Memo

To: Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
CC: Hasmik Sargasyan, Manager, Recruitment and Admissions; Rory McKeown, Admissions and International Student Advisor
Date: August 15, 2018
Re: Opening the Admissions Application for the 2019 cycle

It is time to review the options that will be available to your applicants on the SGS Online Admissions Application (OAA) for the September 2019, January 2020 and May 2020 sessions.

Before we can refresh system tables, we need to receive your confirmed program information by Friday, September 7th.

You will be able to set your own opening and closing dates as of September 14; SGS will be setting the default opening date to September 21.

Steps:

1. Check your SGSDrive folder for a list of options available to your applicants. The file is called: ‘2018-8-15 - XXX.2019.ooa.setup.post.limits.report.xls’. The list is sorted by application session, attendance classification, year of study, degree, and then POST Code with any affiliated field/concentration subject post options.

2. Review the list carefully

3. Email changes – or confirmation that there are no changes – to Ahmad Nizami by Friday, September 7th.
   *Please email Ahmad even if you are verifying that changes are not needed.*

4. Ahmad will update ROSI and the information will be uploaded to the OAA.

5. Starting September 14, login to the OAA and confirm the dates and availability of your POSTs under the Program->Application Dates and Deadlines option and check the Active checkbox to allow applicants to have access.

IMPORTANT: The list should include ALL options you may allow for applications. Even if you allow certain categories (e.g., special students) only infrequently or by special permission, they still should be included on the list. You can restrict access to them in the application through the opening and closing dates and by using the “exceptions” function.

You can check on your document and reference requirements settings, transcript settings, and collaborative program membership at any time – even before we refresh the system.
For details, refer to the manual for the application available in the restricted access section of the SGS website. If you need the password or still have questions, please contact Ahmad Nizami.

We are always looking for ways to improve the admissions application for applicants, units, referees, and reviewers. If you have any suggestions for improvements or experience any technical issues, please direct these to sgs.support@utoronto.ca and include “OAA Feedback” or “OAA error” in the subject line.

If you have any questions or need assistance regarding the general setup process for the admissions application, please contact Ahmad directly. Rory McKeown is also available for general OAA support.

Thank you.