

REGISTRATION INFORMATION – Fall 2009

REGISTRATION PROCEDURE



Students who have not cleared admission conditions nor have paid/deferred fees – WILL NOT BE ENROLLED.

DEADLINES

- ❖ August 28th Deadline to pay tuition fees or submit [Fees Arrangement Form](#)
- ❖ September 11th Deadline for registration and submission of [Enrolment Forms](#)
(Late registration fee applies after this date)
- ❖ October 5th Deadline to **ADD** Fall courses
- ❖ November 2nd Deadline to **DROP** Fall courses without academic penalty

PhD / MASC / MEng (project) students: Enrolment and Course [ADD/DROP forms](#) must always be signed by the student's academic supervisor

PLEASE NOTE:

- 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 on www.fees.utoronto.ca.
- **IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF ALL RELEVANT DEADLINES.**

IMPORTANT INFORMATION FROM SGS

All students, NEW and RETURNING must review the information provided by SGS:

NEW STUDENTS

[*Information for New Students*]

<http://www.sgs.utoronto.ca/Assets/current/current+pdf/Information+for+New+Students.pdf>

CURRENT and NEW STUDENTS

[*Essential Grad Guide*]

<http://www.sgs.utoronto.ca/Assets/current/current+pdf/Essential+Grad+Guide.pdf>

ADDITIONAL INFORMATION

JDE 1000H Ethics in Research Seminar (2 hours)

PhD & MAsC students **ARE REQUIRED** to participate in the seminar course, JDE 1000H during their *first or second term of registration*. Seminar schedule will be announced at a later date.

MIE Graduate students may only use the following LIMITS to be credited towards their degree program requirements:

APS – ELITE Courses

- PhD / MAsC students may use a maximum of **(1) one** APS course.
- MEng students may use a maximum of **(2) two** APS courses.

Graduate students may take more than the limit to earn the ELITE Certificate, but these courses will be marked as extra (EXT) and will not count towards the degree course requirements

Reading Courses MAsC/PhD/MEng (project) students may only take **(1) one** reading course.
(not normally available to course only MEng students)

BALANCE OF DEGREE FEE

The length of the program, as defined by the graduate unit into which a student is admitted, pre-determines the minimum total academic fee that a student must pay prior to graduation.

Many *part-time Masters' 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.

E-MAIL

- Obtain a University of Toronto issued email address.
- Graduate students involved in research should apply for a computer account, forms available: www.mie.utoronto.ca/computing
- Enter your 'utoronto.ca' email address on ROSI
- Students without an @mie email account must Inform MIE Computing Services to have your email address added to the graduate office listserve:

E-mail: computing@mie.utoronto.ca

Tel: (416) 978-3660 or (416) 978-8830

- All students must read the Policy on Official Correspondence with Students:

<http://www.utoronto.ca/govcncl/pap/policies/studentemail.html>

T-CARD

- Obtain your University of Toronto identification/photo library card: <http://www.utoronto.ca/TCard/>