Welcome Students

Congratulations on your acceptance to The University of Toledo! We are very excited that you have chosen to pursue your education at UT. Our goal is to ensure that you have the necessary tools and information to successfully transition to UT. The first step towards success begins with orientation!

The University of Toledo values orientation as a significant component of student retention. The orientation fee is $100 per student. Students attending Rocket Transition are able to bring up to two guests to the orientation program. The orientation fee is assessed upon course registration to the student's tuition bill.

If you attend orientation or complete orientation online and decide not to attend UT, you are still responsible for payment of the orientation fee. If you do not complete orientation, you will still be billed the orientation fee upon registering for courses. Fees are non-refundable, and subject to change.

What You Should Bring to Rocket Transition
- Driver's license or State I.D.
- Sweater or jacket and umbrella
- Cell phone (if you own one)
- Money for incidentals
- Unofficial transcripts for transfer work
- Documentation for UT Mandatory: Measles, Mumps, Rubella Policy

The University of Toledo requires all incoming students to provide official documentation of having had two MMR (measles, mumps, and rubella) immunizations. You may fax your immunization documents for verification to 419.530.2612. You may also upload your documents electronically at studentwelcome.utoledo.edu. Please include your Rocket Number and semester of attendance on the fax cover sheet. Should you have any questions, please contact the Main Campus Medical Center at 419.530.3451.

NOTE: If you need accommodations for placement assessment, you are eligible for academic accommodations if you meet institutional guidelines which can be found online at utm.mede.edu/access/accredadmissions.

If you are a student with a disability who needs accommodations, you will need to submit your disability documentation directly to the Office of Academic Access as soon as you receive your acceptance letter. This will allow for a timely review and scheduling an intake appointment, please contact the Office of Academic Access at 419.530.2612 to make arrangements prior to the date of your placement test(s). Documentation will be required for placement test accommodations.

ACCOMMODATIONS DURING YOUR ACADEMIC CAREER
If you are found eligible for accommodations, you will need to schedule an intake assessment. Accommodations will not be provided until an intake assessment has been completed.

For more information regarding policies, procedures, and scheduling an intake appointment, please contact the Office of Academic Access at 419.530.4981 or (VP) 419.530.2612.

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HOW TO ACTIVATE YOUR UTAD ACCOUNT

1. Visit myutaccount.utoledo.edu and enter your Rocket ID number. This is your student ID, and it is found on your acceptance letter from UT. If you do not know your Rocket ID number, enter your social security number. You will also need to enter your eight-digit birth date as follows: mm/dd/yyyy.
2. Click on the button that says “Find Account.”
3. The next screen will say “Terms & Conditions.” Read this information and then click “I agree” at the bottom.
4. After clicking “I agree,” the next screen will ask you to set your password. Make sure you read and follow the guidelines to setting your password.
5. The next screen will ask you to choose a security question. Choose one and type in the answer. Press “set.”
6. At the next screen, press “confirm” and wait until your account is activated. You may receive an e-mail confirmation.
7. After your account is activated, your myUT username and Rocket ID number will appear to the left in a box titled “Your Account Brief.”
8. Remember your username, password, and response to your security question.

9. You must complete these steps to activate your UTAD account in order to register for orientation, check your UT e-mail, and register for classes.

YOUR UTAD ACCOUNT AND UT E-MAIL ACCOUNT
You must activate your UTAD account to use your UT e-mail. You will use your UTAD account username and password to sign into rockets.utoledo.edu, which is where you can access your University e-mail account.

You need to check this e-mail account often, as it is the official means of communication from UT.

YOUR UTAD ACCOUNT AND THE MYUT PORTAL
Your UTAD account gives you access to the myUT portal, a secure personalized Website with a single access point for information.

Specifically, your UTAD account provides:
• Access to course scheduling and registration
• Access to financial aid and billing information
• And much more!

If you need assistance setting up your UTAD account, please contact Information Technology at 419.530.2400.

Rocket Transition Program Includes:
• General check-in (Student Union)
• Continental Breakfast
• General Welcome
• Academic Expectations
• Connecting with UT Student/Administrator Panel
• Getting Down to Business
• Lunch & Information Fair
• College Meetings (advising and registration)
• Right on the Money
• Military Service Center Orientation
• Program Evaluation and pick-up student ID

We encourage you to REGISTER now!

#2 SELECT an Orientation Program Date to Attend OR Complete Orientation Online

PROGRAM DATES
Fall semester begins on August 19, 2013.

The dates for the Rocket Transition programs are:
Monday, June 17, 2013
Monday, August 5, 2013

Rocket Transition Program Schedule
Please report to the Student Union second level for orientation reservations.

The Rocket Transition program begins at 10:30 a.m. and lasts until 5 p.m. Plan to spend the entire day on campus.

#1 ACTIVATE Your UTAD Account
Your UTAD account must be activated in order to register for orientation.

#3 REGISTER for Your Orientation Program

Preferred Web Browser is Mozilla Firefox Version 5.0 or higher or Internet Explorer Version 8 or higher or Google Chrome.

• ACTIVATE YOUR UTAD AND UT E-MAIL ACCOUNTS.
  • Log into the myUT Portal at myUT.utoledo.edu using your UTAD username and password.
  • You will be directed to the “New Student” tab in the myUT Portal upon logging in, where you should click on the word “Orientation,” and then click on the “Register for Orientation” yellow post-it note to access the orientation reservation system.
  • You will need to wait 48 hours after activation of your UTAD account before entering the orientation reservation system.
  • In the orientation reservation system, please complete all steps including the questionnaire and reservation (including guest information). You will have the option of completing the 100% online orientation program or selecting a Rocket Transition program date in the reservation system. If attending the Rocket Transition program, you are able to bring up to two guests to the program with you. Please enter your guest information in the reservation system. When you are done with your reservation, please be sure to click the green “Submit” button to finalize your reservation. You will be able to exit and re-enter the orientation reservation system to complete online orientation, change your program date, guest count, etc.
  • An e-mail confirmation will be sent to the e-mail account listed in the orientation reservation system upon submitting your reservation. Please be sure to check your e-mail account. UT e-mail can be checked on the “Students” tab in the myUT Portal.

If you have any questions or encounter any difficulty with the reservation system, contact the Office of New Student Orientation Programs at 419.530.1267 or toll-free at 877.792.0005.

#4 TAKE Applicable Placement Tests

TAKE APPLICABLE PLACEMENT TESTS
Description of all placement tests can be found in the “New Student” tab in the myUT Portal. Placement tests are given in math, chemistry, and foreign languages.

WHICH PLACEMENT TESTS DO YOU NEED TO TAKE?
Please contact your academic advisor at UT to determine the tests you will need to complete prior to attending Rocket Transition or meeting with an academic adviser. No appointments are needed; however, each test lasts approximately 45 minutes.

WHERE CAN YOU TAKE PLACEMENT TESTS?
Placement tests can be taken in the Test Center located in the MEMORIAL FIELD HOUSE ROOM 1080.

The Arabic and Chinese placement tests must be scheduled through the Foreign Language Department. The French, German, Japanese, Latin and Spanish foreign language tests must be completed in the Test Center.

Students completing Orientation Online:
After completing orientation online, you will need to contact your admitted college at UT to schedule an advising appointment. All UT placement tests must be completed before meeting with an academic adviser.

Students attending Rocket Transition:
If attending Rocket Transition, you will be able to meet with an academic adviser and register for Fall courses at the program.

If you have questions, please contact the Office of New Student Orientation Programs at 419.530.1267.

Students admitted for the Fall semester are required to submit their own photograph in order to obtain their UT Student ID called the Rocket Card.

Students completing Orientation Online:
After submitting a photograph online, you will have up to 3 business days to process the order before the card may be picked up on campus. Students completing orientation online will need to pick up their Rocket Card at UT Main Campus in Rocket Hall Room 1917 (MyPIC Office).

Students attending Rocket Transition:
Students submitting their photograph via the myUT Portal at least 3 days in advance of their scheduled Rocket Transition program date will be able to pick up their Rocket Card at the conclusion of the Rocket Transition program. If you are unable to submit a photo, a picture will be taken at the program and the ID printed that day.

For complete details and information about the Rocket Card photo submission process, visit the New Student Tab in the myUT Portal, and click on “Student ID” on the menu. If you have questions about the photo submission process or your Student ID, please contact 419.530.4807 (MyPIC Office).

#5 STUDENT ID (Rocket Card)
Photo Submission Process

You must activate your UTAD account to use your UT e-mail.

Photography services are located in the MyPic office.

If you have questions on guest parking, please call guestparking.utoledo.edu.

Guests may secure a guest permit for $3/day by logging onto http://

http://parking.utoledo.edu. If you have questions on guest parking permits, call MyPic office at 419.530.4807.

You may park in Area 13 (fee letter B on the map for placement testing) Memorial Fieldhouse Room 1080 after securing a guest parking permit. There are also limited spaces with parking meters available in Area 13 which do not require a permit, but do require hourly payment (coins).