



Registrar's Guide



UNIVERSITY OF
TORONTO
SCARBOROUGH

Fall/Winter
2017-2018

Made with You in Mind

This book is designed to simplify course enrolment, paying your fees, choosing your program, and everything in-between.

It will guide you through these steps so that you can focus less on *how* to do it, and more on what's really important – your goals and how to best achieve them.

Embrace the UTSC experience that awaits you, and know that we will partner with you from registration to convocation.



@utscregistrar

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UTSC Dates	F Section	Y Section	S Section
Duration of classes	Sept 5 - Dec 4	Sept 5 – April 6	Jan 5 – April 6
Reading Week	Oct 7 – Oct 13	Oct 7 – Oct 13 Feb 17 – Feb 23	February 17 - 23
Study Break	Dec 5 – Dec 6	Dec 5 – Dec 6 April 7 - 10	April 7 - 10
Final exam period	Dec 7 – Dec 20	April 11 – April 26	
2017 Summer deferred exam period	Dec 5 – Dec 20	N/A	
2017 Fall deferred exam period	N/A	April 7 – April 26	
University Closures	Sept 4 (Labour Day); Oct 9 (Thanksgiving); Dec 21 – Jan 2 (December break); Feb 19 (Family Day); March 30 (Good Friday)		

Course Enrolment & Term Work

View Your Start Time on ACORN (degree students only)	1 st , 2 nd , 3 rd Year Students July 4			4 th Year & 5 th Year CTEP June 23	
Course enrolment begins Add up to 2.5 credits per semester	1 st Year July 10	2 nd Year July 14	3 rd Year July 13	4 th Year & 5 th Year CTEP June 28	Non-degree July 18 at 10am
Add up to 3.0 credits on ACORN	Beginning August 10 at 1pm				
Add St. George or UTM courses	Beginning August 11 at 6am				
Add courses on ACORN by this date to avoid the registration penalty (maximum \$114)	August 14			November 24	
Late registration penalty applied at the Registrar's Office (see pg. 22 for details)	August 15			November 27	
Financial cancellation date due to non-payment	August 28			December 8	
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	September 4			January 4	
UTSC waitlist ends - check status of your courses	September 13			January 15	
Deadline to adjust course load (for students on probation and/or writing deferred exams)	September 11			January 12	
Deadline for registered students to add courses or make a section change on ACORN	September 18	September 18		January 18	
Deadline to drop courses without academic penalty and have them removed from transcript	November 20	February 15		March 22	
Credit/No Credit an elective or breadth requirement: Request or remove this assessment from your transcript	Sept 5 - Nov 20	Sept 5 - Feb 15		Sept 5 - March 22	
Last day to submit term assignments	December 4	April 6			
Request a late withdrawal from a UTSC course on eService (deadline for St. George and UTM courses: see our website)	Nov 21 – Dec 4	Feb 16 – April 6		March 23 – April 6	

Choosing Your Program (Subject POST)

Enrolment period for unlimited programs	Anytime
Application period for limited enrolment programs	See page 8 for more information

Graduation

Request graduation for June 2018 on ACORN	November 17 – February 15
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Fall/Winter

Deadline to register by paying or deferring your fees*	August 14
Fee deferral request period	July 17 – August 14
Late registration penalty applied at the Registrar's Office (see pg. 22 for details)	August 15
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	Fall session: September 4 Winter session: January 4
Financial cancellation date due to non-payment	August 28
Deadline to pay Fall semester balance to avoid service charges	September 30
Deadline to pay Winter balance to avoid service charges	November 30 for Non-OSAP Students January 31 for OSAP Students

Students studying in the Winter semester only

Deadline to register by paying or deferring your fees*	November 24
Fee deferral request period	October 16 – November 24
Late registration penalty applied at the Registrar's Office if you enrol in your initial course(s) after November 24 (see pg. 22)	November 27
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	January 4
Financial cancellation date due to non-payment	December 8
Deadline to pay Winter balance to avoid service charges	January 31 for OSAP and Non-OSAP students

Refund Schedule

Learn when to drop a course in order to be eligible for a full or partial refund. See page 24.

OSAP / Financial Aid

Deadline to apply for financial aid in order to be eligible for a tuition fee deferral*	June 30 for students studying in the Fall or Fall/Winter Sept 30 for students studying in the Winter semester only
Deadline to apply for OSAP without a fee deferral	Oct 20 for students studying in the Fall only Feb 24 for students studying in the Fall/Winter or Winter

Upcoming – Summer 2018 semester

Apply for OSAP extension/reinstatement or new application	Applications will be available March 2018 Visit the Registrar's Office for more details
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* 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

A U of T degree is designed to inspire and challenge your thinking. We encourage you to take intellectual risks, to innovate, and engage with the world's most passionate academic minds. Customize your degree by finding the program(s) that matter to you.

Your U of T Degree

A University of Toronto degree is designed to be comprehensive. The combination of your **program requirements** and **degree requirements** includes **electives** and **breadth requirements** for you to engage in, and develop knowledge within a range of disciplines. It ensures that you gain strong basic numeracy and literacy skills that are marketable and transferable across a multitude of employment fields. You must complete 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)

Degree Requirements

For your degree requirements, follow the Calendar of the academic year that you were admitted to UTSC as a degree student. For example, if you were admitted to UTSC beginning September 2016, you would follow the degree requirements listed in the 2016 – 2017 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. We want you to take additional courses outside of your program as well; these are known as electives.

Breadth Requirements

All courses at UTSC have been categorized under one of five breadth requirements, and are noted accordingly 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. Requirements may change from year to year; to determine which Calendar to follow for your program requirements, see page 8.

Degree Planning & Assessments

degreeexplorer.utoronto.ca

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. Use your UTORid and password to log in.

Plan Your Degree

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

Program and Degree Requirements

Degree Explorer's status bar will demonstrate which requirements are pending, incomplete, or complete. This is a helpful assessment 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 the Registrar's Office, our Records & Convocation team will update your exceptions accordingly on your record once you request graduation.

Year of Study

The University of Toronto 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, special, and visiting students are not assessed for a year of study.

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

Program Combinations

When you are expecting to complete 4.0 credits, you must declare your program of study. Take the time to explore the range of programs offered at UTSC - discover your passions both inside and outside of the classroom.

You are encouraged to select the program or appropriate combination of programs that suit your academic interests, whether that means specializing in one program, or combining programs as seen below:

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 study a program at the major level 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

When you are expecting to complete 4.0 credits, you should be prepared to declare your program of study on ACORN.

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 (page 7) 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 complete and apply for UTSC programs.

Non-degree and visiting students, or students with fewer than 4.0 credits are not required to select a program.

Unlimited Programs

Enrol in an **unlimited program** at anytime on ACORN.

Apply for Limited Programs

Limited programs require an application, and you must meet the requirements by the deadline in order to be considered.

	End of Winter	End of Summer
Application dates	March 31 – April 28	June 30 – July 28
Offers are made on ACORN	mid-June	mid-September
Deadline to accept an offer	June 16	September 18

If your application to a limited enrolment program is successful, your status will be **invited**, until you accept it. 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 limited enrolment specialist or co-op 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

After your first year, or 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.

Remove an Unwanted 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 2013-2014 Calendar, or subsequent Calendar of their choice.

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

uoft.me/choosing

Visit the Academic Advising & Career Centre and your faculty if you need support selecting the right program(s). At UTSC, "Choosing Your Program Month" is in March, and you can look forward to workshops, program info sessions, online chat sessions, and more.

Course Enrolment

You should enrol in all of your desired courses when your start time begins. You can continue to make changes to your timetable before the semester begins with no penalty, but it's important to enrol in them early to avoid disappointment. See page 3 for deadlines to add or drop courses once the semester begins. It's a good idea to have back up courses in mind just in case a course or meeting section is full

Step 1

Find Courses Using the UTSC Academic Calendar

www.utsch.utoronto.ca/calendar

The Calendar is one of the most important documents between you and the University of Toronto Scarborough. You will find up-to-date information regarding programs, courses, and university policies that will guide your academic choices during your time here. 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. Find your program(s), and view the courses that you will be required to complete over the next 4-5 years. Learn about different programs by reading the program and course descriptions.

The Calendar provides **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 Advisor 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.



Reading a UTSC Course Code

Course codes provide information such as which area of study the course belongs to, what level the course is, which U of T campus you will be taking it at, and more. Let's take ENGA18H3 F as an example.

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

This 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, and the last number indicates which campus the course is offered at.
UTSC = 3 UTM = 5 FAS (St. George) = 1

ENGA18H3 F

This letter can appear as F, S, or Y. It specifies the session in which the course is offered, and the academic duration of the session.

F = September – December	or	May – June
S = January – April	or	June – August
Y = September – April	or	May – August

Step 2

Use the Timetable to Build Your Schedule

utsc.utoronto.ca/timetable

Using the Timetable

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

1. **Visit Timetable website to begin searching for courses.** Link can be found above.
2. **Select your academic period.** In this case, it would be 2017 Fall / 2018 Winter.
3. **Filter your search.** You can use the drop down menu to search all UTSC courses, or by a specific department. Click "Display by Discipline" to see your results. You can also type in the course code for a refined search by clicking on "Display by Course".
4. **Click the buttons to display 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. They provide detailed instructions such as who is eligible to enrol based on program or year of study; whether enrolment will open up to all students outside of the program (and if so, when), and other important information.

Enrolment controls often limit initial enrolment to eligible students who meet very specific criteria for certain courses. This does not necessarily 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.

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

Course Meeting Sections

Lectures (in-person)

U of T faculty bring course material to life. These are the traditional lectures that take place in person. Some lectures meet multiple times a week. The Course Timetable will tell you when and where it's held.

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 an onsite exam/midterm.

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 along with in-class components (labs, tutorials, etc.). 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, off-site option might be possible on a case-by-case basis.

Tutorials & Practicals

These meeting sections are an opportunity to work in smaller groups, ask questions, have in depth discussions with your classmates, and get hands on experience.

These typically begin the week after the first lecture, and your professor will provide details once classes begin.

What is ACORN?

ACORN maintains a record of your academic history and performance. You will use it to enrol in courses, view grades and tuition fees, and much more. Keep your contact information up to date (address, email, bank information)! Any eligible tuition refunds will be sent to the details you provide. To login, use your JOINid/UTORid and password.

Course Enrolment Dates

Year of Study	View Start Time on ACORN	Course Enrolment Begins
1 st Year	July 4	July 10
2 nd Year	July 4	July 14
3 rd Year	July 4	July 13
4 th & 5 th Year CTEP	June 23	June 28
Non-Degree	N/A	July 18 at 10am

Degree students can login to ACORN to check their **start time** by clicking on “Enrol & Manage” from the *Academics* menu option.

Add a Course

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 it.

When Your Start Time Begins

1. Select the “Enrol & Manage” from the *Academics* menu, and select the 2017 Fall and 2018 Winter session.
2. Click the “Courses” button.
3. Type in the course code or title 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).
5. Click “Enrol”. ACORN will confirm if your enrolment was successful, or if there is no space remaining in the section you want.

Waitlists

www.utoronto.ca/waitlists

If a lecture section is full, you can add yourself to a **waitlist** if it is available. If you do, ACORN will automatically enrol you in a course if a space becomes available and you are next on the list. You will be responsible for the new course fee, so we recommend that you view 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 it will count toward your total course load registration for that session. If you no longer want to take a course, be sure to remove yourself from the waitlist.

Some courses have multiple lecture sections. Do not enrol in one lecture section, and then waitlist for a different lecture section for the same course. Doing so will remove you from the original lecture, and any tutorial or practical.

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.

Dropping a Course

If you decide that you no longer want a course, drop it on ACORN immediately using the Courses screen. 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!

Academic deadlines: see page 3

UTSC Refund Schedule: learn more on page 24.

Modifying Course Meeting Sections

Once you are enrolled in a course, you can make changes to your meeting sections on ACORN until the last day to add courses for that session. Once the deadline to add or modify courses has passed, changes must be made at the Registrar's Office.

Late Withdrawal Requests

www.uts.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. You may use this option for up to 3.0 credits throughout your undergraduate career. You must request LWD during the declaration period. These dates are available using the link above.

No Impact on your GPA

The course code and title remain on your transcript, but a grade will not appear, and the course will have no 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 uoft.me/eServiceUTSC
2. Login to eService with your UTORid and password
3. Using the menu, find "COURSES" and select "Late Withdrawal (LWD)"
4. Click "Submit New" and follow the instructions.

Credit/No Credit Option

Request Period		
F Section	Y Section	S Section
Sept 5 – Nov 20	Sept 5 – Feb 15	Sept 5 – March 22

When you enrol in a course, ACORN will give you the option to declare an assessment mode of **Credit /No Credit** during the request period (above). CR/NCR courses will count toward your degree credits that you need to graduate, but will have no impact on your GPA.

Instead of earning a grade, a "CR" or "NCR" 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. 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

We understand that 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), you should adjust your course load on ACORN during the 100% refund period. Otherwise, you will be charged for full-time fees regardless of your course load. ACORN will reassess program and course fees based on when you made these changes.

Are You Receiving Financial Aid?

Visit us in person to learn how dropping one or more courses may impact your funding.

Cancelling Your Registration

If you decide that you are no longer able to study in a particular semester, there is no formal request process. If you need to drop all of your courses, you can 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 for the session will block your course enrolment privileges for only 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 University of Toronto will be able to assess your fees, and process a refund (if applicable). Learn more about refunds on page 24. If you cancel your registration by mistake, contact the Registrar's Office immediately.

We're Here to Help!

The Registrar's Office can help you understand university policies, and provide you with options that cater to your needs. Professors can provide excellent support for your future goals. The Academic Advising & Career Centre can provide additional support to help strengthen your skills.

Planning Your Semester

Full-Time and Part-Time Course Load

Full-time: 1.5 credits or more per session

Part-time: fewer than 1.5 credits per session

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

Summer, Fall, Winter Semesters

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

Transfer Credits

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

If you are transferring from another post-secondary institution, your transfer credits will be assessed after you pay the \$30 processing fee, and submit the required documentation specified in your offer of admission.

Transfer credit assessments can take 3-4 weeks for domestic students, and up to 6 weeks for international students. Please do not enrol in courses 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

Acceptance into a limited enrolment program will be finalized once your transfer credit assessment is complete. Should you have questions regarding your assessment, please contact:

Post-Secondary Transfer Credit Evaluations

Please email: transfercredit@utsc.utoronto.ca

High School & Secondary Transfer Credit Evaluations

Shahryer.ahmed@utoronto.ca

Re-enrolling

If you have been away for 12 months or more, or if you are returning after an academic suspension, you will need to complete the Re-Enrolment Form on the Registrar's Office website, and pay the \$25 fee.

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

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. You are required to follow UTSC academic and financial deadlines for adding and dropping courses if you decide to take courses at more than one campus.

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 Supervisor to discuss your options.

Academic Standing

At the end of each semester, you should regularly check ACORN to view your final grades, and your academic standing if you have attempted at least 3.0 credits.

1. Login to ACORN using your UTORid and password.
2. Under *Academics*, select "Academic History".
3. View your detailed academic history.
4. Scroll to the very bottom of your transcript to view your most recent final grades, 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

Once you have attempted at least 3.0 credits, your academic standing will be assessed.

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

Academic Probation

www.utsc.utoronto.ca/probation

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

Probation is not meant to be a punishment, nor is it a reflection of your intelligence or potential for success. It is the University's way of reaching out to you so that you will take the necessary steps to determine what you can do differently to improve your academic performance. Students on probation can study full-time, but are required to reduce their course load.

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

Probation Continued

Students who achieve a sessional GPA of 1.60 or higher may continue on probation and work toward returning to good academic standing. Students on continued probation may take up to 2.5 credits.

Returning to Good Academic Standing

Students who achieve a cumulative GPA of 1.60 or higher are considered to be in good standing and may take a standard course load (2.5 credits in a semester).

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 a second suspension. Suspension timelines are as follows:

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, study skills coaching, and workshops are available year-round. Visit the AA&CC: utsc.utoronto.ca/aacc

Final Exams

Fall 2017 – Winter 2018

F Courses	Dec 7 – Dec 20
Summer 2017 Deferred Exams	Dec 5 - Dec 20
Y & S Courses	April 11 – April 26
Fall 2017 Deferred Exams	April 7 – April 26

Final Exam Information

www.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 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 it via eService during the notification period online. Requests for accommodations will be resolved and viewable on eService by the last day of classes. Accommodations are acceptable under the following circumstances:

Simultaneous Exams

Students scheduled to write multiple exams at the same time should report their conflicts on eService immediately in order for alternate arrangements to be made.

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 **or** 2pm, 7pm, 9am **or** 7pm, 9am, 2pm

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

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 (available on the Registrar's Office website, or in person) and submit it to the Registrar's Office to complete their petition.

Read the information on the Registrar's Website regarding **deferred exams** very carefully. You can find detailed information on what it means to miss your exam, what to do if you miss it, and the steps you need to take to report it. Discuss the academic consequences of missing a final exam with an Academic Advisor or the Front Line Team at the Registrar's Office.

U of T Verification of Student Illness or Injury Medical Form

Visit the Registrar's Office website to download a copy of the form, or pick it up from our office.

Important things to note about the form:

- It must be completed by a licensed Physician, Surgeon, Nurse Practitioner, Registered Psychologist or Dentist.
- They 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.
- Their name, licensing body and registration number, signature, business stamp (with their address and telephone) and the visit date in which they completed the form must all be completed correctly.
- Petitions are to be submitted within 72 hours of the missed exam online via eService.

Students with Deferred Exams

www.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. 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.

Missing the payment deadline as specified on eService will result in a cancellation of the deferred exam.

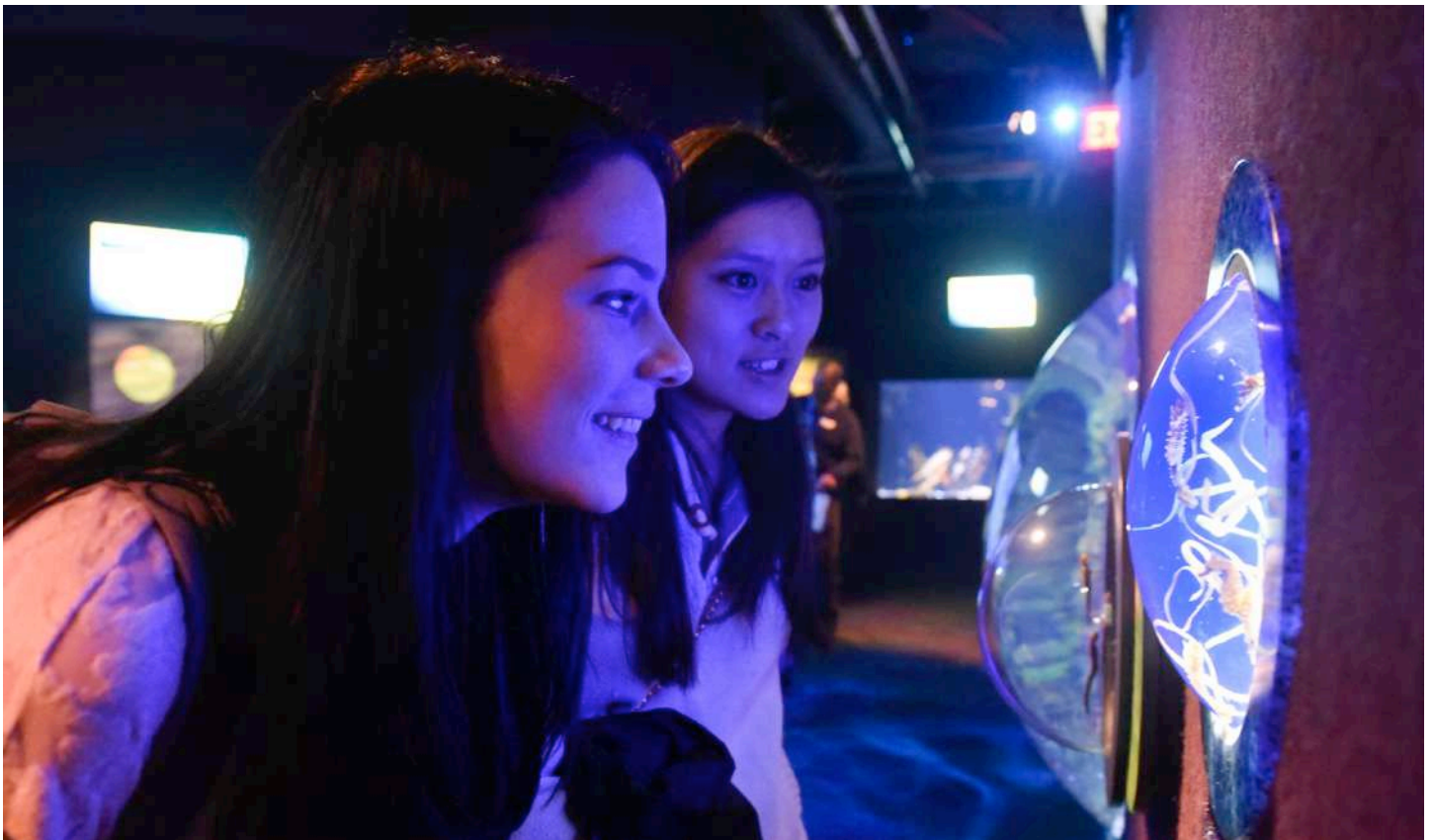
Final Exam Tips

Before Exams Begin

- Check the final exam schedule for up to date information regarding UTSC exams.
- Report scheduling issues to the Registrar's Office via eService if you need an accommodation.
- Read your rights and responsibilities on the Registrar's Office website.

On the Day of Your Exam(s)

- Bring your TCard to the exam room – don't get caught without it! Visit the TCard Office if you need a replacement card made.
- Arrive early! If you are more than 15 minutes late to a final exam, you may not be permitted to enter and will need to petition for a deferred exam.
- 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.



TUITION FEES

Understanding your fees is an important aspect of attending university. It's one of the biggest investments that you are making for yourself today. Read this section carefully. We've packed it with tips to make tuition payments easy - including a schedule that you can follow to minimize or avoid service charges.



Understanding Your Fees

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 assessment. Students who are charged program fees (see below) in their second year pay a program per-course fee if they have earned fewer than 4.0 credits (including all transfer credits).

Program Fees

utsc.utoronto.ca/registrar/program-fees

A **program fee** is a flat rate amount charged to students in CTEP, and upper year Computer Science and Management students. Computer Science and Management students pay **deregulated fees** after completing 4.0 credits. Students switching into one of these programs after earning 4.0 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. Students who have financial concerns are encouraged to speak with a Financial Aid Advisor.

Computer Science (Coop and Non-Coop) and Management (Coop and Non-Coop) students must self-declare their course load on eService by the appropriate deadline. Full details, deadline dates, and instructions can be found on the Registrar's Office website using the link above.

2) Incidental Fees

These fees support services such as Health & Wellness, Athletics, 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

These fees are associated with your program of study & specific academic activities such as lab or studio fees.

4) Residence Fees

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

5) System Access Fee

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

6) Service Charges

Accounts that are not paid in full by the appropriate deadline are subject to a monthly service charge of 1.5% compounded (19.56% per annum) until the account is paid in full. See page 20 for our Payment Schedule.

7) Health & Dental Insurance

Full-Time Students

www.scsu.ca/services/student-services/health-dental-plan

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

www.apus.utoronto.ca/health

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

International Students

www.uhip.ca

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

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.

Students Studying in the Fall and Winter **With a Fee Deferral**

Deadline to register by paying or deferring your fees	August 14
Financial cancellation if your status is not "registered" (see page 22)	August 28
Deadline to pay Fall semester fees in full to avoid service charges	September 30
Monthly service charges applied to all accounts with an outstanding Fall semester balance on these dates until fees are paid in full	October 15, November 15, December 15, January 15, February 15, March 15, April 15
Deadline to pay Winter semester fees in full to avoid service charges	January 31
Monthly service charges applied to all accounts with an outstanding balance on these dates until fees are paid in full	February 15, March 15, April 15 *REVISED- March 29, 2017

Students Studying in the Fall and Winter **Without a Fee Deferral**

Deadline to register by paying or deferring your fees	August 14
Financial cancellation if your status is not "registered" (see page 22)	August 28
Deadline to pay Fall semester fees in full to avoid service charges	September 30
Monthly service charges applied to all accounts with an outstanding Fall semester balance on these dates until fees are paid in full	October 15, November 15, December 15, January 15, February 15, March 15, April 15
Deadline to pay Winter semester fees in full to avoid service charges	November 30
Monthly service charges applied to all accounts with an outstanding Winter semester balance on these dates until fees are paid in full	December 15, January 15, February 15, March 15, April 15

Students Studying in the **Winter Semester Only**

These deadlines apply to whether or not a fee deferral has been granted.

Deadline to register by paying or deferring your fees	November 24
Financial cancellation if your status is not "registered" (see page 22)	December 8
Deadline to pay Winter semester fees in full to avoid service charges	January 31
Monthly service charges applied to all accounts with an outstanding Winter semester balance on these dates	February 15, March 15, April 15

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.

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 or online!

Be sure to distinguish a zero from the letter "O".

Ms. Diana Prince	ACORN Account:	PRINCE998649520
1265 Military Trail	Student:	998649520
Scarborough ON M1C 1A4	Timestamp:	07/25/2017 12:10:32
=====		
ACORN Account Balance Up to the End of the Session		\$ 6,158.06
2017 Fall – 2018 Winter		
TUITION – UTSC Honours BA (Humanities)		
2017 Fall		
Program Fee FT - Domestic		
Course fee - Domestic GP BIOC34H3		\$ 644.00
Course fee - Domestic GP ENGD93H3		\$ 644.00
Course fee - Domestic GP MGEA06H3		\$ 644.00
Course fee - Domestic GP PSYA01H3		\$ 644.00
Incid. Campus: Student Services		\$ 771.72
Student System Access fee		\$ 50.00

How Much Do I Pay?

Semester of study	Payment Deadline
Fall and Winter	August 14
Winter only	November 24

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 payment (see page 23 for details on fee deferrals).

Students on Waitlists or Interim Status

If all of your courses are waitlisted or interim, make a minimum payment of \$263 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.

Owing Fees From a Previous Semester

The University of Toronto policy on fee payment states that all fees must be paid in full by the end of a semester. Students who owe fees from a previous semester will not be permitted 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 above.

Credit Card Payments 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.
2. Under the "Finances" menu, 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.

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".

HigherEd Points

www.higheredpoints.com

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

International Payments

WU GlobalPay for International Students

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. For full details and payment links, please visit www.fees.utoronto.ca

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 & 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

After You Make a Payment

Keep a 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 payments made outside of Canada.

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 (below) to avoid being **financially cancelled** and removed from your courses.

Financial Cancellation

Financial Cancellation Dates	
Fall and Winter semesters	August 28
Winter semester only	December 8

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 dates listed above. They will be required to visit the Registrar's Office to discuss reinstatement and pay the late registration penalty in person.

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 14 for more details.

Late Registration Penalty

If you enrol in your first course after the registration deadline, a **late registration penalty** must be paid in person at the Registrar's Office.

The penalty is \$44 on the first day, and increases by \$5 per business day, to a maximum of \$114 (these fees are subject to change).

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 student loans or scholarships for the upcoming session will not have access to their funds by the registration deadline. A **fee deferral** will register you without making a tuition payment. This is a special arrangement between the University and students who cannot make the minimum tuition payment by the registration deadline for the upcoming session. Students who qualify for a fee deferral do so with the understanding that this arrangement temporarily delays their need to make their tuition payment until their student aid funding arrives.

Request Period

Refer to page 4 for the fee deferral request period.

Who Qualifies for a Fee Deferral?

OSAP Recipients

Apply for OSAP by June 30 in order to qualify.

If you cannot make the minimum tuition payment on your own, and your OSAP application is complete, you may be eligible to request a fee deferral on ACORN. It can take up to 7 days from the date that you submitted your OSAP application for you to be eligible to request a fee deferral on ACORN, so plan accordingly!

U of T Scholarship Recipients

Scholarship recipients can download the Fee Deferral Application form from our website. Completed forms can be submitted to the Registrar's Office during the request period.

Out-of-Province or United States Students

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. Within three business days, submit your request to defer your fees on ACORN.

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 an outstanding balance from a previous session, and the value of your sponsorship is equivalent to your minimum amount to register for the Fall/ Winter.

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

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 4).

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 by following the steps listed on page 21.

How to Apply for a Fee Deferral

Login to ACORN and select "Financial Account." At the bottom of the page, click on the Fee Deferral button, and accept the conditions of this financial arrangement.

You will know immediately if your fee deferral request was successful or not. If your first attempt is unsuccessful, try again within 1-2 business days. If you continue to experience problems, contact the Registrar's Office immediately.

Other Financial Arrangements

If you need assistance, see a Financial Aid Advisor at the Registrar's Office at least two weeks before the registration deadline.

Tuition Refunds

UTSC Refund Schedule

www.utsc.utoronto.ca/registrar/refunds

The refund schedule for UTSC students is available for download using the link above.

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's 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 Refund Schedule for courses taken at UTSC. However, UTSC students are expected to follow all UTSC academic deadlines (see page 3) regardless of where the course is offered.

Taking Courses at Other U of T Campuses

As classes on other campuses often begin after the first day of UTSC classes, UTSC students may follow the St. George and U of T Mississauga (UTM) course refund schedules respectively for courses taken at those campuses. If you drop a course, you can expect to see an adjustment of your fees on ACORN within five business days of the course drop.

Types of Refunds

Academic Fees

Tuition fees are assessed on whether you are charged program fees (for students in CTEP, Computer Science, and Management), or per course. 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**, this credit will first be deducted from any outstanding balance on your ACORN account. If your credit balance exceeds your outstanding balance, you may be eligible 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. Under the *Finances* menu, click on "Financial Account."
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.

By enrolling in a course, you assume full responsibility for managing your tuition fees, and adhering to the refund deadlines. Fees will only be adjusted when there is an error 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.

Telephone: 416-978-2142

Email address: info.studentaccount@utoronto.ca

To ensure accurate and efficient service, please provide them with your full name and student number.

FUNDING

At the heart of the university's values, we believe that all students should have equal access to a great education. We have financial aid programs to support you, as well as scholarships and awards that are granted to students who demonstrate excellence in both academics, and in the community. Financing your education is an investment and a major undertaking. Take advantage of all that is available to you! We're here to help.



Financial Aid

Your U of T education is a partnership with us, and we are committed to your success. 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.

U of T Financial Support

University of Toronto Advance Planning for Students (UTAPS)

www.adm.utoronto.ca/utaps

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

UTSC Grant/Bursary

www.utsc.utoronto.ca/registrar/bursaries

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

University of Toronto Crown Ward Grant

www.adm.utoronto.ca/financial-aid

This grant provides eligible students with the opportunity to receive 50% of their tuition costs, to a maximum of \$3,000 per academic year.

Work-Study Program

www.utsc.utoronto.ca/aacc

A wide variety of career-related, part-time jobs are available at U of T. It 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 12 hours a week. Positions are open to all domestic and international students! Visit the Academic Advising & Career Centre for more information.

Provincial / Territorial Loan Programs

future.utoronto.ca/finances/financial-aid

If you are a Canadian citizen, a permanent resident, or protected person, you may be eligible for financial assistance from your provincial or territorial governments. Applications are usually available in late May or early June.



Ontario Student Assistance Program

www.ontario.ca/osap

OSAP provides financial assistance to eligible Ontario students to help them finance their education. Funding is available to 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

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.

"Free" Tuition for Eligible Students

As of September 2017, qualifying full-time students will benefit from changes to the OSAP funding model related to grants. This means that "free" tuition and no provincial debt will be granted to:

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

Average tuition is determined by the average cost of tuition for an undergraduate arts and science program at an Ontario university. Free tuition will be given in the form of grants from OSAP that equal to, or exceed the cost of average tuition.

First Nations Students

Eligible Status Indian or Inuit students may qualify for financial support through their Band and/or other government sponsored programs. Check with your Band or the website for Aboriginal Affairs & Northern Development Canada.

Ontario First Generation Bursary (OFG)

www.utsc.utoronto.ca/eservice

Students who are the first in their family to pursue post-secondary education are eligible for this bursary. Applications are available for full-time students during the Fall and Winter sessions through eService.

OSAP Application Deadlines

Your Study Period	Do You Need a Fee Deferral? See page 23 for details.	
	Yes	No
Fall 2017	Apply by June 30	Apply between June 1 – October 20
Fall 2017 and Winter 2018	Apply by June 30	Apply between June 1 – February 24
Winter 2018	Apply by Sept 30	Apply between June 1 – February 24

To receive your funds by the first day of school, apply at least two (2) months 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. With one application, you will be considered for grants (non-repayable forms of financial aid), as well as an OSAP loan.

After You Apply

- ✓ You will receive a confirmation message online.
- ✓ If required, print any supporting documents necessary to complete your application. Submit them immediately to the UTSC Registrar's Office for processing. It can take up to 6 weeks to process.
- ✓ Check your status on the OSAP website for updates.

Appeals, Questions & Support

If you determine that your funding is not sufficient, 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 valid government issued photo ID.

Questions about the application process, your finances, budget, or other topics related to your financial circumstances can also be supported at the Registrar's Office.

Scholarships & Awards

Last year, we awarded over **\$1.82 million** to you, our students, in celebration of your hard work and academic achievements. Well done, UTSC!

**ENTRANCE
SCHOLARSHIPS**

\$1.25M

**NAMED ENTRANCE
AWARDS**

\$215,000

**IN COURSE
AWARDS**

\$350,000

**STUDENTS ON THE
DEAN'S LIST**

1,300

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 of the undergraduate community holds 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 Registrar's Office website.

Dean's List

The Dean's List (formally known as the Honours 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.



UTSC

AWARDS PROFILE



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** application, we will automatically consider you for all eligible scholarships!

How to Apply

1. Visit utsc.utoronto.ca/registrar/applying-awards
2. Login with your UTORid and password
3. Work on your application anytime between the start of September until May 31. Make as many changes or updates as you need until the deadline.
4. Submit one reference letter (maximum two for each year that you apply).
5. Review your application, and make any final changes by May 31.

After You Apply

The UTSC Awards Committee will review all applications once the deadline has passed, and applicants will be notified of their results by the end of August of each academic year.

Questions & Support

Please contact Lisa Lamanna, Manager of Awards & Scholarships at awards@utsc.utoronto.ca

Payment of Your Scholarship

Entrance scholarships, and in-course awards will be automatically credited to your ACORN student 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 personal bank account via direct deposit.

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. Under the *Finances* menu, click on "Financial Account."
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.

SUPPORT ON CAMPUS

U of T is your home away from home. Our community is designed to help you succeed, and we aspire to develop programming and services that cater to what you need, when you need it. Reach out to us – we're here to help!





LIFE IS GOOD HERE

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. Student services are designed to provide you with support, guidance, and learning opportunities

For a link to all services:
www.utoronto.ca/AtoZAll.html

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; seminars to help you develop strong academic and employment skills; assistance with your academic and career plans; self-development opportunities and 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 support 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 is 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, or gym facilities to work up a sweat year round! There are different levels of intramural sports, interhouse leagues, tournaments, and recreational play. 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!

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.

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

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; build customized IT solutions, and is 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.

Office of the Registrar offers all students personalized support regarding registration, academic regulations, degree requirements, convocation, petitions, TCards, exams, and course scheduling. Our Financial Aid Advisors provide one-on-one confidential appointments, and guidance on financial support available to students.

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

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

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



Your 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. Visit us in the TCard Office on the 4th floor of the Bladen Wing!

UTSC TCard Office Website

www.utsc.utoronto.ca/registrar/tcard

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 no more than 5 years old, and your name must match University records. New students are also required to provide their Offer of Admission letter.

Canadian Citizens

Option 1: Canadian Passport

Option 2: Canadian birth certificate and 1 piece of government issued photo ID

Option 3: Canadian citizenship certificate and 1 piece of government issued photo ID

Permanent Resident of Canada

Option 1: PR card and 1 piece of government issued photo ID

Option 2: Record of landing (IMM1000) 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

Individuals Registered Under the Indian Act

Option 1: Existing Canadian Certificate of Indian Status

Option 2: Secure Certificate of Indian Status Card (SCIS)

International Students

Passport and valid study permit

Replacement Cards

There is a \$12 fee to replace lost, stolen, or damaged TCards. Students must also present valid documents (see above).

Lost TCards are to be returned to the TCard Office as soon as possible. Students will be contacted via email to notify them 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.

GO Transit Student ID

tcard.utoronto.ca/go-transit-student-id

Eligible full-time students can obtain a GO Transit Student ID in order to receive a discounted rate when using GO services. Approved students will receive an email with their e-Pass that can be printed or displayed as a mobile pass.

Questions regarding eligibility may be directed to the St. George TCard Office at tcardoffice@utoronto.ca.

New Faculty and Staff

Faculty and staff can obtain their TCard by presenting valid government issued photo ID, as well as a copy of their "Getting Online" letter from Human Resources. This letter clearly identifies their UTORid and barcode.

Visiting Staff, Scholars, Faculty

Visiting members to U of T may obtain a TCard by presenting valid government issued photo ID, as well as a signed letter from their Department (printed on letterhead) with the following information:

Full name, date of birth

Address and email address

Start and end date of employment or visit

Supervisor's name, signature, and contact information

Date in which the letter was issued

Glossary

Academic Fees: also known as tuition fees can vary by program for students who pay flat fees (CTEP, Computer Science, Management), or course fees for students outside of these programs.

Active: if you applied to a limited enrolment subject program, this status means that you are officially enrolled and have accepted your invitation to the program.

Ancillary Fees: are associated with your program of study and any related academic activities such as a lab fee.

Academic 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.

Academic Suspension: 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.

Breadth Requirements: UTSC students are required to complete 0.5 credit in each of the 5 breadth requirement categories. It's 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 show you 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 already have completed.

Course Code: provides information such as which area of study it belongs to, what level the course is, which U of T campus you will be taking it at, and more.

Deferred Exam: A final exam that was missed may be written during the next exam period with an approved petition.

Deregulated Fees: are specific to students who are enrolled in Computer Science or Management courses. 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.

Electives: are required courses as part of your U of T degree. These are courses that are entirely outside of your program of

study. You may take part in other disciplines, as long as you meet the course requirements (prerequisites, exclusions).

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: 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. Students who were on academic probation in a previous session should review their most recent academic transcript 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 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.

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.

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

Registered: this is a confirmation of your registration status by the University of Toronto. It means that you have registered in courses, and your tuition payment 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.

Unlimited Program: programs at UTSC that do not require specific application criteria. Enrol on ACORN at any time.

This Space is Just for You

Use this page to write down questions you have, courses you're interested in taking, or anything else you may need to remember. We get it – classes are starting soon, and there's a lot to do.

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. Visit us in person, chat with us online Monday – Friday (10am – 12pm), check out our website, take this guide wherever you go, or send us an email. However you learn, wherever you are, our services are designed with your success in mind.

ACADEMIC SUCCESS AGENDA

Short-term Goals

Long-term Goals

YEAR 1

0 – 3.5 Credits

Explore Different Course Options

- In addition to enrolling in courses for your program, consider opportunities that are not related to your program.
- These courses will count toward your elective and breadth requirements.

Work on Your Study Habits.

- Studying in university requires a different approach. Attend a Study Skills Workshop or Study Success Sessions offered by the Academic Advising & Career Centre, or other on-campus services at UTSC. Sign up on the Career Learning Network: cln.utoronto.ca

What Program(s) Interest You?

- UTSC has over 180 academic programs to choose from. Explore new interests, or delve deeper into your favourite discipline.
- Attend *Choosing Your Program* events in March.

Think about Your Transcript

- How would you like your transcript to look like at the end of your degree? Use the Calendar and Degree Explorer at rosi.utoronto.ca/degree_explorer.php

Build a Good Network

- Introduce yourself to faculty at U of T.

YEAR 2

4.0 – 8.5 Credits

Choose Your Program

- Declare your program on ACORN.
- Speak with your favourite professor(s), Program Advisors, and/or an Academic & Learning Strategist at the AA&CC about your academic goals and interests.

Strengthen Your Study Skills

- How are your study skills? Complete the Learning and Study Skills Inventory (LASSI) to understand how you're doing at the AA&CC.
- Continue working toward your academic goals – are you where you want to be? How can you continue to develop your skills?

Track Your Progress

- Login to Degree Explorer to see which requirements are complete, pending, or incomplete. Use the Degree and Program Checklist* to help with long-term planning.

Courses for Upcoming Semesters

- Remember to complete the necessary pre-requisites for the C and D level courses you will be taking in 3rd year.
- Considering taking courses at another U of T campus? Check with your Program Advisor or an Academic & Learning Strategist at the Academic Advising & Career Centre.

YEAR 3

9.0 – 13.5 Credits

Review Your Transcript

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

Solidify Your Study Skills

- Keep striving for self-improvement! Attend study skills workshops offered year-round.
- Utilize campus resources for your success. Learn more at utsc.utoronto.ca/exam-support

Continue to Build Your Network

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

Monitor Your Requirements

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

YEAR 4

14.0+ Credits

Final Course Enrolment

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

Request Graduation on ACORN

- Visit the Registrar's website for deadline dates.

Graduation & Beyond

- ✓ Build your network.
- ✓ Building your experiences.
- ✓ Celebrate your successes.

YOUR SUCCESS MATTERS TO US



From first year to your last year, we've got you covered. Look inside for the Academic Success Agenda!

Support at UTSC

The **Registrar's Office** can help you understand university policies, guide your next steps, provide you with options that cater to your registration and financial needs, and offer you one-on-one support.

Academic support, and employment opportunity information is available at the **Academic Advising & Career Centre**. Take advantage of year-round workshops, fairs, and one-on-one advising. Students can find support for course selection to ensure that they are meeting their program and degree requirements.

Connect with **faculty**! They have wonderful insight into the academic experience, and can guide you to opportunities that push you beyond your own expectations. They can provide wonderful direction in terms of your academic goals, course selection, and your future beyond your undergraduate career. Your **Program Advisor** can advise you on course selection, and support for your future goals.

A Campus Designed for You

While a supportive network may not seem directly related to your registration and financial status at UTSC, it is an essential part of your success, and ultimately, your time with us.

We want to ensure that any barriers that you may encounter are met in a proactive way that is solution focused, and that you feel supported in all of your needs – both big and small. We are committed to your success.

Whether you need academic advising; (career, employment, or personal) counseling; writing assistance; research help; registration, financial, or other support, UTSC has a multitude of services to meet your needs.

For more information on student services, see page 33 of the Registrar's Guide.

utscc.utoronto.ca/registrar

OFFICE OF THE REGISTRAR

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