



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

Bulletin 5: Summer 2016

## **BULLETIN 5: Summer 2016**

*Greetings from the Office of the Registrar & Student Services at St. Michael's College.*

This is the fifth of eight bulletins. The focus of this bulletin is to help you think through some things you should do in advance of school in September. So, what are the things you should take care of between now and the beginning of school? Let's turn to answering this question.

### **1. Preparing for September**

With August underway, September 12<sup>th</sup>—the first day of the Fall Session—doesn't seem too far off. While you may be more-or-less done with course enrolment, this doesn't mean you don't have any preparation to do before September. In fact, there are at least four items you should take care of before the beginning of the term.

#### **a) Fee Payment**

In order to be *registered* for the 2016-2017 Fall/Winter Session, it is important for you to make the minimum payment for registration by August 23<sup>rd</sup>. If you are receiving OSAP or another form of financial government assistance, August 23<sup>rd</sup> is also the last day to defer your fees.

Your fees invoice is now available on ACORN. Toward the bottom of your invoice, you will see a line that reads 'Minimum Payment to Register': this is the amount that you must pay by August 23<sup>rd</sup>.

For details about fee payment, please see [here](#).

## **b) TCard**

It is standard for university students to have a student card that specifies they are a student at a specific institution. At U of T, the student card is known as the *TCard*. Your TCard will provide you with access to services and facilities across campus: Blackboard, libraries, athletic facilities, meal plans, etc.

You should make sure to get your TCard prior to the beginning of class. If possible, pick up your TCard over the coming weeks. The reason: the TCard Office is usually quite busy in September.

The TCard Office is located in [Robarts Library](#). You can find more information about the TCard [here](#). Please note that you must bring along the relevant documentation in order to receive your TCard, so make sure to read the link provided to ensure you have what you need.

## **c) UTORid and UTmail+**

Both of these items—activating your UTORid and your UTmail+—can be accomplished on the computer. Importantly, they both require you to *already have your TCard*.

First, to activate your UTORid, you should visit [here](#). Your UTORid is important: it is the key to a number of services, including UTmail+, ACORN, Blackboard, and more.

Second, by activating your UTORid, your UTmail+ will also be activated. Your UTmail+ is an e-mail address in the form of [firstname.lastname@mail.utoronto.ca](mailto:firstname.lastname@mail.utoronto.ca). Once you have your UTmail+ set up, you should make sure to use it when you send school-related e-mails. Whether you're e-mailing an instructor, TA, or administrator, please use your @mail.utoronto.ca address.

If you experience any difficulties, you should contact the Information Commons Help Desk at [help.desk@utoronto.ca](mailto:help.desk@utoronto.ca).

## d) Degree Explorer

You'll recall from Bulletin 2 that we spoke about Degree Requirements: those conditions you need to satisfy in order to graduate. So, it's common to have questions about how you're progressing toward your degree. Have you satisfied the Breadth Requirement? Are you meeting program requirements? How many 100-level courses have you taken?

If you have questions like these, [Degree Explorer](#) is the perfect resource for you. Sometimes referred to as *DE* or *DEX*, Degree Explorer is a planning tool that allows you to review your academic history, track how you're progressing toward fulfilling your degree requirements, and plan for upcoming academic sessions.

This is a tool you should take advantage of during your undergraduate degree, so we recommend becoming acquainted with it before school begins in September.

## 2. FAQs

We will close by looking at a few frequently asked questions about these items.

*Question 1.* Can I get my TCard in September?

- Yes, you can get your TCard in September. We recommend getting it sooner than later since the TCard Office will be busy in September, but don't worry if you don't arrive on campus until just before class: you can get it then!

*Question 2.* What will happen if I use a personal e-mail address—instead of UTmail+—to send school-related e-mails?

- A possible consequence is that you will not receive a response. Instructors, TAs, and administrators may not respond if an inquiry is not from your U of T e-mail address, so it's prudent for your academic e-mails to be carried out using UTmail+. (If you are sending academic e-mails prior to setting up your UTmail+, please make sure to include your name and student number.)

*Question 3.* I usually check my personal e-mail only a couple of times per week. Do I need to check my UTmail+ more frequently?

- We recommend checking your UTmail+ daily. You will receive notifications about deadlines, assignments, etc., by e-mail, so it's important not to ignore your inbox.

In Bulletin 6, we are going to discuss a skill that is required to excel at university: time management.

Regards,

**James Langlois & Geran Collymore**

Academic Advisors

St. Michael's College