

**INSTRUCTIONS FOR COURSE ENROLMENT  
ON ACORN AND ROSI  
2016 – 2017**

Graduate students in the Department of Cell and Systems Biology are able to access either ACORN or ROSI to:

- **NEW:** Pay tuition and fees by credit card
- View, request, add, drop, or waitlist for courses
- View personal timetable
- View/Change address, telephone numbers, email, safety abroad address, and emergency contact information
- View academic history, including final grades
- Order transcripts
- View your financial account information (invoices, account details, payments)
- Defer payment of tuition (available to recipients of a funding commitment from the graduate unit and to students approved Ontario, Canada and some US government student loan– see note below)
- Update direct deposit details
- Print “Educational Credit” tax forms (T2202A)
- Order convocation tickets
- And more

**Student Responsibility**

While academic advisors, faculty, and staff are available to assist and advise, it is ultimately the student's responsibility to keep personal and academic information up to date at all times and to follow all University, SGS, departmental and program regulations, requirements and deadlines. ACORN makes it easier for students to check and correct this information. If questions arise about requirements, policies and procedures, students are responsible for seeking answers to these questions from staff and advisors.

**Important Notes regarding Email and UTORid**

The Department of Cell and Systems Biology and other university offices may send important information to you by email. It is your responsibility to ensure that your email address, mailing/permanent address, and telephone numbers are up to date at all times.

Under [University policy](#), students are required to maintain a University based email account (i.e., ending in utoronto.ca or toronto.edu), record it in ROSI, and regularly check for messages. This account may be forwarded to another personal account, but it is the University account to which the University will send official correspondence.

New students are advised to validate their UTORid at the University Library early. Your UTORid provides you access not only to your University email account but also to Blackboard, the University's student portal and learning management system. Many

courses use the portal to provide online materials, discussion groups, quizzes, and more. It is also used by the University and various student groups to make important announcements and administer elections.

## **Declaration**

Use of ACORN or ROSI to enrol in courses means that you agree to abide by all of the academic and non-academic rules and regulations of the University, the School of Graduate Studies, and the graduate unit in which you are registered. It also means that you agree to assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto. You normally will use ACORN or ROSI to add or cancel courses. If, for extraordinary reasons, you are unable to use the system, contact your graduate unit as soon as possible.

Students are expected to be responsible when using the system and should not attempt to flood it with requests, or to automate the process of course enrolment. Such activity may clog the system so that other students may be denied access or experience degraded performance. Any student(s) attempting such activity may be denied access to both ACORN and ROSI until after the relevant registration period.

## **Using ACORN and ROSI**

### **Logging onto ACORN**

Students use their UTORid and password to log onto ACORN ([www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)). This is similar to other U of T systems like Blackboard Portal or Degree Explorer.

### **Logging onto ROSI**

Students log onto ROSI using their student number and a personal identification number (PIN). The first time you log on, your PIN will be based on your date of birth (format YYMMDD). For example, if your birth date is April 17, 1982, your initial PIN will be 820417.

When you log on for the first time, the SWS will prompt you to change your PIN. Subsequent access to the system will require this new PIN which should be known only to you. Your student number and PIN together constitute an "electronic signature". ***Never give your PIN or student number to someone else.***

Forgotten PIN numbers can be reset by the graduate office. To avoid having to contact the office in person or having to wait for office hours, students can enter answers to a set of questions on the SWS. When you first access the ROSI, the SWS will prompt you to choose three questions from a list. If you later forget your PIN, you can reactivate/reset it online by answering the questions correctly.

## **Updating & Checking Personal Information**

Students may view or update personal information, such as address, telephone numbers, email address, emergency contact information, and Direct Deposit information.

ACORN → Click on **Profile & Settings** from the Dashboard

ROSI → Click on the **Personal Information** option

Use the **Add New** option to enter new address and telephone information. Use the **Edit** option only to correct current information (e.g. typos).

Students can also select **Other Personal Information** to view information such as legal/immigration status. As legal status affects fees, all students are advised to check this information at the beginning of each year.

## **Request to Register Without Payment (Tuition Fee Deferral) for graduate funding commitments**

Students who are receiving funding as part of the Department of Cell and Systems Biology graduate funding package should request to register without payment on ACORN/ROSI. Students who are receiving funding outside of the funding commitment must make their request with the CSB Graduate Office using the [request form](#) found on the SGS website.

## **For OSAP, CSL and US student Loan recipients**

Students who have received notification of an award through the Ontario Student Assistance Program for their U of T program may make their fees arrangements through ACORN/ROSI up to the registration deadline instead of having to appear at SGS, as long as the amount of the loan covers the minimum payment and no outstanding fees are owing. The online arrangements may also be available for recipients of Canada Student Loans and some US government loans. Please see the Office of Student Accounts website ([www.fees.utoronto.ca](http://www.fees.utoronto.ca)) for details.

## **Paying Tuition and Fees by Credit Card**

Students may use ACORN to pay tuition and fees by credit card by clicking the “Make a Payment” link on the left navigation or in the Finances card. Detailed instructions are available on the [ACORN help site](#). A non-refundable 1.75% convenience fee will be applied by Moneris to all payments.

## **Requesting Courses**

Students may begin requesting CSB courses/modules on **August 15<sup>th</sup>**. Required courses, thesis and research activity are preloaded to students' records in the CSB graduate program. Optional courses may be requested/added through the web service. All course requests (requests for courses outside the department) must be approved by the graduate co-ordinator/academic advisor. Students must request their courses by no

later than September 23<sup>rd</sup>. Courses will be approved or refused before the last date to add courses. Students should check the web for their request status before October 1<sup>st</sup>.

→ ACORN allows students to search for courses by code or keyword.

→ ROSI requires full information about a course when a request is being made. Please consult the attached lists from your department. Be sure to enter:

Course number: e.g. CSB1020F  
Section Code: usually F, S or Y. This indicates whether the course is offered in the fall session (F), the winter session, i.e., second term (S) or over both (Y).  
Teaching Method: all graduate courses have a teaching method of LEC (lecture).  
Teaching Section: the number of the class. Many graduate courses only have one teaching session (0101). Although there may be only one teaching section the information must still be entered on the system.

Note: Some courses may require instructor's approval *in addition to that given by the co-ordinator/academic advisor.*

### **Courses from outside the department**

Not all graduate departments allow students to enrol in courses via the web. Before attempting to add a course outside your department check with your department and the host department about procedures.

### **Waiting Lists**

Some courses or meeting sections have waiting lists. If the department offering the course has opted to allow a waitlist and either your enrolment category in the course or the course itself is full you can choose to join a waiting list. If sufficient space is opened in your enrolment category, you will automatically be placed in the course. *It is your responsibility to check ACORN or ROSI to check on your status.* The system will inform you of your place on the waiting list and how many spaces are allotted for your category. You may “wait” in multiple meeting sections but if you are enrolled in one meeting section you may not simultaneously wait for another. Your unit may set a limit on the number of waitlisted course in your requests. One day before the final date to enrol in courses all waiting lists will be suspended and normal enrolment procedures will apply. Consult your own unit to find out if you are permitted to join waiting lists. Consult the unit offering the course to see if a waiting list is being used.

### **Checking course status**

Students are responsible for knowing the status of their course requests at all times. This information can be obtained via ACORN/ROSI. The following are the possible statuses:

REQ:	Course requested. Must be resolved/approved by the last date to add a course.
INT:	Course requested pending instructor approval in addition to co-ordinator's/advisor's approval.
APP:	Request approved. Student is enrolled in course.
REF:	Request denied. Student is not enrolled and may not make another request for this course via the web during this session.
CAN:	Course cancelled (student withdrew from course before deadline)
WAIT:	No room in the meeting section. Student has been placed on a waiting list based on category and will be enrolled automatically if space comes available.
DWAIT:	Student has cancelled place on the waiting list or been removed.

### **labelling Cancelling or withdrawing from courses**

Students may cancel or withdraw from individual courses up to certain deadline dates. Before doing this, however, students are advised to consult with their advisor or departmental office. Please note that withdrawing from all your courses does not constitute a withdrawal from your program. To do so, you must complete a [Program Withdrawal Form](#). Dropping courses prior to deadlines or withdrawing from a program without academic penalty does not guarantee a refund. Information on fee refunds and deadlines is outlined at [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

### **Deadline dates:**

August 15	First date students may request courses for the September 2016 and January 2017 sessions. (6:00 a.m. on ACORN/ROSI)
September 16	Registration deadline. Fees should be paid at a chartered bank by August 26 to allow for funds to be transferred in time for the registration deadline. Students not registered by the deadline will have their enrolment in courses cancelled and will not be permitted further access to enrol by the SWS.
September 23	Last date for students to request fall and full year courses (F, Y sections) "online" for approval by department.
September 25	Last date of waitlists in fall and full year courses. Waitlists will be frozen at midnight. After this date no student will be added to a waiting list and no students from the waiting list will be automatically enrolled. Courses become "first come, first served". <i>(note that CSB courses do not have waitlists)</i>
September 26:	Last date to add fall session and full year courses. Students will not be considered enrolled unless they have a course status of "APP".
October 31:	Last date to 'cancel' (i.e. withdraw) from a fall (F) course.
January 22:	Last date of waitlists in winter/second term courses. Waitlists will be frozen at midnight. After this date no student will be added to

- a waiting list and no students from the waiting list will be automatically enrolled. Courses become “first come, first served”.
- January 23: Last date for students to request winter session/second term (S) courses. Courses requiring approval must be cleared with the department before this date.
- February 27: Last date to 'cancel' (i.e. withdraw) from a full year (Y) or winter session/second term course.

## **Final Results**

Final grades in courses can be accessed in ACORN by selecting **Academic History** or in ROSI by selecting **Transcripts and Academic History**.

Grades can be viewed after the following dates. If a grade is not available after these dates, contact your instructor or the graduate unit offering the course.

2016 Summer Session (first term)	July 20
(full summer and second term)	September 14
2016 Fall Session	January 18
2017 Winter Session (and Fall/Winter courses)	May 17

## **System Availability**

➔ ROSI is normally available at the following times:

Monday	6:00 to 23:45
Tuesday to Thursday	0:15 to 23:45
Friday	0:15 to 18:00
Saturday	midnight to midnight
Sunday	midnight to 23:45

➔ ACORN has scheduled downtime on Mondays from 3:00 am – 6:00 am, but is otherwise normally available.

Note: On the first day of enrolment, the services open at 6:00.

Occasionally hours must be reduced for system maintenance. Please check the systems for details.

## **URL**

ACORN can be accessed at [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca).

ROSI can be accessed at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca).

Please remember to log out after each use.