



Registrar's Guide



UNIVERSITY OF
TORONTO
SCARBOROUGH

Fall/Winter
2016-2017

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 walk you through registration 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

WELCOME TO THE REGISTRAR'S OFFICE

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UTSC Dates	F Section	Y Section	S Section
Duration of classes	Sept 1 - Dec 1	Sept 1 – March 31	Jan 2 – March 31
Reading Week	Oct 11 – Oct 15	Oct 11 – Oct 15 Feb 21 – Feb 25	February 21 - 25
Study Break	Dec 2 – Dec 3	April 1 – April 4	
Final exam period	Dec 5 – Dec 20	April 5 – April 22	
2016 Summer deferred exam period	Dec 2 – Dec 20	n/a	
2016 Fall deferred exam period	n/a	April 1 – April 22	
University Closures	Sept 5 (Labour Day); Oct 10 (Thanksgiving); Dec 21 – Dec 30 (December break); Feb 20 (Family Day); April 14 (Good Friday)		

Course Enrolment & Term Work

Degree students can view their course enrolment start time	1 st , 2 nd , 3 rd Year Students June 30		4 th & 5 th Year & CTEP Students June 24		
Course enrolment begins	1 st Year July 6	2 nd Year July 11	3 rd Year July 8	4 th & 5 th Year & CTEP June 29	Non-degree July 12 at 10am
Add a maximum of 2.5 credits	Beginning June 29				
Add a maximum of 3.0 credits	Beginning August 11 at 1pm				
Add St. George or UTM courses	Beginning August 12 at 6am				
Deadline to enrol in your initial courses	August 15				
Late registration penalty applied at the Registrar's Office if you enrol in your initial course(s) after August 15	August 16 (see page 24)				
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	August 31			January 1	
Financial cancellation date due to non-payment	August 29				
UTSC waitlist ends - check status of your courses	September 12			January 11	
Deadline to adjust course load (for students on probation and/or writing deferred exams)	September 8			January 8	
Deadline for registered students to add courses or make a section change on ACORN	September 15	September 15		January 15	
Deadline to drop courses without academic penalty and have them removed from transcript	November 17	February 12		March 19	
Credit/No Credit an elective or breadth requirement: Request or remove this assessment from your transcript	Sept 1 - Nov 17	Sept 1 - Feb 12		Sept 1 - March 19	
Last day to submit term assignments	December 1	March 31			
Request a late withdrawal from a UTSC course on eService (deadline for St. George and UTM courses: see our website)	December 4	April 4			

Choosing Your Program (Subject POST)

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

June Convocation

Request graduation for June 2017 on ACORN	November 14 – February 13
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Fees – Students studying in the Fall, or both Fall/Winter

Deadline to register by paying or deferring your fees	August 15
Fee deferral request period	July 18 – August 15
Late registration penalty applied at the Registrar’s Office if you enrol in your initial course(s) after August 15	August 16 (see page 24)
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	Fall session: August 31 Winter session: January 1
Financial cancellation date due to non-payment	August 29
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

Fees – Students studying Winter semester only

Deadline to register by paying or deferring your fees	November 28
Fee deferral request period	November 14 – November 28
Late registration penalty applied at the Registrar’s Office if you enrol in your initial course(s) after November 28	November 29 (see page 24)
Deadline to cancel registration (i.e., drop all of your courses) with no minimum charge	January 1
Financial cancellation date due to non-payment	December 9
Deadline to pay Winter balance to avoid service charges	January 31 for OSAP and Non-OSAP students

UTSC Refund Schedule

Visit the Registrar’s Office website for a link to the refund schedule.

OSAP / Student Loans

Deadline to apply for OSAP and be eligible for a fee deferral	June 30 for students studying in the Fall or Fall/Winter Oct 31 for students studying in the Winter semester only
Deadline to apply for OSAP without a fee deferral	July 1 – Oct 22 for students studying in the Fall only June 1 – Feb 20 for students studying in the Fall/Winter or Winter

Upcoming – Summer 2017 semester

Apply for OSAP extension/reinstatement or new application	Applications will be available in late March 2017 Visit the Registrar’s Office for more details
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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.

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 2015, you would follow the degree requirements listed in the 2015 – 2016 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.

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

Prepare for Graduation with DEGREE EXPLORER

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.

Choosing Your Program

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

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 – 8.0 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 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.

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.

Enrolling in an Unlimited Program

Enrol in an **unlimited program** at anytime on ACORN. You can make changes to your programs as your academic career progresses, or stick with one throughout your time here.

Limited Programs - Deadlines

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	April 1 – April 29	July 1 – July 29
Offers are made on ACORN	mid-June	mid-September
Deadline to accept an offer	June 17	September 15

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/utscprograms

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. Identify the program(s) you wish to pursue.
2. Visit the link above to determine whether it is an unlimited program, or limited program.
3. Login to ACORN.
4. Under the *Academics* menu, click on "Enrol & Manage," and select "Programs".
5. Using the search box, type your program name, and select the appropriate UTSC program.

To delete an unwanted program:

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

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

Step 1

Find Courses Using the UTSC Academic Calendar

www.utsc.utoronto.ca/calendar

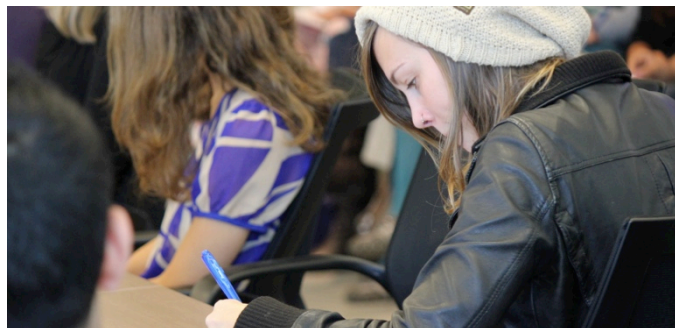
The Calendar is one of the most important documents between you and the University of Toronto Scarborough. You will find up-to-date information regarding programs, courses, and university policies that will guide your academic choices during your time here. It will help you advance through your academic 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.

All programs are listed in alphabetical order. Find your program(s), and view a list of required courses that you will need 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 2016 Fall / 2017 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. **Check off the buttons to display enrolment controls, and course information when your search results appear.** These buttons will appear underneath the heading "2016 Fall / 2017 Winter Timetable."

Enrolment Blocks on ACORN

Read the Enrolment Controls & Information on the Timetable (see step 4 above)

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 provide detailed instructions such as who is eligible to enrol based on program or year; 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 lead lectures, and 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.

LEC 01 take place during the day.

LEC 30 take place in the evening.

Online Lectures (LEC 60 & 99)

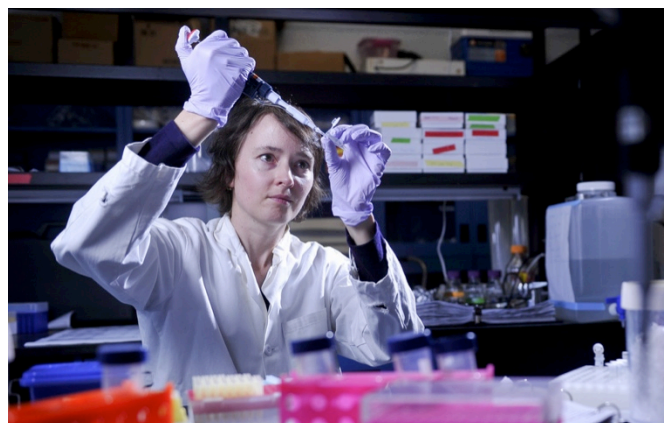
Online lectures are intended to provide you with flexibility in how you learn, and grant you the independence to determine when you will learn by watching your lectures online.

LEC 60 (WebOption) means that the lecture is recorded, and then uploaded online. The difference is when and where you "go to class." Students who enrol in a course that offers a traditional lecture or WebOption follow the same syllabus, have access to the same faculty, course notes, resources, write the same exams together (in person), and are evaluated in the same way.

LEC 99 courses are fully online, and are noted accordingly in the Timetable. A traditional lecture (in person) is not offered. Exams are written in person.

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

Degree students can login to ACORN to check their start time beginning March 29. Click on "Enrol & Manage" from the *Academics* menu option. Begin course enrolment immediately once your **start time** begins. You can save courses to your enrolment cart if you're planning ahead. Just be sure to return to your cart, and click "enrol" when your start time begins.

	1 st Year	2 nd Year	3 rd Year	4 th & 5 th & CTEP
View Start Time	June 30	June 30	June 30	June 24
Course Enrolment Begins	July 6	July 11	July 8	June 29
Non-degree students can begin enrolling in courses on ACORN beginning July 12 as of 10am.				

Add a Course

1. Select the "Enrol & Manage" from the *Academics* menu, and select the 2016 Fall and 2017 Winter session.
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" (or "Add to Enrolment Cart" to save a course. When your start time begins, you must log back in & click "Enrol" for each course to officially add it to your timetable).
6. ACORN will confirm if your enrolment was successful, or if there is no space remaining in the section you want.

Waitlists

www.uts.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. If you re-add yourself to the same waitlisted course, you will be placed at the end of the list.

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. If you do, they 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 until the last day to add courses for that session.

Credit/No Credit

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. 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.

Request Period		
F Section	Y Section	S Section
Sept 1 – Nov 17	Sept 1 – Feb 12	Sept 1 – March 19

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 fees regardless of your course load. ACORN will reassess program and course fees based on when you made these changes.

Are you on OSAP? Visit us in person to chat about how this change may impact your current funding, and/or future OSAP eligibility.

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, contact the Registrar’s Office immediately.

Academic Deadlines

Academic deadlines are important as they designate benchmarks in each session – for example, adding and dropping courses with and without penalty. Keep these dates in mind; missing a deadline could have a negative impact on your academic record.

Where to find it: page 3

Tuition Fee Refund Schedule

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 – there is a schedule for students who pay program fees (CTEP; upper year BBA and Computer Science students), and another for students who pay per course. There is also a schedule that pertains to all students for incidental and ancillary fees.

More information: page 20

Where to find the refund schedule:
www.utsc.utoronto.ca/registrar/refunds

Academic deadlines are not the same as financial deadlines. Please check the websites above for the most current dates. UTSC students who are taking courses at UTM or St. George adhere to UTSC academic and financial dates and deadlines.

Planning Your Semester

If you plan to study in the Fall and Winter semesters, you should enrol in all of your desired courses (ideally) when your start time begins. You can continue to make changes to your timetable before the sessions begin with no penalty, but it's important to enrol in them early to avoid disappointment. See pages 3-4 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.

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.

Re-enrolling

If you plan to be 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

www.utsc.utoronto.ca/graduation

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.

We're Here to Help!

The Registrar's Office can help you understand university policies, and provide you with potential options that cater to your registration and financial needs.

Professors have wide-ranging insight, and can provide you with academic support, course /program selection, and provide excellent support for your future goals.

The Academic Advising & Career Centre can provide additional support to help strengthen your skills.

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) per session. 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.

Returning from a suspension? See page 13.

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:

Canadian Post-Secondary Transfer Credit Evaluations

Shahryer Ahmed – sahmed@utsc.utoronto.ca

International Post-Secondary Transfer Credit Evaluations

Carol Farquhar - farquhar@utsc.utoronto.ca

IB, AP, or GCE

Anthony Ngimat – ngimat@utsc.utoronto.ca

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 2016 – Winter 2017	
F Courses	Dec 5 – Dec 20
Summer 2016 Deferred Exams	Dec 2 - Dec 20
Y & S Courses	April 5 – April 22
Fall 2016 Deferred Exams	April 1 – April 22

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.

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 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

- Report scheduling issues to the Registrar's Office via eService if you need an accommodation.
- Check the final exam schedule for up to date information regarding UTSC exams.
- Bring your TCard to the exam room – don't get caught without it!
- 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.
- Arrive early to the exam. Students who are more than 15 minutes late to a final exam may not be permitted to enter and will be instructed to petition for a deferred exam.
- "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.
- Read your rights and responsibilities on the Registrar's Office website.



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 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, 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 24 for deadlines.

7) Health & Dental Insurance

Full-Time Students

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

The Scarborough Campus Student Union provides full-time students with extended coverage for medical and dental services. If you are already covered by an equivalent health plan, you can opt out online by providing proof of coverage in order to receive a refund for the health portion of the plan. You can opt out of the Dental Plan without proof of equivalent coverage; your refund will be mailed to you. For full details on your coverage, opting out, and more, visit the website.

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.

Refund Schedule

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.

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 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, an eligible refund will be granted through a **direct deposit**. To opt in to a direct deposit, login to ACORN, click on "Personal Information," then "Direct Deposit," and follow the instructions on the screen.

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. These fees are refunded only if you cancel your registration during the 100% refund period.

Your U of T Financial Invoice on ACORN

Mr. Glen Coco	ACORN Account:	COCO0998649520
1265 Military Trail	Student:	998649520
Scarborough ON M1C 1A4	Timestamp:	07/25/2016 12:10:32
=====		
ACORN Account Balance Up to the End of the Session	\$	6,158.06
2016 Fall – 2017 Winter		
TUITION – UTSC Honours BA (Humanities)		
2016 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
Ancillary: UTSC Studio Support fee	\$	50.00
Student System Access fee	\$	50.00

The example on the left shows a U of T invoice.

To make a tuition payment, you will need your **account number**, which consists of the first 5 characters of your last name in capital letters, and 10 digits of your student number. It may lead with a zero unless your student number starts with the number one. Be sure to distinguish between a zero and the letter "O".



Paying Your Fees

Viewing Your Account Balance

Login to ACORN, and click “View Invoice” from the *Finances* menu option.

Minimum Payment to Register

To successfully register, you must make a tuition payment before classes begin. Your invoice will indicate your minimum amount to register. Returning students who have outstanding fees from a previous session must ensure that they clear their debt, in addition to making a payment for the upcoming semester. If all of your courses are waitlisted or interim, you are expected to make a minimum payment to register. Students who cannot make the minimum payment and are not receiving financial assistance should visit the Registrar’s Office as soon as possible to discuss an alternate fee arrangement. Students receiving financial assistance may be eligible for a fee deferral.

Payment Deadline to Register

Payments must be made by August 15 for students attending in the Fall or Fall/ Winter. Students attending only in the Winter semester have until November 28. See page 22 for financial cancellation dates.

Methods of Payment:

Internet, Telephone, and ATM Banking

To pay for tuition fees via Internet, telephone, or ATM banking, you will need to set up the *University of Toronto* as a new payee (i.e., a new bill). You will be prompted to input your account number, which is found on the upper right hand corner of your ACORN invoice, as noted in the example on page 20. If you need assistance setting up your payments, contact your bank or financial institution. Once you have completed this step, you can make additional payments as needed.

In-Person Payments at Your Bank

Bring a 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”
3. Using your Internet browser settings, click “Print”

Exception: The National Bank of Canada requires an official U of T invoice for payments made in person. You can request an official invoice at the Registrar’s Office.

International Payments

WU GlobalPay for 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

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

It can take up to 10 business days for your payment to reach your ACORN account. Payments received from Canadian credit unions or from outside of Canada can take up to 14 business days to process your payment.



When your tuition payment is received, your **status** on ACORN for the upcoming session should say **registered** instead of **invited**. This will happen when your payment is successfully credited to your student account on ACORN.

If your status does not change by August 25, you will need to show us your **proof of payment** to avoid being removed from your courses on August 29. Students studying only in the Winter semester have until December 7 to show their proof of payment.

It’s good financial practice to keep a receipt or proof of payment after a big purchase, and your tuition payment is no exception!

Owing Fees From a Previous Session

All tuition payments from a previous session must be paid in full before attempting to register for a new academic session. If you have an outstanding balance from a previous session, any new payments will be deducted from what you owed previously. In addition to paying your outstanding balance from a previous session, you will also need to pay the minimum amount to register for the upcoming session.

Financial Cancellation = Removal from all Courses

There are academic and financial reasons why this status 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 August 29 for the Fall/Winter. Students attending only for the Winter semester will be financially cancelled on December 9. 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 session should check their academic history on ACORN, and view their most recent academic standing.

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 (\$44 the first day + \$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.

Your Next Tuition Payments

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. See page 24 for more details.

If you make changes to your course load, make it a habit to check your financial account immediately afterwards to see if your balance is higher, or if you have a credit balance (refund).



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, or visit us to pick up a copy of the form. 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 Sponsorships

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 scholarship equivalent to your minimum amount to register for the Fall / Winter.

If you meet the criteria above, please provide an official letter from the third party confirming the value of your scholarship, and 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.

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.

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.

Students Studying the Fall semester only, or both Fall/Winter:

	Students without a Fee Deferral		Students with an Approved Fee Deferral	
Deadline to register by paying or deferring fees			August 15	
Financial cancellation date (i.e., removal from all courses)			August 29	
Deadline to pay Fall fees in full or incur service charges			September 30	
Monthly service charges applied to all accounts with an outstanding Fall balance on these dates until all fees are paid in full.	October 15		January 15	March 15
	November 15		February 15	April 15
	December 15			
Deadline to pay Winter fees in full or incur service charges		November 30		January 31
		December 15		
Monthly service charges applied to all accounts with an outstanding Winter balance on these dates until all fees are paid in full.		January 15		February 15
		February 15		March 15
		March 15		April 15
		April 15		

Students Studying the Winter 2017 semester only:

	Deadline for All Students	
Deadline to register by paying or deferring fees	November 28	
Financial cancellation date (i.e., removal from all courses)	December 9	
Deadline to pay Winter fees in full or incur service charges beginning February 15	January 31	
Monthly service charges applied to all accounts with an outstanding Winter balance on these dates until all fees are paid in full	February 15	
	March 15	
	April 15	

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.

INSTRUCTIONAL CENTRE



Financial Aid

Your U of T education is a partnership with us, and we are committed to your success. Last year, UTSC students received **\$5.3 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.

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

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

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.

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 needs. 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/eservice

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

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.

OSAP

How to Apply Online

Register

osap.gov.on.ca

Visit the OSAP website and click on “Register” to create an account for the first time. You will be asked for your personal information, including your SIN number to begin. Once you create your account, you will be given a personalized OSAP Access Number (OAN).

Returning students: sign in and submit a new application for 2015-2016.

The Application Form

Your online application will require you to disclose financial information for yourself, and your parents (or guardians) using last year’s tax information.

After You Apply

You will receive a confirmation message, and will be directed to print out any supporting documents necessary to complete your application. Print them out, complete them, and submit them to the UTSC Registrar’s Office for processing.

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. Check your status on the OSAP website.

OSAP Deadlines

To Be Eligible for a Fee Deferral

May 31 for students studying in the Fall, or Fall/Winter

October 31 for students studying only in the Winter

To Receive OSAP but Forfeit a Fee Deferral

June 1 – October 22 if studying only in the Fall

June 1 – February 20 if studying in the Fall/Winter or Winter only

Fee Deferral on ACORN

www.ACORN.utoronto.ca

Students who apply for OSAP early enough may be eligible for a fee deferral during the request period. Learn more about fee deferrals and why they are beneficial on page 23.

Appeals, Questions, and 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 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**

1,200

Entrance Scholarships

Students who received an entrance scholarship can expect their accounts to be credited automatically by early October. Questions can be directed to awards@utsc.utoronto.ca.

In-Course Awards & Scholarships

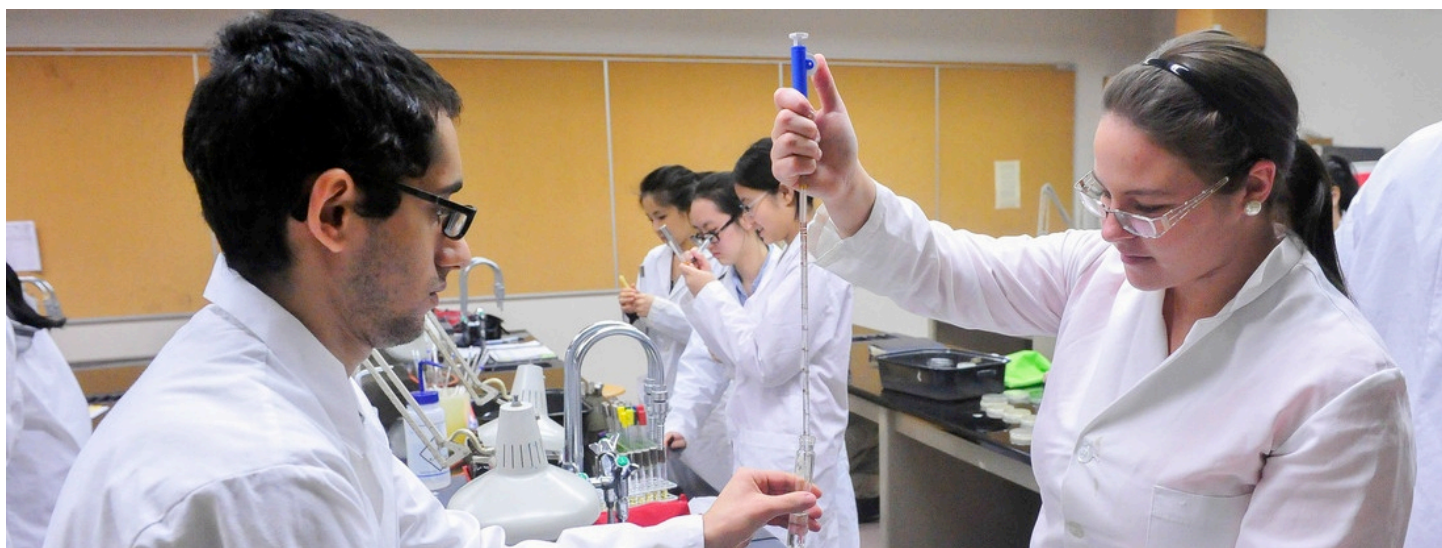
In-course awards and scholarships are an opportunity for the University to recognize and celebrate academic excellence. Your individual achievements and contributions of the undergraduate community holds significant value, and we are honoured to consider eligible students to be recognized for their efforts and achievements. For detailed information about application based nominations and automatic consideration awards, please visit our 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. Questions can be directed to awards@utsc.utoronto.ca.

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 has never been easier!

We are delighted to introduce the UTSC Awards Profile – a brand new initiative 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 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.

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 can be directed to Lisa Lamanna, Manager of Awards & Scholarships at awards@utsc.utoronto.ca.



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!





Student Services

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

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, 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 (Frosh); 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!

Required Documents

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 cash fee to replace lost, stolen, or damaged TCards. Students must also present valid documents (see above).

Lost Cards

Lost TCards are to be returned 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

Eligible full-time students can obtain a GO Transit Student ID in order to receive a discounted rate when using GO services. Please be prepared to show your TCard or valid government issued photo ID.

Passes will be available during the first week of October.

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

Contact Us

www.utsc.utoronto.ca/registrar/tcards

For our business hours, and location, visit our website. Questions can be sent to tcardoffice@utsc.utoronto.ca

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.

Notes

REGISTRAR'S ONLINE CHAT

Monday – Friday
10am – 12pm

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 180 academic programs to choose from. Take the time to 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 35 of the Registrar's Guide.

