

CLASS OF 2018

GO TO GUIDE

Rotman

Full-Time MBA

WELCOME TO THE ROTMAN SCHOOL!



It is my pleasure to extend a warm welcome to the **Rotman School of Management**. We are extremely proud of the talented and ambitious students we attract and I look forward to getting to know all of you over the next two years.

We have many things to be excited about this year. Not only do our internationally renowned **faculty** continue to be recognized through excellence in teaching and research, the size and diversity of our Program continues to attract **global recruiters** to Rotman. You will be studying in **Toronto**, ranked *The Economist* as the best city in the world to live and within the School will experience state of the classrooms and facilities, and gain a competitive edge from Rotman’s **Self-Development Lab (SDL)**, the most intensive personal development program in the industry!

I hope you find the information contained here useful as you prepare for the start of the Program. If the answers you need are not found in this Guide, remember that the staff in the **Program Services Office (PSO)** are more than happy to hear from you. We are all looking forward to meeting you in the coming months!

Sincerely,

Niki Da Silva

Managing Director, Full-Time MBA Program

PRE-MBA IMPORTANT DATES

Date	Activity
Tuesday, March 1	Declaration of Need form for PSLP open on RWorld
Early June	Launch of online pre-MBA courses
Thursday, June 30	Rotman Day (School Closed)
Friday, July 1	Canada Day – Statutory Holiday (University Closed)
Monday, July 4	Deadline: Submission of forms – Program Registration and Code of Conduct
Mid-July	MBA Pre-Program registration link opens
Friday, July 29	Deadline: Completion of online Pre-MBA Program Registration
Late July	Tuition Fee Statement available on ACORN www.acorn.utoronto.ca
Monday, August 1	Civic Holiday - Statutory Holiday (University Closed)
Tuesday, August 2	Deadline: Submission of Financial Guarantee & Support Statement form
Monday, August 8	Pre-MBA Program Welcome Day
Tuesday, August 9 – Tuesday, August 23	Pre-MBA Program: Academic Pre-Courses & Professional Development Workshops (optional attendance)
Wednesday, August 24 – Friday, August 26 Monday, August 29 – Thursday, September 1	Rotman Orientation – 7 Day Program (mandatory attendance)
Thursday, September 1	Deadline: Tuition Fees Payment to Register (see p. 12)
Friday, September 2 – Sunday, September 4	Student-run GBC Orientation Camp (optional - registration opens in July)
Monday, September 5	Labour Day - Statutory Holiday (University Closed)
Tuesday, September 6	Foundations Term begins (mandatory attendance)
Wednesday, November 30	Deadline: Winter term Fees Payment

Note: If you are admitted following a submission deadline, please complete as soon as possible.

On **RWorld**, there is a MBA Checklist that will allow you to view and manage upcoming deadlines. This dynamic tool allows you to keep track of everything you need to complete in preparation to begin your MBA program.

A listing of Important Dates for the 2016–2017 academic year is available on RWorld, and will be updated as more dates are confirmed.

Note: All dates and information contained within this document are accurate at time of posting.

GETTING STARTED

THE ROTMAN GO TO GUIDE

This Go To Guide gives you an overview of the MBA program, resources in and around the School, information on Pre-MBA Program activities, and preparation required leading up to the start of your first year of the Rotman MBA program.

We encourage you to actively review this guide as a starting point, and as you get closer to the start of the program, refer to the more detailed, and regularly updated information and materials found on RWorld.

CLASS OF 2018 FACEBOOK GROUP

Everyone from each MBA Class is invited to join a private Facebook group to help you meet and get to know your classmates. We also invite a select group of second year students who are eager to help you successfully transition to life at Rotman. We call them our **Rotman To Go Guides**. You can connect with them on the [Class of 2018 Facebook Group](#).

RWORLD: THE ROTMAN WEB PORTAL

<http://rworld.rotman.utoronto.ca>

RWorld is our internal web portal. Your view of RWorld during this pre-program phase will allow you to access detailed information on the Pre-MBA Program of activities, view and complete the 'checklist of things to do' before your program begins, and learn more about the School and the Rotman MBA Program.

Once your program begins, you will receive access to a different version of RWorld that will allow you to access your course outlines and class materials, view your course schedule, sign up for events and activities, submit assignments, view your grades, and so on.

Note: You will maintain access to the Pre-MBA Program portal until October 2016.



STUDENT CARD (TCARD)

<http://www.utoronto.ca/tcard>

The University of Toronto student card – **TCard** – is the official university identification and is issued to all new students. It provides access to resources such as campus libraries, the Athletic Centre and the Housing Service, and can be loaded with money to use for photocopying, printing and to purchase food at select locations on campus. It is also required for identification during exams and to pick up assignments and course materials at Rotman.

The TCard will be available starting mid-June.

Students are encouraged to obtain their TCard prior to the start of the Pre-MBA Program in August. Additional information about acquiring the TCard can be found on RWorld. Note that your wireless access account is linked to your University of Toronto Student Card (TCard). Therefore, you will need to obtain your TCard prior to completing the Rotman IT Resources Self-Setup (the online link to be provided in August 2016).

TCards are issued from Robarts Library, 130 St. George Street, Room 2054A.

You will need your admissions letter, photo identification and proof of citizenship

(for international students, your passport and valid study permit is required) to obtain a TCard.

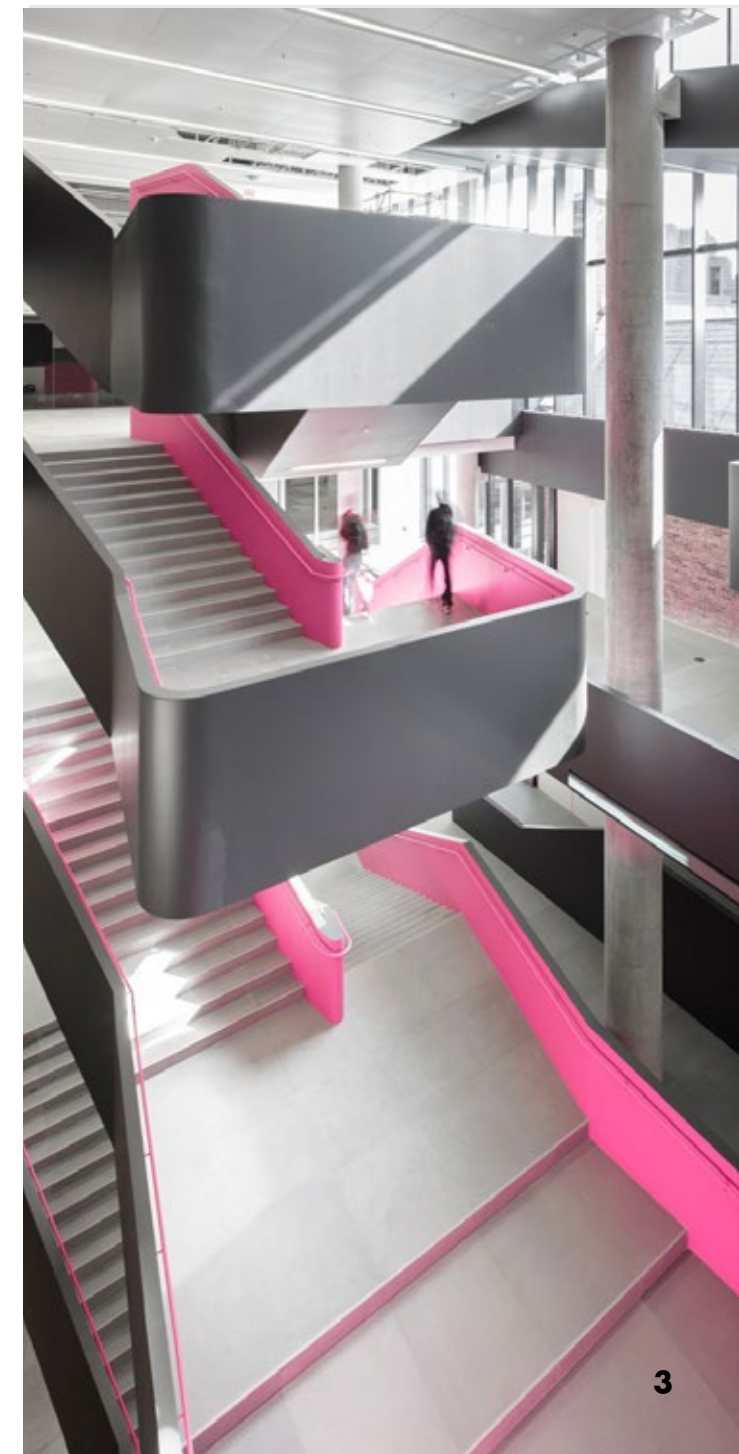
Please visit <http://www.utoronto.ca/tcard> website for hours of operation and further details.

LAPTOPS AT ROTMAN

Rotman MBA students are required to own a laptop computer that supports Microsoft Windows (Vista/7/8/8.1) and is able to connect to the Rotman wireless network.

All students will receive access to a FREE copy of MS Office Pro. The download link will be made available on RWorld mid-August.

For additional information on selecting a laptop, please see the 'Laptop FAQs' under Program Web Links on RWorld.



PRE-PROGRAM AUGUST 2016

The **Pre-MBA Program** is an on-campus program of offerings of optional, non-credit, preparatory academic and professional development activities that are designed to get you ready and prepared to start the MBA program. In addition to these skill development workshops, there are administrative sessions and online tools to access.

There are also a number of fun, social activities that will allow you to meet your classmates, upper year students and staff, and become involved in the Rotman community.



The components of the Rotman Pre-MBA Program are:

- Online Pre-MBA courses
- Pre-MBA Welcome Day
- Pre-MBA Courses & Workshops
- Rotman IT Resources Self-Setup (online)
- Rotman Rules! & Administrative Sessions
- GBC Social Activities & Buddy Program
- Rotman Orientation Program
- GBC Orientation Camp

More information will be made available starting in the Spring.

Note: the Pre-MBA Program dates listed in this section are tentative and subject to change.

ONLINE PRE-MBA COURSES

LINK GOES LIVE IN EARLY JUNE

This suite of online courses will help prepare you for your first year of the MBA program. Basic Accounting, Business Math and Statistical concepts will be covered. You'll have the luxury of working at your own pace from home, with the option of supplementing this material by attending our on-campus **Pre-MBA Courses** in August (see below).

PRE-MBA WELCOME DAY

MONDAY, AUGUST 8, 2016

Welcome Day is designed to welcome and orient incoming students to Rotman, and to briefly introduce Toronto and Canada prior to the start of Pre-MBA courses and workshops. During the afternoon, we will provide additional resource sessions for our international students. A deeper and richer Orientation follows later in August.

PRE-MBA COURSES AND WORKSHOPS

AUGUST 9 – 23, 2016

The MBA class at the Rotman School is very diverse in terms of the academic, professional and international backgrounds of our students. As such, non-credit academic pre-courses are designed to provide students with a familiarity in the core business disciplines of Accounting, Quantitative Methods and Finance.

The academic offerings are complemented by professional development workshops which cover important academic and professional skills such as communications, advanced modeling and components of the Self-Development Lab (SDL). The Pre-MBA Program is your first opportunity to begin developing and enhancing key skills that will help you achieve your goals in the MBA program and for your career aspirations. MBA pre-course outlines, workshop descriptions and the registration link will be posted on RWorld in July 2016.

ROTMAN IT RESOURCES SELF-SETUP (ONLINE)

AUGUST 2016

All students are required to complete the seven-step module to get access to their Rotman email, in-program RWorld and to view their personal course schedules. This online tutorial and quiz will guide you through the process of setting up all of your IT resources and services at Rotman. The module includes an overview of policies related to IT at the University of Toronto and an instructional video of the tools and resources available on the in-program RWorld.





ROTMAN 7-DAY ORIENTATION PROGRAM

AUGUST 24-26 & AUGUST 29 – SEPTEMBER 1, 2016 *ATTENDANCE REQUIRED

The **MBA Orientation** is a 7-day program that has been designed to launch your entire Rotman MBA experience. This interactive program will focus on key themes that will set the foundation for your academic and professional experience at Rotman, and get you thinking about your role in your own success.

GBC ORIENTATION CAMP

SEPTEMBER 2-4, 2016 (LABOUR DAY WEEKEND) *ATTENDANCE OPTIONAL

<http://inside.rotman.utoronto.ca/orientation>

GBC Orientation Camp is the 3-day overnight student-run event in Northern Ontario. Camp is a long-standing Rotman MBA tradition and it is a place where life-long friendships are formed. Registration will open in July, the registration cost to students in 2015 was \$355.00. For those who are not familiar with the idea of camping, don't worry – the Orientation Committee will provide you with all the information you need in Summer 2016.

The Canadian Labour Day statutory holiday is on Monday, September 5, 2016.

ROTMAN RULES! AND ADMINISTRATIVE SESSIONS

AUGUST 2016 *ATTENDANCE REQUIRED

This compulsory session will introduce you to the resources available at the Rotman School and allow you to complete tasks that will prepare you to begin your MBA. At this session you will also receive: a laptop backpack, Student Handbook, course packs, locker assignment, building access key fob, and name tent card.

GBC BUDDY PROGRAM & SOCIAL ACTIVITIES

LATE JUNE (BUDDY PROGRAM) & AUGUST 2016

The **GBC Buddy Program** pairs new students with current students to provide you with a familiar face and a helping hand to ease your transition into first year. This program will kick off in June. You'll have a chance to complete a survey to let us know how best to pair you.

The **Graduate Business Council (GBC)** and **Program Services Office (PSO)** host a series of social activities, both on and off-campus, throughout August to welcome you to the Rotman community and to provide you with the opportunity to meet and have fun with your future classmates and upper-year students. Be on the look out for information on our **Summer Social Series!**



PROGRAM FEES

The Program fees have three components:

1. **Annual Tuition Fee**
2. **Rotman Ancillary Fees**
3. **University Incidental Fees**

Rotman ancillary fees are charged by the School for services specific to the Full-Time MBA program. University incidental fees are charged by the University for services that are universal to all students: student unions, campus services such as Hart House and the Athletic Centre, and electronic access fees for the cost of internet-based information access. This fee also includes health coverage and dental plan. Students with equivalent insurance elsewhere may opt-out of these plans.

Please visit the Graduate Students' Union website for details: <http://www.utgsu.ca/insurance>

FULL-TIME MBA PROGRAM FEES

The annual tuition fee for the Full-Time MBA Class of 2018, starting the program in September 2016, is available on RWorld and the Rotman website: <http://www.rotman.utoronto.ca/Degrees/MastersPrograms/MBAPrograms/FullTimeMBA/GettingIn/FeesandExpenses.aspx>

In addition to the annual tuition fee noted above, students are required to submit payment for University incidental fees and Rotman ancillary fees. The University incidental fees amount to approximately \$1,300*, for domestic students and \$1,800 - \$2,000* for international students, which covers the terms from September - end-April and include campus fees and student society fees. Hart House privileges extend to end-August. The Rotman ancillary fees amount to approximately \$1,300*, which covers the terms from September - end-August. Additional details, information and finalized amounts will be updated as available and can be found on your Tuition Fee statement and on RWorld.

**Please note that the tuition fee, Rotman ancillary fees and university incidental fees are set by the University each year and are subject to change.*

UNIVERSITY HEALTH INSURANCE PLAN – INTERNATIONAL STUDENTS

The 2016-2017 University Health Insurance Plan (UHIP) fee is estimated to be approximately \$684 and will automatically be added to tuition invoices for International Students only.

More information regarding UHIP may be found at <http://www.cie.utoronto.ca/Coming/UHIP.htm>



HEALTH INSURANCE – OUT-OF-PROVINCE STUDENTS

Out-of-province students should contact their provincial health insurance provider for information regarding arranging for continued coverage while studying in Ontario.

INTERNATIONAL FEE EXEMPTIONS

International students may qualify for an International Tuition Fee Exemption if certain criterion is met. For the most part, the criterion has to do with an international student's status in Canada. If an international student meets one of the criteria and applies for an exemption prior to November 1st, the tuition fee for the entire academic year will be adjusted to the domestic tuition fee amount. If an international student meets one of the criteria and applies for an exemption after November 1st but prior to February 1st, the tuition fee for the Spring term (January-April) will be adjusted to the domestic tuition fee amount for that term.

For details on meeting the criteria for an International Tuition Fee Exemption, please see RWorld or contact the **Program Services Office** at ps@rotman.utoronto.ca

REGISTRATION, ENROLMENT & FEE PAYMENT

Registration for the MBA Program is a multi-step process involving Program Registration (first-year), Course Enrolment and Fee Payment.

STEP ONE: PROGRAM REGISTRATION (FIRST YEAR ONLY)

All students must read, sign and submit the following forms:

Due by Monday, July 4, 2016:

- MBA Program Registration Form, and
- Rotman Student Code of Conduct Form

Due by Tuesday, August 2, 2016:

- Financial Guarantee and Support Statement

The forms are posted on RWorld/Your MBA Program/Program Documents/Forms.

Completion due by the start of Orientation: Wednesday, August 24, 2016:

- Rotman IT Resources Self-Setup (online)

INTERNATIONAL STUDENTS

Due within 2 months of offer acceptance date or July 4, 2016 (whichever date comes first):

- Student Authorization form with valid Visa dates

Students who do not agree to the terms will not be considered registered and therefore will not be able to attend classes. If admitted after the deadline date, students should **submit the forms as soon as possible**, and before the first day of classes.

STEP TWO: COURSE ENROLMENT

The first year of the MBA is compulsory and all students take the same set of courses, therefore the Program Services Office (PSO) will automatically enrol students in all core MBA classes in early August of the first-year.

You will be able to view your personal class schedule once you have completed the wireless setup and receive access to the in-program version of RWorld during the Pre-MBA Program.

STEP THREE: FEE PAYMENT

Due by Thursday, September 1, 2016:

- Tuition fee statements will be available in late July online via ACORN: <http://www.acorn.utoronto.ca>
- Fee payments are accepted at most Canadian financial institutions; please keep receipts as proof of payment. Payment method instructions can be found on the tuition fee invoice or on the Student Accounts website at <http://www.fees.utoronto.ca>

In order for students to be considered registered in the program, the minimum amount as stated on the tuition fee invoice must be paid by the due date. The minimum amount is equal to unpaid fees from previous session(s) plus Fall term fees. A monthly service charge of 1.5% compounded monthly (19.56% per annum) will begin to accrue on any outstanding fall term balance as of October 15.

Students who are approved to access a Professional Student Loan Plan (PSLP) are required to make full tuition payment by the tuition fee deadline.



PROGRAM FUNDING

Rotman MBA students are eligible for a range of financial assistance options including loans, scholarships and awards. There are also part-time employment opportunities available to upper year students, such as Teaching Assistantships and special programs such as the Rotman Scholars. All are aimed at meeting the various financial needs of Rotman students for the duration of the MBA program.

Additional information can be found on RWorld.

ROTMAN SCHOLARSHIPS & AWARDS

Scholarships & awards are merit-based, allocated on the basis of academic achievement and involvement. However, there are some awards that also consider financial need alongside achievement.

Rotman offers a number of scholarships and awards to both domestic and international students in the first and upper years of the MBA program. Scholarship recipients are honoured during the Rotman Awards Reception in the Fall or, in the case of graduating students, at Convocation.

Entrance scholarships, awards and fellowships are administered through the Recruitment & Admissions Office. Students are automatically considered for most entrance awards and recipients are notified during the admissions process. There are a few entrance scholarships that require applications and are noted on the website <http://www.rotman.utoronto.ca/Degrees/MastersPrograms/MBAPrograms/FullTimeMBA/GettingIn/ScholarshipsFinancialAssistance.aspx>

Scholarships & awards for continuing students (2nd year) are managed by the MBA Program Services Office (PSO). The call for applications for these awards is sent out in May each year.

See RWorld for additional information on scholarships & awards.

PROFESSIONAL STUDENT LOAN PLANS (PSLP)

The Rotman School has partnered with specified branches of the Bank of Montreal and the Royal Bank of Canada (RBC) to provide MBA students with the PSLP, specifically tailored to help students meet the educational costs of the MBA degree.

Domestic students (Canadian Citizens and Permanent Residents) are eligible to obtain a loan amount that will cover the annual program fee, as well as all University and Rotman specific incidental fees. International students (those on a study permit) are eligible to be considered, however, students will require a Canadian resident co-signer, cash collateral or Standby Letter of Credit, and the maximum loan amounts will vary.

Please see RWorld under 'Financial Aid & Scholarships' for more detailed information on the PSLPs.





GOVERNMENT LOANS

Each provincial government administers and maintains a student financial aid program in cooperation with the federal government's Canada Student Loan (CSL) program. Students are responsible for researching funding opportunities from their respective provincial government and for applying where eligible. When applying to the provincial government for assistance, students are also automatically applying to receive a loan through the federal CSL. In Ontario, the Ontario Student Assistance Program (OSAP) is available to help supplement (not replace) the financial resources that individual students are expected to contribute.

Information about OSAP can be found online at <https://osap.gov.on.ca/OSAPPortal>

Eligibility requirements, maximum borrowing amounts and loan repayment policies vary from province to province. Usually the assistance is in the form of interest-free loans while a student is in school, although some provinces award grants to students or offer additional assistance to students graduating with debt over a certain amount.

Most provincial loans are administered centrally through the University's Enrolment Services Office.

For further information, consult the section on Financial Aid at <http://www.adm.utoronto.ca/financial-aid/canadian-government>

LIFELONG LEARNING PLAN (LLP)

Canadian citizens or permanent residents who have registered retirement savings plans (RRSPs) can use the LLP to finance their own education or that of their spouse or partner. Amounts withdrawn under the LLP do not count towards income and the RRSP issuer does not withhold taxes on these amounts. Withdrawals must be repaid over a period of no more than 10 years.

For more information, consult the Canada Revenue Agency at <http://www.cra-arc.gc.ca>

REGISTERED EDUCATION SAVINGS PLAN (RESP)

An RESP is an education savings account that is registered with the Government of Canada for parents who want to save for their child's post-secondary education. Once the child (the RESP beneficiary) has graduated from high school and enrolled full-time or part-time in a qualifying post-secondary educational program, the Plan holder can request, on his or her behalf, to withdraw money from the RESP to help pay for their studies.

For more information, consult the Canada Revenue Agency at <http://www.cra-arc.gc.ca/tx/ndvds/tpcs/resp-reee/menu-eng.html>

ONTARIO GRADUATE SCHOLARSHIPS (OGS)

The Ontario Graduate Scholarships program is intended to encourage and support academic excellence at the master's and doctoral levels. This initiative is supported jointly by the province of Ontario, the U of T and the Rotman School.

The MBA Program Services Office calls for applications each Winter (in advance of the year in which the award is to be allocated). Rotman's Master's level awards are available to domestic students.

Students are advised to consult the OGS section on the School of Graduate Studies website for further information regarding eligibility requirements:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx>

Application deadline for the 2016-17 awards is 1:00 pm EST on **Monday, May 2, 2016**

FUNDING BY COUNTRY

Many countries provide loans or scholarships specific to their citizens.

A list of external funding options available to domestic and international students can be found at this Rotman website: <http://rotman.utoronto.ca/Degrees/MastersPrograms/MBAPrograms/FullTimeMBA/InternationalApplicants/Financing/FinancialAidByCountry.aspx>

We continue to update this page as new opportunities are found and encourage you to visit the page often.



THE ROTMAN FULL-TIME MBA PROGRAM

THE ROTMAN SCHOOL

With the opening of our expanded building in 2012, we have more than doubled the size of the Rotman School and are able to provide even more student study space, lounge space and special event space in addition to state of the art classrooms and facilities. It provides Rotman with a home worthy of its ambitions to be a global leader in innovative business.

To take the virtual tour inside the building: go to the Student Life tab on RWWorld or go directly to [Google maps!](#)

THE MBA CURRICULUM

The Full-Time MBA Program comprises a first-year set curriculum of core courses and a second year in which students choose from elective courses. During the first year, students take courses divided into 4 terms.

YEAR 1: FULL-TIME MBA 2018

FALL 2016

FOUNDATIONS TERM (4 WEEKS)

Model-Based Decision Making

RSM 1110

Integrating Models & Data

RSM 1111

Ethics

RSM 1160

Managerial Economics

RSM 1210

CORE TERM 1 (9 WEEKS)

Strategy

RSM 1301

Accounting

RSM 1320

Finance I: Capital Markets & Valuation

RSM 1331

Managing Customer Value

RSM 1350

SPRING 2017

CORE TERM 2 (9 WEEKS)

Economic Environment of Business

RSM 1310

Operations Management

RSM 1340

Leading People in Organizations

RSM 1360

Statistics

RSM 1382

CAPSTONE TERM (6 WEEKS)

Model-Based Decision Making in Practice

RSM 1213

Managerial Accounting

RSM 1222

Finance II: Corporate Finance

RSM 1232

Managerial Negotiations

RSM 1261

YEAR 2: FULL-TIME MBA 2018

SUMMER TERM – MAY TO AUGUST

FALL TERM – SEPTEMBER TO DECEMBER

WINTER INTENSIVES – FIRST 2 WEEKS OF JANUARY

WINTER/SPRING TERM – JANUARY TO APRIL

= **9 Electives** or **Exchange** + **Flexible Internship** (up to 4 months) during ONE of the Summer, Fall, or Winter/Spring terms.

This is the tentative schedule for the Full-Time MBA program and is subject to change. Note that most Fall and Spring Term elective courses in the MBA Program run on a 13-week term (excluding examinations). Elective Courses scheduled during the Winter Intensive Term are normally scheduled over 9 consecutive days (3 hrs per class) within a two week period.

CLASS RESOURCES

PROJECT TEAMS

Project teams are utilized for course work and projects and are also intended to provide an academic student resource for individual course work and class preparation.

There will be approximately 350 students in your class. The class is divided into five sections of 70 students. The section to which you are assigned determines both your course schedule and the classroom in which you will be taking your classes for the first year of the program.

To allow students to benefit from the diverse backgrounds represented in the classroom, the MBA Program Services Office will form project teams for all first-year classes. All members from each project team will be in the same section. Teams are formed using factors such as academic background, industry experience and international background.

The introduction of the project teams takes place during the Rotman Orientation Program. In addition, course specific project teams can be expected.

ROTMAN SCHOLARS

To better ensure that all first year students are armed with the skills for scholastic success, the Rotman Scholar program was developed. Each year, upper year MBA students are carefully selected to serve as Rotman Scholars. Most first-year core courses have Rotman Scholars assigned to it.

The role of the scholar typically comprises a weekly tutorial session in which s/he may expand on material covered in class; provide guidance in preparation for an upcoming deliverable, quiz or exam; and/or address specific topics which individual students are seeking clarification on. In addition to the weekly tutorial sessions, the Scholar may perform other functions such as one-on-one tutoring support for students who are facing academic challenges, individual or small group meetings prior to exams or major projects, and instructor support.

COURSE PACKAGES

Course Packages for all core courses (first year) are included in the program fees for all students enrolled in a Rotman MBA degree program and are available through the PSO in room 219. Your Foundations term course packages will be distributed to you at a scheduled administrative session during the Pre-MBA Program in August. Details with regards to picking up course packages will be provided by the PSO prior to the beginning of each subsequent term.

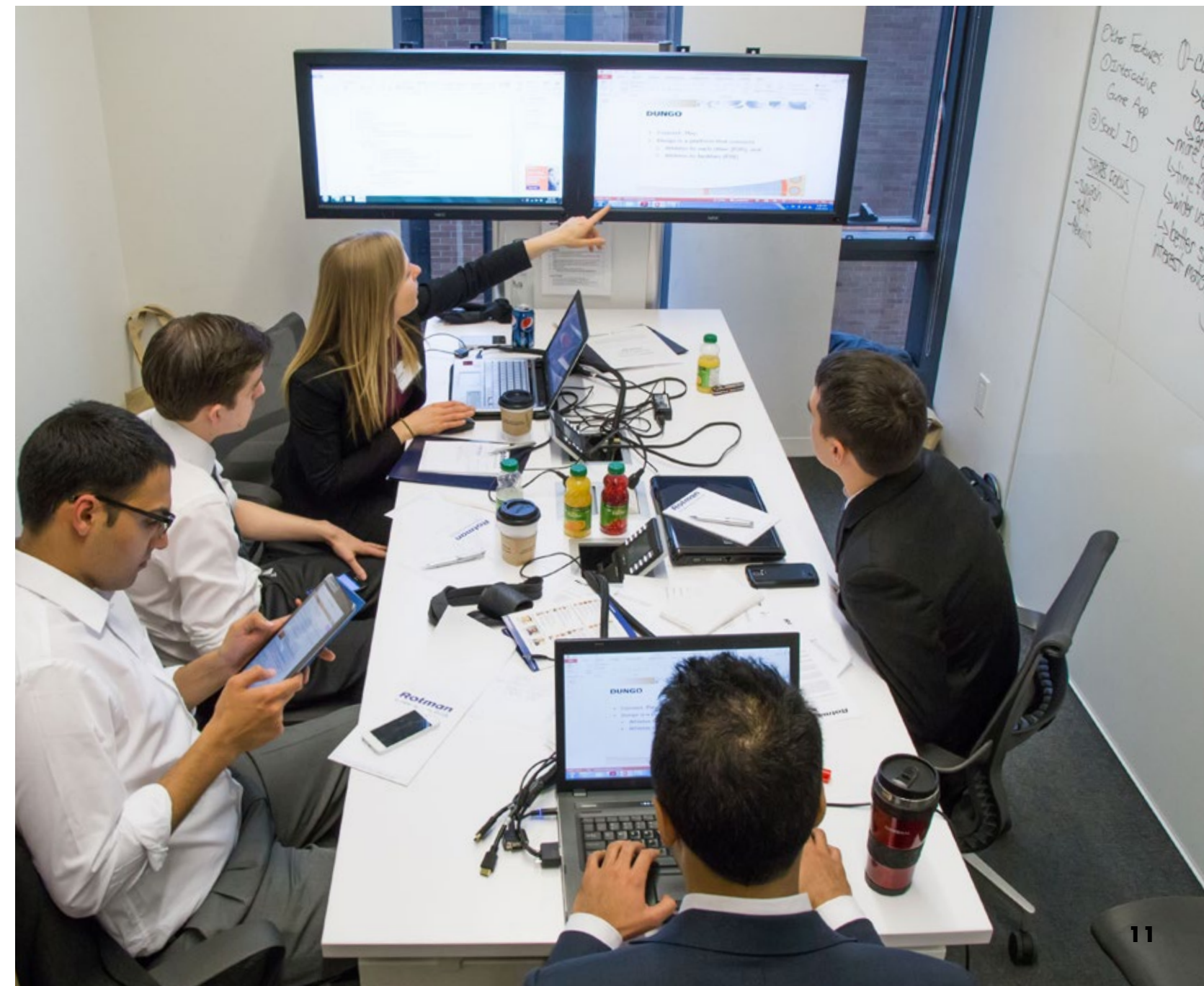
During the electives phase (second year), course packages are not included in the incidental fees. It is the responsibility of the student to purchase course packages directly from our provider.

TEXTBOOKS

A list of required textbooks for the upcoming Fall term will be posted mid-August on RWorld.

Starting in mid-August, you may purchase textbooks for the Fall term through the University of Toronto Bookstore at 214 College Street.

Please call 416-640-7900 or 416-640-5842 to ensure the textbook has arrived before traveling to the bookstore. For more information, please visit the U of T Bookstore website at: <http://www.uoftbookstore.com>



STUDENT SERVICES AT ROTMAN

PROGRAM SERVICES OFFICE (PSO)

The PSO, located on the 2nd floor, Rotman north building, is the students' one-stop shop for questions related to the MBA experience. The PSO oversees the Orientation programs, course and exam scheduling, project team assignments, grades, academic advising, tuition invoices and special letters, scholarships and financial aid, and international opportunities.

The PSO also works with the **Graduate Business Council (GBC)** and **student clubs** on a variety of topics and events throughout the school year. The PSO front desk, in Room 219, also tends to be the pick up and drop off point for many assignments and examinations, so you'll get to know the staff well!

CAREER CENTRE (CC)

The CC is located on the second floor of the Rotman north building. The CC's goal is to work in partnership with students in the process of career exploration, planning, development and execution. Through this joint effort, we work with students from pre-MBA to post-MBA to help them understand and realize their full potential. The one-on-one coaching model ensures each student has a dedicated **Career Coach** during their two years at Rotman to help them with their employment prospects

Simultaneously, we have a business development team to maintain and expand corporate relationships to enhance the reputation of the school to corporate recruiters. The CC is committed to developing and maintaining these partnerships for the Rotman School, to enable you to make successful connections to reach informed employers, and to coach you in the development of career search strategies which will benefit you throughout your career.

WHAT TO EXPECT

Once you begin the MBA program, you will be very busy with classes, assignments, club events and more.

To get a head start on recruiting/careers, please complete the preliminary activities on the Your Career tab on RWorld, available in May.

Once you've completed the pre-work, you may set up your first appointment with your Career Coach between August – October where to begin to map out your career strategy for your two years at Rotman.

INFORMATION TECHNOLOGY SERVICES – HELP DESK

The IT Help Desk, located in Room 109V on the ground floor of the Rotman north building, can assist you with resetting of passwords, questions on RWorld, webmail usage and laptop setup for wireless connectivity and printing.

BUSINESS INFORMATION CENTRE (BIC)

<http://www2.rotman.utoronto.ca/bic>

The BIC, located in Room 5005, supports the research, teaching, and learning needs of the Rotman School. The specialized digital and print collection covers a wide range of business subjects including accounting standards and guidelines; business and economics; corporate directories and rankings; and general management. Special collections include the Michael Bliss Canadian Business History collection. Database and research instruction is available for classes, groups or individually.

The BIC are *the* business and management research specialists of the 44 libraries within the University of Toronto Library (UTL) system, which is the largest academic library in Canada. UTL is ranked third among academic research libraries in North America, behind Harvard and Yale, and it is the top publicly funded research library in North America.

BMO FINANCIAL GROUP FINANCE RESEARCH & TRADING LAB

<http://financelab.rotman.utoronto.ca>

Located on the 2nd floor of the Rotman north building, the recently renovated Finance Lab is a state-of-the-art facility that integrates theory and research with practice by linking classroom topics to real-time information from markets and companies. Our multipurpose Lab facilitates training and supports research across all areas of the Rotman School. The Finance Lab team has also developed two innovative learning platforms that enable simulation-based and interactive learning, the Rotman Interactive Trader (RIT) and the Rotman Portfolio Manager (RPM). A summary of some of the databases and other tools available at the Lab can be found online at: <http://financelab.rotman.utoronto.ca/resources.asp>

WELLNESS COUNSELLOR & COORDINATOR AT ROTMAN

One day a week, Rotman MBA students are able to access counselling services, by appointment, with a registered psychologist. Contact information will be made available in September.

The goal of this support is to help students clarify issues, better understand emotions, relationships and responses, and to deal effectively with challenges, so that they are able to achieve their personal and academic best. Services are offered in a safe, caring, respectful and empowering environment, which is directed towards optimizing students' personal, academic and overall wellbeing.



ADMINISTRATIVE SERVICES AT Uoft

ACORN (ACCESSIBLE CAMPUS ONLINE RESOURCE NETWORK)

<http://www.acorn.utoronto.ca>

ACORN is the student information service that contains data relating to a student's admission to and academic performance at the University of Toronto. Students are able to access ACORN to change personal information (address and telephone numbers), to order academic transcripts, and print tuition fee invoices and tax receipts. It is your responsibility to keep your personal information up-to-date at all times.

Students use their UTORid (located on your TCard) and password to log onto ACORN.



FORGOTTEN PASSWORD

Students may register for the UTORid Account Recovery Service to enable convenient password reset via alternate email or SMS (mobile phone).

BUILDING SERVICES

LOCKERS

Lockers are assigned to each Full-Time MBA Program student for the duration of the program.

You will receive your personal locker assignment at an administrative session during the Pre-MBA Program in August.

BUILDING ACCESS

Rotman's hours of operation are Monday to Friday, 6:30am to 9:00pm. Access to the School from 9:00pm to 6:30am and on weekends requires the use of the building key fob at the North building entrance. Building key fobs are issued to registered students at a Administrative session during the Pre-MBA Program in August. It is your responsibility to keep the key fob secure, and abide by the access policies of Rotman. Lost key fobs may be replaced by notifying the Building Receptionist on the ground floor of the north building. There is a charge of \$15.00 to replace a key fob.

PRINTING

Students are given a \$30.00 printing credit, i.e. Printer Points, at the start of each academic year. Additional credit is provided for required course material that is provided only in an online format. After which, there is a cost of \$0.05 per page (black and white).

You may purchase additional Printer Points as needed through RWorld once the program begins.

PRINTERS AND PHOTOCOPY SERVICES

In the Rotman south building, there are four black and white printers available: two located on the mezzanine level and two in the 3rd level secure study lounge. There are photocopiers available in the Business Information Centre (BIC), 5th floor.

Photocopiers are operated using your TCard, which can be loaded with funds at Robarts Library.

STUDY ROOMS & SPACE

The Rotman School provides dedicated study areas for MBA students' individual and group meeting needs. Students can access group study rooms for group project work.

You will be able to access the study room bookings on RWorld at the start of the MBA Program in September.

STUDENT LIFE @ ROTMAN

Whatever your interests, you will have ample opportunity to expand your horizons and get involved with clubs, organizations, conferences, competitions and events that enhance the close-knit nature of the Rotman student community. Being a student leader gives you the opportunity to partner with faculty, staff and industry people and make an impression!

STUDENT ORGANIZATIONS & CLUBS

<http://www.rotman.utoronto.ca/studentlife>

GRADUATE BUSINESS COUNCIL

The **Graduate Business Council (GBC)** is the student elected representative organization at Rotman. The GBC acts as an umbrella for all industry, professional, cultural, sporting and social clubs, as well as a liaison with the faculty and administration at the school. The GBC Executive is comprised of upper-year students in the Full-Time, Evening and Morning MBA Programs elected to address issues and facilitate programs at Rotman.

There are a number of ways you, as a first-year student, can get involved in the GBC. First year GBC academic, sports and social class representatives are elected for each section in September. The academic reps work closely with the GBC, CC and the PSO to consolidate student feedback, while the social reps work on creating opportunities for students to interact outside the classroom and enjoy the Rotman experience.

ROTMAN STUDENT CLUBS AND ASSOCIATIONS

As Rotman continues to grow in both stature and reputation, the GBC Clubs play an increasingly important role in representing the diversified interests of Rotman students. The social aspects of the Rotman MBA are an integral part of the program. With about **30 clubs and associations**, there's something for you.

Students can network informally, blow off some steam or exercise their creativity through clubs such as the Rotman Wine Society and the Photography Association; meet others who share their professional interests through clubs like the Health Care and Biotechnology, Finance or Marketing Association; or get involved with the School's Net Impact chapter to make a difference in the community by joining the Rotman Outreach Club. For the physically inclined, there are athletic groups including hockey, rugby and golf teams as well as intramural sports teams.

New MBA students can learn more about club activities through the Your Student Life tab on RWorld. Students should also attend the Student Clubs and Associations Fair which will take place in September.

Being a part of the Rotman community means you are also part of the greater community of the University of Toronto. As a student with full-time status, your incidental fees include membership to campus athletic facilities (Hart House, Goldring, Varsity and Athletic Centres), health benefits, library services and transit discounts. You are welcome and encouraged to take advantage of all that the university has to offer.

U OF T STUDENT SERVICES

Accessibility Services: <http://www.accessibility.utoronto.ca>

Athletic Facilities (Athletic, Varsity, & Goldring Centres) and Hart House:

<http://www.physical.utoronto.ca/FacilitiesAndMemberships.aspx>
<http://www.harthouse.utoronto.ca>

Anti-Racism and Cultural Diversity:
<http://www.antiracism.utoronto.ca>

Counselling and Psychological Services:
<http://caps.utoronto.ca/main.htm>

Family Care Office: <http://www.familycare.utoronto.ca>

Graduate Students' Union (GSU): <http://www.utgsu.ca>

Health and Wellness Services and Programs:
<http://healthandwellness.utoronto.ca>

Centre for International Experience: <http://www.cie.utoronto.ca>

Multifaith Centre: <http://www.multifaith.utoronto.ca>

Student Housing Service: <http://www.housing.utoronto.ca>



Hart House is a cultural and recreational escape for students, offering athletic facilities, clubs and a theatre. General membership to Hart House is included in your incidental fees. For more information, visit www.harthouse.utoronto.ca



AROUND ROTMAN

What follows is a select list of places that are regularly accessed by Rotman students.

BEVERAGES & FOOD

COFFEE, FOOD & MORE ...

There's easy access to coffee on campus! These shops also offer lunch items, assorted pastries, and snacks.

- The Exchange Café – Rotman South building
- Second Cup – Rotman North building
- Starbucks – across the street in the Robarts Library cafeteria, 2nd floor
- L'Espresso – south east corner of Bloor Street W. and St. George Street
- Tim Horton's – corner of Bloor and Bedford (at St. George subway)

For a full listing and interactive map showing the University of Toronto's food and beverage services go to <http://www.foodmap.utoronto.ca>

PUBS/BARS

As a Rotman student, it is more than likely that you will find yourself at one of these local bars for the ever popular "Mix 'n' Mingles" or simply to hang out and relax:

- Madison Avenue Pub – 14 Madison Avenue
- Duke of York – 39 Prince Arthur Avenue
- Bedford Academy – 36 Prince Arthur Avenue

ATMS & BANKS

Automated Teller Machines (ATMs) and Banks near Rotman. The closest ATMs are:

- Robarts Library, 2nd floor – TD Canada Trust
- Athletic Centre, 1st floor – RBC
- Sidney Smith, 100 St. George St. – Scotiabank
- NW corner of Spadina Ave. & Bloor St. – CIBC (inside the 7-11)
- NE corner of Bedford Rd. & Bloor St. – BMO



The nearest five major bank branches are:

- Royal Bank of Canada, rbc.com, (Harbord & Spadina)
- Bank of Montreal, bmo.com, (Bloor & Bedford)
- Scotiabank, scotiabank.com, (Bloor & Spadina)
- TD Canada Trust, tdcanadatrust.com, (Bloor & Bay)
- Canadian Imperial Bank of Commerce, cibc.com, (Yonge & Bloor)

PROFESSIONAL STUDENT LOAN PLAN (PSLP) BANK

The PSLP is available only through the following bank branches:

- Bank of Montreal – 1 Bedford Road (at Bloor Street) for domestic students
- Bank of Montreal – 700 University Ave (at College Street) for international students
- Royal Bank of Canada – 443 University Ave (at Dundas Street)

GETTING AROUND

PUBLIC & ALTERNATE TRANSPORTATION

TORONTO TRANSIT COMMISSION (TTC)

<http://www.ttc.ca>

The TTC, which includes subway, streetcar, buses and Scarborough's Rapid Transit, is the most convenient and least expensive way to travel around Toronto. Subway hours are 6:00am to 1:30am, Monday through Saturday, and 8:00am to 1:30am on Sundays. There is also 24-hour bus service on select routes. An individual adult fare on the TTC is \$3.25 one way, or three for \$8.70. (Note: the TTC fare rates are subject to change)

The Rotman School is approximately one block south of St. George subway station at Bloor and St. George. This station services both the Bloor-Danforth and the Yonge-University subway lines.

POST-SECONDARY STUDENT DISCOUNTED TTC METROPASS

Unlimited travel monthly Metropass for Post-Secondary students are currently priced at \$112. Once the MBA Program begins, you will be able to get a TTC Student ID from the TTC and then use this ID to purchase the specially priced monthly Metropass from any TTC collector booth.

For more information on these passes, please visit https://www.ttc.ca/Fares_and_passes/Fare_information/Seniors_students_and_children/Post_Secondary_Students/index.jsp

GO TRANSIT

<http://www.go transit.com>

GO Transit trains and buses service the areas surrounding Metro Toronto.

Please refer to their website for train schedules and ticket prices.

GO TRANSIT STUDENT PASS

The GO Transit Student ID card is easy to obtain! You can get yours from the Campus TCard Office.

Bring your TCard to the TCard Office at Robarts Library and you'll get your GO Student ID on the spot.

Carry your GO Student ID card when you're travelling on the system on a student fare. You don't want to get caught without it during a ticket check!

PARKING

<http://www.parking.utoronto.ca>

Underground parking is conveniently located next to the Rotman School. The entry to the parking lot is just south of the Rotman building. There is metered street parking available on St. George Street (2 hour maximum) and additional parking lots are available on campus (see website for locations).

Student parking permits are available to all graduate students and are sold through U of T Parking Services on a monthly or seasonal basis.



BICYCLES

Toronto is accessible year-round on a bicycle! A number of bicycle parking spots are available directly in front of the Rotman building. There are also over 100 spots available outside the Robarts library (located directly across the street from the Rotman building). The Rotman School also has a limited amount of secured bicycle storage space (20 spots) in the underground parking garage, P1 level.

Spaces are managed by the Rotman Building Operations staff and are available on a first-come first-serve basis each term at a cost of \$20.

CONTACT US

PROGRAM SERVICES OFFICE

Room 219, 2nd floor, Rotman North Building – 416.978.1729

Hours:

- 8:00am – 6:30pm, Monday – Thursday
- 8:00am – 5:00pm, Friday

When you contact the MBA Program Services Office you will find that any staff member will be happy to assist you. To make your communication with our office as easy as possible, we have a dedicated e-mail address for student inquiries: psorotman@utoronto.ca.

CAREER CENTRE

Room 272, 2nd floor, Rotman North Building – 416.946.7953

Hours:

- 9:00am – 5:00pm, Monday – Friday

Summer Hours (July - August only):

- 9:00am – 4:30pm, Monday – Friday

The staff at the Career Centre are committed to providing a high level of career development support for all students in the Full-Time MBA program. Students are always welcome to contact the CC to arrange individual appointments with our Career Coaches to discuss personal job search strategies. Feel free to contact us at cc@rotman.utoronto.ca.

BUILDING OPERATIONS & CLIENT SERVICES

Front Desk, Main Floor, Rotman North Building – 416.946.7557

Hours:

- 6:30am – 11:00pm, Monday – Friday
- 8:45am – 5:00pm, Saturday & Sunday

IT SERVICES – HELP DESK

Room 109V, Main Floor, Rotman North Building – 416.946.8787

Hours:

- 8:00am – 8:00pm, Monday – Thursday
- 8:00am – 6:00pm, Friday
- 8:00am – 4:00pm, Saturday

Summer Hours (July – August only):

- 8:00am – 7:30pm, Monday – Thursday
- 8:00am – 5:30pm, Friday

LOCATON AND MAILING ADDRESS

105 St. George Street, Toronto, M5S 3E6

GET TO KNOW YOUR CAMPUS!

Take a walking tour around St. George Campus. Tours are offered seven days a week and are free of charge.

Bookings are not required for groups under 8 people. Call 416.978.5000.

