# INSTRUCTIONS FOR COURSE ENROLMENT ON THE STUDENT WEB SERVICE (SWS) 2012 – 2013

Graduate students in the Department of Physics are able to access the student web service to change personal information (addresses and telephone numbers), view their academic record and current courses and to 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 for these questions from staff and advisors.

Note: the Department of Physics and other university offices may send important information to you by email. Please make sure that your email address, your mailing/permanent address and telephone number 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 utoronto.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. The UTORID provides access not only to the @utoronto.ca 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 etc. It is also used by the University and various student groups to make important announcements and administer elections.

***The Department of Physics issues @physics or @atmosp.physics email accounts to each Physics degree student and official correspondence will be sent to that email address. Make sure to activate your account as soon as possible and check it often!***

### 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 the student logs in, this will be derived from their date of birth (format YYYYMMDD). However, at that point the student will be required to change the PIN. Subsequent access to the system will require this new number which should be known only to the student. The 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 they first access the ROSI, the SWS will prompt students to choose three questions from a list. If at a later date the student forgets the PIN, it can be reset online if two of the three questions are answered correctly.

**Services Available**

Change PIN number
View/Change address, telephone number, email
View final grades
View academic history or current timetable
Add/request/drop/list courses or waitlist requests
View student account information and invoices and 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 transcripts
Order graduation tickets
View transaction log

**Updating & Checking Personal Information**

Students may view or update their address, telephone number or email address through the Student Web Service. When entering new information, the "add" option should be used. "Change" should only be used to correct information in an otherwise correct record (e.g. typos).
Students can also check 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 Physics 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 *graduate unit* using the request form found on the SGS website (http://www.sgs.utoronto.ca/informationfor/students/inform/stuforms.htm)

**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 24. Research courses are preloaded to students' records in the Ph.D. direct entry program. In the M.Sc. program the Report Course PHY 3400Y and the Research Course are preloaded, as well as the Seminar Courses for the Option II M.Sc. program. (Reminder: At least half of the courses must be Physics courses and no more than 30% may be cross-listed). The course selection must be approved by the student's supervisor. Students must request their courses preferably by September 20 and no later than September 24. 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.

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:

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| Course number: | e.g. PHY1510H F |
| 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. |

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. 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:

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| 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:

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| August 24 | First date students may request courses for the September 2012 and January 2013 sessions. (6:00 a.m. on the SWS) |
| August 31 | 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 14 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. |
| September 20: | Last date for students to request fall and full year courses (F, Y sections) "online" for approval by department. |
| September 24: | Last date to add fall and full year courses. Students will not be considered enrolled unless they have a course status of "APP". |
| October 29: | Last date to 'cancel' (i.e. withdraw) from a fall (F) course. |
| January 21: | 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 25: | 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.

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| 2012 Fall Session | January 16 |
| 2013 Winter Session (and Fall/Winter courses) | May 15 |

**System Availability**

The student web service is normally available at the following times:

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| 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.