Registrar's Guide

UNIVERSITY OF
TORONTO
SCARBOROUGH

Summer
2017

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.

Join us on campus this Summer!

@utscregistrar

ACADEMICS

FINANCES

SUPPORT

SUMMER 2017   ACADEMIC

UTSC Dates	F Section	Y Section	S Section
Duration of classes	May 1 – June 12	May 1 – July 31	June 19 – July 31
Reading Week	N/A	June 13 - 17	N/A
Study Break	N/A	August 1 – 5	
Final exam period	June 13 - 17	August 8 – 19	
2017 Winter deferred exam period	N/A	August 1 – 19	
University Closures	May 22 (Victoria Day); July 3 (Canada Day); August 7 (Civic Holiday)		

Course Enrolment and Term Work

	F Section	Y Section	S Section
View Your Start Time on ACORN (degree students only)	March 28		
Course enrolment begins Add up to 2.5 credits per semester	April 3 for degree students (as per your start time on ACORN) April 5 at 10am for non-degree students		
Add up to 3.0 credits on ACORN	Beginning April 19 at 1pm		
Add St. George or UTM courses	Beginning April 20 at 6am		
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 if you begin course enrolment after April 21 (see pg. 24)	April 24		
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	April 30 – for students registered in UTSC courses May 7 – for UTSC students registered in only UTM courses May 14 – for UTSC students registered in only St. George courses		
Financial cancellation date due to non-payment	May 5		
UTSC waitlist ends - check status of your courses	May 3	May 3	June 21
Deadline to reduce your course load (students on probation and/or writing deferred exams)	May 7 (see page 10 & 11)		
Deadline for registered students to add courses or make a section change on ACORN	May 7	May 7	June 25
Deadline to drop courses without academic penalty and have them removed from your transcript	June 5	July 17	July 24
Request or remove Credit/No Credit on ACORN	May 1 - June 5	May 1 - July 17	May 1 - July 24
Deadline to submit term assignments	June 12	July 31	
Request late withdrawal on eService for UTSC courses (Visit our website for St. George and UTM course deadlines)	June 12	July 31	

Choosing Your Program

Enrolment period for unlimited programs	Enrol on ACORN Anytime		
Application period for limited enrolment programs	March 31 – April 28 (see page 9)		
Deadline to accept a limited enrolment programs	June 16 (see page 9)		

Graduation

Request graduation for November 2017 on ACORN	June 16 - August 14		

FINANCIAL

Tuition Fees and Payment

Deadline to register by paying or deferring your fees*	April 21
Late registration penalty applied at the Registrar's Office if you begin course enrolment after April 21	April 24 (see page 24)
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	April 30 – for students registered in UTSC courses May 7 – for UTSC students registered in only UTM courses May 14 – for UTSC students registered in only St. George courses
Financial cancellation date due to non-payment	May 5
Deadline to pay 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
UTSC Refund Schedule	Visit the Registrar's Office website for a link

Refund Schedule

Learn when to drop a course in order to be eligible for a full or partial refund. See page 26.

Financial Aid / OSAP

Apply for financial aid by this date to receive funding & be eligible for a tuition fee deferral	April 3
Deadline to apply for OSAP for the Summer session	June 19

Upcoming – Fall /Winter semester

Apply for OSAP for Fall/Winter 2017 - 2018	mid-April - June 30 to receive funding in September
Deadline to register by paying or deferring your fees	August 14

* Students who rely on financial aid to pay their registration fee are advised to apply for funding before April 3th in order to request a tuition fee deferral no later than April 21. 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

Throughout your academic career, you will be required to complete a minimum of 20.0 credits to graduate. These courses will be a combination of your degree and program requirements to give you depth and breadth to your studies.

Your Degree Requirements

The total number of credits you will earn by completing your program(s) 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**.

Since 2010, 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 after 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

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.

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.

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

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 Planning & Assessments

degreeexplorer.utoronto.ca

Degree Explorer is U of T's official degree planning tool. It visually represents your program and degree progress, and allows you to create future academic plans. Use your UTORid and password to login. Get support from our various student services to discuss your goals and plans moving forward to help you stay on track!

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 tell you 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.

Review Your Academic History

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.

Students who are approaching their third and fourth year are also encouraged to book a degree review appointment at the Academic Advising & Career Centre to ensure that you have met, or are going to meet all of your requirements for graduation.

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.

Your degree is what you make of it.
Explore your interests, discover your passion, and connect with those who share what you love! Shape your time at UTSC to fit who you are.

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 8) 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 was 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.

How to Apply for a Program

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 it is an unlimited program, 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 3-4 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.

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.

Support

Visit the Academic Advising & Career Centre if you need help creating a new academic plan. Your Faculty can also provide excellent support and guidance.

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 wish to graduate within four years should take 2.5 credits in two of the three semesters that are available.

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 any necessary adjustments to your UTSC course enrolment. 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 the transfer credit assessment is complete.

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

High School & Secondary Transfer Credit Evaluations
Please email: Shahryer.ahmed@utoronto.ca

Courses at UTM or St. George

You can take a maximum of 5.0 credits at another U of T campus (or 1.0 credit if you have completed less than 4.0 credits) as a UTSC student. Class start/end dates, study breaks, and exam dates can vary at UTSC, UTM, and St. George. We expect you to familiarize yourself with these dates if you decide to take courses at more than one campus. As a UTSC student, you are required to follow UTSC academic and financial deadlines for adding and dropping courses. 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. Elective courses do not require permission.

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.

In addition, you must 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.

Students with Deferred Exams

www.utsc.utoronto.ca/deferredexams
If you were approved to write a deferred exam from a previous semester, your course load is restricted in the next semester. 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

Re-Enrolling

www.utsc.utoronto.ca/registrar/re-enrolment-request-form

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

Academic Standing

When you have attempted 3.0 credits, your academic standing at the University of Toronto will be assessed.

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 semester, 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 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 who are 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 will have the course enrolment restriction removed.

Academic Suspension

Students who are on academic probation and do not achieve a sessional GPA of at least 1.60 will be **suspended**. The first suspension is 4 months in length. 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.

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.utsc.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 it's 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.
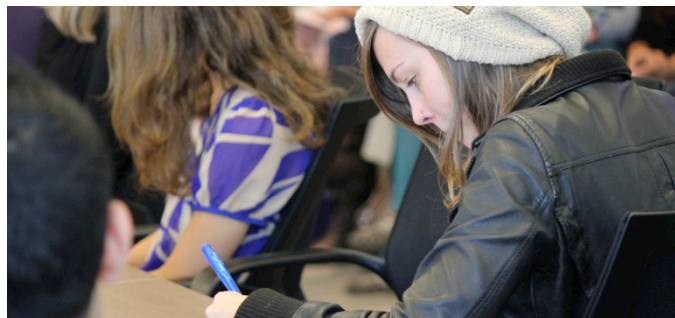
Reading a UTSC Course Code

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.

ENG**A**18H3 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.

ENGA**18**H3 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."

ENGA18**H**3 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

ENGA18H**3** 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

Using the Timetable

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

1. **Visit Timetable website to begin searching for courses.** Link can be found above.
2. **Select 2017 Summer** as your academic period.
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. **If applicable, click the links to display enrolment controls, and course information when your search results appear.** Yellow links are course enrolment controls, and green links will provide you with course information.

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. We provide you with this information so that you can plan your course enrolment accordingly, and to save you hours of frustration!

Course Meeting Sections

Lectures

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.

Course Enrolment on ACORN

www.acorn.utoronto.ca

What is ACORN?

ACORN maintains a record of your student life. You will use it to enrol in courses, view your final grades, academic standing, tuition fees, and much more. Keep your contact information up to date! Any eligible tuition refunds will be sent to the details you provide (address, email, bank information).

Login to ACORN

Use your UTORid and password to login to ACORN.

Course Enrolment Dates

	View Start Time on ACORN	Course Enrolment Begins
Degree Students	March 28	April 3
Non-degree Students	N/A	April 5 at 10am

Degree students can view their start time on ACORN by clicking on "Enrol and 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".

When Your Start Time Begins

1. Select the "Enrol & Manage" from the *Academics* menu, and select 2017 Summer.
2. Click the "Courses" button.
3. Type in the appropriate 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.

NOTE: If you saved courses to your enrolment cart, you must click "ENROL" when your start time begins for each course to officially add it to your timetable.

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!

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.utsc.utoronto.ca/registrar/dropping-courses

If you missed the deadline to drop a course without academic penalty (i.e., have it removed from your transcript), your last opportunity to withdraw from the course is by requesting a late withdrawal (LWD). 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 academic penalty is that 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

Request period for CR/NCR on ACORN		
F Section	Y Section	S Section
May 1 – June 5	May 1 – July 17	May 1 – July 24

ACORN will give you the option to declare **Credit /No Credit** 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.

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.

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 session), you should 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 these changes. List your courses after you make changes, and view your invoice in detail.

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 session, 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). See the refund schedule for details.

If you cancel your registration by mistake, visit us at the Registrar's Office immediately.

Course Enrolment Support

Where to Find Support

The **Registrar's Office** can help you understand university policies; guide your next steps; provide you with potential 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. New students should register for their first year academic orientation. *Get Started* is a great opportunity to make friends, get help with course selection, and connect with supportive staff and students.

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 Supervisor can advise you on course selection, and provide excellent support for your future goals.

A Campus Designed for You

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.

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.

Final Exams

Summer 2017 Final Exam Dates	
F Courses	June 13 – June 17
Y & S Courses	August 8 – August 19
Winter 2017 Deferred Exams	August 1 – August 19

Exam Schedule & Accommodations

Students who require support with their final exam schedule (for reasons stated below) must request it during the declaration period on eService. 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 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, report it immediately. Read the information regarding deferred exams very carefully, and discuss the academic consequences of missing a final exam with an Academic Advisor or the Front Line Team at the Registrar's Office.

Final Exam Information

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 to the examination room, your rights and responsibilities, and more.

Final Exam Tips:

- ✓ Bring your TCard to the exam room
- ✓ Report scheduling issues on eService if you need an accommodation (see left)
- ✓ Check the final exam schedule for up to date exam information
- ✓ Keep all unauthorized aids in your bag – including your cellphone!
- ✓ Read the final exam code of conduct on the Registrar's Office website under "Examinations"

TCards

All members of the University of Toronto must 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. Please note that 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 government issued photo ID (see above).

Lost TCards are to be returned to the TCard Office as soon as possible. Students will be contacted using their U of T email if their card has been found. Please ensure that your email address on ACORN is correct.

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

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 ACORN:

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 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) UTSC Residence Fees

UTSC housing fees are charged in mid to late April.

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 22 for details.

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.ca/health-dental-plan

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, claims, or 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

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.

If you make changes to your course load, or get into a waitlisted course, check your financial account for updates. Drop courses by the refund deadline to avoid any charges.

Summer 2017

Deadline to register by paying or deferring your fees	April 21
Financial cancellation if your status is not "registered" (see page 24)	May 5
Deadline to pay Summer semester fees in full to avoid service charges	May 31
Monthly service charges applied to all accounts with an outstanding Summer semester balance on these dates until fees are paid in full	June 15, July 15, August 15
Avoid or minimize service charges in July	Pay fees by June 30
Avoid or minimize service charges in August	Pay fees by July 31

Upcoming Financial Planning Fall 2017 - Winter 2018

Plan your finances accordingly! In order to register for the upcoming year, you must pay off all of your Summer fees, and make a tuition payment to register for the upcoming year.

The deadline to register for the upcoming academic year is August 14.

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    $  3,397.72

2017 Summer

TUITION — UTSC Honours BA (Humanities)
2017 Summer
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?

Deadline to make your payment: April 21

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 25 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 Summer 2017 semester. 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 = 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 on May 5. 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 11 for more details.

Late Registration Penalty

If you enrol in your first course after the registration deadline (April 21), 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?

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

April 17 – April 21

Who Qualifies for a Fee Deferral?

OSAP Recipients

Apply for OSAP by April 3 in order to qualify.

We understand that students who are receiving OSAP for the upcoming session will not have access to their funds by the registration deadline. 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!

Out-of-Province or United States Student Loan Recipients

We understand that students who will be receiving student loans for the upcoming session may not have access to their funds by the registration deadline. If you cannot make the minimum tuition payment on your own, please 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 should cover the value of your tuition fees for the Summer session.

If you meet the criteria above, please provide an official letter from the third party confirming that the organization 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 prior to April 21.

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 23.

How to Apply for a Fee Deferral

Login to ACORN and select "Tuition Fee Deferral" under the *Finances* menu. Accept the conditions of this financial arrangement and follow the instructions online.

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

Students who find themselves in need of assistance should 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! Visit us if you have any questions.

Applying for Summer OSAP

Application Deadline

Do You Need a Fee Deferral?	
Yes.	Apply by: April 3
No. I can make a tuition payment on my own to register, but require OSAP for the Summer (May – August).	Deadline to apply: June 19

It can take up to 4 weeks to process your 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. 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 deferral, and you must prepare to make a tuition payment on your own.

Eligibility

To qualify for Summer OSAP, you must register in full-time studies (see Couse Load Requirements for details). Students interested in 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: applying for Summer funding is easy! Click on the "Extend Your OSAP Funding" link on our website (under "FORMS").

If you did not receive OSAP funding for Fall/Winter: submit a new application on the OSAP website. 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.

Appeals

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.

Minimum Course Load Requirements

General requirements	
Study Period	**Must pass**
May to August	1.5 credits
May to June only*	1.0 credit
June to August only*	1.0 credit

Students with documented disabilities	
Study Period	**Must pass**
May to August	1.0 credit
May to 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 or Winter session.

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

Applications are available for full-time students during the Fall, Winter, and Summer sessions through eService and must be submitted in full during the application period. Login to eService by visiting our website at utsc.utoronto.ca/registrar.

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.

Ontario Government Loans & Grants

OSAP – Ontario Student Assistance Program

ontario.ca/osap

OSAP provides grant and loan funding to eligible Ontario students who are studying on a full-time basis. Please apply early if you require funding as late applications may result in delays in receiving your funding. Visit the OSAP website to learn more.

30% Off Ontario Tuition Grant

ontario.ca/30off

This tuition grant is non-repayable (free money!) for full-time students who meet the requirements. Apply online before the application deadline if you will not be applying for OSAP. If you have submitted an application for OSAP, you are automatically considered for this grant and do not require a separate application.

First Nations Students

www.adm.utoronto.ca/utaps

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.

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	NAMED ENTRANCE AWARDS	IN COURSE AWARDS	STUDENTS ON THE DEAN'S LIST
$1.25M	$215,000	$350,000	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, and we are honoured to consider eligible students to be recognized for their efforts and achievements.

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.
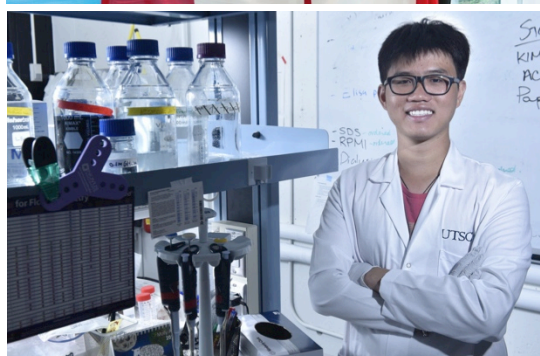
UTSC
AWARDS PROFILE

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 programing and services that cater to what you need, when you need it. Reach out to us – we're here to help!

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 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 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.

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.utsc.utoronto.ca/AtoZAll.html

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. The First Year Experience Program (FEP) for international students

Office of the Registrar offers all students personalized support regarding registration, academic regulations, degree requirements, convocation, petitions, 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.

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 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.

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.

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.

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 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 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 using the correct program code.

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 during your undergraduate career.

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.

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.

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

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), visit us in person, check out our website, take this guide wherever you go, or send us an email. However you learn, wherever you are, our teams and 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 over180 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 to 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.

Academic & Career
Advising & Centre
DIVISION OF STUDENT AFFAIRS

Office of the Registrar

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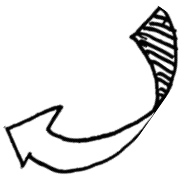
From first year to your last year, we've got you covered. Look inside for the Academic Success Agenda!

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.

utsc.utoronto.ca/registrar

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