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WELCOME TO ROSI—
THE UNIVERSITY OF TORONTO REPOSITORY OF STUDENT INFORMATION

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Fall and Winter Registration opens in early **August.** At that time you will be able to enroll for your courses on ROSI

BEFORE USING ROSI, PLEASE FOLLOW THE SIMPLE STEPS LISTED BELOW:

1. All students please check the TST web site for updates on courses. You can access the web site at http://www.tst.edu

2. FOLLOW THE SIMPLE DIRECTIONS PROVIDED to enrol in your selected courses using the SWS (Student Web Service) www.rosi.utoronto.ca

3. Your enrolment will be confirmed when your fees are paid.

4. Enrolling in on-line courses. For on-line courses you must use the Lecture Code **L6101. This is very important as you may find you are not enrolled in the correct course.**

NOTE: When you first access the SWS you will be asked to identify yourself by your person ID number (student number) and your PIN (personal identification number). Your first PIN will be the year, month, day of your birth YYMMDD (e.g. February 5, 1965 = 650205). Once you have entered this PIN you will be asked to select a new PIN. You have to select a new 6-number PIN only once and it will automatically apply to the SWS.

If you forget your pin, or are suspended from the ROSI system for three incorrect attempts to access your record, you must go to the Registrar's Office to have it reset.

ROSI HOURS OF OPERATION: **SATURDAY-THURSDAY**   **6am – 11:30pm**
                                         FRIDAY   **6am – 5pm**
Hours of operation extended during peak periods: check SWS for updates. Not available on public holidays.

Academic and non-academic rules and regulations
Use of ROSI to enrol in courses means that you agree to abide by all the academic and non-academic rules and regulations of Knox College and the Toronto School of Theology and that you assume the obligation to pay academic and incidental fees according to the policies and requirements that apply to you. Most academic rules are to be found in the Basic Degree Handbook, or the Advanced Degree Handbook.

ADDING AND DROPPING COURSES
To Add or Drop on ROSI follow the same procedure as above. We recommend that students consult with their faculty advisor prior to Adding and Dropping Courses. REMEMBER, when you cancel a course the space becomes available **immediately** on ROSI. So, if you are trying to get into a Limited Enrolment course and it is full, check each day to see if space has become available. **SWS will warn you if you are cancelling your last course. If you intend to enrol in other courses later in the session DO NOT CANCEL YOUR REGISTRATION**

IMPORTANT
Your personal information (address, telephone number, etc.) is on ROSI for YOU to view and update. To ensure that you receive material mailed to you, you must keep your mailing address up to date. Always use "Add an new address" when updating your address. Also, remember to report any changes to your personal information to the Registrar of your college.

You are encouraged to use ROSI to enrol for your courses but if problems arise please speak to your college registrar for assistance.