INSTRUCTIONS FOR COURSE ENROLMENT
ON THE STUDENT WEB SERVICE (SWS)
2014 – 2015

Graduate students in Cell and Systems Biology are able to access the student web service to gain direct access to their academic history, update their personal information (addresses, telephone numbers, emergency contact information), view their current courses and enrol in, request or drop courses.

General Information

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. The student web service 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 Cell and Systems Biology Graduate Office and other university offices may send important information to you by email. Please make sure 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. That 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 the SWS 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 graduate unit in which you are registered, and assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto. You normally use the SWS to add or cancel courses. If, for extraordinary reasons, you are unable to use the SWS, contact your graduate unit as soon as possible.

Users of the Student Web Service are expected to be responsible when using the SWS and should not attempt to flood the system 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 the SWS until after the relevant registration period.

Personal Identification Number

Students must log into the SWS using their student number and a personal identification number (PIN). The first time you log in, 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 in 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.

Services Available on the SWS

Change your PIN
Set your account up for reactivation of PIN
View/Change address, telephone number, email
View final grades
View academic history
Order transcripts
Add/request/drop/list courses or waitlist requests
View personal timetable or My Calendar
View your financial account information (invoices, account details, payments)
Update direct deposit details
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)
Print "Educational Credit" tax forms (T2202A)
Order convocation tickets
View activity log

Updating & Checking Personal Information

Students may view or update their address, telephone number, email address, safety abroad address, and emergency contact information through the Personal Information option on the Student Web Service. When entering new address and telephone information, the "Add New" option should be used. "Edit" should only be used to correct information in an otherwise correct record (e.g. typos).

Students can also view other personal information (immigration status, title etc). As immigration status affects fees, all students are advised to check this information at the beginning of each year.

Request to Register Without Payment (Deferrals)
for graduate funding commitments

Students who are receiving funding as part of the Department of Cell and Systems Biology graduate funding commitment may request to register without payment online. Students who are receiving funding outside of the funding commitment must make their request with the Cell and Systems Biology 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 the SWS up to the registration deadline instead of having to appear at SGS, if 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) for details.

Requesting Courses

Students may begin requesting courses on August 12th. Required courses, thesis and research activity are preloaded to students' records in the Cell and Systems Biology 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 Fall session courses by no later than September 19th. Courses will be approved or refused before the last date to add courses (September 22nd). Students should check the web for their request status before October 1st.

The web service 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. CSB1020H
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. Most 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 that CSB1020H modules have many teaching sections which are listed for each individual module.

NB.   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, ROSI will automatically place you in the course. *It is your responsibility to check the SWS to check on your status.* The SWS 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 the web service. 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.

Cancelling or withdrawing from courses

Students may cancel or withdraw from individual courses using the web service 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.

Deadline dates:

Tues. August 12	First date students may request courses for the September 2014 and January 2015 sessions. (6:00 a.m. on the SWS)
Fri. August 29	Recommended payment or deferral date. Fees should be paid at a chartered bank by this date to allow for funds transfer in time for the September 12 registration deadline. Students not registered by the deadline will have their eligibility and courses cancelled and will not be permitted further access to enrol by the SWS.
Sun. September 21	Last date of wait lists 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". **N.B. The SGS default is September 21. CSB does not use waitlists for courses and modules.**
Fri. September 19	Last date for students to request fall and full year courses (F, Y sections) "online" for approval by department.
Mon. September 22	Last date to add fall and full year courses. Students will not be considered enrolled unless they have a course status of "APP".
Mon. October 27	Last date to 'cancel' (i.e. withdraw) from a fall (F) course.
Sun. January 18	Last date of wait lists 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".
Mon. January 19	Last date for students to request winter session/second term (S) courses. Courses requiring approval must be cleared with the department by January 16th.
Mon. February 23	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 through "Transcripts and Academic History". Grades can be viewed after the following dates. If a grade is not available, contact your instructor or the graduate unit offering the course.

2014 Summer Session (first term)	July 23
(full summer and second term)	September 24
2014 Fall Session	January 14
2015 Winter Session (and Fall/Winter courses)	May 13

System Availability

The student web service 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

N.B. On the first day of enrolment, the service opens at 6:00.

Occasionally hours must be reduced for system maintenance.   Please check the Student Web Service for details.

URL

The Student Web Service can be accessed at www.rosi.utoronto.ca. Instructions are located there. Please remember to log out after each use.