



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

# Registrar's Guide

**Summer 2019**



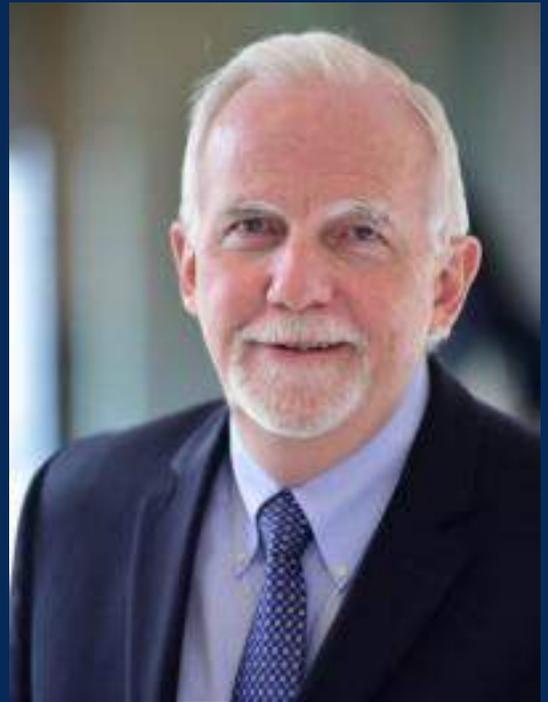
# A message from our Registrar

Welcome to the Summer 2019 edition of the UTSC Registrar's Guide. On behalf of my colleagues in the Office of the Registrar I hope you find the information in the guide useful and even empowering.

Let's face it, the academic regulations in the Calendar and the procedures you have to master in order to get into the courses you like, register in the programs you want, qualify for the financial aid you need – and pay the fees you would prefer not to – are complicated and difficult. Anything we can do to make the process smoother - or at least more understandable – we're striving to do. In this guide you'll find a wealth of information and, most importantly, where you can turn for help.

I really hope you enjoy your summer and boost your GPA a bit while you're at it! I'm also really looking forward to watching you come up on the stage at Convocation Hall in your graduation gown when the time comes.

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



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# SUMMER 2019 ACADEMIC DATES

<b>UTSC Dates</b>	<b>F Section</b>	<b>Y Section</b>	<b>S Section</b>
Duration of classes	May 6 - June 17	May 6 - August 6	June 24 - August 6
Reading week	N/A	June 18 - June 22	N/A
Study break	N/A	August 7 - August 9	
Final exam period	June 18 - June 22	August 10 - August 23	
2019 Winter deferred exam period	August 7 - August 23		
University Closures	May 20 (Victoria Day); July 1 (Canada Day); August 5 (Civic Holiday)		
<b>Course Enrolment &amp; Term Work</b>			
View your start time on ACORN (degree students only)	March 26		
Course enrolment begins Add up to 2.5 credits	April 1 (as per start time for Degree students) April 2 (starting at 10:00am for Non-degree students)		
Add up to 3.0 credits on ACORN	Begins: April 16		
Add St.George or UTM courses	April 17 beginning at 6:00am		
Add courses on ACORN by this date to avoid the registration penalty (maximum \$114)	April 21		
Late registration penalty applied at the Registrar's Office	April 22		
Financial cancellation and course removal date due to non-payment/deferral	May 3		
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	May 5	June 23 (if enrolled in all UTSC 'S' courses only- see Student Accounts website)	
UTSC waitlist ends- check status of your courses	May 9	June 26	
Deadline to adjust course load (for students on probation and/or writing deferred exams)	May 12		
Deadline for registered students to add courses or make a section change on ACORN	May 12	July 1	
Deadline to drop courses without academic penalty and have them removed from transcript	June 10	July 22	July 29
Credit/No Credit an elective or breadth requirement: Request or remove this assessment from your transcript	May 6 - June 17	May 6 - August 6	
Last day to submit term assignments	June 17	August 6	
Request a late withdrawal from a UTSC course on eService (see our website for St.George and UTM deadlines)	June 17	August 6	
<b>Graduation</b>			
Request for graduation for November 2019 on ACORN	June 14 - August 12		

# SUMMER 2019 FINANCIAL DATES

<b>Summer</b>	
Fee Assessment/ Invoices available	April 15
Deadline to register by paying or deferring your fees*	April 21
Fee deferral request period	April 15 - April 21
Late registration penalty applied at the Registrar's Office if you begin your course enrolment after April 21	April 22
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	May 5 (June 23 if enrolled in UTSC 'S' courses only- see Student Accounts website)
Financial cancellation and course removal date due to non-payment or unsuccessful fee deferral	May 3
Deadline to pay Summer tuition in full to avoid service charges	May 31
Monthly service charge applied to accounts with an outstanding balance	Beginning June 15 until account is paid in full
<b>Refund Schedule</b>	
Learn when to drop a course in order to be eligible for a full or partial refund: <a href="http://www.utsc.utoronto.ca/registrar/financial-deadlines">http://www.utsc.utoronto.ca/registrar/financial-deadlines</a>	
<b>OSAP/Financial Aid</b>	
Deadline to apply for financial aid in order to be eligible for a tuition fee deferral*	April 3
Deadline to apply for OSAP for the summer session	June 23
<b>Upcoming - Fall/Winter semester</b>	
Visit our website for additional information OSAP, including deadlines for the upcoming sessions: <a href="https://www.utsc.utoronto.ca/registrar/ontario-loans-and-grants">https://www.utsc.utoronto.ca/registrar/ontario-loans-and-grants</a>	
Apply for OSAP for Fall 2019 - Winter 2020	June 30
Deadline to register by paying or deferring your fees	August 12

\* 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 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/BSoc) 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. 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

[http://www.acorn.utoronto.ca/degree\\_explorer.php](http://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 Combinations

## 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 who are expecting to graduate can use this tool to assess their 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.

1st Year	2nd Year	3rd Year	4th Year
3.5 credits or fewer	4.0 - 8.5 credits	9.0 - 13.5 credits	14.0+ credits

Double Degree Students only:

1st Year	2nd Year	3rd Year	4th Year	5th Year
3.5 credits or fewer	4.0 - 8.5 credits	9.0 - 13.5 credits	14.0+ credits	20.0+ credits



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 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 in a subject area 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 have at least one active program or appropriate combination of programs on ACORN before course enrolment begins, or your course enrolment privileges will be blocked. 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. Students with fewer than 4.0 credits may select a program if they wish but this is not required. Note that you will be unable to continue enrolling in courses if you have obtained 4.0 credits and you are not active in a program (either a Specialist, two Majors or one Major and two Minors). If you are waiting for the limited enrolment request period to begin to select a specific program, you should select an unlimited program temporarily in order to continue modifying your courses.

## Unlimited Programs

You may enrol in an unlimited program at anytime 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 by the deadline to request the program in order to be considered.

	Applying at the end of the 2019 Winter Session (Round 1)	Applying at the end of the 2019 Summer Session (Round 2)
Calendar in effect for Program Requirements	2018 - 2019	2019 - 2020
Application dates	March 11 - April 12	June 28 - July 26
Offers are made on ACORN	mid - May	mid- September
Deadline to accept an offer	May 17	September 16

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 officially enrolled in the program. If your application to a limited program was **refused**, you must have an alternate program listed on ACORN.

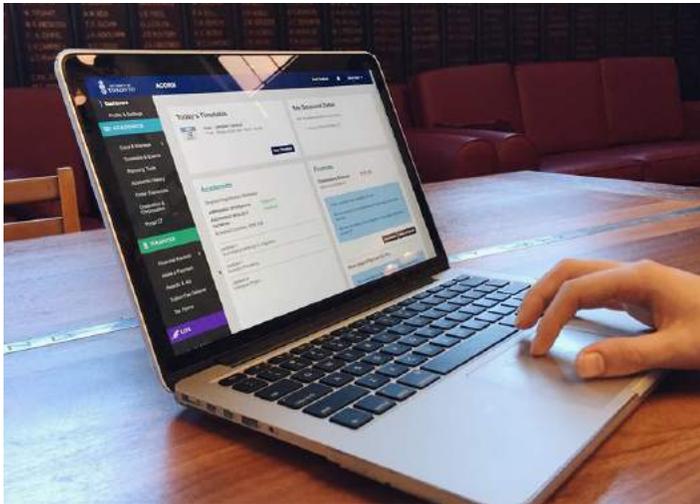
You may enrol in only one co-op or limited enrolment specialist program. If you are invited to more than one, accept the one you want, and delete the others.



## Declare Your Program(s) on ACORN

[utsc.utoronto.ca/registrar/programs](http://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.



To apply for a limited program, or enrol in an unlimited program:

1. Visit the link above to determine whether your program is an unlimited or limited program.
2. Login to ACORN.
3. Under the Academics menu, click on "Enrol & Manage," and select "Programs".
4. Using the search field box, type your program name, or Subject POST code, and select the appropriate UTSC program.
5. Click on the program you would like to enrol in.
6. On the program enrolment pop-up modal, review the information presented and click 'Enrol'.
7. If you have successfully enrolled in the program you will receive a success notice on the top right corner of your screen and the program will be listed under your currently enrolled programs.

## Remove a Program from ACORN

1. Follow steps 2-4 above.
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.uoft.me/choosing](http://www.uoft.me/choosing)

Visit the Academic Advising & Career Centre 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.



# Course Enrolment

Enrol in all of your desired Summer 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 back up 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](http://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 or not a course is being offered and when.



### 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).

UTSC = 3 UTM = 5 FAS (St. George) = 1

#### ENGA18H3 F

The last letter appears as F, S, or Y. It identifies the session 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

## STEP 2: Build Your Schedule

utsc.utoronto.ca/timetable

### Using the Timetable

As you plan your upcoming studies, 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 Summer 2019.
3. **Filter your search.** You can use the drop down menu to search all UTSC courses, or search 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, at UTSC these 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.

**LEC 1-29:** Daytime in-class lecture, with in-class components (labs, tutorials, etc.) and onsite tests.

**LEC 30-40:** Evening in-class lecture, with in-class components (labs, tutorials, etc.) and an onsite exam/midterm.

**LEC 60-69:** In combination with daytime or evening in-class lectures, Lec 60-69 offers an online lecture option. The exams/midterms are onsite.

**LEC 70-79:** The only offering is an online lecture, and has in-class components (labs, tutorials). The exams/ midterms are onsite.

**LEC 99:** All components of the course are online (i.e., labs, tutorials, assignments, etc.). The exams/ midterms are usually on-site, however, an off-site option might be possible on a case-by-case basis by the department offering the course (contact the department directly for details).

### Tutorials & Practicals

These mandatory meeting sections provide an opportunity to work outside of lectures in smaller groups to 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 may 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 those courses.

### STEP 3: Course Enrolment on ACORN

www.acorn.utoronto.ca

### What is ACORN?

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

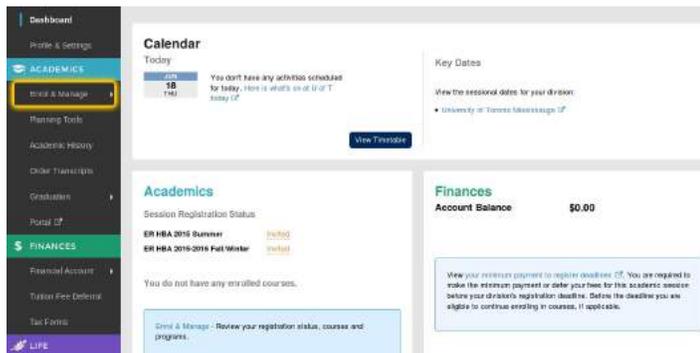
	View Start Time on ACORN	Course Enrolment Begins
Degree Students	March 26	April 1
Non-Degree	N/A	April 2 at 10am

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 on the date and time indicated above.



## Add Courses: Plan Ahead with the Enrolment Cart

Use the enrolment cart on ACORN to save courses and activity sections that you intend to enrol in once your start time begins. 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 Summer.
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.utoronto.ca/waitlists](http://www.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.

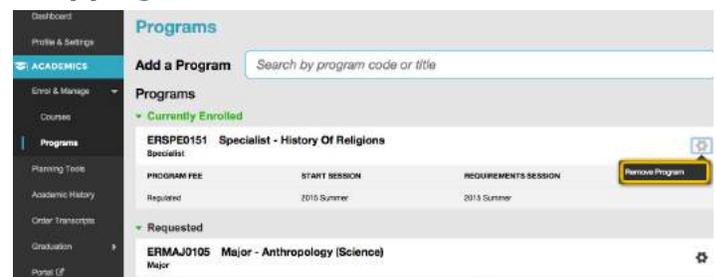
A charge applies once you are enrolled in a course; there is no fee to waitlist a course. You can waitlist a maximum of 1.0 credit per session, and this will count towards your total course load for that session. If you no longer want to take a course, be sure to remove yourself from the waitlist to 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.

Academic deadlines: see page 1

UTSC Refund Schedule: learn more on page 27

## 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 be authorized and approved by the relevant academic department.

## Late Withdrawal Requests

[www.utoronto.ca/registrar/dropping-courses](http://www.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.utoronto.ca/regoffice/eservice/student](http://www.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

Request/Change Period		
F Section	Y Section	S Section
May 6 - June 17	May 6 - August 6	

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 our office in person to meet with a Financial Aid Advisor for details on how dropping one or more courses may impact your funding.



# 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](http://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/#/](http://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.



## Canceling 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, which will automatically notify us of your absence. 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 classes begin. It is important to confirm and cancel your registration, as opposed to dropping your courses, and remaining registered with no courses. 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 27. 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.

Should you have questions regarding your assessment, please contact:

### Post-Secondary Transfer Credit Evaluations:

[utsc.transfercredit@utoronto.ca](mailto:utsc.transfercredit@utoronto.ca)

### High School & Secondary Transfer Credit

**Evaluation:** [utsc.hstransfercredit@utoronto.ca](mailto:utsc.hstransfercredit@utoronto.ca)

### Re-enrolling

If you have been away for 12 months or more, are returning to studies after graduating or if 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.

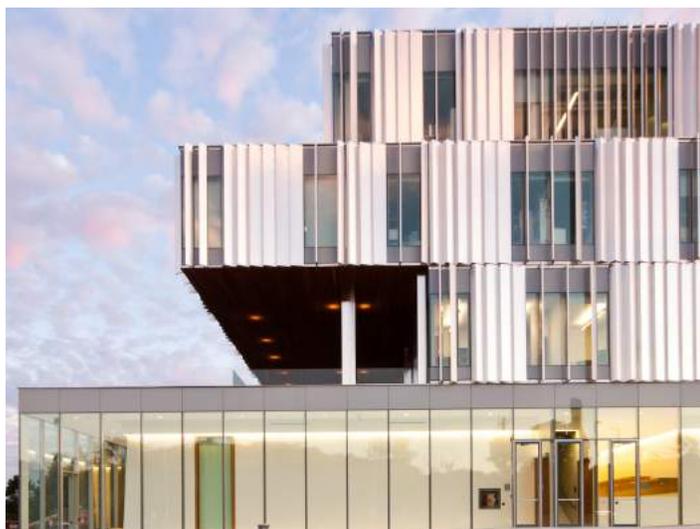
### Students with Deferred Exams

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 below:

Credit Value of Deferred Exam(s)	Maximum Course Enrolment
0.5	2.0 credits
1.0	1.5 credits
1.5	1.0 credits
2.0	0.5 credits
2.5	Not permitted to enrol in any courses

### Courses at UTM or St. George

[utsc.utoronto.ca/registrar/courses-other-campuses](http://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 bring. 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 using the Program Exception Form. Elective courses do not require permission.

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](http://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.utoronto.ca/probation](http://www.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. Students on probation can study full-time, but may not enrol in more than 2.0 credits.

**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](http://gpacalc.utoronto.ca/calculator)

## Course Enrolment Limit

Students on academic probation may take up to 2.0 credits (or 4 half credit courses) in the semester. Students who violate this course load maximum will be removed from all of their current courses.

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 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. Students in good standing are not restricted to a 2.0 credit course load.

## 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:

Academic Suspension	
1st suspension	4 months
2nd suspension	12 months
3rd suspension	36 months
4th suspension	refused further registration at U of T

## Support at UTSC: Overcoming Academic Difficulty

The Academic Advising & Career Centre 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](http://www.utsc.utoronto.ca/aacc)



# Final Exams

Summer 2019	
F Courses	June 18 - June 22
Winter 2019 Deferred Exams	August 10 - August 23
Y & S Courses	August 7 - August 23

## Final Exam Information

[www.utsc.utoronto.ca/registrar/examinations](http://www.utsc.utoronto.ca/registrar/examinations)

The UTSC final exam schedule is posted on the Registrar's Office website – along with exam policies, what you can and cannot bring in 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 circumstances listed below.

## Simultaneous Exams

Students scheduled to write multiple exams at the same time must report 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 three 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, 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](http://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 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 on page 16). 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 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) and the visit date in which they completed the form 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 are to 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.

University of Toronto

**Verification of Student Illness or Injury**  
To be completed only by a Physician, Surgeon, Nurse Practitioner, Registered Psychologist or Dentist

1. **TO BE COMPLETED BY THE STUDENT:** STUDENT# \_\_\_\_\_  
I, (please print) \_\_\_\_\_ authorize this practitioner to provide the information on this form relating to my request for special consideration to the University of Toronto, and to verify the information as required.

\_\_\_\_\_  
STUDENT SIGNATURE DATE

2. **TO BE COMPLETED BY THE LICENSED PRACTITIONER:** Please indicate below the effect of the illness, injury and/or treatment on the student's ability to learn, communicate, concentrate, participate in academic activities as well as his/her decision making capacity and motivation.

Initial the most relevant category	Degree of Incapacitation on Academic Functioning	Start Date	Anticipated End Date
Severe	Completely unable to function at any academic level e.g. unable to attend classes, or fulfill any academic obligations.		
Serious	Significantly impaired in ability to fulfill academic obligations e.g. unable to complete an assignment, unable to write a test/examination		
Moderate	May be able to fulfill some academic obligations but performance considerably affected e.g. able to attend some classes, decreased concentration, assignments may be late		
Mild	Likely to be able to fulfill academic obligations, but performance affected to a minor degree, with mild impairment and minimal symptoms		
Negligible	Unlikely to have an effect on ability to fulfill academic obligations		

Frequency and/or timeline of contact with student relevant to present illness/episode of illness/injury

Once Only - Visit Date: \_\_\_\_\_

Multiple/On-going - Visit Dates: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

3. **VERIFICATION BY THE LICENSED PRACTITIONER:**  
**This form is based on examination and applicable documented history at the time of illness or injury, not after the fact. I certify that this assessment falls within my legislated scope of practice.**

NAME (Please Print) \_\_\_\_\_ Business stamp, with address and telephone \_\_\_\_\_

Licensing Body and REGISTRATION # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

The University of Toronto respects your privacy. Personal information that is provided on this form is used by the University to verify effects of illness or injury on your co-ordinating and necessary related purposes. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please contact your campus administrator.

Alteration or falsification of information on this form may constitute an academic offence under the Code of Behaviour of Academic Matters and may be prosecuted as such.

Completion of this form does not guarantee that special consideration will be granted. Incomplete forms will not be processed. In some appeal situations, the University may require additional information from you or your practitioner to decide whether or not to grant or confirm special consideration.

**PLEASE RETAIN A COPY FOR YOUR FILES**

- **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.uts.utoronto.ca/registrar/deferred-exams](http://www.uts.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:

Credit Value of Deferred Exam(s)	Maximum Course Enrolment
0.5	2.0 credits
1.0	1.5 credits
1.5	1.0 credits
2.0	0.5 credits
2.5	Not permitted to enrol in any courses

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 a cancellation of the deferred exam and a reinstatement of the grade.

# 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 (see page 39).
- Arrive early! If you are more than 15 minutes late to a final exam, you may not be permitted to enter (and you 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 assistance.



## 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 destress
- 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!).

A large, leafy tree stands in the center of a grassy area. The entire scene is overlaid with a semi-transparent blue filter. In the background, a building and other trees are visible.

# 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 the 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. Computer Science (except the Minor) and Management programs will have tuition fees assessed as a program fee in second year (4.0 credits or more) or above if the student is registered in two or more credits per semester (see below). First year students (3.5 credits or less) in these programs will pay the same per-course fee as students registered in an arts or science program.

#### Program Fees

[www.utoronto.ca/registrar/program-fees](http://www.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 their course load (per-course) on eService by the appropriate deadline to ensure their fees are calculated on the program per-course rate. Doing so will ensure that your fees are reflected correctly on ACORN. Full details, deadline dates, and instructions can be found on the Registrar's Office 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 program fee for the current session, and assume responsibility for any retroactive 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), and then drop to part-time, 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 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 22 for our Payment Schedule.

## 7) Health & Dental Insurance

### Full-Time Students

<http://www.scsu.ca/health/>

Full-time students are automatically provided with extended coverage for medical and dental services. Visit the Scarborough Campus Students' Union or visit their website for coverage details, how to opt-out, and more.

## Part-Time Students

<http://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](http://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 Co-op fee 6 times.



# Payment Schedule

**We can help you avoid or minimize service charges on your tuition fees.**

- Avoid service charges by paying your fees in full or minimize service charges by making monthly payments.
- If you make changes to your course load, or get into a waitlisted course, check your invoice for updates.
- Drop courses by the refund deadline if possible.

Follow the payment schedule below to avoid or minimize monthly service charges on your ACORN account. Service charges begin to accrue on the 15th of each month until all fees are paid in full.

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. Making monthly payments are recommended, in order to avoid a lump sum at the end of the semester.

<b>Summer 2019</b>	
Deadline to register by paying or deferring your fees	April 21
Financial cancellation if your status is not "registered"	May 3
Deadline to pay Summer semester fee balance in full to avoid service charges	May 31
Monthly service charges applied to all accounts with an outstanding balance on these dates until fees are paid in full	Beginning June 15 until account is paid in full
UTSC Refund Schedule- Learn when to drop a course in order to be eligible for a full or partial refund	Visit the Registrar's Office website for a link to the schedule

<b>Financial Aid/OSAP</b>	
Apply for financial aid by this date to receive funding and be eligible for a tuition fee deferral	April 3
Deadline to apply for OSAP for the Summer session	June 23

<b>Upcoming - Fall/Winter semester</b>	
Apply for OSAP for Fall/Winter 2018 - 2019	mid-April - June 30 to defer your fee payment
Deadline to register by paying or deferring your fees	August 12

Plan your finances accordingly! In order to register for the upcoming year, you must pay off all of your Summer fees. The deadline to register for the upcoming academic year is August 12.

# Paying Your Fees

## 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 several days 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".

The screenshot shows the ACORN interface for a University of Toronto student. The top navigation bar includes the University of Toronto logo, the ACORN name, and user information for Johnny Acorn. The left sidebar menu is divided into 'ACADEMICS' and 'FINANCES' sections. The 'FINANCES' section is active, showing options like 'Invoice', 'Payment History', and 'Account Details'. The main content area is titled 'Account Invoice' and provides instructions on how to view the invoice. Below this, it displays the 'Invoice: 2019 SUMMER' with a table of fees and a total amount of \$2,712.00 for the summer term, plus a \$55.00 student system access fee.

Item	Amount
ROSI Account Balance Up to the End of the Session:	\$ 0.00
<b>2019 SUMMER</b>	
TUITION - Hons BA (Social Sci. and Hum)	
2019 SUMMER	
Course fee - Domestic ENGA10H3 (F)	\$ 678.00
Course fee - Domestic IDSA01H3 (F)	\$ 678.00
Course fee - Domestic MGEA01H3 (F)	\$ 678.00
Course fee - Domestic POLA01H3 (F)	\$ 678.00
<b>Summer Term Sub-total</b>	<b>\$ 2,712.00</b>
Incid. Campus :KPE Co-Curr. Prg,Serv&Fac-FT	\$ 21.49
Incid. Campus :Athletics Dept. UTSC-FT	\$ 137.57
Incid. Campus :Hart House UTSC-FT	\$ 2.65
Incid. Campus :Health & Wellness-UTSC-FT	\$ 67.31
Incid. Campus :Student Services UTSC-FT	\$ 177.60
Incid. Stud.Soc.:Scarb. Campus Student Union-FT	\$ 40.48
Incid. Stud.Soc.:Scarb. Community Radio	\$ 12.85
Incid. Stud.Soc.:SCSU-Accident/Pr Drug Insur Plan	\$ 74.83
Incid. Stud.Soc.:SCSU-Dental Plan	\$ 94.57
Incid. Stud.Soc.:Scarb. Students' Press	\$ 3.50
Incid. Stud.Soc.:Scarb. Athletic Association	\$ 3.50
Incid. Stud.Soc.:UofT Varsity Publications	\$ 2.01
Incid. Stud.Soc.:UTSC Student Centre - FT	\$ 39.31
Incid. Stud.Soc.:UTSC Athl. Facility Levy-FT	\$ 157.48
Incid. Stud.Soc.:U of T Community Radio-Scarborough	\$ 0.50
<b>Summer Term Sub-total</b>	<b>\$ 835.65</b>
Student System Access Fee	\$ 55.00
<b>Summer Term Sub-total</b>	<b>\$ 55.00</b>

## 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 26 for details on fee deferrals).

## 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), and will not be taking any other courses, 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 23.

### 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".

## 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.

## Registered Education Savings Plan (RESP)

If you have an RESP plan, you will likely have to submit proof of your enrolment 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 Registrar's Office. You may request that we complete this document after you have enrolled in a full time course load for the duration of the session you are studying in. If the company doesn't have a form, you can request a letter from us.

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



## HigherEd Points

[www.higheredpoints.com](http://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](http://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.

## 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

Allow at least 3 weeks for the University to receive and process your bank draft or money order.

## After You Make a Payment

Keep the receipt or proof of payment. Screenshots are acceptable if you made a payment online. Allow time for your payment to process. It can take up to 7 business days for domestic payments, and up to 14 business days for International payments. Check your registration status on ACORN.

## Your Registration Status on ACORN

Once your payment is received, your status for the upcoming semester(s) will change from "invited" to "registered". If your status does not change, you will need to show your proof of payment to the Registrar's Office before the financial cancellation date (page 22) to avoid being financially cancelled and removed from your courses.

## Financial Cancellation = Removal from Courses

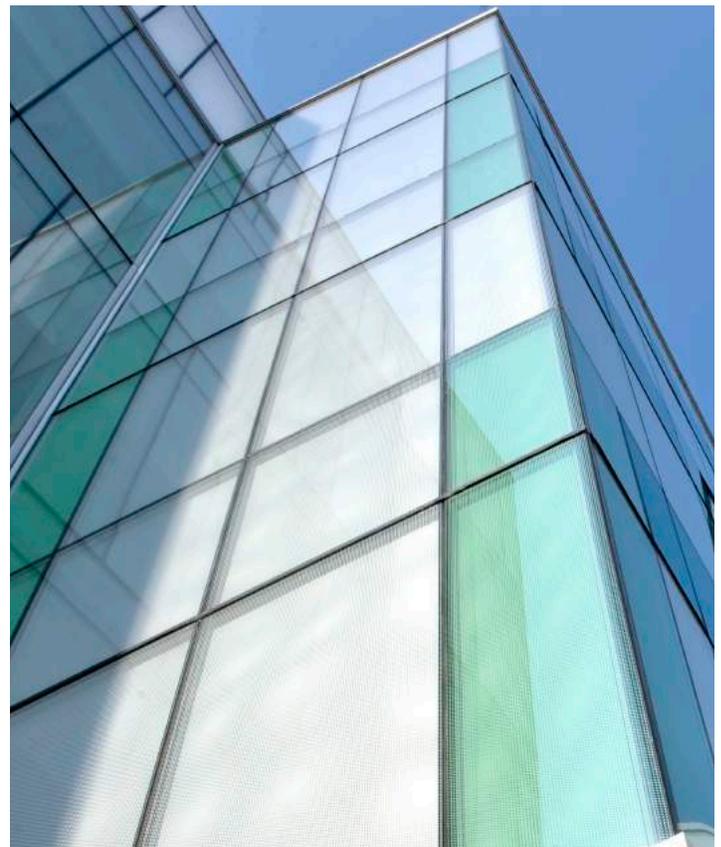
There are academic and financial reasons why a status of "financially cancelled" may appear on ACORN.

Students who missed the deadline to pay or defer their fees and did not resolve it at the Registrar's Office will be financially cancelled according to the financial cancellation date (page 22). They will be emailed instructions for reinstatement.

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 15 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 Registrar's Office in person and a proof of payment for the minimum payment to register (as listed on your ACORN invoice) towards tuition must be provided. The penalty is subject to change, please see 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

April 15 - April 21

## Who Qualifies for a Fee Deferral?

### OSAP Recipients

Apply for full-time or part-time OSAP by April 3 in order to qualify. 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!



## 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 of the deadline depending on the 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 Summer.

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:

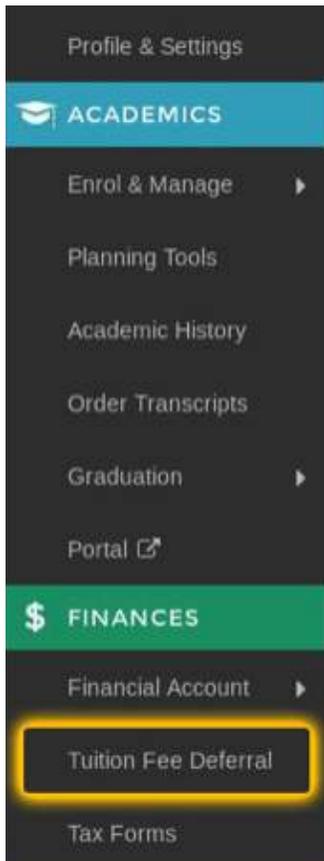
Office of Student Accounts  
215 Huron Street, 3rd floor  
Toronto, Ontario  
M5S 1A2

Documents may be submitted in person, by mail, or by fax at (416) 978-2610 before the relevant registration deadline (see page 22).

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.



## 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](mailto: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.

# Tuition Refunds

## UTSC Refund Schedule

[www.utsc.utoronto.ca/registrar/refunds](http://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 or not 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. UTSC students are expected to 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 reduced course load.

## Types of Refunds:

### Academic Fees

Tuition fees are assessed on whether you are charged 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 Registrar's Office website for the most current dates.

## 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. This will be visible on your invoice.



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.

### **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](mailto:info.studentaccount@utoronto.ca)



# FUNDING

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!



# Ontario Student Assistance Plan (OSAP)

[www.ontario.ca/osap](http://www.ontario.ca/osap)



OSAP provides financial assistance to eligible Ontario students to help them pay for their education. Funding is available to eligible students who are studying on a full-time or part-time basis.

### How to Apply for OSAP

[utsc.utoronto.ca/registrar/Ontario-loans-and-grants](http://utsc.utoronto.ca/registrar/Ontario-loans-and-grants)

We've created a step-by-step online guide (see link above) to help you understand the application process from start to finish. Whether you are a new student or returning student, we've simplified the process to make sure that you're fully informed.

### Grants for Eligible Students

Qualifying full-time students will benefit from the various grants available. Grants that reduce provincial debt will be given to applicants who are:

- Dependent students whose annual family income is less than \$50,000
- Independent students whose annual income is less than \$30,000

These OSAP grants may be equal to, or exceed the cost of average tuition. Average tuition is determined by the average cost of tuition for an undergraduate arts and science program at an Ontario university.

To receive your funds by the first day of school, apply and submit all required documents at least one month before classes begin. Assistance is available for both full-time and part-time studies. Visit the OSAP website to learn more.

It can take up to 6 weeks to process your application and supporting documents in full. Possible reasons for delays in receiving your funding include: applying late, missing required documents, or documents that have not been processed.

### 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 to the Registrar's Office for processing. It can take up to 6 weeks to process.
- Check your status on the OSAP website.



# Applying for Summer OSAP

## Eligibility

To qualify for Summer OSAP, you must register in full-time studies (see Minimum Course Load Requirements chart for details). Students participating in the Summer Abroad program may qualify for funding. Please speak with a Financial Aid Advisor for details.

## How to Apply

If you received OSAP for Fall/Winter go to the 'FORMS' section of our website and click on "Extend Your OSAP Funding".

If you did not receive OSAP funding for Fall/Winter: submit a new 2018 - 2019 application on the OSAP website, and type 'Summer' in the program field. We recommend that you apply early to ensure that there are no delays in your funding, and it provides enough time to submit any supporting documentation.

Your study period must be at least 12 weeks in length. It can take up to 6 weeks to process your OSAP supporting documents and application in full. Possible reasons for delays in receiving your funding include: applying late; missing required documents; documents have not been processed. You can check your status on the OSAP website.



**NOTE:** If you require a fee deferral, apply by April 3. If you miss this deadline, you run the risk of not being eligible for a fee deferral, and you must prepare to make a tuition payment on your own.

## Appeals

If you determine that your funding is not sufficient, speak to a Financial Aid Advisor at the Office of the Registrar immediately. You may be eligible for a reassessment, and receive additional funding.

## Minimum Course Load Requirements

General Requirements	
Study Period	Must Pass
May - August	1.5 credits
May - June only*	1.0 credit
June to August only*	1.0 credit

Students with documented disabilities	
Study Period	Must Pass
May - August	1.0 credit
May - June only*	0.5 credit
June to August only*	0.5 credit

\*Students studying in this study period must have received OSAP funding in the previous Fall and/or Winter sessions.

# Financial Aid

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](http://planningcalc.utoronto.ca)

## UTSC Grant/Bursary

[www.uts.utoronto.ca/registrar/bursaries](http://www.uts.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 on grant and bursary options.

## Work-Study Program

[www.uts.utoronto.ca/aacc](http://www.uts.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 all domestic and international students!

## U of T Financial Support University of Toronto Advance Planning for Students (UTAPS)

<https://future.utoronto.ca/content/university-toronto-advanced-planning-students-utaps>

As a grant program, UTAPS is designed to assist students who have unmet financial need. OSAP recipients are automatically considered for this grant and do not need to submit a separate application. Out-of-province and indigenous students must submit an application. Summer UTAPS applications can be picked up from our office. After an assessment is made, qualifying students will see UTAPS funding deposited directly to their ACORN account.

## Financial Support from the Government Provincial / Territorial Loan Programs

[future.utoronto.ca/finances/financial-aid](http://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.

## Appeals, Questions & Support

If you have concerns about your funding amount, speak to a Financial Aid Advisor at the Registrar's Office 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:

<b>ENTRANCE SCHOLARSHIPS</b>	=	<b>\$1.85M</b>
<b>NAMED ENTRANCE AWARDS</b>	=	<b>\$215,000</b>
<b>IN COURSE AWARDS</b>	=	<b>\$450,000</b>
<b>STUDENTS ON THE DEAN'S LIST</b>	=	<b>1,377</b>

## 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 Registrar's Office 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 sessions.

## 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](https://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](mailto:awards@utsc.utoronto.ca)



## 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.



## 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 you paid your fees in full and your tuition balance is \$0 prior to receiving the monetary value of your scholarship, the value of your scholarship will be credited back to your personal bank account via direct deposit.

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.

# 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.

ENVIRONMENTAL SCIENCE & CHEMISTRY

# Your UTSC

[www.utsc.utoronto.ca/AtoZAll.html](http://www.utsc.utoronto.ca/AtoZAll.html)

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!





**Department of Student Life** helps students engage on and off campus through leadership opportunities, mentorship, and first year programs. They encourage students 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.

**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.



**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 socials and 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.



**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 team of Liaison Librarians can assist you with your research and are available to meet for personalized support.



**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 of the committee is open to all staff, students and faculty at the University.

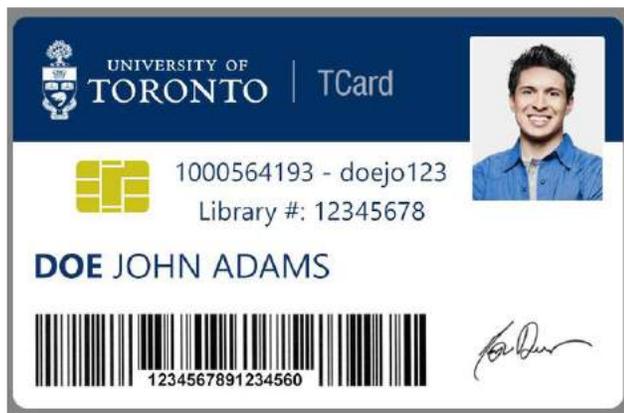
**Scarborough Campus Student Union** is your elected student body that advocates on behalf of students on issues that are important to you. Services include: lockers; TTC metropasses; health & dental plan; graduation photos; orientation; and many social and cultural events to keep you engaged.



# Your TCard

UTSC TCard Office Website

[www.utsc.utoronto.ca/registrar/tcard](http://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 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
- 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
- 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 a 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 Computer Science (excluding minor) and Management students pay a program or flat fee when taking 80% or more course load.

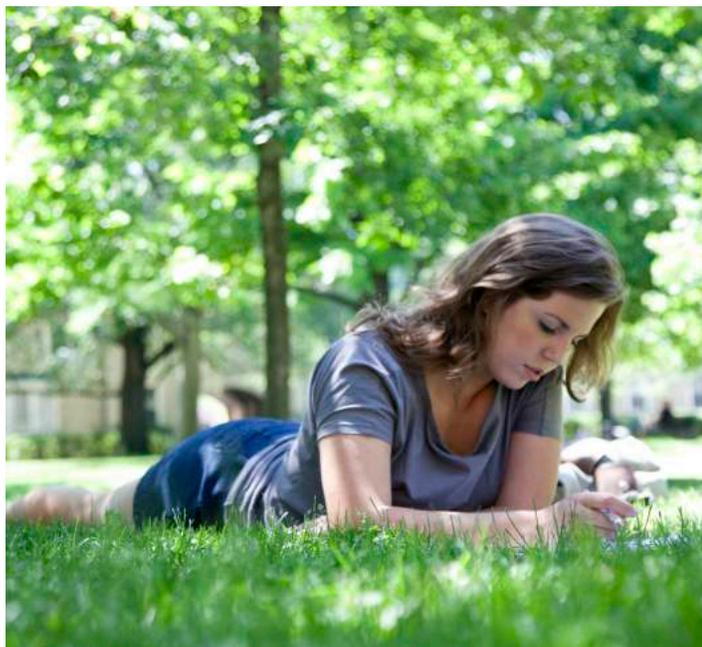
**Active:** if you applied to a limited enrolment program, this status means that you are officially enrolled, having accepted your invitation to the program. This status can be viewed on ACORN.

**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 along side another or have already passed.



**Course Code:** an identifying set of letters and numbers that provides course information such as: which area of study it belongs to, 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.

**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 defer your fees successfully and 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. 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:** these programs require that you meet the criteria and apply by the appropriate request period. Apply to a limited enrolment program on ACORN using the correct 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.

**Program Requirement:** a list of required courses that you must complete for your UTSC program.

**Proof of Payment:** a payment receipt or 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.

**Restrictions & Instructions:** the course timetable on the Registrar's Office website has this heading 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 at UTSC 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.utoronto.ca/aacc](http://www.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.

Year of Study	Short-term Goals	Long-term Goals
<p><b>YEAR 1</b> 0 - 3.5 CREDITS</p>	<p><b>Explore Different Course Options</b></p> <ul style="list-style-type: none"> <li>In addition to enrolling in courses for your program(s), consider exploring opportunities that are not related to your program.</li> <li>These courses will count towards your elective and breadth requirements.</li> </ul> <p><b>Work on Your Study Habits</b></p> <ul style="list-style-type: none"> <li>Studying in university requires a different approach. Attend a Study Skills Workshop and use supports offered by the AA&amp;CC (sign up on the Career Learning Network: <a href="http://clnx.utoronto.ca">clnx.utoronto.ca</a>)</li> <li>Utilize on-campus services</li> </ul>	<p><b>Which Program(s) Interest You?</b></p> <ul style="list-style-type: none"> <li>UTSC has over 180 academic programs to choose from. Explore new interests, or delve deeper into your favourite discipline.</li> <li>Attend "Choosing Your Program" events in March (see AA&amp;CC website for details or go to <a href="http://www.uoft.me/choosing">www.uoft.me/choosing</a> for more information).</li> </ul> <p><b>Think about your Transcript</b></p> <ul style="list-style-type: none"> <li>How would you like your transcript to look at the end of your degree? Use the Calendar and Degree Explorer at: <a href="http://acorn.utoronto.ca/degree_explorer.php">acorn.utoronto.ca/degree_explorer.php</a></li> <li>Use the GPA calculator to help monitor your progress throughout the session: <a href="http://gpacalc.utoronto.ca/calculator">http://gpacalc.utoronto.ca/calculator</a></li> </ul> <p><b>Build a Good Network</b></p> <ul style="list-style-type: none"> <li>Introduce yourself to faculty at U of T</li> <li>Volunteer or work on campus</li> </ul>
<p><b>YEAR 2</b> 4.0 - 8.5 CREDITS</p>	<p><b>Choose Your Program</b></p> <ul style="list-style-type: none"> <li>Declare or apply for your program on ACORN.</li> <li>Speak with your Professor(s), Program Advisors, and connect with an Academic &amp; Learning Strategist at the AA&amp;CC about your academic goals and interests.</li> </ul> <p><b>Strengthen Your Study Skills</b></p> <ul style="list-style-type: none"> <li>How are your study skills? Complete the Learning and Study Skills Inventory (LASSI) at the AA&amp;CC to understand how you're doing.</li> <li>Continue working towards your academic goals- are you where you want to be? How can you continue to develop your skills?</li> </ul>	<p><b>Track Your Progress</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Refer to <a href="http://uoft.me/degreeplanning">uoft.me/degreeplanning</a> for tips on planning future courses and tracking your requirements</li> </ul> <p><b>Courses for Upcoming Semesters</b></p> <ul style="list-style-type: none"> <li>Remember to complete the necessary pre-requisites for the C and D level courses you need to take.</li> <li>Considering taking courses at another campus? Check with your Program Advisor or an Academic &amp; Learning Strategist at the AA&amp;CC to help you plan.</li> </ul>

<p><b>YEAR 3</b> 9.0 - 13.5 CREDITS</p>	<p><b>Review Your Transcript</b></p> <ul style="list-style-type: none"> <li>• Continue assessing your academic progress.</li> <li>• 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&amp;CC and online with Degree Explorer.</li> </ul> <p><b>Solidify Your Study Skills</b></p> <ul style="list-style-type: none"> <li>• Keep striving for self-improvement! Attend study skills workshops offered year-round.</li> <li>• Utilize campus resources for your success.</li> </ul>	<p><b>Continue to Build Your Network</b></p> <ul style="list-style-type: none"> <li>• Your professors and TAs are excellent partners to help you succeed.</li> <li>• Are you interested in researching with faculty, or taking on an independent study in your fourth year?</li> </ul> <p><b>Monitor Your Requirements</b></p> <ul style="list-style-type: none"> <li>• Login to Degree Explorer to see which program and degree requirements are complete, pending, or incomplete.</li> <li>• Visit AA&amp;CC to help you create an academic plan for the upcoming year.</li> </ul>
<p><b>YEAR 4</b> 14.0+ CREDITS</p>	<p><b>Final Course Enrolment</b></p> <ul style="list-style-type: none"> <li>• Plan your courses carefully!</li> <li>• Visit the AA&amp;CC or meet with your Program Advisor for help.</li> <li>• Plan for depth in your program(s) by taking C and D level courses.</li> </ul>	<p><b>Request Graduation on ACORN</b></p> <ul style="list-style-type: none"> <li>• Visit the Registrar's Office website for deadline dates.</li> </ul> <p><b>Graduation and Beyond</b></p> <ul style="list-style-type: none"> <li>• Build your network.</li> <li>• Build your experience.</li> <li>• Celebrate your successes!</li> </ul>



# How can we help you?

This is your Registrar's Office.

We're here to support you and make sure that you get the answers you need, when you need them. Chat with us online Monday – Friday (10am – 12pm) using our Live Chat service, visit us in person, check out our website, use this guide, or send us an email. However you learn, wherever you are, our services are designed with your success in mind.

**[utscc.utoronto.ca/registrar](https://utscc.utoronto.ca/registrar)**

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