A message from our Director of Student Services

Welcome all UTSC students! This year is a year of transition, and of new beginnings. The campus is in a period of growth and change, with a commitment to students and their wellbeing and success. We have put together this guide to help you with course registration, and understanding your finances for this year. There are a lot of little nuggets of information that will be helpful as you are planning your program and degree. We are here for you every step of the way, so please make sure you visit the Office of the Registrar if you need help.

In addition to all of the fun stuff, I hope you take the time for self-care and to do the things that make you happy. UTSC is a community, and there are so many things you can do and participate in to keep you connected with your friends and professors.

Thanks for letting me share in a part of your journey. My team and I are looking forward to seeing you all in our new space in Highland Hall!

Best Wishes,
Fiorella Sabadin
Associate Registrar and Director of Student Services
### FALL 2019 / WINTER 2020 ACADEMIC DATES

<table>
<thead>
<tr>
<th>UTSC Dates</th>
<th>F Section</th>
<th>Y Section</th>
<th>S Section</th>
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<tbody>
<tr>
<td>Duration of classes</td>
<td>Sept 3 - Dec 2</td>
<td>Sept 3 - April 3</td>
<td>Jan 6 - April 3</td>
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<td>Reading week</td>
<td>Oct 12 - Oct 18</td>
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<td>Study break</td>
<td>Dec 3 - Dec 5</td>
<td>Dec 3 - Dec 5</td>
<td>April 4 - April 7</td>
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<tr>
<td>Final exam period</td>
<td>Dec 6 - Dec 21</td>
<td></td>
<td>April 8 - April 25</td>
</tr>
<tr>
<td>2019 Summer deferred exam period</td>
<td>Dec 3 - Dec 21</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2019 Fall deferred exam period</td>
<td></td>
<td></td>
<td>April 4 - April 25</td>
</tr>
</tbody>
</table>

#### University Closures
- Sept 2 (Labour Day); Oct 14 (Thanksgiving Day); Dec 23 - Jan 3 (December break); Feb 17 (Family Day); April 10 (Good Friday)

#### Course Enrolment & Term Work

- **View your start time on ACORN (degree students only)**
  - 1st, 2nd, 3rd Year Students: July 2
  - 4th Year & 5th Year Students: June 21

- **Course enrolment begins**
- **Add up to 2.5 credits per semester**
  - 1st Year: July 8
  - 2nd Year: July 11
  - 3rd Year: July 10
  - 4th & 5th Year: June 26

- **Add up to 3.0 credits on ACORN**
- **Begins: August 8**

- **Add St. George or UTM courses**
- **August 9 beginning at 6:00am**

- **Add courses on ACORN by this date to avoid the registration penalty (maximum $114)**
- **August 12**
- **November 22**

- **Late registration penalty applied at the Registrar’s Office**
- **August 13**
- **November 25**

- **Financial cancellation and course removal date due to non-payment/deferral**
- **August 26**
- **December 6**

- **Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge**
- **September 2**
- **January 5**

- **UTSC waitlist ends- check status of your courses**
- **September 11**
- **January 14**

- **Deadline to adjust course load (for students on probation and/or writing deferred exams)**
- **September 16**
- **January 19**

- **Deadline for registered students to add courses or make a section change on ACORN**
- **September 16**
- **September 16**
- **January 19**

- **Deadline to drop courses without academic penalty and have them removed from transcript**
- **Nov 18**
- **Feb 17**
- **March 22**

- **Credit/No Credit an elective or breadth requirement: Request or remove this assessment from your transcript**
- **Sept 3 - Dec 2**
- **Sept 3 - April 3**
- **Sept 3 - April 3**

- **Last day to submit term assignments**
- **Dec 2**
- **April 3**
- **April 3**

- **Request a late withdrawal from a UTSC course on eService (see our website for St. George and UTM deadlines)**
- **Dec 2**
- **April 3**
- **April 3**

#### Choosing Your Program (Subject POST)

- **Enrolment period of unlimited programs**
  - Anytime

- **Application period for limited enrolment programs**
  - See page 6 for details

#### Graduation

- **Request for graduation for June 2020 on ACORN**
  - November 15 - February 17
### Students who rely on financial aid to pay their registration fee are advised to apply for funding early in order to request a tuition fee deferral. Students who are deemed ineligible for a fee deferral are required to make a tuition payment on their own to register, and reserve their spot in the courses they have chosen. Make financial arrangements early!

**Fall 2019 / Winter 2020 Financial Dates**

<table>
<thead>
<tr>
<th>Fall/Winter</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Assessment/ Invoices available</td>
<td>July 15</td>
<td></td>
</tr>
<tr>
<td>Deadline to register by paying or deferring your fees*</td>
<td>August 12</td>
<td></td>
</tr>
<tr>
<td>Fee deferral request period</td>
<td>July 15 - August 12</td>
<td></td>
</tr>
<tr>
<td>Late registration penalty applied at the Registrar’s Office</td>
<td>August 13</td>
<td></td>
</tr>
<tr>
<td>Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge</td>
<td>Fall session - Sept 2, Winter session - Jan 5</td>
<td></td>
</tr>
<tr>
<td>Financial cancellation and course removal date due to non-payment or successful fee deferral</td>
<td>August 26</td>
<td></td>
</tr>
<tr>
<td>Deadline to pay Fall semester balance to avoid service charges</td>
<td>September 30</td>
<td></td>
</tr>
<tr>
<td>Monthly service charges applied to all accounts with an outstanding Fall semester balance on these dates until fees are paid in full</td>
<td>October 15, November 15, December 15, January 15, February 15, March 15, April 15, etc.</td>
<td></td>
</tr>
<tr>
<td>Deadline to pay Winter semester fees in full to avoid service charges</td>
<td>November 30 for Non-OSAP Students without a fee deferral, January 31 for OSAP Students with a fee deferral</td>
<td></td>
</tr>
<tr>
<td>Monthly service charges applied to all accounts with an outstanding Winter balance on these dates until fees are paid in full</td>
<td>December 15, January 15, February 15, March 15, April 15, etc.</td>
<td></td>
</tr>
</tbody>
</table>

**Students studying in the Winter semester only**

| Fee Assessment/ Invoices available | July 15 |                |
| Deadline to register by paying or deferring your fees* | November 22 |                |
| Fee deferral request period | July 15 - November 22 |                |
| Late registration penalty applied at the Registrar’s Office if you enrol in your initial course(s) after November 22 | November 25 |                |
| Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge | January 5 |                |
| Financial cancellation date due to non-payment or successful fee deferral | December 6 |                |
| Deadline to pay Winter balance to avoid service charges | January 31 |                |
| Monthly service charges applied to all accounts with an outstanding Winter semester balance on these dates | February 15, March 15, April 15, etc. |                |

**Refund Schedule**

Learn when to drop a course in order to be eligible for a full or partial refund:
http://www.utsc.utoronto.ca/registrar/financial-deadlines

**OSAP/Financial Aid**

- Deadline to apply for financial aid in order to be eligible to request a tuition fee deferral* (Fall/Winter or Fall only) June 30, (Winter only) September 30
- Deadline to apply for OSAP without a fee deferral (Fall only) October 21, (Fall/Winter or Winter only) February 24

**Upcoming - Summer 2020 semester**

- Apply for OSAP extension/reinstatement or new application April 5

*Students who rely on financial aid to pay their registration fee are advised to apply for funding early in order to request a tuition fee deferral. Students who are deemed ineligible for a fee deferral are required to make a tuition payment on their own to register, and reserve their spot in the courses they have chosen. Make financial arrangements early!*
ACADEMICS

The right program can change your outlook inside and outside of the classroom. Your academic journey starts by exploring your interests and developing your passions. The University’s academic offerings are supported by world class faculty and dedicated staff committed to helping you achieve your goals.
Your U of T Degree

A University of Toronto degree is designed to be comprehensive and provide you with a broad skillset. A degree is a combination of program requirements and degree requirements, this includes electives and breadth requirements for you to develop knowledge within a range of disciplines. It ensures that you gain strong numeracy and literacy skills that are marketable and transferable across a multitude of employment fields. You must complete a minimum of 20.0 credits comprised of your degree and program requirements, as well as a minimum CGPA, to be eligible for graduation.

Types of Degrees

UTSC offers the following Honours degrees:

- Honours Bachelor of Arts (HBA)
- Honours Bachelor of Science (HBSc)
- Bachelor of Business Administration (BBA)
- Double Degree (BBA/BSc) Management & Finance and Statistics – Quantitative Finance Stream
- Combined Degree (Combined HBA/HBSc and Master of Teaching)
- Combined Degree Mental Health Studies and Master of Social Work
- Combined Degree Environmental Science and Professional Master of Engineering

Degree Requirements

Follow the degree requirements in the Calendar of the academic year that you were admitted to UTSC. For example, if you were admitted in September 2019 you would follow the degree requirements in the 2019-2020 Calendar. Degree requirements include your electives and breadth requirements.

Electives

The total number of credits you will earn by completing your program(s) requirements is only one part of your degree. Elective courses are additional courses taken outside of your program(s). You are encouraged to challenge yourself with these courses and get out of your comfort zone.

Breadth Requirements

All courses at UTSC have been categorized under one of five breadth requirements. Every course offered at UTSC falls into one of these categories, this is noted in the course description found in the Calendar. Students who began their studies as of Summer 2010 are required to satisfy 0.5 credit in each of the five breadth requirement categories:

- Arts, Literature & Language
- History, Philosophy & Cultural Studies
- Social & Behavioural Sciences
- Quantitative Reasoning
- Natural Sciences

Program Requirements

Every program at U of T has a specific set of courses that you must complete; these are program requirements. Requirements may change from year to year. To determine which Calendar to follow for your program requirements, see page 7.
Degree Planning & Assessments
www.acorn.utoronto.ca/degree_explorer.php

Degree Explorer is U of T’s official degree planning tool. It visually outlines your program and degree progress, and allows you to create future academic plans. You can review your academic history, degree requirements or use the planner to determine how future course choices might meet your requirements. Use your UTORid and password to log in.

Plan Your Degree
Use the academic planning feature to create mock timetables for future sessions to help you make informed decisions about courses and programs.

Program and Degree Requirements
Degree Explorer’s status bar will demonstrate which requirements are pending, incomplete, or complete. This is a helpful assessment tool that you can refer to throughout your academic career to ensure that you are on track for graduation.

Program Exceptions
Students are encouraged to use this tool throughout their studies, it can also be used to assess eligibility for Convocation. If you submitted a program exception form to our office, our Records & Convocation team will update exceptions on your record once you request graduation.

Year of Study
The U of T designates your year of study based on the number of credits you have completed as a degree student, and not on the number of years you have attended. Non-degree students and visiting students are not assessed for a year of study.

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 credits or fewer</td>
<td>4.0 - 8.5 credits</td>
<td>9.0 - 13.5 credits</td>
<td>14.0+ credits</td>
</tr>
</tbody>
</table>

Double Degree Students only:

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 credits or fewer</td>
<td>4.0 - 8.5 credits</td>
<td>9.0 - 13.5 credits</td>
<td>14.0 - 19.5 credits</td>
<td>20.0+ credits</td>
</tr>
</tbody>
</table>

Program Combinations

Selecting your program is your opportunity to determine the direction your studies take. A program is a collection of courses focusing on a specific subject area. When you are expecting to complete 4.0 credits (or your first year of study), you must declare your program(s) of study on ACORN.

Take the time to explore the program options offered at UTSC and utilize campus resources if you need help finding the right program for you. Note that transfer and IB credits will be counted towards the amount of credits that determines your year of study.

There are three types of programs: A Specialist, a Major, and a Minor. Each program type indicates the level of concentration in a subject area with a Specialist having the highest focus on a topic and a Minor having the least.

You are encouraged to select a program or an appropriate combination of programs, that suits your academic interests in order to complete your degree. This might mean specializing in one program, or combining programs (as seen below). However you decide to pursue your studies, your degree must be composed of one of the following combinations of programs in order to graduate:

- **1 Specialist** OR
- **2 Majors** OR
- **1 Major & 2 Minors**
A specialist program provides you with an in-depth, focused, and sophisticated understanding of a subject area. Of the 20.0 credits that you will need to graduate, a specialist program can satisfy between 12.0 – 16.0 credits, depending on the program.

A major program is designed to provide you with a concentrated understanding within an academic field. Opting to complete a major provides you with the opportunity to combine multiple programs across the Arts, Sciences, or Economics for Management. It is not enough to study one major program, so you will be expected to combine your major with an additional major program, or two minors. Of the 20.0 credits that you will need to graduate, one major program can satisfy between 7.0 – 9.0 credits, depending on the program.

A minor program gives you the flexibility to diversify your academic portfolio and shape your degree based on what you love. It will introduce you to a subject area and allow you to augment skills that can be applied to other fields. Of the 20.0 credits that you will need to graduate, one minor program can satisfy 4.0 – 5.0 credits.

Choosing Your Program

Who Can Enrol in a Program?
Degree students who are expecting to complete 4.0 university credits (including all eligible transfer credits) by the end of a session are required to complete this step. You must be active in either a Specialist, two Majors, or one Major and two Minors on ACORN before course enrolment begins, or your course enrolment privileges will be blocked. If you are waiting for a reply to a limited enrolment program application, you should temporarily select an acceptable combination of unlimited programs in order to continue modifying/adding your courses.

You can make changes to your program(s) as your academic career progresses if needed. As a UTSC student, you may only apply for and complete UTSC programs. Non-degree and Visiting Students cannot select a program.

<table>
<thead>
<tr>
<th>Applying at the end of the 2019 Summer Session (Round 2)</th>
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<tbody>
<tr>
<td>Calendar in effect for Program Requirements</td>
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<tr>
<td>Application dates</td>
</tr>
<tr>
<td>Offers are made on ACORN</td>
</tr>
<tr>
<td>Deadline to accept an offer</td>
</tr>
</tbody>
</table>

Unlimited Programs
You may enrol in an unlimited program at any time on ACORN. These are programs that have unlimited space and do not require specific criteria, like a GPA requirement, to be met.

Apply for Limited Programs
Limited programs require an application, and you must meet the requirements to request the program in order to be considered.

Students with fewer than 4.0 credits may select a program if they wish but this is not required.
If your application to a limited enrolment program is successful, your status will be invited until you accept it (or the offer expires, see chart). If you miss the deadline to accept the offer, you will have to wait until the next request period to apply for the program. When a program is active it means that you are enrolled in that program. (If your application to a limited program was refused, you must have an alternate active program listed on ACORN.)

You may enrol in only one co-op or limited enrolment specialist program. If you are invited to more than one, accept the one you want, and delete the others.

**Declare Your Program(s) on ACORN**

utsc.utoronto.ca/registrar/programs

Near the end of your first year (upon completing your fourth credit at U of T), you will gain a better understanding of your academic interests.

**Remove a Program from ACORN**

1. Follow steps 2-3 from the previous column.
2. Click the gear icon on the top right corner of the program you wish to remove.
3. Select “Remove Program” from the drop-down menu that appears, and confirm your selection.

**Follow the Appropriate Calendar**

Students who declare a program for the first time or change their program as of April 2013 must follow the program requirements in the Calendar in place based on the start session of the program (per Degree Explorer). Students who declared a program prior to April 2013 can complete the program requirements in the Calendar of the year they enrolled at UTSC, or any subsequent Calendar.

**Finding the Right Program for You**

www.uofm/choosing

Visit the Academic Advising & Career Centre, located in AC213, and your faculty if you need support selecting the right program(s). “Choosing Your Program Month” is in March, and you can learn more about your program options through networking opportunities such as a fair, on-line chats and more.
Reading a UTSC Course Code

A course code is a combination of letters and numbers assigned to every course offering. This code allows you to add a course on ACORN and provides information such as; the area of study the course belongs to, level of the course, the U of T campus the course is located, and more. See the example below for ENGA18H3 F:

ENGA18H3 F
The first three characters indicate the program that the course belongs to. In this case, it is English.

ENGA18H3 F
The fourth character will always be one of four letters: A, B, C, or D. A-level courses are designed to introduce you to a topic. D-level classes are the most advanced undergraduate classes offered at UTSC.

ENGA18H3 F
Each course has a unique number that is used to identify it on ACORN. It makes all the difference between taking “Poetry and Popular Culture” instead of “Introduction to 20th Century Literature.”

ENGA18H3 F
The seventh character indicates the credit value of the course; the majority of UTSC courses are half credits. H = 0.5 credit Y = 1.0 credit

ENGA18H3 F
U of T is a tri-campus university. The last number indicates which campus offers the course (between the Scarborough, Mississauga and St.George campuses).

\[ \text{UTSC} = 3 \quad \text{UTM} = 5 \quad \text{FAS (St.George)} = 1 \]

ENGA18H3 F
The last letter appears as F, S, or Y. It identifies the session in which a course is offered, and the academic duration of the session.

F = May – June, or September – December
S = June – August, or January – April
Y = May – August, or September – April
Enrol in all of your desired Fall/Winter courses when your course enrolment start date and time begins. You can make changes to your timetable before the semester begins with no penalty, but it’s important to enrol in courses early to avoid disappointment as they become full quickly. See page 1 for deadlines to add or drop courses once the semester begins. It’s a good idea to have a backup list of courses in mind just in case a course or meeting section is full. Be mindful of course schedules indicated on the timetable to ensure that there are no conflicts in your schedule.

If you choose to have a conflict in your schedule, the university is not obligated to make accommodations in the event that scheduling conflicts arise, such as presentations or term tests scheduled at the same time. We recommend that you only have a conflict in your schedule if one of the courses is WebOption and you have notified both instructors.

**STEP 1: Find Courses Using the UTSC Academic Calendar**
www.utsc.utoronto.ca/calendar

The Calendar is a document produced annually that provides up-to-date information on programs, courses, and university policies that will guide your academic choices during your time at UTSC. It will help you advance through your academic career successfully. Use the program and degree requirements outlined in the Calendar that you are following to determine the courses you will need to complete in order to graduate.

The Calendar provides the course codes that you will use to sign up for courses on ACORN. Each course has its own “biography” - a synopsis of what the course will be about; applicable prerequisites, corequisites, exclusions; which breadth requirement category it fulfills; and any additional information. It will help you make decisions and prepare you for the academic year ahead. Meet with an Academic and Learning Strategist and/or use Degree Explorer to help you plan for the future.

As you browse through the Calendar, write down course codes (and their titles) that you should be taking for your program in the upcoming year, along with some courses that are outside of your program – these are called electives. For example, if you are specializing in English, taking a course in Psychology would be an elective. It’s important to note that some courses listed in the Calendar may not be available each and every session. Consult the Course Timetable (step 2) to determine whether a course is being offered and when.

**STEP 2: Build Your Schedule**
utsc.utoronto.ca/timetable

**Using the Timetable**

As you plan your upcoming semester(s), use the Course Timetable to determine the dates and times of your lectures, and tutorials or practicals (if the course requires them).

To get started, follow these easy steps:
1. Visit the Timetable website to begin searching for courses.
2. Select your academic period. In this case, it would be Fall 2019/Winter 2020.
3. Filter your search. You can use the drop down menu to search all UTSC courses, or by a specific department. Click “Display by Discipline” to see your results. You can also type in the specific course code and click on “Display by Course”.
4. Read enrolment controls and course information when your search results appear.
Is Your Enrolment Blocked?
If your start time has already begun, but you’re not able to add a course, don’t panic! Read the enrolment controls and information tabs on the Timetable website. This will provide detailed instructions such as who is eligible to enrol in courses based on program or year of study; whether enrolment will open up to all students outside of the program (and if so, when), and additional important information.

Enrolment controls often limit initial enrolment to eligible students who meet very specific criteria for certain courses. This does not always mean that you cannot enrol in the course – it may simply indicate that you can try again after a certain date if you do not meet the initial criteria at that moment.

It’s important to read this information carefully to avoid disappointment and confusion when you are enrolling in courses on ACORN.

Course Meeting Sections
Course listings on the Course Timetable will provide information regarding a course meeting section. A meeting section is the method the course will be taught in (e.g. day or evening, in person or online). There are a variety of meeting sections.

Lectures (in-person): U of T faculty bring course material to life. These are the traditional lectures that take place in person, typically starting 10 minutes after the hour. Some lectures meet multiple times a week. The Course Timetable will tell you when and where each class is held.

Online: Online lectures are intended to provide you with flexibility in how you learn, and grant you the independence to determine when you will learn by watching your lectures online.
Tutorials & Practicals
These mandatory meeting sections provide an opportunity to work outside of lectures in smaller groups, ask questions, have in depth discussions with your classmates, and get hands on experience. Tutorials and practicals typically begin the week after the first lecture, and your professor will provide details once classes begin. Additional info can also be posted on the course timetable website.

Timetable Builder
ttb.utoronto.ca

The Timetable Builder website is the University's official tool to help students plan their schedules. Simply go to the link and the Timetable Builder will give you the ability to automatically generate a visual course timetable based on your time preferences and course selections. You can also block off time to accommodate jobs and other personal commitments.

For more information, you can watch the following video tutorial on how to use the Timetable Builder: https://www.youtube.com/watch?v=4-GNwup3WII&t

Note: The Timetable Builder is currently tailored to UTSC students and includes only UTSC courses.

STEP 3: Course Enrolment on ACORN
www.acorn.utoronto.ca

ACORN is an online platform that enables course management activities and maintains a record of your academic history and performance. You will use ACORN to enrol in courses, view grades and tuition fees, and much more. Keep your personal information up to date (address, email, bank information, legal status)! Any eligible tuition refunds will be sent to you using the details you provide. The contact information listed on ACORN is also used to connect with you about critical information related to your registration. To login, use your JOINid/UTORid and password.

Course Enrolment Dates

<table>
<thead>
<tr>
<th>Years of Study</th>
<th>View Start Time on ACORN</th>
<th>Course Enrolment Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>July 2</td>
<td>July 8</td>
</tr>
<tr>
<td>2nd year</td>
<td>July 2</td>
<td>July 11</td>
</tr>
<tr>
<td>3rd Year</td>
<td>July 2</td>
<td>July 10</td>
</tr>
<tr>
<td>4th &amp; 5th Year</td>
<td>June 21</td>
<td>June 26</td>
</tr>
<tr>
<td>Non-Degree</td>
<td>N/A</td>
<td>begins at 10am on July 15</td>
</tr>
</tbody>
</table>

Degree students can login to ACORN to check their start time by clicking on “Enrol & Manage” from the Academics Menu option. Your start time will indicate when your enrolment window opens and you can begin adding courses; prior to your start time you may not enrol in courses. You may still add courses or make course or section changes after your start time but it is recommended that you add courses as early as possible to avoid disappointment. Non-degree students will not be assigned a start time, they may simply enrol in courses starting on the date and time indicated above.

Add a Course:
Plan Ahead with the Enrolment Cart

Use the enrolment cart on ACORN prior to course enrolment to save courses and activity sections that you intend to enrol in. You will not be automatically enrolled in these courses when your start time begins – you must return to your cart and click “ENROL” to officially add the courses, otherwise they will remain in your enrolment cart.
When Your Start Time Begins
1. Select “Enrol & Manage” from the Academics menu, and select 2019 Fall or 2020 Winter.
2. Click the “Courses” button, type the course code in the search field, and click the course you want.
4. A pop-up window will appear for you to select a lecture, then a tutorial and/or practical section (if applicable for that course).
5. Click “Enrol”, ACORN will confirm if your enrolment was successful, or if there is no space remaining (or enrol from your enrolment cart).

Waitlists
www.utsc.utoronto.ca/waitlists

If a lecture section is full, you can add yourself to a waitlist if one is available. The waitlist is an electronic queue that allows you to wait to get into a class in the event space becomes available. You may log into ACORN to view your rank on the waitlist as your position will change if people drop the course or are removed from it.

ACORN will automatically enrol you into the course if a space becomes available and you are next on the list. You will be responsible for the new course fee and it will be visible on your invoice as soon as you are enrolled into the course, so we recommend that you check your invoice and timetable on ACORN frequently to see if any changes have occurred. A charge applies once you are enrolled in a course; there is no fee to waitlist a course. You can waitlist a maximum of 1.0 credit per session, and this will count towards your total course load for that session. If you no longer want to take a course, be sure to remove yourself from the waitlist to avoid being added to the course and charged tuition fees.

Some courses have multiple lecture sections. You cannot enrol in one lecture section, and then waitlist for a different lecture section for the same course.

Conflicts
Every effort should be made to finalize your courses by the end of the first week of classes. Your schedule should not have any overlapping meeting sections, or conflicts when you view your weekly timetable on ACORN.

Conflicts will be highlighted in red and must be adjusted so that no conflicts appear on your timetable. If you choose to keep a conflict in your schedule, you do so at risk of missing important term work, course content and tests. Special accommodations will not be granted due to a conflict.

Dropping a Course
If you decide that you no longer want a course, drop it on ACORN immediately using the Courses tab. Click the gear next to the course title, and select “Drop course” from the drop-down menu that appears. You are responsible for any fees and academic penalties associated with a course, even if you have not attended any lectures, tutorials, or practicals. Be sure to double check that you successfully removed the course from your timetable!

There is a period of time during which you are able to drop courses without academic penalty. This means that you can drop a course on ACORN and it is removed from your academic history/transcript and there is no record of your enrolment in it.
There are also multiple refund deadlines depending on when you drop a course. Be sure to review the refund deadlines when deciding to drop a course.

Academic deadlines: see page 1
UTSC Refund Schedule: learn more on page 29

**Modifying Course Meeting Sections**
Once you are enrolled in a course, you can make changes to your meeting section on ACORN until the last day to add courses for that session. Once the deadline to add/modify courses has passed, changes must usually be authorized and approved by the relevant academic department.

**Late Withdrawal Requests**
[www.utsc.utoronto.ca/registrar/dropping-courses](http://www.utsc.utoronto.ca/registrar/dropping-courses)

If you missed the deadline to drop a course without academic penalty (i.e. have it removed from your transcript), your last opportunity to withdraw from the course is by requesting a late withdrawal (LWD) on eService, the Office of the Registrar’s web based request system. You may use this option for up to 3.0 credits throughout your studies. You must request LWD during the request period. These dates are available using the link above.

The course code and title remain on your transcript, but a grade will not appear, and the course will not impact on your GPA. Where a final grade typically appears, the letters “LWD” will appear in its place.

**Declare a Late Withdrawal Online**
1. Visit the eService website: [www.utsc.utoronto.ca/regoffice/eservice/student](http://www.utsc.utoronto.ca/regoffice/eservice/student)
2. Login to eService with your UTORid and password
3. Using the menu, find the “COURSES” heading and select “Late Withdrawal (LWD)”
4. Click “Submit New” and follow the prompts.

**Credit/No Credit Option**

<table>
<thead>
<tr>
<th>Request Period</th>
<th>F Section</th>
<th>Y Section</th>
<th>S Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 3 - Dec 2</td>
<td>Sept 3 - Apr 3</td>
<td>Sept 3 - Apr 3</td>
<td></td>
</tr>
</tbody>
</table>

ACORN provides the option of assigning a course you have enrolled in with an assessment mode of Credit/No Credit during the request period. CR/NCR courses count towards your degree credits that you need to graduate, but will have no impact on your GPA. Instead of earning a grade, a “CR” (Credit) or “NCR” (No Credit) notation will appear on your transcript.

To earn a credit, you must have a final grade of at least 50%; grades below will not earn a credit and an NCR notation will appear. If you select the CR/NCR option and then change your mind about this assessment for the course, you must cancel it on ACORN during the request period. Degree students can request a maximum of 2.0 credits to be assessed as Credit/No Credit for electives or breadth requirements. Credit/No Credit cannot be used for program requirements.

**Dropping to Part-Time Studies**
Over the semester, priorities can change and you may decide that studying part-time is the best decision for you in a particular session. If you drop to part-time (fewer than 1.5 credits in a semester), it is ideal to adjust your course load on ACORN during the 100% refund period. Otherwise, you will be charged for full-time incidental fees, regardless of your course load. ACORN will reassess program and course fees based on when you made changes.

It is helpful to refer to the refund schedule throughout the session if you are considering dropping a course so that you know if you are entitled to a refund. There are several refund periods that will entitle you to a percentage of your fees back and a period where you are no longer able to qualify for a tuition fee refund.
Are You Receiving Financial Aid?
Visit us in person to learn how dropping one or more courses may impact your funding.

Cancelling Your Registration
If you decide that you are no longer able to study in a particular semester, there is no formal withdrawal process. If you need to drop all of your courses, you must do so on ACORN. When you drop your last course, you will be asked if you want to cancel your registration. Cancelling your registration will block course enrolment privileges for that particular session.

To avoid a minimum cancellation charge, drop all of your courses before the academic session begins. It is important to confirm and cancel your registration. By cancelling your registration, the U of T will be able to assess your fees, and process a refund (if applicable). Learn more about refunds on page 29. If you cancel your registration by mistake, contact the Office of the Registrar immediately.

We’re Here to Help!
The Office of the Registrar is available to support you as you progress through your studies. Our office can help you understand university policies and provide you with options that cater to your needs. We also encourage you to utilize the campus resources around you in order to customize your academic experience. Your professors and program advisors can provide excellent support for your future goals and the Academic Advising & Career Centre can provide additional support to help strengthen your skills.

Planning Your Semester

Full-Time and Part-Time Course Load
Full-time = 1.5 credits or more per session
Part-time = fewer than 1.5 credits per session

Students who expect to graduate within four years should plan to take 2.5 credits in two of the three sessions that are available.

Summer, Fall, Winter Semesters
UTSC offers a trimester system. This gives you the flexibility to pursue your education based on a schedule that works best for you throughout the year.

Transfer Credits
www.utsc.utoronto.ca/admissions/how-apply-transfer-credit

The transfer credit process will begin after receipt of an offer of admission. Students applying to transfer from other post-secondary institutions must pay a processing fee (contact the Admissions and Student Recruitment Office for details) and submit all documentation specified in their offer of admission.

Transfer credit assessments for domestic institutions may take 3-4 weeks and transfer credit decisions for international institutions may take up to 6 weeks.
Please do not enrol in courses at UTSC that duplicate prior studies. Once your official transfer credit assessment is complete, you can make necessary adjustments to your UTSC courses. Use Transfer Explorer to check the transferability of your previous post-secondary studies: transferex.utoronto.ca/trans-nav/#/

Acceptance into a limited enrolment program will be finalized once your transfer credit assessment is complete. Students receiving transfer credit(s) from secondary studies are not required to pay the processing fee as consideration is automatic upon receipt of final scores.

Should you have questions regarding your assessment, please contact:

**Post-Secondary Transfer Credit Evaluations:**
utsc.transfercredit@utoronto.ca

**High School & Secondary Transfer Credit Evaluation:**
utsc.hstransfercredit@utoronto.ca

**Re-enrolling**
http://www.utsc.utoronto.ca/registrar/re-enrolment-request-form

If you have not been registered for 12 months or more, are returning to studies after graduating, or you are returning after an academic suspension, you will need to complete the Re-Enrolment form on the Office of the Registrar's website, and pay a re-enrolment processing fee (see: http://www.utsc.utoronto.ca/registrar/re-enrolment-request-form) in order to add courses.

**Students with Deferred Exams**
If you were approved to write a deferred exam from a previous session, your course load is restricted in the next session. Refer to the chart on page 19 for course load information.

**Courses at UTM or St. George**
utsc.utoronto.ca/registrar/courses-other-campuses

The U of T has three campuses located across Toronto and we encourage you to explore the unique experience each campus can offer. You can take a maximum of 5.0 credits at another U of T campus (or 1.0 credit if you have completed fewer than 4.0 credits as a UTSC student).

If you are interested in taking a program requirement at UTM or St. George, you must get permission from your program supervisor before enrolling in the course, usually using the Program Exception form. Elective courses do not require permission but check prerequisites, exclusions, enrolment controls, etc.

Class start/end dates, study breaks, and exam dates can vary at UTSC, UTM, and St. George and you are required to follow UTSC academic deadlines regardless of where the course is held (unless otherwise stated).

**Graduating Students**
Students who are expecting to graduate at an upcoming convocation ceremony can be assured that the University will work with you as best we can. This partnership requires that you maintain primary responsibility for enrolling in appropriate programs, prerequisites, and required courses that would allow you to complete your program(s) and degree.
You must also demonstrate that you have attempted to enrol in required courses on ACORN at the earliest opportunity. If, by the start of classes, you have met these requirements, and have been unable to enrol in necessary courses to qualify for graduation, meet with your Program Advisor to discuss your options.

See contact info for your Program Advisor here: www.utsc.utoronto.ca/registrar/program-advisors

**Academic Standing**

At the end of each semester, ensure that you regularly check ACORN to view your final grades, and your academic standing if you have attempted at least 3.0 credits. Follow these steps to check your grades and academic standing:

1. Login to ACORN with your UTORid and password.
2. Under Academics, select “Academic History”.
3. Click “Complete Academic History”.
4. Scroll to the bottom of your transcript to view the most recent grades, GPA and academic standing.

---

**Not Yet Assessed**

You have attempted fewer than 3.0 credits, and have not been assessed for academic standing at U of T.

**Good Standing**

If you are in good standing, you have achieved a cumulative GPA of 1.60 or higher.

**Academic Probation**

www.utsc.utoronto.ca/probation

Once you have attempted at least 3.0 credits, your academic standing will be assessed at the end of each session, regardless of how many credits you enrolled in. If your cumulative GPA is less than 1.60, you will be placed on academic probation.

Probation is not meant to be a punishment, nor is it a reflection of your intelligence or potential for success. It is the University’s way of reaching out to you so that you will take the necessary steps to determine what you can do differently to improve your academic performance.

**Pro-tip:** Use the GPA Calculator to help you estimate your anticipated performance throughout the term. Fill in the blanks with your course info and grades to get a sense of how your GPA is being impacted. Find the calculator at: gpacalc.utoronto.ca/calculator
Course Enrolment Limit
Students on academic probation may take up to 2.0 credits (or 4.0 half credit courses) in the semester. Students who violate this course load maximum will have this course load adjusted by the Office of the Registrar.

Students are strongly encouraged to take half credit courses (H) instead of full year (Y) courses. Students who are suspended as a result of their academic standing in the Fall session will be removed from courses that begin or continue in January. There will be no fee refund for Y section courses if you remain in them despite our recommendations. Students must also meet with an academic and learning strategist to develop strategies to improve academic performance.

Probation Continued
Probationary students who achieve a sessional GPA of 1.60 or higher (but have a CGPA below 1.60), may continue on probation and work toward returning to good academic standing. Students on continued probation are no longer restricted to a 2.0 credit course load.

Returning to Good Academic Standing
Students who achieve a cumulative GPA of 1.60 or higher are considered to be in good standing.

Academic Suspension
Students who are on academic probation and do not achieve a sessional GPA of at least 1.60 will be suspended. Upon returning from suspension, students will be on academic probation and must achieve a sessional GPA of 1.60 in order to avoid another suspension.

Suspension timelines are as follows:

<table>
<thead>
<tr>
<th>Academic Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st suspension</td>
</tr>
<tr>
<td>2nd suspension</td>
</tr>
<tr>
<td>3rd suspension</td>
</tr>
<tr>
<td>4th suspension</td>
</tr>
</tbody>
</table>

Support at UTSC: Overcoming Academic Difficulty
The Academic Advising & Career Centre (AC213) has many support services to help you get back on track. One-on-one academic advising with an Academic Learning Strategist, study skills coaching, career and employment coaching, workshops and experiential programming are available year-round. They also have a wide range of online resources.

For more information visit: www.utsc.utoronto.ca/aacc
Final Exams

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019 - Winter 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F Courses</strong></td>
<td>Dec 6 - Dec 21</td>
</tr>
<tr>
<td><strong>Summer 2019 Deferred Exams</strong></td>
<td>Dec 3 - Dec 21</td>
</tr>
<tr>
<td><strong>Y &amp; S Courses</strong></td>
<td>April 8 - April 25</td>
</tr>
<tr>
<td><strong>Fall 2019 Deferred Exams</strong></td>
<td>April 4 - April 25</td>
</tr>
</tbody>
</table>

**Final Exam Information**

www.utsc.utoronto.ca/registrar/examinations

The UTSC final exam schedule is posted on the Office of the Registrar’s website – along with exam policies, what you can and cannot bring to the examination room, your rights and responsibilities, and more.

**Exam Schedule Accommodations**

Students who require support with their final exam schedule (for reasons stated below) must request this online via eService during the notification period; there is no guarantee late requests can be accommodated. Requests for accommodations will be resolved and viewable on eService by the last day of classes.

Accommodations are only considered under the following circumstances:

**Simultaneous Exams**

Students scheduled to write multiple exams at the same time must report final exam conflicts on eService immediately in order for alternate arrangements to be made. Only requests that have been made by the deadline to report conflicts (as listed on our website) can be guaranteed a resolution to their conflict.

**Three Consecutive Exams**

Students scheduled to write final exams in three consecutive time slots are eligible to request special arrangements. Example:

9am, 2pm, 7pm on the same day OR
2pm, 7pm, followed by 9am the next day OR
7pm, followed by 9am and 2pm the next day

**NOTE:** This accommodation does not apply to students writing deferred exams. Except as defined above, no other situation is considered a conflict.

**Religious Observance**

Students whose exam timetable is in conflict with a religious observance may request special consideration on eService immediately in order for alternate arrangements to be made.

**Missing Final Exams**

www.utsc.utoronto.ca/registrar/missing-examination

Students are expected to write their final exams at the end of each session and are strongly discouraged from missing a final exam. If you are ill or circumstances arise that absolutely prevent you from attending a final exam, you must file a petition on eService within 72 hours of the missed exam, and submit supporting documentation within 10 business days after you submit the petition.

Students who miss their final exam due to illness must complete the U of T Verification of Illness or Injury Form immediately (day of the exam or the next day) and submit it to the Office of the Registrar to complete their petition. Results of your petition request will be posted on eService; ensure that you regularly monitor your account for updates.

Read the information on the Office of the Registrar’s website regarding deferred exams very carefully. Note that petitions can take 3-6 weeks minimum to be processed but can sometimes require additional time during peak periods, such as final exams. You can find detailed information on what to do if you miss your exam, and the steps you need to take to report it on our website (link listed above). Make sure you discuss the academic consequences of missing a final exam with an Academic and Learning Strategist or the Front Line Team at the Office of the Registrar.
U of T Verification of Student Illness or Injury Medical Form

Visit the Office of the Registrar’s website to download a copy of the form, or pick up a hard copy from our office. There are several important things to note about the form and petition process as follows:

- The U of T Verification of Student Illness form must be submitted with any petition due to illness.
- A doctor’s note can be submitted in addition to this form but not in lieu of the form.
- It must be completed by a licensed Physician, Surgeon, Nurse Practitioner, Registered Psychologist or Dentist.
- The medical professional must initial where appropriate – “X’s” or checkmarks are invalid. You will be asked to return to your medical professional to have the form corrected if an initial is missing.
- The medical practitioner’s name, licensing body, registration number, signature, business stamp (with the address and telephone number) and the visit date(s) must all be completed correctly.
- The form must have the university watermark visible. If your printer is unable to print the watermark please pick up a copy of the form from our office.

- Petitions must be submitted within 72 hours of the missed exam online via eService.
- Supporting documents, including the Verification of Student Illness or Injury Form, must be submitted as original hard copies within 10 business days of the petition being submitted on eService.
- Petition documents cannot be submitted via email, fax or through social media accounts.
- Petitions are not processed during weekends, holidays or closures.
- The petition reference number must be written in the top right corner of the form.

Students with Deferred Exams
www.utsc.utoronto.ca/registrar/deferred-exams

If you were approved to write a deferred exam from a previous session, your course load is restricted in the next session. Refusal to reduce your course load will result in all courses being removed from your timetable.

Refer to the chart below:

<table>
<thead>
<tr>
<th>Credit Value of Deferred Exam(s)</th>
<th>Maximum Course Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>2.0 credits</td>
</tr>
<tr>
<td>1.0</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>1.5</td>
<td>1.0 credits</td>
</tr>
<tr>
<td>2.0</td>
<td>0.5 credits</td>
</tr>
<tr>
<td>2.5</td>
<td>Not permitted to enrol in any courses</td>
</tr>
</tbody>
</table>
A non-refundable deferred exam fee will apply for approved requests for UTSC courses. The fee is $70 for one approved deferred exam, and $140 for two or more deferred exams.

Students writing deferred exams for courses on other campuses must pay the deferred exam fee at the appropriate campus. Processes may vary, so be sure to review the payment procedures listed in your petition decision message. Missing the payment deadline as specified on eService will result in the cancellation of the deferred exam, a reinstatement of the original final grade, and a reassessment of academic standing.

Final Exam Tips

Before Exams Begin
- Check the final exam schedule for up to date information regarding UTSC exams.
- Report scheduling issues by the deadline to our office via eService if you need an accommodation.
- Read the code of conduct for examinations on the Office of the Registrar’s website.
- Take advantage of events like Exam Jam, offered by the Office of Student Affairs, to help you manage the stress of exam time.
- Utilize the academic resources on campus, like the Academic Advising and Career Centre or the Writing Centre, if you need extra help preparing for exams or assistance building smart study strategies and managing your time effectively.
- Be mindful of your stress levels and be sure to take care of yourself in the midst of studying. Health and Wellness offers workshops to improve learning skills, stress management and time management.

On the Day of Your Exam(s)
- Bring your TCard to the exam room – don’t get caught without it! Visit the TCard Office if you need a replacement card made.
- Arrive early! If you are more than 15 minutes late to a final exam, you may not be permitted to enter (and will need to petition for a deferred exam). Be sure to account for inclement weather and give yourself extra time to get to campus if you’re concerned about delays to your arrival time.
- If you bring valuables to the exam room (cell phones, smart watches, tablets, laptop computers, etc.) they must be placed in the re-sealable plastic bag provided in the exam room. You may place the bag with your items, closed, on the floor underneath your chair.
- “Stop writing” means stop writing.
- Listen to instructions from your professor and exam invigilators carefully.
- Raise your hand if you have questions or need help.

Tips from our Student Staff
- Set specific study goals and employ proper pacing so you don’t get overwhelmed.
- Schedule study days to stay organized and allocate the time you need to spend on each course, build in time for breaks and meals.
- Make sure you are well rested, especially the night before your exam.
- Even if it’s 15-20 minutes, be sure to exercise to increase your energy levels and de-stress.
- Memorize small bits of information by relating them to your life; this activates more connections in your brain making it easier to remember.
- Linking information from your own experience makes consolidation of information fast and emotionally salient (this is especially helpful for multiple choice questions!).
TUITION FEES

We get it, understanding your fees can be confusing. In this section, you will find information and tips to help you keep track of your fees and figure out how and when to make your payments.
Understanding Your Fees

Fees invoices are available online in ACORN; invoices are not mailed. Shortly after you have enrolled in your courses, you will be able to view and print your invoice.

There are different charges that appear on your ACORN invoice:

1) Tuition Fees
   Per-course Fees: Most arts and science programs have their tuition fees assessed on a per-course fee basis. Students who are in their first year (fewer than 4.0 credits) of Computer Science programs (Majors and Specialists) or Management programs will pay the same per-course fee as students registered in an arts or science program.

   Program Fees ([www.utsc.utoronto.ca/registrar/program-fees](http://www.utsc.utoronto.ca/registrar/program-fees)): A program fee is a flat rate amount charged to students in upper year Computer Science (Coop and Non-Coop), excluding the Computer Science minor, and Management (Coop or Non-coop) students. Computer Science and Management students pay deregulated fees after completing 4.0 credits.

Students who are planning on taking a course load of fewer than 2.0 credits in a semester must self-declare this on eService by the appropriate deadline to ensure their fees are reflected correctly on ACORN. Full details, deadline dates, and instructions can be found on the Office of the Registrar’s website using the link above.

Retroactive Fees
Students switching into one of these programs after earning 4.0 credits (including transfer credits) will have their fees reassessed. By accepting the invitation to either program, you will pay the relevant program fee for the current session, and assume responsibility for any retroactive program fees applied to previous years of study. Students who have financial concerns are encouraged to speak with a Financial Aid Advisor.
2) Incidental Fees
Incidental fees support services such as Health & Wellness, Athletics & Recreation, Health and Dental plans, and other student services. Incidental fees vary for full-time and part-time students. If you are enrolled full-time (1.5 credits or more) studies, and then drop to part-time studies, you should do this within the 100% refund period, otherwise, you will be subject to full-time incidental fees.

3) Ancillary Fees
Ancillary fees are associated with your program of study and specific academic activities such as, lab or studio fees.

4) Residence Fees
If you will be living on residence, your UTSC housing fees will be charged to your account.

5) System Access Fee
U of T’s System Access Fee is a non-refundable fee that supports the usage of U of T Student Web Services.

6) Service Charges
Accounts that are not paid in full by the appropriate deadline are subject to a monthly service charge of 1.5% compounded (19.56% per annum) until the account is paid in full. See page 2 for payment dates.

7) Health & Dental Insurance
Full-Time Students (www.scsu.ca/health): Full-time students are automatically provided with extended coverage for medical and dental services. Visit the Scarborough Campus Students’ Union (SCSU) or visit their website for coverage details, information on how to opt-out, and more.

Part-Time Students (www.apus.ca/health): The Association of Part-Time Undergraduate Students at U of T has established a health and dental plan for students who are studying part time. For full details on coverage, cost, eligibility, or for details on how to opt out, visit their website.

International Students (www.uhip.ca): The University Health Insurance Plan (UHIP) provides all international students, exchange students, new permanent residents, and returning Canadians who are not covered by OHIP with basic health care coverage. UHIP is mandatory for all international students enrolled at U of T, so there is no need to purchase another plan while in Canada. UHIP covers the cost of most doctor and hospital visits, but does not provide coverage for dental services or prescription drugs.

8) Co-op Fees
There is an additional fee for students registered in a co-op program. This fee is payable in each of the first 8 semesters in which a student is registered for courses or a Co-op work term. Students admitted to a Co-op program after first year pay an adjusted fee 6 times.

Paying Your Fees

Our advice to help you avoid or minimize service charges on your tuition and other fees:

- Avoid service charges by paying your fees in full or minimize service charges by making monthly payments (see payment deadlines on page 2).
- If you make changes to your course load, or get into a waitlisted course, check your invoice for updates.
- Drop courses by the relevant refund deadlines if possible. A refund schedule detailing various period of refund eligibility can be found on our website and on the Student Accounts Office website.
- Your first tuition payment is important for your ACORN status to change from invited to registered.
- If you did not pay the full amount, you can make additional payments as needed.
How Much Do I Owe?

A full breakdown of your student fees will be available on ACORN. To access it, click “View Invoice” from the Finances menu. Fee charges are typically posted to your invoice shortly after the initial course enrolment period begins.

Your **account number** is listed on the upper right hand corner of your invoice (see right). You will need this to make your tuition payment in person at the bank or online! Be sure to distinguish a zero from the letter “O”.

---

**Account Invoice**

Here is a Guide to Reading Your Invoice & Invoice FAQ [here].

Here is the U of T Post Registration Fee Payment & Service Charge Schedule [here].

**Invoice Format**

You are viewing your account invoice. To view your account invoice for past or future sessions, select the required session, then click on Show Invoice.

**Select Session:** Choose [Show Invoice]

---

**Invoice: 2018 Fall - 2019 Winter**

**Your current account is displayed here in invoice format.**

**NO:**

Hs: Johnny Acorn
1265 Military Trail
Scarborough ON M1C 1A4

**ACORN:**

NO: ACORN 000100222
student: 100100222

**Timestamp:**

02/10/2018 13:11:20

**Account Invoice Balance Up to the End of the Session:**

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<thead>
<tr>
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<th>Balance</th>
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<tbody>
<tr>
<td>2018 Fall</td>
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</table>

**2018 Fall - 2019 Winter**

**TUITION - Mons DA (Social Sci. and Hum)**

<table>
<thead>
<tr>
<th>Course Fee</th>
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<tbody>
<tr>
<td>Domestic DMBA1003 (F)</td>
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<tr>
<td>Domestic IDSAC003 (F)</td>
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<td>Domestic POLA003 (F)</td>
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</table>

**Fall Term Sub-total**

$2,712.00

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<tr>
<th>Component</th>
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</thead>
<tbody>
<tr>
<td>Incid. Campus</td>
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</tr>
<tr>
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<td>Incid. Campus</td>
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<tr>
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<tr>
<td>Incid. Stud.Soc:UTSC Faculty Levy-FT</td>
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<tr>
<td>Incid. Stud.Soc:U of T Community Radio-Scarbough</td>
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**Fall Term Sub-total**

$835.65

<table>
<thead>
<tr>
<th>Fee Item</th>
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<tbody>
<tr>
<td>Student System Access Fee</td>
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</tbody>
</table>

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**Account Details**

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</tr>
</thead>
<tbody>
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<td>NO: ACORN</td>
<td>000100222</td>
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<tr>
<td>Student:</td>
<td>100100222</td>
</tr>
<tr>
<td>Timestamp</td>
<td>02/10/2018 13:11:20</td>
</tr>
</tbody>
</table>

---

**Registrar’s Guide 24**
How Much Do I Pay?

The bottom of your detailed invoice will show you the minimum amount to pay in order to register. Students receiving financial assistance may be eligible to defer this first payment (see page 27 for details on fee deferrals).

<table>
<thead>
<tr>
<th>Semester of Study</th>
<th>Payment deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019 and Winter 2020</td>
<td>August 12</td>
</tr>
<tr>
<td>Winter 2020 Only</td>
<td>November 22</td>
</tr>
</tbody>
</table>

Students on Waitlists or Interim Status

If all of your courses are waitlisted and/or interim, make a minimum payment of $286 to save your spot, and avoid being financially cancelled. If you do not get into the course(s), will not be taking any other courses and do not have outstanding fees from a previous session, you are eligible for a refund of your payment. You must make this payment by the payment deadline and be prepared to show our office the proof of payment (e.g. the receipt or online transaction record) prior to the payment deadline as the payment will not trigger a change in your registration status and you run the risk of being removed from these courses.

Owing Fees From a Previous Semester

The University policy on fee payment states that all fees must be paid in full by the end of a session. Students who owe fees from a previous semester will not be allowed to register until they clear their debt.

If you have outstanding fees from a previous semester, your minimum payment required to register will be the total sum of your outstanding balance plus the required amount for the upcoming semester(s). Any tuition payment that you make will be used to pay the outstanding balance first.

How Do I Pay My Fees?

Internet, Telephone, and ATM Banking

Tuition payments can be made through your bank:
1. Set up the University of Toronto as a new payee (i.e., a new bill) through your bank.
2. Input your account number, which is found on the upper right hand corner of your ACORN invoice, as noted in the example on page 24.

In-Person Payments at Your Bank

Bring a printed copy of your ACORN invoice to your bank or financial institution. To print your invoice:
1. Login to ACORN and click on “Financial Account”.
2. Click “Show Invoice”. Using your Internet browser settings, click “Print”.

Payment from Your OSAP Funds

If you applied for OSAP, you can expect the University to instruct OSAP to send funding to pay your fees. For students who applied for two semesters (Fall/Winter), OSAP releases funding in two installments: the first in September (early Fall) and the second in January. Before OSAP releases any funding, the University must confirm your full time registration in both the Fall and Winter semesters.

This confirmation can happen as early as 10 days before the first day of classes in September and once again in early December for January. For each confirmation, the University takes a “snapshot” of your fees invoice and based on the amount owing will instruct OSAP how much funding to send to us on your behalf.

For each confirmation, if the amount of the installment exceeds the amount owing to U of T, the difference will be deposited into your bank account. If the OSAP amount is less than the fees owing, you are expected to pay the difference from your own resources.

It is extremely important for you to check the information on your OSAP account and your U of T fees account each time OSAP funding is issued to you. Make sure the information on your OSAP account matches the information on your ACORN account.
For example, check your course load on OSAP and then compare that to the course load on ACORN. It should be the same. If it is not, you must speak to a financial aid advisor. Please visit our website for more details on how this process works.

**Credit Card Payment on ACORN**
The option to make a tuition payment using a credit card will only be available once your fees have been updated on your invoice.

To make your payment:
1. Login to ACORN and click the “Finances” tab.
2. Select “Make a Payment”.
3. Select the credit card option, and follow the instructions. Read the terms and conditions carefully, as a non-refundable fee will be charged by Moneris, and will be calculated at 1.75% of your payment.

It will take 2-3 days for your payment to process. Non-Canadian dollar denominated credit card fee payments will be subject to foreign exchange rates and fees determined by the credit card company, and are not associated with the University of Toronto.

If you have not received the funds from your RESP by the payment deadline, you must still make your minimum payment by this date. You are not eligible to defer your first payment on the basis of receiving RESP funding.

**HigherEd Points**  
www.higheredpoints.com

Your family and friends can convert Aeroplan Miles and TD Travel Rewards Program points into $250 worth of credits that you can use toward your fees. Visit the link above for more information.

**WU Global for International Payments**  
www.fees.utoronto.ca

WU GlobalPay for Students allows you to pay for tuition at a local bank at a competitive exchange rate with no transaction charges from either WU GlobalPay or U of T. You may choose the currency of your choice to pay the Canadian dollar payment.

**Registered Education Savings Plan (RESP)**
If you have an RESP plan, you will likely have to submit proof of your enrollment in studies to the RESP company in order to have your funds released. Once the funds are released to you, you will have to pay fees to the university directly as the company cannot pay tuition fees on your behalf. Most RESP companies have a standard form that must be completed by the Office of the Registrar. You may request that we complete this document after you have enrolled in a full-time course load for both the Fall and Winter semesters, as applicable (usually July). If the company doesn’t have a form, you can request a letter from us. Please note, there is an $8 fee for completion of a form or creation of a letter.

**Bank Draft or Money Order for International Students**
1. Make your bank draft or money order in Canadian funds payable to the University of Toronto.
2. Print your name and student number on the bank draft.
3. Attach a copy of your ACORN invoice
4. Mail or courier your payment to:

Student Accounts, University of Toronto  
215 Huron Street, 3rd Floor  
Toronto, Ontario  
M5S 1A2

You should allow at least 3 weeks for the University to receive and process your bank draft or money order.
Financial Cancellation Dates

<table>
<thead>
<tr>
<th>Fall and Winter semesters</th>
<th>August 26</th>
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</thead>
<tbody>
<tr>
<td>Winter semester only</td>
<td>December 6</td>
</tr>
</tbody>
</table>

Students on **academic suspension** will also have a financially cancelled status. Students who were on **academic probation** in a previous semester should check their detailed academic history on ACORN, and view their most recent academic standing status. See page 16 for more details.

**Late Registration Penalty**

If you enrol in your first course after the registration deadline, a **late registration penalty** must be paid to the Office of the Registrar in person and a proof of payment for the minimum payment to register (as listed on your ACORN invoice) towards tuition must be provided.

This penalty is subject to change; please visit our office for details. This penalty also applies to students who are financially cancelled due to non-payment and wish to request reinstatement.

**Fee Deferrals**

**What is a Fee Deferral?**

We understand that students who are receiving a student loan or scholarship for the upcoming session may not have access to their funds by the registration deadline. If you are eligible, the University will allow you to register without making the minimum payment on your invoice. Deferring fees is a promise to pay at a later date. The University allows this because you have proof that you will be receiving student loan or scholarship funding to help you pay your fees.

**Request Period**

<table>
<thead>
<tr>
<th>Fee Deferral Request Period</th>
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<tbody>
<tr>
<td>Fall and Winter</td>
</tr>
<tr>
<td>Winter only</td>
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</tbody>
</table>
Who Qualifies for a Fee Deferral?

**OSAP Recipients**
Apply for full-time or part-time OSAP by June 30 in order to qualify for a fee deferral. If you cannot make the minimum tuition payment on your own, and your OSAP application is submitted, you may be eligible to request a fee deferral on ACORN. It can take up to 7 days from the date that you applied for OSAP for you to be eligible to request a fee deferral on ACORN, so plan accordingly!

**U of T Scholarship Recipients**
www.utsc.utoronto.ca/registrar/deferring-your-fees

Scholarship recipients can download the Fee Deferral Application form from our website. Completed forms can be submitted to the Office of the Registrar during the request period. We will also accept the completed form by email: askregistrar@utsc.utoronto.ca.

**Out-of-Province or United States Students with Loans**
If you cannot make the minimum tuition payment on your own, provide a copy of your Notice of Assessment, which can be faxed (416-978-7022) or mailed to:

Enrolment Services – Financial Aid & Awards
172 St. George Street
Toronto, Ontario
M5R 0A3

Please include your name, and student number on each page of your documents. Submit your request to defer your fees on ACORN within 3-7 business days depending on method of submission.

**Third Party Sponsorship Requiring an Invoice**
If an external organization or agency has awarded you with a scholarship, you may be eligible to request a fee deferral if you meet the following conditions: you do not have fees owing from a previous session, and the value of your sponsorship is equivalent to your minimum amount to register for the Fall/Winter.

If you meet the criteria above, please provide an official letter from the organization confirming that they will make the payment to the University on your behalf. Submit this letter, along with your invoice to the Office of Student Accounts:

University of Toronto
Office of Student Accounts
215 Huron Street, 3rd floor
Toronto, Ontario
M5S 1A2

Documents may be submitted in person or by mail before the relevant registration deadline (see page 2).

Please note that these documents must be submitted for every session in which you wish to register. The deferral does not carry over from one session to the next. If you are not eligible for a deferral, you must make your tuition payment.

**Other Financial Arrangements**
If you need assistance, see a Financial Aid Advisor at least two weeks before the registration deadline (see page 2).
How to Apply for a Fee Deferral
You can apply for a fee deferral when your invoice is available on ACORN. Login to ACORN and select the “Tuition Fee Deferral” tab in the Finances section. Read and accept the conditions of this financial arrangement.

You will know immediately if your fee deferral request was successful because your status will say REGISTERED. If your status says INVITED, this means your deferral was unsuccessful and you can try again within 1-2 business days.

If you have any problems with the online deferral application please contact us: askregistrar@utsc.utoronto.ca

Please ensure that you always use your U of T email address and provide your full name and student number when you email us.

UTSC students must follow the UTSC financial and academic deadlines regardless of which campus the course takes place on (unless otherwise stated).

For students who have received OSAP, reducing your course load can also impact your funding. This is especially important if you applied for full-time funding but you are dropping to a part-time course load. You are advised to see a financial aid advisor to discuss the consequences of a lesser course load.

Types of Refunds
Academic Fees
Tuition fees are assessed on whether you are charged flat program fees (for upper year students in Computer Science and Management), or per course (charged for each course you take).

When you adjust your course load by dropping classes on ACORN, you may be eligible for a full or partial refund if you do so within the deadline dates. Please refer to the refund schedule for more details.

Incidental Fees
These fees vary for full-time and part-time students. If you enrol in a full-time course load then drop to part-time, you should do so within the 100% refund period, otherwise, you will pay full-time incidental fees.

Ancillary Fees
These fees are refunded only if you cancel your registration during the 100% refund period. Academic deadlines are not the same as financial deadlines. Please check the Office of the Registrar website for the most current dates.

Tuition Refunds
UTSC Refund Schedule
www.utsc.utoronto.ca/registrar/refunds

If you are thinking of dropping a course, or dropping from full-time to part-time studies, the refund schedule deadlines will determine whether you are eligible for a refund.

It is important to base your decisions on the correct schedule for your year and program. There is also a schedule that pertains to all students for incidental and ancillary fees.
Receiving a Refund from U of T
If you are eligible for a refund, the credit will first be deducted from any outstanding balance (fees owing from a current or previous session) on your ACORN account. If your credit balance exceeds your outstanding balance, the amount will be listed at the top of the invoice with the letters CR at the end to identify it as a credit.

There are two methods of receiving a refund:

How to Get Your Refund
The quickest and most secure way to receive a refund is via direct deposit. To opt in to direct deposit:
1. Login to ACORN.
2. Click on the “Profile and Settings” tab.
3. Select “Direct Deposit” and follow the instructions by entering your personal bank information.
4. Update / verify your mailing address, phone number, and email address.

The other option is to receive a cheque for the amount. If you do not supply direct deposit information, a cheque will be mailed to your address listed on ACORN. Ensure that you always have the correct mailing address listed.

By enrolling in a course, you assume full responsibility for managing your tuition fees, and adhering to the refund deadlines. Fees can only be adjusted when an error is made by the University. We’re happy to review deadlines, policies, and your invoice with you.

Your Refund & OSAP Funding
If your fees were remitted directly from OSAP to the university on your behalf, the university must review your account before your refund can be processed. The refund will be returned to the National Student Loans Service Centre if your OSAP was recalculated and the new assessment shows that you received more funding than you were entitled to. The university will review each account with a credit balance to determine how to allocate the refund.

Questions About Your Refund
Please contact the Office of Student Accounts at the St. George campus. To ensure accurate and efficient service, please provide them with your full name and student number.

Telephone: 416-978-2142
Email address: info.studentaccount@utoronto.ca
Our financial aid programs are designed to support you. There are different funding options depending on your situation. Scholarships are granted to students who demonstrate academic excellence/and or community involvement. Eligibility for a grant or bursary is solely dependent on demonstrating financial need. Financing your education is an investment and a major undertaking. Take advantage of all that is available to you!
Figuring out your finances is never easy, especially when you have classes to focus on. That’s why we’re here to help you figure out how to manage your budget and find alternate ways to fund your studies. Last year, UTSC students received $5.4 million worth of grants from the university. Your education is an investment, and we hope that you utilize these support programs to make the most of it.

Pro tip: Use the financial planning calculator to help predict your cost of living for the year. This is a great way to help you plan and budget your finances. Find the calculator at: planningcalc.utoronto.ca
After You Apply
• You will receive a confirmation message on your OSAP account.
• If required, print any supporting documents necessary to complete your application. Submit them immediately. You have the option to upload a pdf of the supporting document to your OSAP account or you can submit documents to the Office of the Registrar for processing.
• Check your status on the OSAP website.

OSAP Application Deadlines

<table>
<thead>
<tr>
<th>Your Study Period</th>
<th>Deadline if requesting deferral</th>
<th>Deadline without Deferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>Apply by June 30</td>
<td>Apply by October 21 (Fall only)</td>
</tr>
<tr>
<td>Fall 2019 - Winter 2020</td>
<td>Apply by June 30</td>
<td>Apply between June 1 - Feb 24</td>
</tr>
<tr>
<td>Winter 2020</td>
<td>Apply by November 1</td>
<td>Apply between June 1 - Feb 24</td>
</tr>
</tbody>
</table>

U of T Financial Support
University of Toronto Advance Planning for Students (UTAPS)
https://www.future.utoronto.ca/finances/financial-aid/university-toronto-advance-planning-students-utaps

UTAPS is a grant program designed to assist students who have unmet financial need. OSAP recipients are automatically considered for this grant, while out-of-province and indigenous students must submit an application using the link above. UTAPS is available for the Fall, Winter and Summer sessions. After an assessment is made, qualifying students will see UTAPS funding deposited directly to their ACORN account.

UTSC Grant/Bursary
www.utsc.utoronto.ca/registrar/bursaries

Applications are available for full-time students during the Fall, Winter and Summer sessions through eService and must be submitted during the application period. Visit our website for more information.

Work-Study Program
www.utsc.utoronto.ca/aacc

Work where you study! A wide variety of career-related, part-time jobs are available at U of T. Work-study is a great way to gain new experiences, network within your community, and develop transferable skills that you can utilize in and outside the classroom. Successful applicants are eligible to work up to 15 hours per week and these positions do not impact your OSAP funding. Positions are open to domestic and international students!

Financial Support from the Government
Provincial / Territorial Loan Programs
future.utoronto.ca/finances/financial-aid

If you are a Canadian citizen, a permanent resident, or protected person, you may be eligible for financial assistance from your provincial or territorial governments. Applications are usually available in late May or early June.
Indigenous Students
https://www.studentlife.utoronto.ca/fnh

Indigenous Students (First Nations – Status or non-Status, Inuit and Métis) may qualify for a variety of financial support for university studies. For more information please refer to the Student Life website under Financial Assistance.

Ontario First Generation Bursary (OFG)
www.utsc.utoronto.ca/regoffice/eservice/student

Students who are the first generation in their family to pursue post-secondary education are eligible for this bursary. To apply for this bursary, complete the UTSC bursary application on eService. There is a section for the OFG. It requires your declaration and confirmation that you are the first generation in your family to attend university. This bursary is only available in the Fall and/or Winter semesters.

Appeals, Questions & Support
If you have concerns about your funding amount, speak to a Financial Aid Advisor at the Office of the Registrar immediately. You may be eligible for a reassessment, and receive additional funding. Bring your TCard and a valid government issued photo ID to your appointment.

Questions about the application process, your finances, budget, appeals or other topics related to funding your education can also be supported at the Office of the Registrar by our Financial Aid Advisors and Front Line Team.

Scholarships & Awards

Last year, we awarded over $2.5 million to you, our students, in celebration of your hard work and academic achievements. Well done, UTSC! Here’s a look at what UTSC accomplished in a year of scholarships and awards:

**ENTRANCE SCHOLARSHIPS**
$1.85M

**NAMED ENTRANCE AWARDS**
$215,000

**IN COURSE AWARDS**
$450,000

**STUDENTS ON THE DEAN’S LIST**
1,377

In-Course Awards & Scholarships
In-course awards and scholarships are an opportunity for the University to recognize and celebrate academic excellence. Your individual achievements and contributions to the undergraduate community hold significant value. We are honoured to consider...
eligible students to be formally recognized for their efforts and achievements.

For detailed information about application based nominations and automatic consideration awards, please visit the ‘Finances’ section of the Office of the Registrar’s website.

**Dean’s List**
The Dean’s List is published annually in the Fall. All students who have achieved a CGPA of 3.5 or better in their most recent year of study will be considered as long as they have completed a minimum of 1.5 credits during the previous Fall, Winter, and Summer.

**Graduation Awards**
All graduating students are automatically considered. Students who graduate in November are considered for these awards during the Spring Convocation. These include graduation with distinction and graduation with high distinction, as well as medals and prizes awarded for outstanding achievement during your final year of undergraduate study.

**Applying for Scholarships & Awards**
The UTSC Awards Profile is designed to make it easier and more efficient for you to apply for UTSC scholarships and awards. By submitting just one easy and quick application, we will automatically consider you for all eligible scholarships!

**How to Apply**
1. Visit: utsc.utoronto.ca/registrar/applying-awards
2. Login with your UTORid and password.
3. Fill out your application anytime between the start of September until May 31. Make as many changes as you need until the deadline.
4. Submit one reference letter (maximum two for each year that you apply).
5. Review your application and submit by May 31.

**After You Apply**
The UTSC Awards Committee will review applications once the deadline has passed, and applicants will be notified of their results via email by the end of August. If you have questions or require support please contact Lisa Lamanna, Manager of Awards & Scholarships, at: awards@utsc.utoronto.ca

**Payment of Your Scholarship**
Entrance scholarships, and in-course awards will be automatically credited to your ACORN account in October before service charges are applied.

If the value of your scholarship is greater than your owing tuition balance, it will first be applied toward your outstanding fees. Any remaining funds will be refunded to your bank account via direct deposit (if you provided that information on ACORN).
Direct Deposits
Please ensure that you opt in to the direct deposit option on ACORN by following the steps below:
1. Login to ACORN.
2. Click the “Profile and Settings” tab.
3. Select “Display and Update Direct Deposit” and enter your personal bank information.

External Award Payments
If you are receiving an external scholarship from outside of the University, you may bring the cheque to the Office of the Registrar for processing.

Ensure that the cheque is made payable to the University of Toronto and that your full name and student number are printed on the back of the cheque. Processing can take up to 10 business days before you can see the payment indicated on your ACORN account.

Evening of Excellence
Every November the University celebrates the accomplishments of our students’ academic achievement with the Evening of Excellence. This reception gives students and their families a chance to be recognized for their hard work and mingle with faculty, staff and donors.
CAMPUS RESOURCES

There is more to your UTSC experience than what happens in the classroom. There are campus resources designed to support you in a wide range of ways, from health and safety to academic support. Whatever you need to succeed- we’ve got you covered.
Earning your U of T degree is your ultimate goal, but there’s also a vibrant student life that awaits you. You’ll learn to be independent, develop your passions, build a strong network, and understand that your path to success is paired with support all the way through. We have many student services, activities, workshops, and community events to keep you as engaged outside the classroom as you are in it.

UTSC is built with support networks to cater to your needs and guide you through your academic journey. Student services are designed to provide you with support, guidance, and learning opportunities.

**Student Services**

**Academic Advising & Career Centre** at UTSC is one of the few centres in Canada that offers academic advising as well as career and employment support within the same department. Take advantage of walk-in or appointment based support; workshops to help you develop strong academic and employment skills; assistance with your academic and career plans; self-development resources; employment and job shadowing programs; special events and more.

**AccessAbility Services** and the University aim to create a community that is inclusive of all persons by fostering a climate of understanding and mutual respect for the dignity and worth of all persons. They create an open, supportive learning and working environment by working to eliminate or minimize any barriers – physical, attitudinal, technological, and environmental – so that all members have equal access, and the opportunity to participate in all aspects of academic and social life at UTSC. Personal assessments and accommodations to support student learning are available by utilizing technology, note taking services, test and examination accommodations, and more.

**Athletics & Recreation** offers opportunities throughout the year to stay healthy by promoting and encouraging activity. Take advantage of fitness classes, group activities, sports, and gym facilities to work up a sweat year-round! The Toronto Pan Am Sports Centre gives students, staff, faculty and community members a space to play and train in state-of-the-art facilities!
Campus Police are committed to delivering policing and security services that are sensitive to the needs of our community through collaborative partnerships and teamwork. The TravelSafer program is provided by members of Campus Safety who will escort community members who feel the need for additional safety services when traveling to or from any point on campus.

Centre for Teaching & Learning provides students with the opportunity to participate in workshops, study groups and clinics in order to enhance their written and oral communication, critical reflection, and analysis. Resources that are available to students include: Writing Centre; Math & Statistics Learning Centre; English Language Development; Service Learning and Outreach; Research Skills Instruction; Facilitated Study Groups; Summer Learning Institutes.

Co-op support is provided through the Arts and Science, International Development Studies and Management Co-op Offices. Check with your Co-op Office for services that are available based on your program of study.

Department of Student Life helps students engage on and off campus through leadership opportunities, mentorship, and first year programs. They encourage students to develop habits to be lifetime learners, leaders, and agents of positive change. There are opportunities for every stage of your university experience!

Pro tip: If you are a new student, join the First Year Experience Program to connect with an upper year mentor in their field of study, as well as staff and faculty, to help you adjust to the unique demands of university life.

Equity and Diversity Office (EDO) promotes an equitable and inclusive campus community, where working, teaching and learning environments are free of discrimination and harassment. The EDO advises students, staff and faculty on issues of equity, harassment and discrimination. The EDO provides training, events, and forums that highlight issues important to the campus community.

Health & Wellness Centre has trained health professionals to provide confidential medical, nursing, and counselling services to UTSC students. Student leadership opportunities within the Peer Wellness Programs promote healthy lifestyles through events and workshops.
Information & Instructional Technology Services design and maintain core IT services including: campus computer network, systems and data storage platforms; campus-wide support to students, staff, and faculty; technological support that enhances the experience of electronic classrooms. They also build customized IT solutions, and are responsible for web design and multimedia production services. Students can also find support with UTORid & UTmail+, computer labs, and more.

International Student Centre provides support for international, and internationally-minded students at UTSC. It’s an inclusive and positive space where students of all backgrounds can find a community, and expand their global network by meeting new friends or studying abroad. Students who are new to Canada can benefit from orientation and transition services to help them settle into our community. Services include: The Transition and Intercultural Peer Support program (TIPS), immigration advising, conversational English support, intercultural events, and monthly workshops.

Office of the Registrar offers students personalized support in person and online regarding course registration, program enrolment, financial aid, scholarships and awards, academic regulations, degree requirements, convocation, obtaining your TCard, petitions and more.

Positive Space Committee meets monthly to discuss emerging issues, respond to the needs of the campus, and network to support the Positive Space Campaign at UTSC. Their advocacy helps to make the learning and working environments more inclusive. Membership to the committee is open to all staff, students and faculty at the University.

Scarborough Campus Student Union is your elected student body that advocates on behalf of students on issues that are important to you. Services include: lockers; TTC metro passes; tax clinics; health & dental plan; graduation photos; orientation; and many social and cultural events to keep you engaged.

Student Housing & Residence Life ensures that students adjust to a safe and comfortable living environment on campus. The residence experience offers a transition to independence in a community that supports academic achievement and personal growth. Student leaders and staff offer unique support for the residence community through events, services, and programming. Engaging and supportive residence life programs work to create an inclusive and positive space that embraces diversity.

UTSC Library offers quiet study space, group meeting spaces, and a large catalogue of resources that includes digital, print, maps, films, DVDs, and more. Students have access to library materials at other U of T libraries – they can even be delivered to UTSC within a few days of your request! The expert team of Liaison Librarians can assist you with your research and are available to meet for personalized support.
Your TCard

UTSC TCard Office
www.utsc.utoronto.ca/registrar/tcard

All members of the University of Toronto are expected to have a valid TCard to enjoy access to U of T services both in person and online.

Getting Your First TCard
To obtain a new TCard, we are required to verify your identity and legal status in Canada using eligible documents as listed below.

All documents must be valid and in their original form (photocopies, digital copies, or replicas will not be accepted). Your government issued photo ID must be Canadian, or a foreign passport is required, and the photo must be no more than 5 years old. Your name must match University records. New students are also required to provide their Offer of Admission letter or student/applicant number.

Canadian Citizens
• Option 1: Canadian Passport
• Option 2: Canadian birth certificate and 1 piece of government issued photo ID (excluding health cards)
• Option 3: Canadian citizenship certification and 1 piece of government issued photo ID

Permanent Resident of Canada
• Option 1: Valid PR card
• Option 2: Record of landing (MM1000) and 1 piece of government issued photo ID (excluding health cards)
• Option 3: Confirmation of permanent residence (IMM5292 or IMM5688) and 1 piece of government issued photo ID

International Students
• Valid passport and post-secondary study permit

Individuals Registered Under the Secure Certificate of Indian Status (SCIS)
• Option 1: Canadian Certificate of Indian Status
• Option 2: Secure Certificate of Indian Status Card

Replacement Cards
There is a $20 fee to replace lost TCards. Staff/faculty and students pay the $20 fee. Staff/Faculty and students must present valid Canadian government issued photo ID or Canadian or foreign passport.

Lost TCards must be returned the TCard Office immediately. Staff/faculty and students will be notified via email if their card has been found. Please ensure that your email address on ACORN is correct, as we will be contacting you using the email provided.

Glossary

Academic Fees: also known as tuition fees, can vary by program. Arts & Science students pay fees according to the number of courses they are taking while upper year Computer Science (excluding minor) and Management students pay a program or flat fee when taking 2.0 credits or more in a session.

Active: if you applied to a limited enrolment program, this status means that you are officially enrolled, having accepted your invitation to the program. This status can be viewed on ACORN.
**Ancillary Fees**: are associated with your program of study and related academic activities such as lab fees.

**Breadth Requirements**: UTSC students are required to complete 0.5 credit in each of the 5 breadth requirement categories. Its purpose is designed to keep you engaged in disciplines that give you numeracy and literacy skills that can help you develop your knowledge within a range of fields.

**Conflict**: your personal timetable on ACORN will display your weekly schedule once you have enrolled in courses. If meeting sections overlap, you are expected to resolve the conflict by making a section or course change. Classes begin 10 minutes past the hour to give you time to get to your next class.

**Corequisite**: is a course that must be taken alongside another or have already passed.

**Course Code**: an identifying set of letters and numbers that provides course information such as: to which area of study it belongs, what level the course is, which U of T campus offers the course, in which semester it takes place, and more.

**Deregulated Fees**: are specific to students who are enrolled in Computer Science (except the Minor) or Management programs. Students who are considering switching into either of these programs should carefully consider the financial implications of higher fees in their upper years (year 2 and up).

**Direct Deposit**: the quickest way to receive any eligible refunds from U of T! Add your bank information on ACORN to opt in.

**Electives**: are required courses as part of your U of T degree. These are courses that are entirely outside of your program(s) of study. You may take part in other disciplines, as long as you meet the course requirements (prerequisites, exclusions) and enrolment controls indicated on the timetable.

**Exclusions**: some courses offered at U of T have content that is similar. If you notice that there is an exclusion to a course that you are taking, you are not permitted to take the excluded course. If an excluded course is taken and successfully completed, only your first course will be counted for degree credit. The excluded course will be considered as an extra and is not included in your GPA or as part of your degree requirements.
Financially Cancelled (FINCA): a status on ACORN as a result of missing the deadline to pay or not deferring your fees successfully. This results in the removal from all current courses. An academic suspension will result in this status on ACORN as well. Students who were on academic probation in a previous session should review their complete academic history on ACORN.

Incidental Fees: mandatory fees that support a multitude of student services that are available to you as a U of T student.

Invited: 1) your registration status on ACORN to indicate that you are eligible to enrol in the upcoming session, or have enrolled in courses. It is essential that your status changes from invited to registered once fees are paid or deferred to avoid removal from courses. 2) if you applied to a limited enrolment program, successful applicants will see this program status on ACORN. Accept the invitation on ACORN by the deadline.

Limited Program: programs require that you meet the criteria and apply by the appropriate request period. Apply to a limited enrolment program on ACORN using the program code. Check the program section of the Calendar for any additional steps.

Prerequisite: a required course that must be successfully completed in order to take a more advanced course. It provides foundational knowledge to introduce students to the topic or discipline.

Probation: students are placed on academic probation when they have attempted 3.0 credits and have a CGPA of less than 1.60. Academic status is assessed at the end of each session. Course load restriction of 2.0 credits in the next semester comes into effect.

Program Requirement: a course that you must complete for your UTSC program.

Proof of Payment: a payment receipt or online confirmation message that you receive from your financial institution. It is used to show the university that you have made a tuition payment.

Registered: this is a confirmation of your registration status by U of T. It means that you have enrolled in courses, and your tuition payment was received or request for a fee deferral was successful.

Enrolment Controls & Information: the course timetable on the Office of the Registrar website has these headings to provide you with information regarding enrolment controls that are established by an academic department.

Start Time: each degree student is assigned a date and time for when they can begin enrolling in courses on ACORN. Course enrolment privileges are blocked until your start time begins.

Suspension: is a period of time you are prohibited from taking any U of T courses. If a student is unable to achieve a sessional GPA of at least 1.6 while on academic probation, a suspension will occur. The first suspension is carried out for a 4-month term; a second suspension is carried out for 12-months; a third suspension results in a 36-month suspension. Students may be refused further registration if they are unable to meet the sessional GPA of 1.6 after a third suspension. A suspension will also result in a financially cancelled status on ACORN.

Unlimited Program: programs that do not require specific application criteria. Enrol on ACORN at any time.
# Academic Success Agenda

One of the best resources on campus to help with your academic planning is the Academic Advising & Career Centre (AA&CC). Be sure to incorporate their services into your academic planning to ensure that you have a successful journey through your studies. Go to [www.utsc.utoronto.ca/aacc](http://www.utsc.utoronto.ca/aacc) for a list of AA&CC services. This list of short and long-term goals will help you stay on track from first year to graduation.

<table>
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<th>Year of Study</th>
<th>Short-term Goals</th>
<th>Long-term Goals</th>
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| **YEAR 1**    | **Explore Different Course Options**  
• In addition to enrolling in courses for your program(s), consider exploring opportunities that are not related to your program.  
• These courses will count towards your elective and breadth requirements.  
**Work on Your Study Habits**  
• Studying in university requires a different approach. Attend a Study Skills Workshop and use supports offered by the AA&CC (sign up on the Career Learning Network: clnx.utoronto.ca)  
• Utilize on-campus services | **Which Program(s) Interest You?**  
• UTSC has over 180 academic programs to choose from. Explore new interests, or delve deeper into your favourite discipline.  
• Attend “Choosing Your Program” events in March (see AA&CC website for details or go to [www.uoft.me/choosing](http://www.uoft.me/choosing) for more information).  
**Think about your Transcript**  
• How would you like your transcript to look at the end of your degree? Use the Calendar and Degree Explorer at: [acorn.utoronto.ca/degree_explorer.php](http://acorn.utoronto.ca/degree_explorer.php)  
• Use the GPA calculator to help monitor your progress throughout the session: [http://gpacalc.utoronto.ca/calculator](http://gpacalc.utoronto.ca/calculator)  
**Build a Good Network**  
• Introduce yourself to faculty at U of T  
• Volunteer or work on campus |
| **0 - 3.5 CREDITS** | **Choose Your Program**  
• Declare or apply for your program on ACORN.  
• Speak with your Professor(s), Program Advisors, and connect with an Academic & Learning Strategist at the AA&CC about your academic goals and interests.  
**Strengthen Your Study Skills**  
• How are your study skills? Complete the Learning and Study Skills Inventory (LASSI) at the AA&CC to understand how you’re doing.  
• Continue working towards your academic goals- are you where you want to be? How can you continue to develop your skills? | **Track Your Progress**  
• Use the Calendar and Degree Explorer to see which requirements are complete, pending, or incomplete. Use the ‘Degree and Program Checklist’ to help with long-term planning.  
• Refer to [uoft.me/degreeplanning](http://uoft.me/degreeplanning) for tips on planning future courses and tracking your requirements  
**Courses for Upcoming Semesters**  
• Remember to complete the necessary pre-requisites for the C and D level courses you need to take.  
• Considering taking courses at another campus? Check with your Program Advisor or an Academic & Learning Strategist at the AA&CC to help you plan. |
| **YEAR 2**    | **Choose Your Program**  
• Declare or apply for your program on ACORN.  
• Speak with your Professor(s), Program Advisors, and connect with an Academic & Learning Strategist at the AA&CC about your academic goals and interests.  
**Strengthen Your Study Skills**  
• How are your study skills? Complete the Learning and Study Skills Inventory (LASSI) at the AA&CC to understand how you’re doing.  
• Continue working towards your academic goals- are you where you want to be? How can you continue to develop your skills? | **Track Your Progress**  
• Use the Calendar and Degree Explorer to see which requirements are complete, pending, or incomplete. Use the ‘Degree and Program Checklist’ to help with long-term planning.  
• Refer to [uoft.me/degreeplanning](http://uoft.me/degreeplanning) for tips on planning future courses and tracking your requirements  
**Courses for Upcoming Semesters**  
• Remember to complete the necessary pre-requisites for the C and D level courses you need to take.  
• Considering taking courses at another campus? Check with your Program Advisor or an Academic & Learning Strategist at the AA&CC to help you plan. |
**YEAR 3**

9.0 - 13.5 CREDITS

**Review Your Transcript**
- Continue assessing your academic progress.
- Which program and/or degree requirements can you complete this year? Are these courses strategic options to ensure that you are on track for graduation? Check in with the AA&CC and online with Degree Explorer.

**Solidify Your Study Skills**
- Keep striving for self-improvement! Attend study skills workshops offered year-round.
- Utilize campus resources for your success.

**Continue to Build Your Network**
- Your professors and TAs are excellent partners to help you succeed.
- Are you interested in researching with faculty, or taking on an independent study in your fourth year?

**Monitor Your Requirements**
- Login to Degree Explorer to see which program and degree requirements are complete, pending, or incomplete.
- Visit AA&CC to help you create an academic plan for the upcoming year.

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**YEAR 4**

14.0+ CREDITS

**Final Course Enrolment**
- Plan your courses carefully!
- Visit the AA&CC or meet with your Program Advisor for help.
- Plan for depth in your program(s) by taking C and D level courses.

**Request Graduation on ACORN**
- Visit the Registrar’s Office website for deadline dates.

**Graduation and Beyond**
- Build your network.
- Build your experience.
- Celebrate your successes!
A message from our Registrar

Thank you for reading the 2019-2020 edition of the UTSC Registrar’s Guide. I’m confident you will find the information here valuable – from the key dates and deadlines to understanding the route towards your degree. If you can’t find it here, remember we’re here to help; you can find us on the main level of Highland Hall. We wish you the best of success in the coming year.

Best wishes,
Curtis Cole
Registrar and Assistant Dean (Enrolment Management)