
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<tbody>
<tr>
<td></td>
<td>School of Graduate Studies</td>
</tr>
<tr>
<td></td>
<td>63 St. George St., Toronto, ON M5S 2Z9</td>
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<tr>
<td></td>
<td>(416) 978-6614</td>
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<th>Designated Learning Institution #:</th>
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<tr>
<td>Program Begins:</td>
<td>2016 Fall</td>
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<tr>
<td>Status:</td>
<td>full-time</td>
</tr>
<tr>
<td>Student Number:</td>
<td></td>
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eMarks

SASSRs:

• manage sessional setup
• eMarks to ROSI transfers
• troubleshooting
Degree Explorer for SGS

Pilot Project
About Degree Explorer

- enables staff and students to plan, run assessments and generate reports on course, program and degree enrollment
- fully implemented at the undergraduate level, incl. the following faculties:
  - Architecture
  - Arts and Science
  - Engineering
  - Music
  - University of Toronto Mississauga
  - University of Toronto Scarborough
What Degree Explorer can do...

... for staff:

• Check whether students meet course pre-requisites, and remove students that do not qualify
  – Fall 2016, pilot for the Faculty of Information

• Check whether students meet degree and program requirements
  – Fall 2017 (pilot)
  – Grant exceptions to requirements
  – Notify students regarding completion of degree requirements directly through the system

• Test out hypothetical course and program choices
What Degree Explorer can do...

... for students:

• Track progress towards program and degree completion
• Test how hypothetical course and program choices would affect their program and degree requirements
• Check confirmation of & exceptions made to their program and degree requirements
Degree Explorer - Project Schedule

• *Fall 2016*: Faculty of Information staff use DE for pre-requisite checks
• *Winter 2016*: EASI to enhance system for program and degree checks
• *Fall 2017*: Target to pilot full functionality
Degree Explorer - Questions

Interested in joining the pilot implementation? Questions?

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