47 Queen's Park Crescent East
Toronto
Ontario M5S 2C3
P: 416-978-4039
F: 416-978-7821
www.tst.edu

Contact Information

Emmanuel College: Wanda Chin
emmanuel.registrar@utoronto.ca
P: 416-585-4538

Knox College: Ruth McCarten
knox.registrar@utoronto.ca
P: 416-978-4501

Regis College: Elaine Chu
P: 416-922-5474 ext. 226
regis.registrar@utoronto.ca

St. Michael's College: Emil Iruthayathas
P: 416-978-7140
usmctheology.registrar@utoronto.ca

Trinity College: Sydney Yeung
P: 416-978-2133
sydney.yeung@trinity.utoronto.ca

Wycliffe College: Barbara Jenkins
P: 416-946-3530
wycliffe.registrar@wycliffe.utoronto.ca

DMin Administrator: Alison Hari-Singh
P: 416-978-6754
dmin.office@utoronto.ca

Interim Director DMin Program: Joseph Schner
P: 416-978-7826
joseph.schner@utoronto.ca

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Doctor of Ministry Program

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Registration Information

WELCOME!

The following is important information to help you get started. Keep this booklet in a safe place as you may find it useful to refer back to it. All information contained in this booklet is important and relevant; however pay extra attention to sections marked with ⓘ.

Your College

Each college has a Registrar's Office. Your college Registrar is your point of contact in case you have any questions about TCards, UTORids, ROSI/SWS, UHIP, fees, etc. Below is preliminary information to help you get started, but be sure to refer primarily to the information provided by your college. Contact information for each college Registrar can be found on the back page of this booklet.

Quick Glossary

T-Card:	Your student ID card & library card.
UTORid:	An eight-digit username that will allow you to access the Portal.
Portal:	The means by which you access all online services at U of T, including ROSI, email, your courses via Blackboard, and more.
UTmail+:	U of T email system.
ROSI/SWS:	ROSI – Repository of Student Information is the U of T student record system; SWS – Student Web Service is the means by which you as a student have access to ROSI. You may also hear it referred to as ACORN – Accessible Campus Online Resource Network
Blackboard:	Online course software, accessible via the Portal.

TCard

During Orientation week, you must acquire your TCard, if you do not already have one. The TCard Office is in the Robarts Library, on the second floor. When you go apply for your TCard, you should take official photo ID as well as the letter of admission from TST and your student number. It is critical that you get your TCard during Orientation for access to Blackboard and libraries, etc. There is a replacement fee (currently $12.00) for lost, damaged or stolen TCards. Your TCard has important information on it for your ease of access (see page2). It will also give you discounted fares on public transit, e.g. GO transit offers discount to students who use the PRESTO fare card. Information can be found at www.gotransit.com/public/en/travelling/school.aspx.

Whist every effort has been made to ensure the accuracy of the information contained in this publication at time of printing, the content is naturally subject to change. All information is current at the date of printing. TST and the University reserve the right to make changes to the information within this publication without notice. Changes are continually updated on TST and University of Toronto websites.

member(s).

If you are not living in Canada, please see the UHIP office to see if there is a chance to arrange coverage only for the times that you are in Canada (please note that this may not be possible). If you have alternative coverage that you believe is as good as, or better than UHIP, go to the UHIP office with documentation in order to explore the possibility of being exempted from UHIP.

Note: UHIP is mandatory and it is your responsibility as the student to visit the UHIP office if you think there is a reason that you should not require UHIP. Information on the location of the UHIP Office and open hours can be found at http://www.cie.utoronto.ca/Coming/UHIP.htm. If you have questions about UHIP, you can contact your college Registrar.

Centre for International Experience

We encourage you to visit and join the mailing list of the Centre for International Experience, located at 33 St. George Street.

Accessing the Portal

The Portal is where you will find everything: your email, ROSI (SWS), Blackboard, the library catalogue, etc. You can login from the main U of T page, the TST website home page www.TST.edu or login at http://portal.utoronto.ca. If you have any questions or problems you can get help at: https://weblogin.utoronto.ca/

UTORid

Your UTORid is your key to accessing the Portal (see above). When you get your TCard, you will be provided with your UTORid and SAK (Secret Activation Key), which is a one-time password to set up your UTmail+ account.

UTmail+

It is TST and U of T policy that each student **MUST** communicate via his or her U of T email address. Your college and the DMin Office will send emails to you exclusively at your U of T email address. It is your responsibility to check your email regularly. To activate your account, go to: www.utorid.utoronto.ca. You will be asked to enter your UTORid (on the lower left hand of your TCard) and SAK (Secret Activation Key).

ⓘ **You must activate and use your U of T email address**. UTmail+ is accessible through the Portal.

In order to receive emails through Blackboard from your instructor, your U of T email address must be on ROSI. You are responsible for entering your email address on ROSI (accessible via the Portal, see above).

You can forward your emails from your U of T email account to an outside account, but be aware that there are some issues with delays and emails that are filtered by outside accounts providers – check your junk box regularly if you forward your UOTRmail account to your personal email account.

ⓘ Your U of T email address will be used for correspondence from the DMin Office and your college throughout your program. You **MUST** check it on a regular basis. Failure to do so may result in you missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from TST, your college or the University.

ROSI

ROSI is accessible via the Portal (click on ROSI in 'Hot Links') or at www.rosi.utoronto.ca. You are responsible for reading the following information relating to the use of SWS:

- Obligations of a Registered Student
- Responsible Use of the SWS
- Policy on Official Correspondence with Students
- Freedom of Information and Privacy Act

Accessing Your Account on ROSI

1. Enter your student number (on the front of your TCard).
2. Enter your PIN – when accessing for the first time, your PIN default is your date of birth, in the sequence YYMMDD.

   NOTE: Prepare a 6-digit, numbers-only PIN that you can remember into perpetuity; you will be required to change your PIN during your first ROSI/SWS session.
3. You will be asked to choose and answer three questions in case you forget your PIN in the future.

If you ever enter an incorrect PIN three times, ROSI will refuse you access. Click on 'Forgot your PIN?' and reset your PIN. If this process does not work, contact your college Registrar.

Once you have enrolled in ROSI, you will see a range of functions and services, not all are relevant or available to TST students.

Please see the information available through your college about maintaining your personal information, managing your course enrolment, viewing your academic history, checking your financial account, printing your T2202 and maintaining

Forms

All forms used by the DMin office are fillable PDFs. Forms should be completed on-line, printed-off and signed before submission to the appropriate office. Please note: forms submitted in handwriting will be returned to you unprocessed. This may cause a delay in registration and/or a failure to meet deadlines.

Requesting Transcripts

You should contact the registrar of the college in which you are enrolled. The Transcript Request Service through SWS is not available to TST Students.

International Students

Study Permit

If you have any questions about your study permit relating to your studies, please see your college Registrar. For other information please reference the Citizenship and Immigration Canada website which can be found www.cic.gc.ca/english/study/study.asp

Work Permit

Normally, you can work in a church or other forms of ministry without a work permit, but you should check with CIC direct. If your Study Permit (Visa) was issued under the existing regulations (prior to June 01, 2014) you would be eligible to apply for an Off-Campus Work Permit (OCWP) 6 months after the beginning of you full-time studies, as long as you have maintained satisfactory academic standing. However, changes in the regulations come into effect from June 01, 2014. More information can be found at www.cic.gc.ca/english/information/applications/work-students.asp.

Currently, applications for OSWP are made online through the Citizenship and Immigration Canada website, CIC then sends a notification to the TST Registrar for electronic verification of meeting the academic requirements. If you have questions about the work permit you should contact CIC direct.

UHIP

The University Health Insurance Plan (UHIP) is mandatory for all international students enrolled in an Ontario university. You are automatically enrolled in UHIP and the coverage charge will be listed on ROSI, your student account. UHIP coverage may also be extended to your eligible dependent family

charge of 1.5% compounded (19.56% per annum) assessed usually as of the 15th of every month (exact dates can be found on the Student Accounts website).

Pay your fees as soon as possible to avoid late charges, if you have outstanding balances you may find that you are blocked from certain information such as seeing grades, requesting transcripts etc.

The TST Board offers a number of scholarships and bursaries which are open for application to TST DMin students across the federation. The closing date for application is usually the first week of April. Please see the TST website for more information.

Important Dates

ⓘ It is your responsibility to ensure that you are familiar with and abide by Academic Dates e.g. last day to register for a course and Student Account dates or deadline to pay fees. Details of Academic Dates can be found on the TST website at www.tst.edu/academic/2014-15-key-academic-dates and information on Student Account deadlines can be found at www.fees.utoronto.

Health Plan

You will notice on your invoice that you are automatically enrolled in a Health and Dental Plan through the U of T Students' Union (UTSU). You may be wondering, how you can opt out, if you already have insurance through your work, for example. Instructions for opting out are available through the UTSU website at http://utsu.ca/opting-out/. However, you will not be able to opt out now. The opt-out period is in September (late August until October). If you do opt out, you will be reimbursed by cheque.

Information on rates and coverage levels and family coverage can be found at:

http://utsu.ca/rates-terms-of-coverage/

http://utsu.ca/dependent-coverage-opting-in/

If you have any questions you should first contact your college Registrar.

Tax Forms - T2202A

Tuition & Education Amount Certificates (T2202A), for income tax purposes are usually available on the Student Web Service, www.rosi.utoronto.ca the third week of February. Forms are not mailed – please view on-line and print if you wish.

your PIN. It is your responsibility to ensure that your recorded address, phone number, etc., are up-to-date in ROSI and it is also your responsibility to ensure you are correctly enrolled in courses.

Transaction Confirmation: To confirm that your transaction has been properly executed, please view your Activity Log. If your transaction is not recorded in your Activity Log, then it was not successfully completed and you will need to repeat the process.

Reassure Yourself: You are responsible for the successful completion of transactions on the Student Web Service. In particular, you should always 'List Courses' after you have added, changed, or cancelled a course.

For Your Security: Always use the *Logout* button to terminate your session. Once you have logged in, the session will remain active until YOU log out or until the session has been inactive for five minutes. If a session is left running, it is possible for the next person who uses this computer to read and change YOUR records.

ROSI (SWS) Hours of Operation:

Hours of Operation	
Monday	12:15 am - 03:30 am 06:00 am - 11:45 pm
Tuesday	12:15 am - 11:45 pm
Wednesday	12:15 am - 11:45 pm
Thursday	12:15 am - 11:45 pm
Friday	12:15 am - 06:00 pm 10:00 pm - 11:59 pm
Saturday	12:00 am - 11:59 pm
Sunday	12:00 am - 11:45 pm

Legal Name

While it is usual for TST and U of T to require your formal legal name to be used on its official academic records, TST and U of T will consider a request from you to change the name and/or gender recorded on your record. Change of name, such in the case of marriage or divorce, will require the presentation

of original official documentation. ROSI (SWS) allows for you to record your preferred name.

ⓘ You **MUST** use your student ID and legal name when completing forms, submitting assignments, and/or in official correspondence. Failure to do so may cause a delay in registration and/or a failure to meet deadlines.

Obligations of a Registered Student

ⓘYou are considered to be registered as soon as you have paid tuition and incidental fees, or have made appropriate arrangements for deferral of payment. By virtue of being registered, you thereby agree to abide by all of the academic and non-academic policies, rules and regulations of the University and TST as set out in the DMin Handbook, and to maintain the accuracy of personal information, especially the current mailing address, University-sponsored email address, emergency contact, and telephone numbers. You are responsible for any financial obligations which may be incurred in the process of making changes to courses or programs.

Postal Addresses and Electronic Mail Accounts: You are responsible for maintaining and advising TST, on the student information system (currently ROSI), of a current and valid postal address as well as the address for a University-issued electronic mail account. Failure to do so may result in you missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from TST or the University.

Students' rights and responsibilities regarding retrieval of official correspondence: You are expected to monitor and retrieve your mail, including electronic messaging account[s] issued to you by TST and/or the University, on a frequent and consistent basis. You have the responsibility to recognize that certain communications may be time-critical. You have the right to forward your University-issued electronic mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to the official University-issued account is received and read.

Registering for Courses

You will use SWS to register yourself for your core courses. It is your responsibility to ensure you are registered in the correct core courses. When the time comes, it is also your responsibility to register in electives. If you will

be taking a Reading & Research (R & R) course as part of your electives, an R & R form will need to be completed in consultation with the instructor. The form is a fillable PDF (available to you and faculty through the TST website) and once completed will require a number of signature before you submit it to your college Registrar. NOTE: TST operates on a one or two credit system for courses (H=1, Y=2).

Full-Time Status

As a DMin student, you are required to be registered annually on a **FULL-TIME** basis until all degree requirements have been completed. A switch from full-time to part-time status is **NOT** permitted.

Blackboard

Blackboard is the software used across U of T and TST for online courses and distribution and reference point of approved groups. All of your core courses and some of your other courses will be on Blackboard. When you enter the Portal, you will see your courses in the “My Courses” section and “My Organizations” section. If a course that you are taking is not in your “My Courses”, ensure that you are enrolled in the course on ROSI. Remember to put your U of T email address on ROSI so you receive emails via Blackboard. If you have any questions about Blackboard, go to: www.portalinfo.utoronto.ca/ or email: portal.help@utoronto.ca. If you do not find the answer to your questions you can email Alison at dmin.office@utoronto.ca.

Fees

All questions regarding fees should be directed to your college Registrar. Fees are paid at a major Canadian bank or via telephone or online banking. There are NO of paper invoices. You are expected to monitor your account using the SWS (ROSI). Student Accounts sends out monthly reminder notices using the UTmail+ email service. Ensure that you activate your UTmail+ address. Invoices are sent exclusively by email, and it is your responsibility to ensure you have received the invoice by activating your email account, entering it on ROSI, and checking your email regularly. Half of your annual fee will be invoiced in late April and the other half in August. See www.fees.utoronto.ca for information about fee payment and check your college’s fee schedule for information about incidental and ancillary fees.

Service charges on outstanding items for the 2014 Summer session begins in June. Accounts with an outstanding balance are subject to a monthly service