

ROTMAN ALUMNI AUDITING APPLICATION

As part of the lifelong learning initiative by former Dean Roger Martin, Rotman MBA and MFin alumni are eligible to return to audit some elective courses free of charge. The Registrar's Office facilitates this process. For your information, please review and adhere to the guidelines set out below.

How to Apply

Students are required to complete the Rotman Alumni Auditing Application Form fully and accurately. A lack of information provided may hinder the assessment and approval process. When applying to courses in different terms, please use separate sets of the Rotman Alumni Auditing Application Form.

Timelines & Class Attendance

Below is a list of timelines in which our office receives, reviews and communicates the result of your application. Results will be communicated to applicants via e-mail prior to the first class.

Process	Fall Term (Sep. to Dec.)	Winter Intensive (1 st or 2 nd Week of Jan.)	Spring Term (Jan. to Apr.)	Summer Intensive (2 nd or 3 rd Week of May)	Summer Term (May to Aug.)
Application Deadline	August 15	December 3	December 3	April 15	April 15
Results	September	December	January	May	May

Auditing courses implies attendance in class only. No work will be evaluated and no record kept of such courses on the academic transcript. Students are not to take for credit any courses they have previously audited.

Assessment & Approval

All applications are assessed on a first-come-first served basis. Approval will be granted if both of the following two requirements are met:

1. Space is available for the course(s) requested; and
2. The instructor approves of auditor attending the course

Rotman Web Portal

Rotman Web Portal is essential for the learning process as well as communications between the Registrar's Office/instructors and the students. Announcements for courses are either posted on the Rotman Web Portal or e-mailed directly to students through the e-mail address provided on the application. Access to the Rotman Web Portal will be discontinued on January 1st for Fall term courses, May 1st for Winter Intensive & Spring term courses and September 1st for Summer Intensive & Summer term courses.

Course Material

Auditors are responsible for purchasing required textbooks and course packages. Textbooks are available for purchase through the University of Toronto Bookstore. Further information will be provided about the location for purchasing required course packages.

Illegal photocopies are not permitted at the Rotman School; only true originals may be brought in to open- book examinations.



ROTMAN ALUMNI AUDITING APPLICATION FORM

Last Name: _____ First Name: _____

Student Number: _____ Graduation Year: _____

Non-Rotman Email (print clearly): _____

**Rotman Degree
Completed:**

Term Applying for:

If applying for more than one term, please submit separate applications for each term.

Course Requests

You may indicate alternate meeting sections (if applicable) should your preferred section is unavailable.

Number of Courses You Wish To Audit this Term	#
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Pref. Number	Course Code & Meeting Section (i.e. RSM2306.0101)	Course Name	Alternate Meeting Section
#1			
#2			
#3			

Additional Information/Comments
Please put down any comments you wish to make about your audit requests above.

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.