

# PhD Orientation 2024

Graduate Department of  
Public Health Sciences

**Registration and Enrolment**

# Land Acknowledgement

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to work on this land together.

# Overview

❖ Obtain your [TCard](#); Activate your [UTORid](#) Create your [UTmail+](#) account; Login to [ACORN](#)

## ❖ Registration

- ❖ Recommended fee payment deadline for international students (re: UHIP): **Friday, August 23, 2024**
- ❖ Registration deadline is **Friday, September 13, 2024**, after which a late registration fee will apply
- ❖ (***Flex time students and those who have not processed a Tuition Fee Deferral***) Payment of remaining *Fall* fees to prevent service charges: Friday, **September 30, 2024** - *service charges on balance of Fall session fees will begin accruing on October 15<sup>th</sup>*

## ❖ Enrolment

- ❖ Course enrolment opens for PHS courses: **Wednesday, August 7, 2024**
- ❖ Course enrolment deadline for Fall courses: **Wednesday, September 18, 2024**
- ❖ Fall courses begin: **Monday, September 9, 2024**

## ❖ Funding and Funding Opportunities

# Information for Incoming Students

<http://www.dlsph.utoronto.ca/students/current-students/information-for-incoming-students/>

The screenshot shows the top navigation bar of the DLSPH website. On the left, there is a 'MENU' button. The logo for 'Dalla Lana School of Public Health' and the 'UNIVERSITY OF TORONTO DALLA LANA SCHOOL OF PUBLIC HEALTH' is displayed. On the right, there are buttons for 'CONTACT US', 'FACULTY DATABASE', 'JOB BOARD', and 'DONATE'. Below the navigation bar, there are two main sections: 'What's New' and 'Students'. The 'What's New' section contains five news items with dates and titles. The 'Students' section contains six buttons: 'Apply Here!', 'Incoming Students', 'Equity Hub', 'GDPHS Student Handbook', 'Timetables', and 'Student Awards & Funding'. A red arrow points to the 'Incoming Students' button.

**What's New**

- JUNE 19/2023  
On Gas Stoves and Asthma, a Surprising Finding
- JUNE 13/2023  
DLSPH hosts intimate first hooding ceremony for doctoral graduates
- JUNE 02/2023  
DLSPH Researchers Map GTHA Traffic Air Pollution and its Changes over the Last 15 years
- MAY 29/2023  
Meet the Researchers Turning a Hospital into Canada's First Learning Health System
- MAY 16/2023  
"I Just Don't Want People to Feel Broken and Misunderstood"

**Students**

- Apply Here!
- Incoming Students
- Equity Hub
- GDPHS Student Handbook
- Timetables
- Student Awards & Funding

# Getting Started: TCard, UTORid, UTmail+

- ❖ Your TCard serves as your student photo ID and library card
- ❖ For complete information and instructions, visit: <http://tcard.utoronto.ca/>
- ❖ Confirm what documentation you need (to verify your status in Canada) using the **Documentation Tool**;
- ❖ Submit (upload) appropriate photo and documentation material online, and wait for approval;
- ❖ Using the *Secret Activation Key* provided in the *approval email*, activate your UTORid and create your UTmail+ account;
- ❖ Drop by the TCard Office to pick-up your TCard – you will need to bring the original documentation with you.

# ACORN/ROSI

## ❖ **ROSI = Repository of Student Information**

- stores your personal and academic information

## ❖ **ACORN = Accessible Campus Online Resource Network**

- student web-based interface to your personal and academic information

## ❖ Logon to ACORN - <http://www.acorn.utoronto.ca/>

- you will need your JOINid/UTORid and password
- spend some time familiarizing yourself with ACORN

# ACORN

- ❖ View/update **mailing address**, telephone number and email address
- ❖ View financial account information and print invoices
- ❖ Process **Tuition Fee Deferral** (Register without Payment)
- ❖ Enter bank information for **direct deposit** of award funds and refunds
- ❖ Add/Drop courses and view status of courses
- ❖ View academic history
- ❖ Order transcripts
- ❖ Print “Education Credit” tax forms (T2202A)
- ❖ And more...



Dashboard

Profile & Settings

ACADEMICS

Enrol & Manage

Timetable & Exams

Planning Tools

Academic History

Transcript & Enrolment Confirmation

Graduation & Convocation

Quercus

FINANCES

Financial Account

Make a Payment

Awards & Aid

Grant Application

Tuition Fee Deferral

Tax Forms

LIFE

Health & Wellness

Involvement

Jobs & Career Planning

Accessibility & Equity

International Opportunities

### Today's Timetable

JUN  
5  
WED

You don't have any activities scheduled for today. Here is what's on at U of T today

View Timetable

### Key Sessional Dates

View the sessional dates for your division:

- School of Graduate Studies

### Academics

#### Degree Registration Statuses

EN MA 2019 Summer

Registered

EN MA 2019-2020 Fall/Winter

Invited

#### Enrolled Courses: 2019 Summer

ENG2054H F

John Donne: Theory and Context

RST9999Y Y

Research/Thesis

Manage Courses

### Finances

#### Account Balance

\$0.00

#### Financial Arrangement

Summer 2019

Deferred payment for student loan (OSAP)

View your minimum payment to register deadlines. You are required to make the minimum payment or defer your fees for this academic session before your division's registration deadline. Before the deadline you are eligible to continue enrolling in courses, if applicable.

View Invoice

Make a Payment

#### Next Award Payment to You

You currently have no upcoming award payments. Visit the Find Awards page to find awards you may be eligible for.

View My Awards

Dashboard

Academics

Finances

Life

Profile

Information

Dashboard

Profile & Settings

Enrol & Manage

Courses

Programs

Financial Account

Invoice & Net Cost

Payment History

Health & Wellness

Involvement

Jobs & Career Planning

Help

Log Out

Accessibility

About

Help & Contact



# Registration

- ❖ Fees are assessed and billed to student accounts in mid-July.
  - Logon to ACORN to review and print your invoice – ‘Financial Account’
- ❖ PhD students included in the Funding Policy should defer their fees in ACORN. This will allow you to become *Registered* without making a fee payment.
- ❖ Your fees are due when billed. The deferral allows you to become registered and delays service charges to the end of the Winter term.
  - Fee payments should be made at your financial institution
  - Option to pay via ACORN using your credit card (service charges apply)
  - It is the student’s responsibility to ensure all fees (tuition, incidentals, other charges) are paid before the end of the Winter session - **April 30**, after which service charges begin to accrue starting May 15th

<https://studentaccount.utoronto.ca/>

# Tuition Fee Deferral

The screenshot shows the ACORN student portal interface. The top navigation bar includes the University of Toronto logo, the name 'ACORN', a 'Send Feedback' button, a notification bell icon, and the user name 'Ellen Sokoloff'. The left sidebar is organized into four main categories: 'Dashboard' (with 'Profile & Settings'), 'ACADEMICS' (with 'Enrol & Manage', 'View Timetable', 'Planning Tools', 'Academic History', 'Order Transcripts', 'Graduation & Convocation', and 'Portal'), 'FINANCES' (with 'Financial Account', 'Tuition Fee Deferral', and 'Tax Forms'), and 'LIFE' (with 'Health & Wellness', 'Involvement', 'Jobs & Career Planning', and 'Accessibility & Equity'). A red arrow points to the 'Tuition Fee Deferral' link in the 'FINANCES' section. The main content area is divided into four panels: 'Today's Timetable' (showing 'MAY 30 MON' and a message that no activities are scheduled for today), 'Key Sessional Dates' (stating no relevant dates are displayed), 'Academics' (showing 'Degree Registration Status' as 'AS NDEGP 1990-1991 Fall/Winter' with a 'Cancelled' status and a message that no courses are enrolled for 2016 Summer), and 'Finances' (showing an 'Account Balance' of '\$0.00'). A blue callout box in the 'Academics' panel provides links to 'Enrol & Manage' and 'Registrar'. Buttons for 'View Timetable', 'View Events Calendar', 'Manage Courses', and 'View Invoice' are located at the bottom of their respective panels.

# Course Enrolment

## ❖ Determine your program requirements

- Program-specific courses - information on website regarding [program requirements](#)
- talk to your Division Head/Program Director/Supervisor

## ❖ Review Timetable posted on the website: <http://www.dlsph.utoronto.ca/page/timetables>

## ❖ Logon to ACORN to add your courses

- PHS course enrolments (courses offered by GDPHS) made in ACORN are processed as *Approved*, while non-PHS courses are given *Requested* status and must be approved by the Graduate Office. Graduate Office staff receive notifications and are regularly approving course enrolment requests throughout the enrolment period (Aug 7-Sept 18) so there is no need for students to contact the Graduate Office to follow-up on course enrolments with *Requested* status. *Please be patient.*
- If you use the *Enrolment Cart* to select your courses, BE SURE to click on ENROL to request your courses when enrolment opens on August 7th.

## ❖ To enrol in non-PHS courses

- Try to request the course in ACORN
- If you receive an error message, contact host department for instructions/permission; complete and submit [Add/Drop form](#)

## ❖ Your courses will appear in Quercus (UofT Learning Management Engine) the day after *Approved* status is obtained.

# Log into Quercus

<https://q.utoronto.ca>



## weblogin idpz

UTORid / JOINid

Password

log in

**Warning:** Your password *may* not be sync'd. Visit our [verify password page](#).

**Alert:** Completely exit your web browser when you are finished.

### Steps you can take to protect your account:

- ✓ Before you begin, make sure this page (URL) starts <https://idpz.utorauth.utoronto.ca/...>
- ✓ When using a public computer, [close all windows](#) and exit the browser.
- ✓ Keep your password a secret at all times  
Tip: U of T will **never** ask for your password or other personal information by e-mail.

### Protect Your Account

- [Login Problems](#)
- [Forgotten Password](#)
- [How to Log Out](#)
- [Finding Help](#)

# Quercus Dashboard

Dashboard

Account

Admin

Dashboard

Courses

Calendar

Inbox

History

Course Evals

Help

Published Courses (1)

AODA Training Module 1  
HR-AODA-1

Unpublished Courses (1)

Publish

Ellen Sokoloff's Sandbox  
sokoloff-sandbox

Coming Up [View Calendar](#)

Nothing for the next week

Recent Feedback

Nothing for now

[View Grades](#)

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# Funding

## ❖ Funding Package

- 2024-25 minimum funding threshold is equal to tuition + \$18,500 (+ UHIP for international students). The amount will be finalized once tuition fees are released.
- 2023-24 minimum funding threshold was **\$26,713.96** (tuition fees of \$8,213.96).

## ❖ [Funding Policy for PhD Students in the Graduate Department of Public Health Sciences](#)

- Funded cohort: Full-time PhD students in years 1-4; 5<sup>th</sup> year available to eligible students
- Compiled from a variety of sources including:
  - External competitive awards and/or UofT or PHS competitive awards
  - Research or training stipends from supervisors/committee members
  - Income from research and teaching assistantships

## ❖ Students who obtain less than the minimum funding threshold receive top-up from U of T Fellowship

## ❖ Depending on the funding source(s) and amounts, funds are paid directly to students, or are directed to their Student Account to cover tuition and incidental fees.

## ❖ Details will be available on the [Award Payment Schedule](#)

# Funding Opportunities: Major External Awards

Award	Announcement Date	Normal Deadline Date
Federal Tri-Council Awards (CIHR/NSERC/SSHRC) Doctoral and Vanier CGS	Early September	September/October
Trudeau Foundation Doctoral Scholarships	September	Fall Term
Ontario Women's Health Scholar's Award	October	November/early December
Ontario Graduate Scholarship (OGS)	October	Winter Term

❖ List of common awards, dates and deadlines can be found on the *Student Awards and Funding Opportunities* page:

<http://www.dlsph.utoronto.ca/students/current-students/student-awards-funding-opportunities/>

# Funding Opportunities

- ❖ Award announcements are communicated to students via email (listserv) and the DLSPH website
- ❖ Review announcements **CAREFULLY** for:
  - eligibility criteria
  - application materials, deadlines and submission instructions
- ❖ PHS Student Awards & Funding Opportunities:
  - <http://www.dlsph.utoronto.ca/page/student-award-and-funding-opportunities>
- ❖ SGS Scholarships & Awards:
  - <http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx>  
(External, Government-funded, International Students, Travel & Conference)
- ❖ Research Assistantships:
  - <http://www.dlsph.utoronto.ca/faculty/professional-opportunities/>
- ❖ Teaching Assistantships:
  - <http://www.dlsph.utoronto.ca/students/current-students/ta-opportunities/>



# Public Health Student Association (PHSA)

- ❖ The representative body of the students registered in the Graduate Department of Public Health Sciences at the University of Toronto:  
<http://www.dlsph.utoronto.ca/students/current-students/phsa/>
- ❖ Watch for PHSA orientation events in September and throughout the year.

# Resources

❖ Visit/review the UofT and SGS information available online:

❖ <https://www.utoronto.ca/utogether>

❖ <https://www.sgs.utoronto.ca/>

# International Students

❖ <https://internationalexperience.utoronto.ca/>

❖ <https://internationalexperience.utoronto.ca/international-student-services/immigration/>

# Information for Students with Accessibility Needs

- ❖ University of Toronto Accessibility Services

Assists in navigating disability-related barriers to academic success

- ❖ Moving Forward Summer Transition Program – a series of events for new, incoming students starting in July

- ❖ Students seeking academic accommodations to be put in place for the start of the Fall 2024 term must submit a complete Student Intake Package which includes the Student Intake Form and supporting disability documentation before 5 p.m. on **Friday, July 12, 2024**.

# Contact Us

## ❖ Graduate Affairs Office

Position	Name	Email
Graduate Coordinator	Olli Saarela	<a href="mailto:olli.saarela@utoronto.ca">olli.saarela@utoronto.ca</a>
Graduate Program Administrator	Ellen Sokoloff	<a href="mailto:e.sokoloff@utoronto.ca">e.sokoloff@utoronto.ca</a>
Graduate Assistant & Awards Officer	Priel Buzny	<a href="mailto:awards.dlsph@utoronto.ca">awards.dlsph@utoronto.ca</a>
Graduate Assistant	Vanessa Anievas	<a href="mailto:grad.dlsph@utoronto.ca">grad.dlsph@utoronto.ca</a>
Graduate Assistant	Whitney McKnight	<a href="mailto:grad.dlsph@utoronto.ca">grad.dlsph@utoronto.ca</a>
Graduate Assistant	Connie Nanfara	<a href="mailto:grad.dlsph@utoronto.ca">grad.dlsph@utoronto.ca</a>

## ❖ Program Support

Program	Name	Email
Biostatistics	Ryan Rosner	<a href="mailto:biostat.dlsph@utoronto.ca">biostat.dlsph@utoronto.ca</a>
Epidemiology	Matilda Kong	<a href="mailto:epi.dlsph@utoronto.ca">epi.dlsph@utoronto.ca</a>
Occupational & Environmental Health	Agatha Blancas	<a href="mailto:oeht.dlsph@utoronto.ca">oeht.dlsph@utoronto.ca</a>
Social & Behavioural Health Sciences	Marija Vasilevska	<a href="mailto:sbhs.dlsph@utoronto.ca">sbhs.dlsph@utoronto.ca</a>

# Emailing the Graduate Office

All correspondence should come from your *university-issued email address* (your.name@mail.utoronto.ca)

[Policy of Official Correspondence with Students](#)

In order for the Graduate Office staff to assist you in an efficient and timely manner, please include the following information in all email correspondence:

- Full name
- Student number
- Degree program and Field of study (ex. PhD Epidemiology)
- Nature of your inquiry

**Dalla Lana**  
School of Public Health

Questions