Memo

To: Graduate Coordinators and Graduate Administrators  
From: Josie Lalonde, Director, Student Academic Services  
Date: August 28, 2018  
Re: 2018-2019 Fall and Winter Session Registration

We aim to make registration instructions clearer for you and students each year – thank you for your continued feedback in helping us do this!

1. INFORMATION FOR NEW AND RETURNING STUDENTS

   The Essential Guide for Grad Students:  
   - The Essential Guide for Grad Students is targeted towards both new and continuing students  
   - Printed copies have been sent to graduate units and we ask that you distribute it to new students at orientation events  
   - A link to the pdf version of the Essential Guide for Grad Students was included in the August 2018 Gradschool e-news sent to all students  
   - The pdf is available here:   
     www.sgs.utoronto.ca/Documents/EssentialGuideforGrads.pdf

   Gradschool e-news:  
   - On August 8th, SGS sent the gradschool e-news to incoming and returning students – this edition contained information about registration, TCards, important dates, etc.  
   - For your information, the gradschool e-news is posted here

2. ACORN

   - ACORN is found at www.acorn.utoronto.ca  
   - For more information, visit the ACORN Resource Kit.

3. FEES

Students are considered to be registered as soon as they have paid the minimum tuition and incidental fees, or have made appropriate fees arrangements. The registration deadline for students registering in the Fall session is September 14; after this date a late registration fee will be assessed. The late registration fee is a flat rate of $44.
Tuition Fee and Service Charge Billing:
The Fall minimum required payment (MRP) is the total of Fall tuition charges = Fall program/course + Fall incidental fees + Fall ancillary fees + any outstanding fees from previous sessions.

You can see the MRP on 7AGH (Invoice Format New Student View).

In order to register, students who are not eligible to register without payment must pay the MRP by the SGS registration deadline.

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<th>Fall-Winter registration</th>
<th>Arrears + 100% of Fall (September to December) tuition fees</th>
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<td>Summer registration only</td>
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General Information:

- Fee schedules are available on the Student Accounts website and students may pay fees as soon as their invoice is updated on ACORN.
- UHIP charges for international students are included on their fees invoice.
- Students wishing to make a fees payment from outside of Canada may choose one of the fee payment options outlined on the Student Accounts website.
- Fees for all programs for which students have been given final offers of admission will be assessed, unless a negative response to the offer has been entered on ROSI.
- While students with outstanding severe conditions will be blocked from requesting registration without payment on ACORN, they can still pay fees at the bank. The payment will not change an INVIT status to REG. When clearing severe conditions please check the student account for payment. If students have not paid, direct them to make payment or request payment without registration as appropriate. If they have paid, please notify SGS Student Academic Services so the registration can be recorded manually (refer to the Student Services and ROSI Manual, Section 5.11, Clearing Conditions, or contact your Student Services Assistant).
- Continuing students with outstanding conditions from the previous year or who have allowed their registration to lapse do not have an INVIT created for the session and will not be able to pay fees. Please advise SGS if the record needs to be updated.

Students with Arrears:

- Students with arrears (fees owing from prior sessions) are not eligible for fall registration until they have paid their outstanding balance in full. Please encourage students to clear their arrears early and seek prompt advice from the SGS Financial Aid and Advising team if they are unable to make full payment before the final day to register.
• Student Arrears reports may be obtained by contacting our Systems Support Representatives.

Requesting to Register Without Payment (i.e. tuition fee deferral):
• Students can request to register without payment (tuition fee deferral) via ACORN if they have no outstanding fees from a previous session and are the recipient of one of the following which exceeds the Minimum Payment to Register amount on their invoice:
  o OSAP loan
  o Other provincial government loan
  o US government loan
  o University funding package (major award, research stipend or teaching stipend)
• The Register Without Payment (Fee Deferral) form must be used if the student is receiving a major award, research stipend or teaching assistantship which is not part of a funding package or if they are registering after the deadline.

Final Year Doctoral Fees:
• Full-time students in the final year of their doctoral program pay a prorated tuition fee based on the full year tuition fee for their program (i.e. number of months registered times one twelfth of the annual fee). Incidental and ancillary fees are not prorated.
• The student’s fee category determines their final year fee:
  o Before Time Limit – student’s fee is prorated, based on 100% of the annual domestic fee (international fee for international students) for the 12-month academic year plus FT sessional incidentals.
  o After Time Limit – the fees for doctoral students in the pre-September 1, 2010 cohort and full-time Flexible-time PhD, and Professional Doctoral students in the pre-September 1, 2011 cohort, is prorated based on 100% of the annual domestic fee (international fee for international students) for the 12-month academic year plus FT sessional incidentals.
  o Students who have opted in to the new extension policy and students who began their program after the new extension policy came into effect are charged 50% of the annual domestic fee for the 12-month academic year plus FT sessional incidentals.
• Fees are based on the date of final thesis submission to SGS, not the date of the defense.
• Doctoral candidates who complete all degree requirements (i.e. defend and submit a final thesis with all corrections and modifications approved to SGS) by September 17, 2018 do not pay fees for the September session.
• After September 17, 2018 and the 15th of every month thereafter, a monthly fee will be charged for each month the degree requirements are not completed.
• Doctoral students will be billed for the annual fee but may choose to pay: (1) the full fee, (2) the minimum first payment or (3) the fee based on the expected date of
completion. If a student pays LESS THAN THE FULL-YEAR FEE, a monthly service charge will be applied to any outstanding balance starting Sept. 15th. When degree requirements are complete, the Student Accounts Office will adjust the fees accordingly, including service charges to outstanding balances that have accrued since Sept. 15.

Dual Registration:
- Continuing U of T master’s students who have been admitted to a doctoral program may be permitted by their graduate units to be dually registered for one session only. Students who are dually registered in the Fall session must be recommended to graduate by January 18, 2019. For dually registered students in the winter session, the degree recommendation must be submitted by April 18, 2019.

Late Registration:
- A late registration fee of $44 will be charged for students registering after September 14, 2018. After September 14, students must complete the online late registration form and online payment here. Once completed, SGS will change their status to "INVIT", which will allow them to register.
- On September 17, SGS will FINCA all students who have not paid fees or have not requested to register without payment.
- Students who do not register by the deadline will not receive T2202A tuition credit for the month of September.

3. UNIVERSITY HEALTH INSURANCE PLAN (UHIP)

- The University Health Insurance Plan (UHIP) is compulsory for all international students and provides coverage from the date of arrival until August 31, 2019.
- Dependents must enrol within 30 days of their arrival.
- The Centre for International Experience is responsible for administering UHIP, distributing cards, processing exemptions and refunds, as well as answering questions. The UHIP administrator can be reached at 978-0290 or uhip.information@utoronto.ca.

4. TCARDS AND EMAIL ACCOUNTS

- Proof of citizenship is required in order to receive a TCard. For detailed information regarding the documentation which is required to obtain a TCard, visit http://tcard.utoronto.ca/
- Email service, wireless network, and access to the Learning Portal will be available upon receipt of the TCard and authentication of the UTORid. To obtain a TCard, students may visit any of the TCard offices at St. George, Scarborough, or Mississauga.

6. GO TRANSIT/TTC DISCOUNTS
7. HOURS OF SGS STUDENT ACADEMIC SERVICES FOR WEEK OF SEPTEMBER 10-14

Monday, September 10 – 9:30 am – 4:30 pm  
Tuesday, September 11 – 9:30 am – 4:30 pm  
Wednesday, September 12 – 9:30 am – 6:00 pm  
Thursday, September 13 – 9:30 am – 4:30 pm  
Friday, September 14 – 9:30 am – 4:30 pm

Regular SGS Student Academic Services hours are Monday to Friday, 9:30 am to 4:30 pm (9:30 am to 4:00 pm in July and August).

8. GRADUATE AWARDS

The SGS Graduate Awards Office:
The Graduate Awards Office (GAO) at the School of Graduate Studies provides administrative support for a wide range of scholarships including most Government-sponsored Awards, SGS Internal Awards, External and Postdoctoral Awards and offers a variety of financial aid programs like the Summer Gym Bursary, Parental Grant, Master’s Completion Bursary, the Emergency Grant and Emergency Loan programs plus one-on-one financial advising to assist students with planning and unexpected financial emergencies.

While some applications are submitted by students directly to the GAO, most competitions allow for graduate units to set local deadlines, receive applications, and conduct an internal selection process prior to sending their top applications forward for central adjudication by the School of Graduate Studies.

Award Instalments:
Awards administered by SGS are disbursed three times a year: in September, January, and May. Students must be registered to receive payment. Fall award payments (for SGS administered internal and external awards) are refunded directly to students. Fees are not deducted from the fall installment unless students have arrears. Winter and Summer award instalments are posted to fees account and automatically put towards tuition and/or any outstanding charges. Any remaining funds will be refunded to students.

9. CHANGE IN CAMPUS AFFILIATION
• Students in single campus programs are automatically affiliated with a campus according to their program of study.
• Campus affiliation is included as part of the ROSI "roll-over" so campus affiliation is carried forward. Therefore, the form does not need to be completed every year for the purpose of campus affiliation (i.e. incidental fees).
• The Change of Campus form is only to be completed if a graduate student wishes to change their default campus affiliation and meet specific criteria (see form).
• Students will be charged the non-academic incidental fees appropriate to the campus. Retroactive rebates are not allowed.
• For more information students should contact their Faculty Vice-Dean, Graduate Office or their graduate unit.
• For more information, refer to the Student Services and ROSI Manual, Section 5.15, UTM/UTSC Campus Affiliation.
• Deadlines for requesting UTM/UTSC campus affiliation rebates are the same as the registration deadline at the beginning of each term.

10. ENROLMENT IN ACADEMIC ACTIVITIES (COURSES)

Course Enrolment:
• The majority of graduate students enrol in courses via http://www.acorn.utoronto.ca
• If ACORN is unavailable, students may request enrolment in courses by submitting the Add/Drop Course(s) form to their unit.
• If students would like to enrol in a course after the deadline, the unit must send the Add/Drop Course(s) form to SGS for approval and data entry.

Deadlines:
• Students must adhere to the deadlines found in the SGS Sessional Dates.
• Please post deadlines so that all students are aware of enrolment deadlines and ensure that all of your students have enrolled and are approved in courses by September 24.
• University funding is based on student enrolment statistics compiled on November 1; therefore, it is important that all eligible students are registered on time.
• If a graduate unit has reviewed a student’s request to enrol/drop a course after the deadline and has found exceptional circumstances, forward documentation (including statements from the course instructor, the student and an Add/Drop Form) to SGS for review.
• Fee refund deadlines are different for Special Students and degree students. Please have them consult www.fees.utoronto.ca for exact dates and refund percentages.

Language Requirements:
• Graduate units must enter language requirements, proficiency/research tools requirements and departmental examinations (as an academic activity).
Undergraduate Arts and Science Course Enrolment:
- Students may take an undergraduate course if they have obtained permission from their home graduate unit and the relevant undergraduate department.
- Graduate students must register in undergraduate courses through their graduate unit (not as an undergraduate non-degree student).
- Any grade below 70% will be converted to FZ (failure).
- Undergraduate courses normally do not count towards fulfilling graduate degree requirements.
- See the Student Services and ROSI Manual, Section 5.36, Undergraduate-Graduate Course Enrolment).

Please contact your Student Services Assistant if you have any questions.

Thank you