

**IMPORTANT INFORMATION FOR YEAR 3 STUDENTS
2017-18 SESSION**

YEAR 3 TIMETABLE:

A tentative Year 3 timetable for the 2017-18 session is attached. **Please note that this timetable is subject to change.** The final timetable will be distributed, along with your 'registration package', as follows:

Date: Thursday, September 7

Time: 11:00 a.m. to 12:00 noon

Location: The "Atrium" on the first floor of the Leslie L. Dan Pharmacy building

SCHEDULING NOTES:

- (i) **PHM301H1 Pharmacotherapy 6: Hematology, Oncology and Immunotherapies:** Workshops begin on Wednesday, September 20.
- (ii) **PHM302H1 Pharmacotherapy 7: Neuropsychiatry:** Workshops begin on Wednesday, September 13.
- (iii) **PHM305H1 Medication Therapy Management 4:** Laboratory sessions begin the week of September 18.
- (iv) **PHM321H1 Selected Topics in the Pharmaceutical Industry:** The first lecture will be held in the FitzGerald Building, 150 College Street, Room 103 (FG 103).
- (v) **PHM340H1 Introductory Toxicology:** The first lecture will be held on Wednesday, September 13.
- (vi) **PHM383H1 Antimicrobial Stewardship:** The first lecture will be held in Sidney Smith Hall, 100 St. George Street, Room 2110 (SS 2110).

COURSE EXEMPTIONS:

Students who have completed the University of Toronto course PCL362H1 with a grade of at least 70% may request exemption from PHM340H1 Introductory Toxicology. Please submit a 'Course Exemption Request Form' to Sandra Parna's attention **by September 29, 2017**. The form is available on the Faculty's website at www.pharmacy.utoronto.ca/pharmd/course-exemptions-transfer-credit.

FEES PAYMENT INFORMATION:

A. Payment to Register

To be considered a registered student for the 2017-18 session, you must either pay the “Minimum Payment to Register” amount that is displayed on your fees invoice or successfully request an OSAP fee deferral (please refer to the section on Deferring Your Fees, below). **The deadline to pay the Minimum Payment to Register amount is Friday, August 25, 2017.**

The University’s Student Accounts office does not mail paper fees invoices to students. Instead, you must view your financial account information on the SWS at www.acorn.utoronto.ca or www.rosi.utoronto.ca, to determine the minimum payment required to register. From the Financial Account page on ACORN/ROSI, select the “Show Invoice” option, then select the session.

All payments are made at Canadian financial institutions. You are responsible for planning sufficient time for your payment to reach the University and to be recorded in your financial account on ACORN/ROSI. The transfer of funds from major Canadian financial institutions normally takes three to five business days; the transfer of funds from Canadian credit unions takes much longer.

If you check your financial account on ACORN/ROSI and you do not see the payment posted, check again in a few days. There are daily updates from the banks to the University.

Make sure you keep your receipt or your verification/confirmation number. It is your proof of payment and will be requested to follow up on any payment problems.

Fee Payment Options in Canada:

(1) Bank Machine or at a Teller

Print a copy of your financial account in Invoice Format from ACORN/ROSI and take it with you to the bank. Your account number and student number (which are printed on the Invoice Format) are needed to ensure the payment is credited to your U of T financial account.

(2) Telephone or Online Banking

Call your financial institution's telephone service or log onto the online banking service and provide them with your account number and the payee name 'University of Toronto'. Your account number is displayed on the top right-hand corner of the Invoice Format of your financial account on ACORN/ROSI. It consists of the first five characters of your surname (in capital letters) and 10 numbers (i.e., your student number with a lead zero, unless your student number begins with 1). Make sure you distinguish between the letter ‘O’ and the number ‘zero’.

(3) Online Credit Card Payment WITH A CONVENIENCE FEE

U of T has partnered with Moneris to provide this service. Online Mastercard and Visa credit card fee payments can be made in Canadian dollars for fees displayed on the ACORN invoice. This service is only available on ACORN. The online credit card fee payments are handled by Moneris – the University does not have access to credit card information at any point in the payment process.

The credit card payment option includes a convenience fee, which is a fee billed by Moneris, and is non-refundable, even if you cancel your registration. This fee, charged at a rate of 1.75% of the fee payment, is billed directly by Moneris and is not remitted to the University of Toronto.

If you plan to pay your fees using the online credit card payment method, before you begin this process, please review the “Credit Card Fee Payment FAQ” section on the Student Accounts website at www.fees.utoronto.ca/credit_card_payments_faq_acorn.htm.

(4) HigherEd Points

Your family and friends, can convert Aeroplan Miles and TD Travel Rewards Program points into \$250 worth of credits towards your fees. Visit www.higheredpoints.com/ for information about how to join, redeem loyalty points and transfer the credits to the University of Toronto.

Fee Payment Options Outside of Canada:

For information on fee payment options outside of Canada, please refer to the Student Accounts website (www.fees.utoronto.ca/making_a_fee_payment.htm).

B. Deferring Your Fees

Students who will be receiving OSAP (or government assistance from another province) for the 2017-18 session may request a tuition fee deferral as follows:

Students Who Receive OSAP:

1. Log in to the Student Web Service (www.acorn.utoronto.ca or www.rosi.utoronto.ca).
2. Click on the “OSAP/Govt Deferral” button on the Financial Accounts page.

You will know immediately if your fee deferral request is successful or not. If it is successful, your “registration status” will change from “INVIT” (invited to register) to “REG” (registered). You should confirm that your registration status has changed to “REG” on ACORN/ROSI and report any problems to Brenda Thrush (e-mail brenda.thrush@utoronto.ca).

Students Who Receive Government Assistance from a Province Other than Ontario:

1. Submit a copy of your Notice of Assessment from your home province to the University’s Enrolment Services office at 172 St. George Street, Toronto, ON, M5R 0A3. Alternatively, you may fax it to them at 416-978-7022 or send it via e-mail to can.oop.financialaid@utoronto.ca. Be sure to write your student number on your Notice of Assessment document.
2. After three working days, submit your tuition fee deferral request through the SWS (as above).

The deadline to request an OSAP fee deferral on ACORN/ROSI is **August 25, 2017**.

Please note: If you have outstanding fees from the 2016-17 session, your fees for the 2017-18 session cannot be deferred.

If you defer your fees on the basis of OSAP (or government assistance from a province other than Ontario) you are not required to pay the Minimum Payment to Register amount shown on your fees invoice by August 25. The deadline for making your “Post Registration” fees payment is indicated in the table below.

C. Post-Registration Payment

After either paying the Minimum Payment to Register amount or successfully requesting an OSAP fee deferral, the balance owing will be displayed on the top right-hand corner of your fees invoice on ACORN/ROSI.

Students have the option of paying the balance of their fees:

- i) On a sessional basis (both fall and winter terms together) by the fall term fee payment deadline.
OR
- ii) By term (separate fall and winter term payments).

Post-Registration Fee Payment Deadlines

	Deadline to Pay Fees to Avoid Service Charges	Date of First Service Charge on Unpaid Fees
Payment deadline for unpaid FALL TERM fees for <u>all</u> students.	September 30, 2017	October 16, 2017
Payment deadline for unpaid WINTER TERM fees for all students <u>except</u> those who have a fee deferral based on OSAP or other government financial aid.	November 30, 2017	December 15, 2017
Payment deadline for unpaid WINTER TERM fees for students who have a fee deferral based on OSAP or other government financial aid.	January 31, 2018	February 15, 2018

The **final deadline** to pay fees in full for the 2017-18 session is April 30, 2018.

D. Service Charges

A monthly service charge of 1.5% compounded (19.56% per annum) will be levied on all outstanding accounts. The first service charge will be applied to the applicable unpaid fees balance on October 16, 2017. Subsequent service charges are normally applied on the 15th of each month thereafter (exception: the April service charge will be applied on April 16, 2018).

Important note: Students are responsible for planning sufficient time for payments to reach their U of T financial account. It is recommended that you make a payment by the last day of the month to avoid the next month's service charge (for example, pay by October 31, 2017 to avoid the November 15, 2017 service charge).

DIRECT DEPOSITS THROUGH THE SWS:

Students are strongly encouraged to record their Canadian bank account information on the SWS to authorize the University to deposit payments (for bursaries, grants and scholarships) into your bank account. Information on how to add your bank account information on the SWS can be found on the Student Accounts website at www.fees.utoronto.ca/news/faster.htm.

CONFIRMING YOUR ENROLMENT FOR THE 2017-18 SESSION:

If you need a letter prepared or a form completed confirming your enrolment for the 2017-18 session, please wait until your “registration status” on ACORN/ROSI for the 2017-18 session is “REG” before requesting the letter or submitting the form. In order for your registration status to be “REG” you must either make the minimum payment to register or successfully request an OSAP fee deferral. Please keep in mind that it takes approximately 3 to 5 days from the time you make a fees payment for the payment to be processed to your U of T financial account. Successful OSAP fee deferral requests are processed immediately.

Completed forms and letters are available for pick up from the reception desk on the fourth floor the next business day (from the day the form was submitted or the request for a letter was made).

e-GO STUDENT ID:

GO Transit Student ID Cards are no longer available at the TCard office. Instead, you may obtain an e-GO Student ID online. Once your online application is processed, you will be able to download your e-GO Student ID to your phone, or print a copy to keep in your wallet. Instructions for obtaining an e-GO Student ID may be found on the GO Transit website (<http://www.gotransit.com/public/en/fares/studentid.aspx>).

FOURTH FLOOR RECEPTION DESK – HOURS OF OPERATION:

You are reminded that the reception desk on the fourth floor of the Pharmacy building is open Monday to Friday from 8:45 a.m. to 12:00 noon and from 1:00 to 5:00 p.m. Please note that until September 5, most administrative offices at the University of Toronto close at 4:30 p.m. This includes the fourth floor reception desk and the Pharmacy Registrar’s office.

IMPORTANT DATES:

Thursday, September 7	First day of classes for the fall term
Monday, October 9	Thanksgiving – University closed
Wednesday, December 6	Last day of classes for the fall term
December 8 to 20	December examination period
December 21 to January 2	University closed
Wednesday, January 3	First day of classes for the winter term
Monday, February 19	Family Day – University closed
February 20 to 23	Reading Week
Friday, March 30	Good Friday – University closed
Tuesday, April 10	Last day of classes for the winter term
April 12 to 30	April examination period