

REGISTRATION PROCEDURES

Select your courses for both the fall and winter sessions using the online TST course catalogue and the Emmanuel timetable. Your faculty advisor, the Vice-Principal, and the Registrar are available to help you in this process. Remember that courses must be taken in the sequence listed on the checklists. Full-time Basic Degree students in the early stages of their programs have very little choice with respect to courses and usually require advice only with regard to their electives. Part-time students generally require more assistance with registration as they must decide on the order in which the required courses in a particular credit group will be taken.

HOW TO REGISTER ON ROSI (www.rosi.utoronto.ca)

Using ROSI (aka Student Web Service) to enrol in courses means that you agree to abide by all the academic and non-academic rules and regulations of the University and college 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.

First-time Users: Logging In

When you access ROSI for the first time, you must login using your student number and your PIN (Personal Identification Number). Your initial six-digit PIN is the year, month and day of your birth in YYMMDD format (e.g., May 20, 1983 = 830520). As soon as you have logged in using your birth date PIN, you will be prompted to select a new PIN. You have to select a new PIN only once. You will then be asked to complete a questionnaire that helps you reset your PIN in case you forget it (see PIN reactivation).

Main Menu

After you have successfully logged into ROSI, select “main menu.” The available options are:

Course Enrolment

- manage your courses
 - add, modify or delete a course
- list courses
 - list your courses; you can also drop courses from the list
 - manage waiting lists (including viewing rank on a waiting list)
 - get timetable information for a course
 - check available space
- view timetable/spaces

Personal Timetable

- view personal timetable
 - view/print your personal timetable

Elections

Transcripts, Academic History

- view/print your academic history

Financial Accounts

- view your fees account

Tax Forms

- view and print your T2202A form for tax purposes

Personal Information

- view and maintain your personal information: address, phone number(s), email, contact information, direct deposit information

Activity Log

- view a log of your most recent successful ROSI transactions

Logout

- Once you have logged in, the session will remain active until YOU log out or the system finds it inactive. ROSI allows one minute between asking for information and receiving it. If it is not received, it assumes you wish to terminate the session. If you begin a transaction and hesitate for one minute or more while you are looking up information, you will get a message indicating you have been timed out.

Students cannot add the course codes on ROSI for:

- MDiv thesis
- MTS thesis
- MPS integrative paper
- Faculty of Music courses
- SGS courses
- Continuation of an academic activity
- AD comprehensive examinations
- AD thesis research
- AD thesis preparation
- AD thesis writing
- Reading and research courses

Please contact the Registrar, and ask that these activities be added for you.

PIN Reactivation

You no longer need to go into your College Registrar's office to reset your PIN if you forget – just set yourself up for PIN reactivation. When you log onto ROSI, you'll be prompted to set it up. You will be presented with a list of questions; of these, you must answer three. Choose questions and answers you are not likely to forget.

If, after setting up for PIN reactivation, your access to ROSI is suspended or you forget your PIN, you can select the "PIN Reactivation" button from the login page. Upon successfully answering two randomly selected questions (of the three you answered during the setup process), you can reset your own PIN and log back into ROSI.

Adding and Dropping Courses

The deadlines for adding and dropping courses are printed in the academic calendar at the front of this Handbook and ROSI enforces them rigidly. **Please remember that the onus is on you to ensure that you are adding or dropping the correct course.** To ensure that no mistakes have been made, always view and/or print a timetable.

TCard and UTORid

The TCard is a photo ID library/smartcard and provides student identification for academic purposes, student activities and student services.

The TCard includes your UTORid, which authenticates you as a valid user of the various computerized services offered at the University of Toronto. The UTORid allows you to log into the Portal, participate on Blackboard and access the public computer terminals in the U of T libraries.

To validate your UTORid, PIN and utoronto email address, go to www.utorid.utoronto.ca.

Do not forward your utoronto email to another email account.

FEES

How and When to Pay

To be automatically registered for the fall and winter sessions you must enrol in courses AND pay at least the minimum first instalment of your fees (or officially defer them) by September 7.

If your payment has not been received or officially deferred by the due date, you will be removed from your courses at any time. We will allow a processing time of 10 days for bank payments to be received by the University. If you are reinstated because of late fees payment, you will also be charged a late registration fee. You will only be reinstated into courses if there is space.

Students who have been removed from courses and had their registrations cancelled will have to show proof of payment before they can attempt to enrol in courses again.

You can check to see if you are registered on ROSI. Log on and select “Timetables” from the main menu. Display your timetable for the current session and on the upper right portion of the timetable is your “Status.” If it is “REG,” your registration is complete. If your status is “INVIT,” you risk being removed from your courses. You should check your status a few days after you have paid to be safe.

Electronic Payments

Once you enrol in courses, you should pay your fees using electronic payment (see below). You can obtain an up-to-date balance on ROSI immediately after changing your course enrolments.

You can pay your fees using telephone or online banking if your bank offers this service. Provide your account number and the name “University of Toronto” to your financial institution’s telephone or online banking service. Your account number is displayed on the invoice format of your account on ROSI. The account number consists of up to the first five characters of your surname (in capital letters) and 10 numbers which is your student number with leading zeroes. **Make sure you distinguish between the letter ‘O’ and the number “zero”.**

Sample Account Numbers

- Anthony Cho’s student number is 123456789; his account number is CHO0123456789.
- Jane Seto-Paul’s student number is 987654321; hyphens and spaces are not used, so her account number is SETOP0987654321.
- Christine Elias’ student number is 934578; her account number is ELIAS000932578.

Be sure to make a note of the confirmation number in case there is a delay in processing your payment. If you pay after September 7, make sure you get proof of payment, and proof of the date you paid.

Official Registration

Registration will occur automatically if you pay at least the minimum first instalment of your fees (or officially defer them) by September 7.

Just taking courses starting in January?

If you enrol in 2012 winter session courses only, you must pay at least the first instalment of fees by September 7 in order to avoid being removed from your courses. If you only enrol in 2012 winter session courses after September 7, you still must pay at least the first instalment of fees as soon as possible or risk removal from the course(s).

Owe fees from a previous session?

Students with outstanding financial obligations to the University (including tuition and residence charges) must clear their fees in full before being allowed to register in the 2011-2012 fall-winter sessions.

OSAP Deferrals

If you have no outstanding fees from previous sessions and if you have applied for OSAP by the specified deadline (see below), you may request deferral of your fees payment. This deferral is not automatic! The deferral must be completed on ROSI by September 7 or you will be removed from your courses. For details, see the Student Accounts website at www.fees.utoronto.ca or contact the registrar for a deferral form.

Returning students should apply for OSAP by May 31 and new students by June 30. It is important that you meet these deadlines; if you do so, you may request a fees deferral, your OSAP entitlement will be determined before classes begin, and you can budget accordingly.

Paying Fees for Changed Course Loads

If you change your course load after you have made a payment, you can still find out how much you owe. Go to ROSI and select "Financial Accounts" from the main menu. Your current balance is displayed at the top of that page. You can make another payment towards the balance.

Refunds

If you withdraw from courses within the appropriate refund period and do not enrol in further courses, you may request a refund of the fees by emailing a request to the Office of Student Accounts at info.studentaccount@utoronto.ca. Before you send your email, check your account balance on ROSI to make sure you have a refund owing. You may also wish to set up direct deposit by recording your banking information on ROSI prior to requesting the refund. A refund schedule can be found at www.fees.utoronto.ca.

EMMANUEL COLLEGE BASIC DEGREE TUITION FEE SCHEDULE FOR 2011-2012 ACADEMIC YEAR

DOMESTIC FEE per course: FALL OR WINTER SESSION						
TST Credit Equivalency	UofT Credit Equivalency	Students who start(ed) in				
		Fall 2006 or prior	2007	2008	2009	2010 & fwd
1	0.5	\$530.00	\$532.00	\$534.00	\$537.00	\$540.00
2	1	\$1,060.00	\$1,064.00	\$1,068.00	\$1,074.00	\$1,080.00
3	1.5	\$1,590.00	\$1,596.00	\$1,602.00	\$1,611.00	\$1,620.00
4	2	\$2,120.00	\$2,128.00	\$2,136.00	\$2,148.00	\$2,160.00
5	2.5	\$2,650.00	\$2,660.50	\$2,670.00	\$2,685.00	\$2,700.00
6.0*	3	\$3,180.00	\$3,192.00	\$3,204.00	\$3,222.00	\$3,240.00

*Permission by the Basic Degree Committee is required.

DEFINITION OF PART-TIME AND FULL-TIME STATUS			
Toronto School of Theology		University of Toronto	
Part-Time	1 - 3 courses	Part-Time**	1 - 3.5 courses
Full-Time	3.5 - 6 courses	Full-Time	4 - 6 courses

**Does not qualify for Health and Dental Insurance

INTERNATIONAL FEE per course: FALL OR WINTER SESSION						
TST Credit Equivalency	UofT Credit Equivalency	Students who start(ed) in				
		Fall 2006 or prior	2007	2008	2009	2010 & fwd
3	1.5	\$4,305.00	\$4,350.00	\$4,365.00	\$4,380.00	\$4,380.00
4	2	\$5,740.00	\$5,800.00	\$5,820.00	\$5,840.00	\$5,840.00
5	2.5	\$7,175.00	\$6,250.00	\$7,275.00	\$7,300.00	\$7,300.00
6.0*	3	\$8,610.00	\$8,700.00	\$8,370.00	\$8,760.00	\$8,760.00

Note: The Basic Degree Committee approved the following recommendation in January 2005 that international students would be required to take a minimum of three courses per session in order to fulfill the full-time status requirement of Canada Immigration.

APPLICABLE TO ALL DOMESTIC AND INTERNATIONAL STUDENTS PER SESSION

University of Toronto St. George Campus Incidental Fees					
Status	Athletics & Recreation	Hart House	Student Life Prgms	Cancopy	Total
Part-Time	\$28.13	\$14.34	\$21.99	\$0.55	\$65.01
Full-Time	\$140.64	\$71.63	\$109.96	\$1.69	\$323.92

Student Society and Local Fees						
Status	ECSS	Vic Student Services	EM Fee	UTSU (H & D Plan)	UTSU	Total
Part-Time	\$30.00	\$46.58	\$42.30	N/A	N/A	\$118.88
Full-Time	\$30.00	\$93.15	\$115.55	\$117.29	\$39.27	\$395.26

ROSI (one time charge)	
Status	ROSI
Part-Time	\$45.00
Full-Time	\$45.00

University Health Insurance Plan (UHIP) for International Students	
September 1, 2011 to August 31, 2012 coverage: \$	684

Notes

1. Interest of 1.5% will be charged monthly on all outstanding accounts, including fees deferred by OSAP.
2. It is the student's responsibility to follow the UofT refund schedule.
3. It is the student's responsibility to check ROSI to ensure that payment of fees has been received and processed.

Fees payable in person at the Emmanuel College Main Office

LAY CERTIFICATE IN THEOLOGY	
Unit Group Registration Fee	\$600.00
Unit Group Extension Fee	\$100.00

AUDIT FEE for Non-TST Registered Students	
Basic HF, HS or HY course	\$250.00
Senior rate per course	\$100.00

Applied Music Fee for MSM Students
EMM1000HY and EMH2000HY: Applied Music Lab Fee for Master of Sacred Music students taking private music lessons. Fee linked to PMU3841HY1
Cost: \$1,850
Cost to Student: \$925
\$925 bursary provided by Emmanuel College

ROSI SERVICE CHARGES	
Cancellation of Registration Status on or after the first day of class	\$216.00
Reversing financially cancelled status to REG	\$150.00

**EMMANUEL COLLEGE ADVANCED DEGREE TUITION FEE
SCHEDULE FOR 2011-2012 ACADEMIC YEAR**

Master of Arts in Theology EM MA	Domestic Fee Students who start(ed) in					International Fee Students who start(ed) in				
	Fall 2006 & prior	2007	2008	2009	2010 & fwd	Fall 2006 & prior	2007	2008	2009 & forward	
Year of Study										
Year 1: first 8 courses (fee per course)	530	532	534	537	540	1,435	1,450	1,455	1,460	
Year 2: last 4/6 courses (fee per course)	1,610	1,610	1,610	1,610	1,610	2,390	2,415	2,425	2,435	
Year 3 - 6: Continuation of Program (fee per year)	3,220	3,220	3,220	3,220	3,220	4,780	4,830	4,850	4,870	
M.A. Thesis	6,440	6,440	6,440	6,440	6,440	9,560	9,660	9,700	9,740	
Year 7 - 8: Maintenance of Registration, fee per year	335	335	335	335	335	375	379	380	382	

Master of Theology TSEMCTHM	Domestic Fee Students who start(ed) in		International Fee Students who start(ed) in				
	Fall 2010 & prior		Fall 2006 & prior	2007	2008	2009 & forward	
Year of Study							
Year 1: first 6 courses (fee per course)	1,065		2,390	2,415	2,425	2,435	
Year 2 - 6: Continuation of Program (fee per year)	2,130		4,780	4,830	4,850	4,870	
Year 7 - 8: Maintenance of Registration (fee per year)	335		375	379	380	382	

Doctor of Ministry TSEMCDMIN	Domestic Fee Students who start(ed) in		International Fee Students who start(ed) in				
	Fall 2010 & prior		Fall 2006 & prior	2007	2008	2009 & forward	
Year of Study							
Year 1 - 3: Residency (fee per year)	6,400		9,560	9,660	9,700	9,740	
Year 4 - 5: Continuation of Program (fee per year)	3,195		4,300	4,345	4,365	4,385	
Year 6 - 8+: Maintenance of Registration (fee per year)	335		375	379	380	382	

Doctor of Theology TSEMCTHD		Domestic Fee Students who start(ed) in	International Fee Students who start(ed) in			
Year of Study	Fall 2010 & prior		Fall 2006 & prior	2007	2008	2009 & forward
Year 1 - 2: Residency (fee per year)	6,400		14,340	14,490	14,550	14,610
Year 3 - 6: Continuation of Program (fee per year)	3,195		4,300	4,345	4,365	4,383
Year 7 - 8+: Maintenance of Program (fee per year)	335		375	379	380	382

Doctor of Philosophy in Theology EM PHD		Domestic Fee Students who start(ed) in	International Fee Students who start(ed) in			
Year of Study	Fall 2010 & prior		Fall 2006 & prior	2007	2008	2009 & forward
Year 1 - 2: Residency (fee per year)	9,600		14,340	14,490	14,450	14,610
Year 3 - 6: Continuation of Program (fee per year)	3,380		4,300	4,345	4,365	4,383
Year 7 - 8+: Maintenance of Program (fee per year)	335		375	379	380	382

Incidentals Fees Per Session: Fall or Winter	Full-Time	Part-Time
Cancopy	1.69	0.55
UTSU Health and Dental Plan	117.29	N/A
UTSU (St.George Campus)	39.27	N/A
Advanced Degree Student Association (ADSA)	5.00	2.50
SGS Writing Support Fee (one-time charge only)	27.00	13.50
ROSI (one time charge only)	45.00	45.00

University Health Insurance Plan (UHIP) for international students (September 1, 2011 to August 31, 2012)	684.00
TST Theological Language Course	700.00

Notes

1. Interest of 1.5% will be charged monthly on all outstanding accounts, including fees deferred by OSAP.
2. It is the student's responsibility to follow the refund schedule.
3. It is the student's responsibility to check ROSI to ensure that payment of fees has been received and processed.
- 4. Th.D. and Ph.D. students who are re-instated to defend their thesis must pay the full year, year six fee.**

(2 sessions)	
ROSI SERVICE CHARGES (Payable to Emmanuel College)	
Cancellation of Registration Status on or after the first day of class	216.00
Reversing financially cancelled status to REG	150.00

TORONTO SCHOOL OF THEOLOGY 2011- 2012 FALL & WINTER SESSIONS REFUND SCHEDULES

Refunds may be issued on request. Refunds may be issued by direct deposit. Refer to the website section 'Refunds'.

The last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund. Check the refund dates carefully. ***NOTE:** A minimum charge of \$225.00 will be charged to students whose registration for this session in a program (degree or non-degree program) is cancelled, on or after the published date for the first day of classes for the Fall or Winter Sessions.

If your registration is cancelled, charges are reversed in accordance with the Refund Schedule on the basis of the registration cancellation date recorded on SWS/ROSI.

Academic Fees - Students Charged Fees by Program

FALL SESSION		WINTER SESSION	
Program Charge Reversed	Recorded Date of Cancelled Registration	Program Charge Reversed	Recorded Date of Cancelled Registration
100%	To September 11	100%	To January 8
100% less minimum charge*	Sept. 12 – Sept. 25	100% less minimum charge*	Jan. 9 – Jan. 22
50%	Sept. 26 – Oct. 24	50%	Jan. 23 – Feb. 20
0	October 25 on	0	February 21 on

Academic Fees – Students Charged Fees by Course

Course Charge Reversed	Recorded Date of Course Cancellation <i>Section Code Y</i>	Recorded Date of Course Cancellation <i>Section Code F</i>	Recorded Date of Course Cancellation <i>Section Code S</i>
100%	To September 11	To September 11	To January 8
100% less minimum charge *	Sept. 12 – Sept. 25	Sept. 12 – Sept. 25	Jan. 9 – Jan. 22
75%	Sept. 26 – Oct. 17	Sept. 26 – Oct. 2	Jan. 23 – Jan. 29
50%	Oct. 18 – Nov. 14	Oct. 3 – Oct. 17	Jan. 30 – Feb. 12
0	November 15 on	October 18 on	February 13 on

Incidental Fees – All Students

(charges reversed only when registration is cancelled)

FALL SESSION		WINTER SESSION	
Charges Reversed	Recorded Date of Cancelled Registration	Charges Reversed	Recorded Date of Cancelled Registration
100%	To September 19	100%	To January 22
50%	Sept. 20 – Oct. 18	50%	Jan. 23 – Feb. 20
0	October 19 on	0	February 21 on

These refund schedules do not apply to UHIP charges, the Student System Access fee, or to any ancillary fees levied for enrolment in specific courses or programs. **AN EXCEPTION TO THESE REFUND SCHEDULES WILL BE CONSIDERED ONLY WHERE THERE IS EVIDENCE OF ERROR ON THE PART OF THE UNIVERSITY.**