

## Important Deadlines 2010-2011

**August 27:** Deadline for payment of tuition fees or to request to register without payment.

**September 10:** Final date for registration. After this date you must come to SGS with a receipt of payment and pay the late registration fee to be registered. Unregistered students will be removed from courses (and will have to re-enrol by the appropriate deadline), denied access to U of T facilities and will not receive tuition credit for September on the T2202A for the academic year.

**September 10:** Deadline to request UTM/UTSC campus affiliation rebates for the September session (if applicable).

**September 15:** Final date to submit PhD thesis to SGS to avoid fee charges for 2010-11.

**September 22:** Summer session grades available for viewing by students on ROSI. Please check your academic record and ensure all information is accurate.

**October 6:** Final date to add a September session or full-year course.

**October 1:** Final date for receipt of degree recommendations and submission of any required thesis for Master's degrees for Fall Convocation without being charged for the September session

**November 1:** Deadline to change immigration status or claim exemption from international student fees for the September session.

## Important Deadlines 2010-2011

**November 3:** Final date to drop September session full-year or half-courses without academic penalty.

**January 7:** Final date to register for new January registrants. After this date you must come to SGS with a receipt of payment and pay the late registration fee to be registered.

**January 7:** Deadline to request UTM/UTSC campus affiliation rebates for the January session (If applicable).

**January 14:** Final date to add January session courses.

**January 17:** Final date to submit Doctoral thesis without fee payment for January session.

**January 19:** September Session grades available for viewing by students on ROSI. Please check your academic record and ensure all information is accurate.

**January 28:** Final date to be recommended for March (*in absentia*) degree conferral. Final date for receipt of degree recommendations and submission of any required thesis for March or June graduation for Master's students without fees being charged for the January session.

**February 1:** Deadline to change immigration status or claim exemption from international student fees for the January session.

## Important Deadlines 2010-2011

**February 25:** Final date to drop full-year courses or January session courses without academic penalty. Final date to withdraw from a program without academic penalty.

**April 21:** Final date to be recommended for Spring Convocation. Deadline to submit final Doctoral or Master's thesis for Spring Convocation.

**May 6:** Final date for registration for May session.

**May 18:** January Session Grades available for viewing by students on ROSI. Please check your academic record and ensure that all information is accurate.

**June 30:** Deadline to change immigration status or claim exemption from international student fees for the May session.

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**NOTE for all students (including Special Students):** 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).

**PLEASE BE AWARE OF ALL RELEVANT DEADLINES.**

## Q&A for Continuing Grad Students

### 1. When am I **not** eligible to register?

You may not be eligible to register if you are a new student who has not contacted your department to clear the outstanding the conditions listed on your Offer of Admission letter; if you have outstanding U of T tuition fees; if you are a continuing PhD student who has not achieved candidacy or reached the time limit for your degree program. If you are in any of these situations, please contact your graduate unit immediately.

### 2. How do I register?

Students are registered as soon as they have made the minimum tuition payment. Students are expected to monitor all account activity. To find out how much you owe, simply view your account in invoice format on the Student Web Service (SWS) at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). Most students pay through online or telephone banking; however, if you choose to pay in person at a bank, remember to first print your invoice from the SWS. Please keep your confirmation number as proof of payment. For more details, see the Student Accounts website at: [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

### 3. I have a major award, research stipend or teaching assistantship that covers at least the minimum first payment. How do I register before I receive my award?

Submit a Request to Register without Payment form (available at [www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)) to your home graduate unit before the registration deadline. If late, this request must be processed at SGS September award instalments will be issued directly to you. January and May award instalments are credited directly to your fees account. For requests to register without payment made on the basis of a major award, research stipend or teaching assistantship, service charges begin to accrue as follows: **September Starters:** May 15<sup>th</sup> and as of the 15<sup>th</sup> of every month thereafter until paid in full; **January Starters:** May 15<sup>th</sup> and as of the 15<sup>th</sup> of every month thereafter until paid in full; **May Starters:** September 15<sup>th</sup> and as of the 15<sup>th</sup> of every month thereafter until paid in full.

### 4. I have a student loan and I plan to use this to pay my fees. How do I register before I receive my loan?

A request to register without payment (i.e. fee deferral) can be made through the SWS at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). Do not complete the Request to Register without Payment form. For requests to register without payment made on the basis of OSAP or other provincial loans, service charges begin to accrue as follows: **September Starters:** November 15<sup>th</sup> and as of the 15<sup>th</sup> of every month thereafter until paid in full; **January Starters:** January 15<sup>th</sup> and as of the 15<sup>th</sup> of every month thereafter until paid in full; **May Starters:** June 15<sup>th</sup> and as of the 15<sup>th</sup> of every month thereafter until paid in full.

### 5. I am receiving a US student loan and I plan to use this to pay my fees. How do I register before I receive my loan?

A request to register without payment can be made at SGS once you receive a letter from the Office of Admissions & Awards confirming the details of your US student loan. Present your loan documentation covering at least the minimum first payment to SGS. NOTE: Biotechnology, Management, OISE/UT, Social Work, and Information students follow this procedure at their home graduate unit.

## Q&A for Continuing Grad Students

### 6. How do I know if I am eligible for an international fees exemption and how do I claim it?

If you are not a Canadian Citizen or Permanent Resident, you must pay international student fees unless you are exempt in one of the categories defined on the Student Accounts website: [www.fees.utoronto.ca](http://www.fees.utoronto.ca). If you qualify for and claim exemption you must present original documents to substantiate the claim to SGS by the following deadlines: **Nov 1** for reassessment for the complete fall/winter session; **Feb 1** for reassessment for the winter session only; **Jun 30** for reassessment for the complete summer session (this only applies to students that have tuition fees charged for the summer session). **A change of status is not retroactive to any previous session.**

### 7. Does SGS offer meeting space for grad students?

Yes. Located at 66 Harbord Street (corner of Harbord and Spadina) on the St. George campus, *Grad Room* provides grad students with a lounge area and multi-purpose space for academic, social and professional programming. *Grad Room* is a naturally lit, accessible space with comfortable seating and wireless internet where grad students can study, hold meetings, eat, meet friends and other grad students or just relax. For more info visit: [www.sgs.utoronto.ca/gradroom](http://www.sgs.utoronto.ca/gradroom)

### 8. Does SGS offer professional skills development for grad students?

Yes. The Graduate Professional Skills program (GPS) is an SGS initiative to help doctoral-stream students prepare for their future. It focuses on skills that may be critical for success in the wide range of careers that graduates enter, both within and outside academe. The GPS consists of a range of offerings with a time commitment roughly equivalent to 60 hours. Successful completion is recognized by a transcript notation. For more info, visit:

[www.sgs.utoronto.ca/informationfor/students.htm](http://www.sgs.utoronto.ca/informationfor/students.htm)

### 9. What is Candidacy and how do I know when I have achieved it?

If you are a PhD student enrolled in a full-time (as opposed to a flex-time) program, it is important to be aware of the time limit for completion of your program requirements. Candidacy is achieved when you have completed the requirements of your degree (exclusive of thesis research). At this point the notation "Candidacy Achieved" will appear on your transcript. If you have not completed all degree requirements (exclusive of thesis research) or if you do not have an approved thesis topic, supervisor or supervisory committee by the end of the 3<sup>rd</sup> yr of registration in a 4-yr program (or at the end of the 4<sup>th</sup> yr of registration in a 5-yr program), you will be denied further registration in your program. If you think that you may be in this situation, contact your graduate unit immediately.

### 10. Are fees different for doctoral students in their final year?

Academic fees for full-time doctoral students in the final year of their program are pro-rated and based on the 12 month academic year and on the submission date of the final thesis to SGS, not the date of your oral defense. For a timetable of monthly charges, refer to [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

## Q&A for Continuing Grad Students

### 11. What is the Balance of Degree Fee?

The length of the program, as defined by the graduate unit into which you are admitted, predetermines the minimum total academic fee that you must pay prior to graduation. Many part-time Master's students must pay a balance of degree fee prior to graduation. Full-time students who accelerate their programs and finish the degree requirements in less time than the normal program length must pay a balance of degree fee. If a student has paid more than the full-time fee due to the time taken to complete the degree requirements, there will be no refund of fees. NOTE: There is no financial credit awarded for transfer credit (only academic credit). A student transferring a credit from any other institution or U of T program will not have their balance of degree fee reduced. Please confirm the minimum period of registration for your program with your graduate administrator.

### 12. Who decides when I am ready to go forward for my PhD final oral examination (FOE)?

All PhD candidates are required to have a Supervisory Committee. The Supervisory Committee will meet, at minimum, once per year to determine the candidate's progress. After a full draft of the thesis is submitted to the Supervisory Committee, they will read it and make suggestions. The Supervisory Committee, in consultation with the candidate, will make recommendation for the student to defend. Detailed information on PhD supervision is available at: [www.sgs.utoronto.ca/informationfor/students.htm](http://www.sgs.utoronto.ca/informationfor/students.htm)

### 13. After my exam, when is my thesis due?

Your due date will depend on the results of your final oral defense. There are three possible results: as it stands, minor corrections, and minor modifications. With as it stands, the thesis is accepted in its current format and no changes are requested, the thesis is due to SGS one week following the defense. With minor corrections, the thesis is due at SGS one month following the exam date. The committee will notify the student of any changes requested at the exam. Minor modifications require that the student be notified, in writing, of any changes that are required to the thesis. The thesis due date will be 3 months from the date of the exam.

### 14. How do I submit my thesis?

Theses are submitted electronically. Students must create an account on T-Space and have their submission approved by the PhD or Master's offices at SGS. Certain forms and a processing payment must accompany the submission. Theses that do not conform to the formatting guidelines will be rejected, so please refer to the guidelines before submitting your thesis. Your thesis must be approved by your committee before you submit it to SGS. For more info, visit: [www.sgs.utoronto.ca/informationfor/students.htm](http://www.sgs.utoronto.ca/informationfor/students.htm)

**FOR MORE QUESTIONS AND ANSWERS, PLEASE CHECK OUR WEBSITE AT:**

[www.sgs.utoronto.ca/informationfor/students/faq.htm](http://www.sgs.utoronto.ca/informationfor/students/faq.htm)