This Registration Guide is for the use of students who are entering their first year of study at U of T Mississauga. Students who are entering their second year (and above) of study at U of T Mississauga should consult the “2016-17 Fall-Winter Registration Guide for Returning Students,” and transfer students should consult the “Registration Guide for Transfer Students” at www.utm.utoronto.ca/guides.

**Registration Checklist**

- utoronto E-mail
- Tuition Fees Due
- In Case of Emergency
- Definitions
- Your Code of Conduct
- Important Dates
- Welcome to U of T Mississauga
- First-year Transition Programs
- Supporting Student Success
- Meet ACORN: Your Online Connection
- Using Blackboard
- Declaration of Absence for Any Reason
- Academic Status
- Building Your Schedule
- How to Select Your Courses
- When and How to Enrol
- Adding and Cancelling Courses
- Invoicing and Methods of Payment
- OSAP & Government Loan Programs
- Exams
REGISTRATION CHECKLIST

Use this checklist to ensure that you’ve completed all the steps for registration.

- Accept your offer of admission online at www.ouac.on.ca by the deadline indicated in your offer of admission letter.
- Apply for student loans (OSAP - osap.gov.on.ca), if applicable.
- **June 10:** Deadline to apply for residence (if applicable). Visit www.utm.utoronto.ca/housing
- **June 10:** Deadline for residence students to select a meal plan at www.utm.utoronto.ca/food
- Take part in the New Student Advising Program in June. Watch your e-mail for details.
- Learn about transition programs and services at www.utm.utoronto.ca/transition
- Get your student ID card -- TCard (See page 9)
- If you are taking first-year courses at Sheridan College, you’ll need to get a Sheridan student card, access to its computer network and attend its orientation. For details visit www.sheridancollege.ca, and search for “First Year Experience.”
- Read this guide and acquaint yourself with the Academic Calendar (www.utm.utoronto.ca/regcal)
- Update your personal information on ACORN, including your emergency contact, residential address and phone number while attending UTM, as well as your utoronto e-mail address on ACORN
- View available courses: www.utm.utoronto.ca/timetable
- **July 4:** Look-up your enrolment start-time on ACORN: www.acorn.utoronto.ca
- **July 7:** Enrol in first- and second-term courses on www.acorn.utoronto.ca
- **August 16:** Pay your fees through your bank (online or in-person) or via credit card on ACORN by this date or, if you are receiving OSAP, defer your fees through ACORN
- Confirm your schedule for both first and second terms and check online timetable for any updates
- Attend Welcome Week and Orientation Sessions: uoft.me/ETO16
- Attend classes beginning Sept. 6
UTORONTO E-MAIL: WE NEED TO REACH YOU!

The university’s official method of corresponding with students regarding registration, enrolment status, student accounts and other important areas of business, is through your University of Toronto (or utoronto) e-mail account.

It is your responsibility to read your utoronto e-mail on a regular basis. This will ensure that you receive important information from your instructors and the university.

IMPORTANT: TUITION FEES DUE AUGUST 16

The deadline for students to pay tuition and other fees through the bank (online or in-person) or by credit card via ACORN is August 16. If you are receiving OSAP, you may be able to defer your fees (see page 23). This deadline will permit the university to cancel the course enrolment of those students who have decided not to attend, which will make class space available to those on waiting lists before classes begin.

IN CASE OF EMERGENCY/ALERTS

- If you require immediate emergency assistance on university property, call 905-569-4333. This call can be made from any campus pay phone free of charge.
- You can also use one of the direct-line emergency call stations located on campus.
- In life threatening situations, call 911 (or 9-911 from a campus office phone)
- If an alarm sounds, evacuate the building you are in.
- Ensure that your emergency contact information is up-to-date on ACORN.
- Register your mobile phone number at alert.utoronto.ca
- If you have any questions concerning emergency procedures, call University of Toronto Police at 905-828-5200.

DEFINITIONS: WHAT’S ACORN? A TCARD?

**ACORN:** The Accessible Campus Online Resource Network is the online system through which you sign up for courses, monitor your grades and manage your financial account with the university. This system was previously known as ROSI.

**UTORid:** A username and password used to log in to various online support services and in computer labs.

**utoronto e-mail:** Your individual U of T e-mail account (also known as UTmail+). It is the only official manner by which the university will contact you. Check this account daily.
**TCard:** Your student ID card.

**F, S and Y courses:**
- An **F** course is held in the first term, e.g. Sept. to Dec.
- An **S** course is held in the second term, e.g. Jan. to April.
- A **Y** course is held over both terms, e.g. Sept. to April.

**Fee Deferral:** An arrangement made between the student and the university to pay fees after normal deadlines.

**Lectures:** A traditional class in which course subject matter is presented to students by an instructor.

**Tutorials:** Small-group sessions held to more fully explore and discuss issues raised during a lecture.

**Practical Section:** Hands-on session held in a lab.

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**YOUR CODE OF CONDUCT**

The university requires that you conduct your academic and personal life with:

**Honesty and Integrity...**
In all aspects of your university career. All documents and personal information submitted to the university prior to, and throughout, your studies must be accurate and true. Your academic assignments must be the result of your own work. Academic dishonesty will not be tolerated and may result in severe academic sanctions.

**Responsibility...**
For your own actions and obligations. You control your learning process and rate of progress.

**Respect...**
Towards others and yourself. Treat the U of T Mississauga community with respect; help to keep the campus clean; be polite to your fellow students, staff and faculty.

**Commitment...**
To your academic work. You will need to study three hours for every one hour of class time. Attend class. There are no shortcuts. Start early and succeed.
## 2016-17 FALL-WINTER SESSION: IMPORTANT DATES

### June

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>New Student Advising Program begins. Watch your e-mail for details!</td>
</tr>
<tr>
<td>10</td>
<td>Last day to register for residence for newly-admitted first-year students.</td>
</tr>
<tr>
<td>10</td>
<td>Last day to select residence student meal plan.</td>
</tr>
</tbody>
</table>

### July

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Canada Day. University closed.</td>
</tr>
<tr>
<td>4</td>
<td>Enrolment start times available for viewing on ACORN for Year 1 students.</td>
</tr>
<tr>
<td>7</td>
<td>First-year course enrolment begins (3.5 credits or less).</td>
</tr>
<tr>
<td>17</td>
<td>Fees will be posted on ACORN.</td>
</tr>
<tr>
<td>17</td>
<td>Fee deferral requests begin. Apply for OSAP deferral on ACORN and other scholarship/loan deferrals in person at the Office of the Registrar until Aug. 30.</td>
</tr>
<tr>
<td>29</td>
<td>Course enrolment limit increases to 6.0 from 5.0 (begins 6 a.m.)</td>
</tr>
<tr>
<td>29</td>
<td>Courses with priority enrolment controls now open to U of T Mississauga degree students (begins 6 a.m.).</td>
</tr>
</tbody>
</table>

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Civic holiday. University closed.</td>
</tr>
<tr>
<td>5</td>
<td>First day of enrolment for non-degree and visiting students.</td>
</tr>
<tr>
<td>16</td>
<td>Last day to pay minimum amount of tuition fees as indicated on ACORN invoice</td>
</tr>
<tr>
<td>28</td>
<td>Residence move-in day for all new students.</td>
</tr>
<tr>
<td>29</td>
<td>Orientation for new students starts. Check uoft.me/ETO16 for details.</td>
</tr>
<tr>
<td>30</td>
<td>Fee deferral requests end.</td>
</tr>
<tr>
<td>31</td>
<td>Registration cancelled if payment or deferral of fees has not been received. Students whose ACORN account does not show “Registered” status will be removed from classes.</td>
</tr>
</tbody>
</table>

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deadline for visiting students to apply for F &amp; Y courses.</td>
</tr>
<tr>
<td>1</td>
<td>Late registration fee begins for F &amp; Y courses ($44 + $5 for each additional weekday).</td>
</tr>
<tr>
<td>5</td>
<td>Labour Day. University closed.</td>
</tr>
<tr>
<td>5</td>
<td>Deadline to cancel registration [withdraw from ALL courses] with no minimum academic fee charge.</td>
</tr>
<tr>
<td>6</td>
<td>Classes begin, F &amp; Y courses.</td>
</tr>
<tr>
<td>19</td>
<td>Course waiting lists close, F &amp; Y courses.</td>
</tr>
<tr>
<td>19</td>
<td>Last day to add or change a section in an F or Y course on ACORN.</td>
</tr>
</tbody>
</table>
### For students paying course fees:
- **19** Last day to drop (cancel) F and/or Y courses on ACORN and receive 100% course fee refund, as long as you are still registered in other courses for this session.
- **19** Last day to cancel all courses and receive 100% program fee refund, minus the minimum charge.
- **26** Last day to drop an F course and receive a 75% course fee refund.
- **30** Deadline to pay fees for Fall term to avoid service charges (if you have been deferred due to loan or were registered by paying at least the minimum payment). Note: Service charges are different for students who have been deferred due to a scholarship/award or receive tuition waiver. See page 26.
- **30** Deadline to pay the first instalment of residence fees.

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Thanksgiving Day. University closed.</td>
</tr>
<tr>
<td>11-14</td>
<td>Fall Reading Week</td>
</tr>
<tr>
<td>11</td>
<td>Last day to drop a Y course and receive a 75% course fee refund.</td>
</tr>
<tr>
<td>11</td>
<td>Last day to drop an F course and receive a 50% course fee refund.</td>
</tr>
<tr>
<td>17</td>
<td>Service charges on outstanding fee balances begin for students who have been deferred due to loan or were registered by paying at least the minimum payment. Note: Service charge dates are different for students who have been deferred due to a scholarship/award or received tuition waiver. See page 26.</td>
</tr>
<tr>
<td>21</td>
<td>For students registered in the Fall term ONLY: last day to apply for OSAP.</td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Last day to drop an F course from academic record and GPA or to cancel or select Credit/No Credit option.</td>
</tr>
<tr>
<td>9</td>
<td>Last day to drop a Y course and receive a 50% course fee refund.</td>
</tr>
<tr>
<td>10</td>
<td>For students registered in the Fall term ONLY: last day to submit OSAP related documents.</td>
</tr>
<tr>
<td>30</td>
<td>For students registered in the Fall/Winter session: Deadline to pay fees for Winter term to avoid service charges (if you were registered by paying at least the minimum payment). See page 26.</td>
</tr>
<tr>
<td>30</td>
<td>Deadline to pay the second instalment of residence fees.</td>
</tr>
</tbody>
</table>

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>F classes end, Y classes break for holidays.</td>
</tr>
<tr>
<td>5</td>
<td>Last day to request LWD (Late Withdrawal After the Drop Date) status for F courses</td>
</tr>
<tr>
<td>6 - 7</td>
<td>Study Break</td>
</tr>
<tr>
<td>8 - 20</td>
<td>Examination period. Exams may be scheduled during the day for classes held in the evening and vice versa. Exams may also be held on Saturdays. Students who make personal commitments during the exam period do so at their own risk. Petitions will not be accepted for deferred exams to accommodate personal or vacation plans.</td>
</tr>
<tr>
<td>12</td>
<td>Registration cancelled if payment or deferral of fees has not been received, for students who have enrolled in S courses ONLY. Students whose ACORN account does not show “Registered” status will be removed from classes.</td>
</tr>
<tr>
<td>13</td>
<td>Late registration fee begins for S courses ($44 + $5 for each additional weekday). [Only applies to students who are required to reinstate their registration after being removed from courses for non-payment of fees or for students who enrol in S courses for the first time as of Dec. 15].</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>15</td>
<td>For students registered in the Fall/Winter session: Service charges on outstanding Winter fee balances begin (if you were registered by paying at least the minimum payment). Note: Winter term service charge dates are different for students who have been deferred due to a loan, scholarship/award or received tuition waiver. See page 26.</td>
</tr>
<tr>
<td>21</td>
<td>University closes for the holidays.</td>
</tr>
<tr>
<td>1</td>
<td>Deadline for university visiting students to apply for S courses.</td>
</tr>
<tr>
<td>1</td>
<td>Deadline to cancel registration (withdraw from all courses) with no minimum academic fee charge (if registered in S courses only).</td>
</tr>
<tr>
<td>2</td>
<td>University re-opens. Y courses resume; S courses begin.</td>
</tr>
<tr>
<td>15</td>
<td>Waiting lists close, S courses.</td>
</tr>
<tr>
<td>15</td>
<td>Last day to add or change a section in an S course on ACORN.</td>
</tr>
<tr>
<td>15</td>
<td>For students paying course fees: Last day to drop an S course on ACORN and receive 100% course fee refund, as long as you are still registered in other courses for this session.</td>
</tr>
<tr>
<td>15</td>
<td>For students paying deregulated program fee: Last day to drop from full- to part-time status and receive 50% program fee refund. These students will be charged 50% of the deregulated per course fees according to the students’ credit weight during Fall/Winter. After this date, if these students drop from full- to part-time, no refund is received.</td>
</tr>
<tr>
<td>22</td>
<td>For students paying course fees: Last day to drop an S course and receive a 75% course fee refund.</td>
</tr>
<tr>
<td>31</td>
<td>For students registered in the Fall/Winter session: Deadline to pay fees for Winter term to avoid service charges (if you have been deferred due to a loan).</td>
</tr>
<tr>
<td>31</td>
<td>For students registered in the Winter term ONLY: Deadline to pay fees to avoid service charges (if you have been deferred due to a loan or if you were registered by paying at least the minimum payment).</td>
</tr>
<tr>
<td>5</td>
<td>For students paying course fees: Last day to drop an S course and receive a 50% course fee refund.</td>
</tr>
<tr>
<td>15</td>
<td>For students registered in the Fall/Winter session: Service charges on outstanding Winter fee balances begin (if you were registered by paying at least the minimum payment). Note: Winter term service charge dates are different for students who were registered by paying the minimum payment or who have been deferred due to a scholarship/award or received tuition waiver. See page 26.</td>
</tr>
<tr>
<td>15</td>
<td>For students registered in the Winter term ONLY: Service charges begin on outstanding Winter fee balances (if you were deferred due to a loan or were registered by paying the minimum payment). Note: Service charge dates are different for students who have deferred due to scholarship/award or received tuition waiver. See page 26.</td>
</tr>
<tr>
<td>20</td>
<td>Family Day holiday. University closed.</td>
</tr>
<tr>
<td>21</td>
<td>Last day to cancel (drop) a Y course from academic record and GPA or to cancel or select Credit/No Credit option.</td>
</tr>
<tr>
<td>21-24</td>
<td>Reading Week</td>
</tr>
<tr>
<td>21-24</td>
<td>Special deferred examination period for December 2016 exams.</td>
</tr>
<tr>
<td>12</td>
<td>Last day to drop an S course from academic record and GPA or to cancel or select Credit/No Credit option.</td>
</tr>
</tbody>
</table>
For students registered in the Fall/Winter Session or Winter term ONLY: last day to submit OSAP related documents.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Y &amp; S classes end.</td>
</tr>
<tr>
<td>31</td>
<td>Last day to request LWD (Late Withdrawal After the Drop Date) status for Y &amp; S courses.</td>
</tr>
</tbody>
</table>

### April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deadline to apply for a Letter of Permission to study at another Canadian university in the Summer Session.</td>
</tr>
<tr>
<td>1 - 5</td>
<td>Study Break</td>
</tr>
<tr>
<td>6 - 22</td>
<td>Examination period. Exams may be scheduled during the day for classes held in the evening and vice versa. Exams may also be held on Saturdays. Students who make personal commitments during the examination period do so at their own risk. No petitions will be accepted for deferred examinations to accommodate personal or vacation plans.</td>
</tr>
<tr>
<td>14</td>
<td>Good Friday. University closed.</td>
</tr>
<tr>
<td>24 - 28</td>
<td>Deferred examination period for S &amp; Y exams.</td>
</tr>
<tr>
<td>30</td>
<td>Payment deadline for outstanding Fall/Winter fees for ALL students. See page 26.</td>
</tr>
</tbody>
</table>

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Walksafer is a security escort service for U of T Mississauga community members (including students, employees and visitors) who prefer not to walk alone on campus after dark.

Dial 905-607-SAFE (7233) to request an escort during the evening and night hours, from September to May.
Welcome to U of T Mississauga

Newly-admitted Students: First Steps
Student success is the priority for U of T Mississauga. We offer many services and resources to help you succeed. This Registration Guide outlines the steps you need to take to register in courses. It also points you in the direction of additional assistance and resources.

Get Your University E-Mail Account!
The university’s official method of corresponding with you is via e-mail, including information regarding registration, accounts and other key areas. You MUST have an active and valid utoronto e-mail account in order to receive this information. It is your responsibility to check this account on a regular basis. You will receive instructions on how to activate your e-mail account when you get your TCard. Please note: your utoronto e-mail address will be automatically updated on ACORN, the online student web service, on the first day of classes if you have not already recorded it there. It will be the only e-mail address the university uses to contact you. All others will be deleted.

Third-party Transactions
The University of Toronto is committed to protecting your privacy, as per the Freedom of Information and Protection of Privacy Act (FIPPA). You are expected to address any concerns or access your admission, financial and/or academic information yourself. If a situation arises where a third party (such as a parent, partner, sibling, friend) needs to conduct business with the Office of the Registrar on your behalf (such as picking up or viewing university documents, except transcripts), you must obtain and sign a “Consent to Release Information” form in person at the Office of the Registrar.

Bus Pass, Parking, Shuttle, GO Transit
Eligible students have access to unlimited travel on Mississauga Transit between September and April thanks to the U-Pass program. The fee is included under incidental fees charged to eligible students. To see if you are eligible to use the U-Pass, see www.utm.utoronto.ca/upass.

If you travel by car, you can park at meters or purchase a parking pass. See www.utm.utoronto.ca/parking.

A shuttle bus transports U of T Mississauga students to Sheridan College and the St. George (downtown Toronto) campus. Schedules are available at www.utm.utoronto.ca/shuttle.

The nearest GO train stations are Clarkson on the Lakeshore line and Streetsville on the Milton Line. Visit www.gotransit.com for schedules. Mississauga Transit provides a link between the station and the campus (visit www.mississauga.ca for updates). GO ID cards for registered, full-time students are available at the TCard Office.

Get Your Student ID Card (TCard)!
Your permanent University of Toronto Student Card (TCard) is more than photo ID. It has many uses, both around campus and off-campus. Your TCard serves as:

- a printing and photocopying card
- a library card
• an electronic key card controlling access to RAWC, library and labs
• an identification card for exams, voting on campus, student discounts
• a fare-free UTM shuttle service card
• a pass that provides unlimited fare-free rides on MiWay, Mississauga Transit’s bus system (in conjunction with UPass), and
• a debit card which can be used to purchase food at select locations on campus

Because your photo will be taken, you can only get your TCard by coming to campus in person starting June 6. The TCard Office is located on the lower level of the CCT Building atrium. You must bring your “offer of admission” letter and valid identification/citizenship documents (see www.utm.utoronto.ca/tcard) for details.

If you are unable to get your TCard during the summer, you will be able to do so when you arrive on campus for the beginning of the Fall-Winter session.

FIRST-YEAR TRANSITION PROGRAMS

Research shows that students who participate in our first-year transition programs have higher grades, complete their degrees faster, and have a more engaging student experience than those who do not. U of T Mississauga offers a mix of transition programs that focus on academic and personal success. Check out www.utm.utoronto.ca/transition for links to all of these programs.

SUPPORTING STUDENT SUCCESS

In addition to transition programs offered to first-year students, there are a wide variety of ongoing support services to help you succeed throughout your time at U of T Mississauga.

Academic & Financial Aid Advising
To make a walk-in appointment with an Academic or Financial Aid Advisor, visit the Express Desk at the Office of the Registrar in the Innovation Complex. You can monitor your appointment status in the waiting area outside of the office, or keep track of your place in the queue with our “Walk-in Waiting List” mobile site [m.utm.utoronto.ca]. Office hours are posted at www.utm.utoronto.ca/reg.

Accessibility Matters
The AccessAbility Resource Centre promotes inclusive values on campus in both academic and co-curricular activities for students who have a physical, sensory, or learning disability, mental health condition, acquired brain injury, or chronic health condition, be it visible or hidden. Students with temporary disabilities (e.g. broken dominant arm, recovering from surgery) are also eligible to receive services. Students who live on- or off-campus should contact the centre prior to enrolling to discuss their individual needs. For more information, visit www.utm.utoronto.ca/access.

Robert Gillespie Academic Skills Centre
The centre offers a wide variety of seminars and interactive workshops as well as one-to-one consultations on all aspects of academic work. Faculty, a dedicated group of experienced peer mentors, and study group facilitators work with students to improve
their skills in areas such as: understanding learning styles; essay and report writing; time management; lecture-listening; note-taking; and studying for tests and exams. For more information, visit www.utm.utoronto.ca/asc.

**International Students**
The International Education Centre provides a variety of services for international students. For more information, visit www.utm.utoronto.ca/international.

**Health and Counselling**
The Health & Counselling Centre offers the same high quality of care as your family doctor or community health clinic, right on campus. Nurses, doctors and personal counsellors are available to support students’ physical and mental health care needs. For more information, visit www.utm.utoronto.ca/health.

**Where to buy textbooks**
The syllabus provided for each course during the first week of classes will indicate which textbooks you need to buy. (A “syllabus” outlines the teaching plan for the course.) You will also find course syllabi online in the timetable section [www.utm.utoronto.ca/timetable] by the first day of classes. They are indicated by a special icon next to each course. It is recommended that you buy textbooks after your instructor reviews the syllabus with your class.

All textbooks (new, used and rental) and other required supplies for your courses are available in the University Bookstore, which is on the first floor of the Davis Building. You can also order online. Visit [www.uoftbookstore.com](http://www.uoftbookstore.com).

**Computers**
The university bookstore carries computers and software with special educational pricing on some items, or you may purchase equipment elsewhere. You are advised to check with your academic department prior to purchasing to see if you require any special equipment or software. Our on-campus computing services department is an authorized service provider for Dell and Apple equipment.

**Your Academic Responsibilities**
Your success as a student depends on your attention to the responsibilities that the university sets down in writing. It is the responsibility of the student to ensure that:
- Course selection is correct and complete.
- All prerequisite, exclusion and corequisite requirements, program requirements, distribution and other degree requirements have been met.
- Deadlines (including payment of fees, dropping and adding of courses) and other regulations have been observed.
- All information provided to U of T Mississauga is kept up-to-date and accurate (e.g. mail & e-mail information, programs & degrees being sought, etc.)

Misunderstanding, misapprehension or advice received from another student will not be accepted as a reason for exemption from any regulation, deadline, program or degree requirement. If there is any doubt, seek guidance from the Office of the Registrar.
MEET ACORN: YOUR ONLINE CONNECTION

ACORN (Accessible Campus Online Resource Network)
ACORN is the University of Toronto’s online student registration and administration system. It is the critical link between students and the university for most transactions.

You will use ACORN to:
- Access grades, GPAs and academic status
- Add and change meeting sections
- Add and drop courses
- Add, drop, change Subject POSl(s)
- Check the status of your course requests
- Check to see if there is still room in a course
- Check your waiting list status
- Choose Credit/No-Credit option
- Convocation ticket RSVP
- Declare absences from classes
- Display your academic record
- List courses on your record
- List your ACORN transactions
- Pay fees using a credit card
- Request a transcript
- Request tuition fee deferral
- Review intention to graduate
- Sign up for refunds by direct deposit
- Update your e-mail address
- Update next of kin and emergency contact information
- Update your address and telephone number
- View exam timetable
- View other personal information
- View/print fees invoices
- View/print T2202As (tax receipts)
- View/print your timetable
- Vote in student elections

What it means to use ACORN
Using ACORN means that you agree to abide by all the academic and non-academic rules and regulations of the University of Toronto and assume the obligation to pay academic and incidental fees according to the policies and requirements of the university.

ACORN’s hours of operation are noted at www.acorn.utoronto.ca.

Using ACORN for the First Time
- Login at www.acorn.utoronto.ca using your UTORid/JOINid and password.

Confirm Your Personal Information
It is very important to confirm that your personal information on ACORN is correct.
U of T Mississauga needs to know:
- your mailing and permanent address
- your Sessional (Sept. to April) telephone number and address
- the person to contact in case of emergency.

We need to be able to contact you to keep you up to date on critical information. E-mail is the official method of contacting you. Please make sure that your utoronto.ca e-mail address is correct and remember to check it regularly.

**USING BLACKBOARD**

Blackboard is a web-based, course management system that is used to deliver lectures, notes, assignments and other materials, communicate with students, and perform other functions. This is the system you will use to access most of your course materials. The log-in page will also contain important announcements from the university.

To access Blackboard, go to portal.utoronto.ca and log in using your UTORid and password. If you do not see the courses you have signed up for, do not panic, because:

- It takes one to two business days for ACORN to update course enrolment information to Blackboard;
- Some instructors do not make their Blackboard course information available until the first or second week of classes (if an instructor is using Blackboard, then she/he should provide additional details to you in the first week or two of classes);
- Some instructors do not use Blackboard.

There are some first-year courses that use Blackboard in order to sign up for tutorials, labs and other types of groups. If your instructor has decided to use Blackboard to do this, you will receive an e-mail from him/her or the course co-ordinator that provides you with instructions. This e-mail will be sent to your utoronto e-mail account — so keep checking it regularly!

You may need to sign up for tutorials, labs, and other groups via Blackboard after you have signed up for a course on ACORN. In order to determine if you need to sign up for tutorials or labs for a particular course, please consult the Course Timetable at [www.utm.utoronto.ca/timetable](http://www.utm.utoronto.ca/timetable). Any courses that require you to sign up for a tutorial or lab in Blackboard will have a note stating this requirement.

**Getting Blackboard Help**

Students who need help with Blackboard should consult with staff on the main floor of the UTM Library or visit the UTM Library Student Portal FAQ webpage [www.library.utm.utoronto.ca/portal/faqs](http://www.library.utm.utoronto.ca/portal/faqs). More in-depth assistance is available by e-mailing askutml.utm@utoronto.ca.
DECLARATION OF ABSENCE FOR ANY REASON

You are required to declare your absence from a class for any reason through your ACORN account in order to be considered for academic accommodation for any course work such as missed tests, late assignments, and final examinations. Absences include those due to illness, death in the family, religious accommodation or other circumstances beyond your control.

In addition, you must also follow the absence policies of the department and the instructor, which may require additional documentation.

You declare absences via your ACORN account on the day of your absence (or by the day after, at the latest) under the section “Absence Declaration.” Once you have submitted the required information, you will be redirected to specific U of T Mississauga course policies regarding academic accommodation, which may include submission of an official “Verification of Student Illness or Injury” form or other documentation.

In addition to using the Absence Declaration on ACORN, you are required to submit proper medical or other documentation to support a formal petition for deferred exams. You should consult with the Office of the Registrar if the period of absence will be lengthy and affect more than one course.

ACADEMIC STATUS

All students who have attempted at least 0.5 credits will have their academic status assessed at the end of the Summer session and at the end of the Fall-Winter session.

There are four kinds of academic status:

- **In Good Standing** – You may continue into the next session without restrictions.

- **On Probation** – You may continue in your studies, but should consider reducing your course load and seek immediate assistance as outlined in your notice of probation.

- **On Suspension** – You may not attend the university for one year (or three years, if you have already served a one-year suspension).

- **Refused Further Registration** – You may no longer attend the university.

Your academic status will be updated on ACORN at the end of each session. Students who are placed on probation and suspension should immediately consult with an advisor in the Office of the Registrar to assess the impact on OSAP eligibility, student visa requirements, program/degree completion and other areas. Complete details are outlined in the Academic Calendar.
BUILDING YOUR SCHEDULE

Select Your Courses
Online resources:
- Timetable: [www.utm.utoronto.ca/timetable](http://www.utm.utoronto.ca/timetable).
- Academic Calendar: [www.utm.utoronto.ca/regcal](http://www.utm.utoronto.ca/regcal).
- Degree Explorer: [degreeexplorer.utoronto.ca](http://degreeexplorer.utoronto.ca)

Which Courses Should You Take?
Use the U of T Mississauga Academic Calendar ([www.utm.utoronto.ca/regcal](http://www.utm.utoronto.ca/regcal)) to explore course descriptions. More information is available on program websites and from department advisors. Consider your strengths, interests and desired program/career goals.

Degree Explorer
Degree Explorer is the University of Toronto’s degree planning tool ([uoft.me/degreeexplorer](http://uoft.me/degreeexplorer)). You can view the current completion status of your program(s) and degree (including any exceptions made toward requirement completion), plan future courses and enter hypothetical course and program-of-study scenarios to determine if they meet course and degree requirements.

Space in Courses
It is the university’s policy that the number of students enrolled in a course cannot exceed the capacity of the room as dictated by fire regulations. Some departments, for educational reasons, assign lower capacities than room size. U of T Mississauga makes every attempt to ensure that the room assigned will accommodate the number of students expected to enrol. Neither the Office of the Registrar nor individual course instructors have the authority to change this policy. If you are not officially enrolled in a course you do not have a right to be in the class.

Waiting Lists
U of T Mississauga offers a waiting list system to help you get into the courses you need to succeed. Waiting lists enable you to "line up" for a space that might become available in lecture sections or enrolment categories that are full. In most circumstances, if a space becomes available, and you are next on the waiting list, you will be enrolled automatically and notified at your utoronto e-mail account. Only then will the course appear on your timetable and a charge will appear on your invoice. Being on the waiting list does not guarantee you a space in the course. Also, you must add your own tutorial or lab sections manually by the course enrolment deadline.

Waiting lists end on the last day to enrol which is also the last day to cancel a course and receive 100% refund of related course fees. ACORN will continue to attempt to move students from the waiting list into spaces that become available until the end of the day. If you change your mind about your desire to be waitlisted to enrol in a given course, please ensure that you cancel your request promptly to avoid any course fees. Students are responsible for all academic and ancillary course fees related to the courses that they are enrolled in.

Wait-list courses are included in the course enrolment limit.
Full-time/Part-time Status
Students enrolled in 3.0 credits or more in the academic year (September to April) are considered full-time. Students are considered part-time if they are enrolled in 2.5 or fewer credits. To be considered full-time for OSAP purposes, see the chart on page 28.

Understanding Enrolment Controls
While most courses are open to any students who have met the prerequisite requirements, in any program of study and in any year, some courses have enrolment conditions that control how students enrol in a course and/or which categories of students are permitted to enrol in that course. A course with enrolment controls will be listed in the timetable with a letter code next to the course name (i.e. [P], [P1], [R], [A]). The code will be linked to additional information describing how to enrol and which categories of students are allowed in.

Enrolment control categories may be based on one or more of the following:
- Admission category (e.g. first-year studies in Life Sciences)
- Subject POS (Specialist, Major or Minor in which you are enrolled. (When a Subject POS is used as an enrolment control, you must be actively enrolled in that Subject POS before you will be permitted to enrol in that course.)
- Degree POS (e.g. HBSc).
- Year of study (based on the number of credits you have passed plus any that are currently in progress at U of T, plus any for which you have already received transfer credit)
- Associated Organization (U of T Mississauga)

Enrolment Control Instructions
Detailed enrolment control instructions for any given course may be found on the online timetable by following the link from the enrolment control indicator, such as a (P). The symbol is found after the course title.

If no enrolment control indicator is shown, the course may be selected by all U of T Mississauga students who have appropriate prerequisites. Students from other campuses may enrol in these U of T Mississauga courses beginning August 12 if there is still space.

If an enrolment control indicator is shown, follow the link from the “Enrolment Control” indicator to obtain specific information about enrolment in the course. The enrolment controls instructions page will provide details on how to enrol in the course, who may enrol in the course and when.

Most courses may be added without further steps using ACORN, even if enrolment is restricted to certain groups of students at different times.

Some courses require further approval to complete your enrolment. These courses may still be added using ACORN, but will appear with an interim status until reviewed.

Courses with an interim status do not appear on student invoices or timetables. For example, if you enrol in PSY379H5 your status will show as interim until the department reviews the list of enrolled students and makes enrolment decisions. After departments review the requests, they assign a status of approved, refused, or cancelled. It is the responsibility of the student to check the status of a request.
Once a course is **approved**, the course fee will be added to your account and enrolment is complete. If a course is **refused**, no charges will be incurred. The course will remain on the student’s course list for the session as **refused**, and the student will be blocked from enrolling in the course in that session.

If a course is **cancelled** by the university, no charges will be incurred and the course will be removed from the student’s course list for the session.

**A few courses are unavailable via the ACORN system.** Typically, these courses are independent project or reading courses which are added to ACORN by the department or Office of the Registrar, after the student obtains appropriate approvals.

Some courses and/or practicals and tutorials appear on the timetable as “Closed.” Students may not enrol in closed tutorials/practicals using ACORN until the courses are opened.

These closed courses/tutorial/practicals may be placed on the timetable by departments:
- as placeholders to hold a room reservation and time slot in case enrolment in the course grows to a level where extra lectures/tutorials/practicals are needed, OR
- for delayed enrolment, such as certain practicals/tutorials which are only opened after the first class meeting, OR
- for students to enrol on Blackboard as per notes on the course timetable.

Students may only enrol in lectures/practicals/tutorials that are available. Please do NOT rely on “Closed” sections becoming available. Sections will be opened only if demand warrants.

Check the online timetable frequently for the status of closed courses/tutorials/practicals, if the timing of a particular section works better in your schedule than the available sections.

**Create a Sample Schedule**
To save time and avoid errors when you enrol in courses on July 7, use the “My Time Table Plan” feature at [www.utm.utoronto.ca/timetable](http://www.utm.utoronto.ca/timetable) to create a sample schedule.

To do so, got to the website, and select a course by:

- choosing the correct session (i.e. Fall/Winter 2016-17),
- choosing a year of study (e.g. 1st-year courses), and
- choosing a subject area (e.g. Anthropology).

- Click on the “View Courses” button to see a list of courses in that subject.
- Select the course(s) you want to take by clicking on the box to the left in the course description. For all courses, you will be able to choose the LEC (lecture) section. Many courses will also display PRA (practical) and TUT (tutorial) sections.
- Repeat this for each course.

- After you’ve made your choice(s), click on “Add Courses to my Timetable Plan” on the left side of the screen. Your courses will be listed.
To see a day-by-day weekly schedule, click on “View my Timetable Plan” on the far left of the screen. There is also an option to print your plan.

Do not choose lectures, tutorials or practicals that are held at the same time. No special accommodation will be made (e.g. conflicting tests, lecture material, in-class participation, labs, etc.). In almost all cases, you will be able to find an alternative. Be patient. When your sample schedule is done, add these courses to your enrolment basket in ACORN in order to prepare for your enrolment start time on July 7.
How to Select Your Courses

Understanding Course Codes
Each course has a unique course code and course description. Here’s a breakdown of what’s in a course title and code, using “ANT101H5S, LEC0101, TUT0102” as an example:

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT101H5S</td>
<td>This course is Anthropology 101. It has both a code (shown here) and a course name found in the Calendar and the timetable.</td>
</tr>
<tr>
<td>ANT</td>
<td>3 letters denoting the program offering the course.</td>
</tr>
<tr>
<td>101</td>
<td>3 numbers denoting the level (a first-year course begins with a ’1’).</td>
</tr>
<tr>
<td>H</td>
<td>Indicates credit value. H = 0.5 credit; Y = 1.0 credit</td>
</tr>
<tr>
<td>5</td>
<td>Campus Code: • 5 = Mississauga • 1 = St. George (downtown) • 3 = Scarborough</td>
</tr>
<tr>
<td>S</td>
<td>Session Code: indicates which term the course is offered:</td>
</tr>
<tr>
<td></td>
<td>Fall-Winter Session: F = Fall; S = Winter; Y = Fall + Winter</td>
</tr>
<tr>
<td>LEC0101</td>
<td>LEC = Lecture</td>
</tr>
<tr>
<td>TUT0102</td>
<td>TUT = Tutorial</td>
</tr>
<tr>
<td>PRA0101</td>
<td>PRA = Practical</td>
</tr>
</tbody>
</table>

All courses have a lecture (LEC) meeting section. If there is more than one lecture section, select the one that is offered at the time most convenient for your schedule. If a course listing also includes practicals (PRA) and/or tutorials (TUT), select one of the practicals and/or tutorials that is most convenient for your schedule. Some courses have both practicals and tutorials. In those instances, you must select one of each.

Prerequisites, Corequisites, Exclusions
Students are responsible for checking prerequisites, corequisites and exclusions, which are listed in the Academic Calendar for each course, before enrolling in courses. Be aware that prerequisites and corequisites are not checked by ACORN in real time, but they will be checked!

Prerequisite: A course required as preparation for a higher level course. Any prerequisite listed must be successfully completed before a course is taken.

Corequisite: A course to be taken concurrently with another course. A corequisite must be taken together with the course if the corequisite has not already been successfully completed.

Exclusion: A course with content too similar to another for credit to be given to both.
A student will not receive degree credit for a course that is listed as an exclusion for a course which he/she has successfully completed or received transfer credit.

Symbols Used in Course Descriptions
The following symbols are used throughout the Academic Calendar to guide students as to the appropriate prerequisites, corequisites and exclusions pertaining to an individual course.

- (P.I.) Permission of instructor required to enrol.
- The comma (,) the semi-colon (;) the ampersand (&) and the plus sign (+) in course codes all mean “AND”, (e.g. Prerequisite: PSY(201H5, 202H5), 220H5/230H5, 309H5 means Prerequisite: PSY(201H5 and 202H5) and 220H5 or 230H5 and 309H5)
- The slash (/) means “OR”, (e.g. STA302H1/ 302H5/ 331H5/ECO227Y5 means STA302H1 or 302H5 or 331H5 or ECO227Y5)

Courses Taken at Other Universities
If you have taken courses at another university and wish to transfer those credits towards a University of Toronto degree, apply for a transfer credit assessment at www.utm.utoronto.ca/transfer. You should seek academic advising in the Office of the Registrar to make sure that your course selections are correct and appropriate, and that none of the courses you wish to take duplicate your transfer credit.

Courses at Other U of T Campuses
You must have completed 4.0 credits at U of T Mississauga to be eligible to enrol in courses at other U of T campuses. If you register, but do not have 4.0 credits, you will be removed from the courses. Non-degree visiting students at U of T Mississauga may not take courses at other campuses.

WHEN AND HOW TO ENROL

When to Enrol
The first round of enrolment in U of T Mississauga courses is limited to U of T Mississauga students only. Each degree student is provided with a start day and time for course enrolment. This allows a staggered enrolment schedule to spread the system load on ACORN. Your start date is based on your year of study.

Enrolment Start Times & Dates

<table>
<thead>
<tr>
<th>Student Year</th>
<th>View Start Time on ACORN</th>
<th>First Day of Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>July 4</td>
<td>July 7</td>
</tr>
<tr>
<td>Non-degree</td>
<td>N/A</td>
<td>Aug. 5</td>
</tr>
</tbody>
</table>

Please note you will not be able to enrol in courses on ACORN until your start time on the first day of course enrolment for your year of study. However, you can use the course enrolment basket beginning in late June to prepare for course enrolment. Remember, don’t delay. Courses fill up quickly.

Conflicting Courses
In order to succeed, students must fulfill the attendance requirements of each class
as set by the professor on the course syllabus. When you are planning your sched-
ule, do not enrol in two or more courses, tutorials or practicals that are held at the
same time. Where a student has enrolled in courses held at the same time, no special
accommodation will be made (e.g. conflicting tests, lecture material, in-class partici-
pation, labs, etc.).

How to Enrol
1. Beginning in late June, go online to ACORN: www.acorn.utoronto.ca
2. Login using your UTORid/J0INid and password.
3. Click on “Enrol & Manage” and then click on “Courses.” Use the online calendar
   and timetable for reference as well as the sample schedule you created with “My
   Time Table Plan” at www.utm.utoronto.ca/timetable
   Calendar: www.utm.utoronto.ca/regcal
   Timetable: www.utm.utoronto.ca/timetable

When enrolling in your courses on ACORN, you will need to know the activity code (i.e.
ANT101H5), session code (i.e. F, Y or S), meeting section (i.e. LEC) and 4-digit section
number (i.e. 0101) to identify your choice(s). If there is a practical or tutorial section
assigned to the course, you may be required to add it as well (see the timetable for any
special instructions: www.utm.utoronto.ca/timetable).

ACORN does not block or prevent course time conflicts, so plan your schedule careful-
ly. You may not get into all of your first choice courses so you should also note accept-
able alternatives for your preferred classes.

Late Registration
A late fee of $44 plus $5 for each additional weekday will apply to any student who is
required to reinstate their registration after being removed from courses for non-pay-
ment of fees or for students who enrol in courses for the first time as of:
   • September 1 for Y and/or F courses
   • December 13 for S courses only

Credit/No Credit Option
Students at University of Toronto Mississauga may select up to a total of 2.0 credits to
be assessed on a Credit/No Credit basis within the total number of credits required for a
degree. The choice is not restricted as to year or level of course. This option is not available
to non-degree students.

To achieve a status of CR (Credit), a student must achieve a final mark of at least 50%. Marks
below that will be assessed as NCR (No Credit). Courses with a final status of CR
will count as degree credits but will have no effect on the student’s GPA. They will count as
Distribution Requirements and degree credits, but cannot be used to satisfy Subject POSt
requirements.

Courses with a final status of NCR will not count as degree credits and will not be
included in the GPA calculation.

The Credit/No Credit option must be chosen or cancelled on ACORN no later than the last
day to cancel that course from your academic record. Eligible students may select the CR/
NCR option beginning on the first day of classes of the Fall/Winter Session.

The Credit/No Credit option cannot be used for a course in which the student has commit-
ted an academic offence. If a student has specified the CR/NCR option in a course in which
he or she commits an academic offence, the CR/NCR option will be revoked and the per-
centage grade will stand as the course grade.

Warning: Some programs specify that courses with a grade of CR/NCR will not count as
part of the 4.0 credits required for program entry. Program entry requirements can be
found in the Academic Calendar.

**ADDING & CANCELLING COURSES**

**Cancelling Courses and Fees Implications**

If for any reason you decide that you do not want to be enrolled in a particular course,
you must drop it as soon as possible. Staying enrolled in a course you do not want could
prevent another student from gaining access to that course, and it can cost you money.
It may also result in the course remaining on your permanent academic record. Use
ACORN to drop a course.

You will be responsible for any fees and academic penalties incurred if you do not can-
cel courses by the appropriate deadline. Pay close attention to the difference between
REFUND deadlines and ACADEMIC deadlines. They are listed in the Important Dates
section at the front of this guide.

**Deadlines**

An *Academic Deadline* is the last date to drop a course from your academic record and
GPA.

<table>
<thead>
<tr>
<th>F course</th>
<th>Y course</th>
<th>S course</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9</td>
<td>February 21</td>
<td>March 12</td>
</tr>
</tbody>
</table>

**Late Withdrawal after the Drop Date (LWD)**

After the above dates, and up until the last day of classes, students may apply online
[registrar.utm.utoronto.ca/student/LWD] for Late Withdrawal after the Drop Date (LWD).

**Cancelling Your Registration for the Fall-Winter Session**

Should you decide to cancel all of your courses in the Fall-Winter Session, ACORN will
inform you that this is your last course in the session and ask if you would like to can-
cel your registration. If you are sure that you do not intend to enrol in other courses in
fall or winter of the 2016-17 session, cancel your registration. Cancelling your registra-
tion will trigger a refund of incidental fees if you do so within the time frames shown at
www.fees.utoronto.ca. Note that cancelling your registration affects only the current
2016-17 session and does not impact your ongoing status as a U of T Mississauga stu-
dent. To return as a student after being away for 12 months, please see “Reactivation
of Student Record” in the Academic Calendar.

**Maximum/Normal Course Load**

The maximum number of credits that can be taken in the Fall-Winter Session is 6.0
(with a maximum of 3.0 credits per academic term.) A normal and recommended
course load for the Fall-Winter Session is 5.0 credits, which will allow students to com-
plete a 20-credit undergraduate degree in four years. (Some students choose to take 4.0
credits in the Fall-Winter Session and 1.0 credit during the Summer Session.)

During the first enrolment period for the Fall/Winter Session, students are able to enrol
in 5.0 credits. During the second enrolment period, students will be able to add an additional 1.0 credit for a total of 6.0 credits. Note that the weight of waitlisted courses count in the total number of credits that students are allowed to enrol in.

To take more than 6.0 credits (or 3.0 credits per term) in the Fall/Winter session, students must submit an online course overload petition (registrar.utm.utoronto.ca/student/petitions) and receive approval prior to registration and no later than the first day of classes. The Office of the Registrar will make every effort to consult with students at risk of being removed from courses. Students enrolled in more than the maximum course load without prior petition approval, may have the last course[s] that they were enrolled in removed from their course load for that term.

Students who have a minimum CGPA of 1.85 and who may be eligible to graduate at the next spring convocation will be considered for a course overload. Consideration may be given to those students with a minimum CGPA of 2.70 with mitigating reasons for requiring a course overload. Students will not receive special consideration of any kind because of a course overload. To calculate course loads, students need to consult the course timetable, www.utm.utoronto.ca/timetable, to determine when the course is offered and the duration of the course.

**Last Date to Add a Course or Section**
The last date to add an F or Y course or change a section in an F or Y course using ACORN is September 19, and January 15 for an S course.

The last day to enrol is also the last day to cancel a course and receive 100% refund of related course fees.

Waiting lists end on the same day and ACORN will continue to attempt to move students into spaces that become available until the end of that day. If you change your mind about enrolling in a given course, be sure to cancel the course promptly. Students are responsible for all academic and ancillary course fees related to the courses that they are enrolled in. Following the last day to enrol, petitions for late enrolment will only be considered under exceptional circumstances.

**INVOICING AND METHODS OF PAYMENT**

**Academic Fees**

*Pay your fees through a bank or with a credit card on ACORN by August 16.*

Remember, becoming “Registered” involves both enrolling in courses and paying (or deferring) your fees. **If you miss the August 16 deadline, you will need to submit your proof of payment to the Office of the Registrar online (student.utm.utoronto.ca/pop) or in person to have your status changed to “Registered.” If your status is not updated from “Invited” to “Registered” by August 30, you will be removed from your courses on August 31 and your status will be marked as “financially cancelled” for the Fall-Winter Session.**

**Fee Deferrals**

You may be eligible to defer your fee payment if you will be receiving OSAP or other government student loans, or a scholarship that is equal to or larger than your Fall term
fees. Students must not have any outstanding fees from a previous session in order to be eligible for a fee deferral.

**Fee Deferrals: OSAP and other Government Loans**

If you are unable to pay the minimum balance of your tuition fees before the start of classes and have applied for OSAP or other government loans, you may apply for a fee deferral. Once you have received your Notice of Assessment (either by paper or online), you may request a deferral through your ACORN account.

If you are receiving other provincial loans, you must bring your out-of-province Notice of Assessment to the Office of the Registrar to request fee deferral. The first day to defer fees is listed at the front of the guide. Service charges will apply to late payments. See chart on page 26 for payment and service charge dates.

**Fee Deferrals: Scholarships**

If you are unable to pay the minimum balance of your tuition fees before the start of classes AND have received notification that you will be receiving a scholarship that is equal to fall fees, you may request to have your fees deferred based on your scholarship. In order to request this type of deferral please bring your confirmation of scholarship funding (i.e. award letter) to the Office of the Registrar.

**How are Fees Determined?**

Fees are determined by the number of credits you take and by the program you are enrolled in. Compulsory ancillary fees are also paid by all students for incidentals and ancillary services. The Fall-Winter 2016-17 fee schedule will be posted at [www.fees.utoronto.ca](http://www.fees.utoronto.ca). If you are not enrolled in any courses but have put yourself on a course waitlist, please consult the Office of the Registrar regarding fee payment.

Fee levels are based on the normal length of time for a full-time program, i.e. 4 consecutive years for a BBA/BCOM/HBA/HBSC. When determining which fees apply to you, look for the description on the Fees website [www.fees.utoronto.ca](http://www.fees.utoronto.ca) that matches your degree, Subject Post and year of entrance to the university. If you stay for more than the normal length of time for your program, your tuition fee levels may be higher than you expect in the following years. International students are charged higher tuition fees than domestic students. To determine whether you may be eligible for an international fee exemption visit [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

**Fees Invoices**

Your fees invoice and student account info are available on ACORN. Your account number is displayed on the top, right-hand corner. Should you require an invoice (to take to the bank to make an in-person payment, for example), print the invoice as it appears on your ACORN account.

**Methods of Payment**

Tuition fee payments cannot be made at the Office of the Registrar. Please allow at least three to five business days for bank or credit card payments to appear on ACORN. Payments made outside of Canada will take at least 10-14 business days to appear on ACORN. Payments can be made using one of the following methods:

**1) Online & Telephone Banking**

The quickest and most convenient method of paying your fees is through online or telephone banking. Set up “University of Toronto” as a bill to be paid on your online bank
account. Your U of T account number is located on the top right hand corner of your ACORN financial account (invoice format). Keep a record of the payment transaction as your proof of payment. It must show the amount paid, the payment date, and your U of T account number.

(2) Paying at the Bank
If you pay in person at the bank, you will need to bring a printout of your fees invoice from your ACORN account. Keep your stamped bank receipt; it is proof that your fees have been paid.

(3) Payment from Outside Canada
Western Union GlobalPay is available to students from outside of Canada who wish to make a Canadian dollar payment in the currency of choice at a local bank. There are no transaction charges from Western Union or the University of Toronto. Payments must be accompanied by the student’s name and account number in order to avoid delays in payment processing. For details visit www.fees.utoronto.ca.

(4) Faculty/Staff Fee Waiver
If you are eligible for a U of T faculty/staff fee waiver, complete a fee waiver form found at www.hrandequity.utoronto.ca. Before sending your tuition waiver to the Human Resources (HR) office, you must first pay your incidental fees via the bank by August 16. If you pay between August 17 and 30, you must bring your receipt to the Office of the Registrar to have your account updated to “Registered” or you will lose your courses and your registration will be cancelled. Send your tuition fee waiver and a copy of the receipt for your incidental fees to the HR office where the staff member is employed.

(5) Third-party Billing
If your fees are paid by an outside organization directly to the university on your behalf, send a copy of your sponsorship notification letter and your ACORN invoice to: UofT Student Accounts, 215 Huron Street, Toronto, ON, M5S 1A2. Your letter must reach Student Accounts before August 16.

(6) Payment via Credit Card
The University of Toronto now allows students to pay their fees with a credit card. Log onto ACORN, and find the Credit Card Payment option under “Make a Payment” in the Finances category. Read the Credit Card Payment FAQ linked to on that page for further information. A 1.75% convenience fee applies to all credit card transactions paid directly to the service provider.

(7) HigherEd Points
Friends and family of the student can convert Aeroplan Miles and TD Travel Rewards Program points into $250 worth of credits towards the student’s fees. Visit HigherEdPoints.com for information about how to join, redeem loyalty points, and transfer the credits to the University of Toronto. It will take 3-5 business days for the payment from HigherEdPoints to be transferred to the University of Toronto and posted to your ACORN/ROSI account.

Fee Refunds
Dropping courses before deadlines will generate a full or partial refund of fees depending on when you drop your courses. A refund is determined by the date your course is cancelled on ACORN. Always “review” your courses after changing your schedule to ensure that you have done so correctly. An exception to the refund schedule is normally only considered if there is evidence of an error made on the part of the university.
If there is a credit balance on your financial account, you can sign up for refunds by “Direct Deposit” on ACORN or the Office of Student Accounts will send a refund cheque to your mailing address.

**Academic course drop deadlines are not the same as financial refund deadlines.** In fact, the academic drop deadlines are much later than the refund deadlines and have no financial impact.

**Health and Dental Opt Out**
You can opt out of the student union Health and Dental Plan (and have fees refunded) if you have a separate family/private plan. The opt-out period generally happens in September and early October, and refund cheques are normally mailed by March. For more information visit [www.utmsu.ca](http://www.utmsu.ca). Proof of alternate coverage is required.

**University Health Insurance Plan (UHIP) for International Students**
UHIP is a compulsory health plan for all international students. Download your card at [uoft.me/uhip](http://uoft.me/uhip) in August.

**Meal Plan and Residence Fees**
For details on costs, please visit [www.utm.utoronto.ca/housing](http://www.utm.utoronto.ca/housing) and [www.utm.utoronto.ca/food](http://www.utm.utoronto.ca/food). For details on how to pay, visit [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

**Late Payments**
If you pay your fees between August 17 and 30, you will need to submit your proof of payment to the Office of the Registrar online ([www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms)) or in person to have your status changed to “Registered.” This is the only way you can ensure your registration is completed prior to August 31 (the day incomplete registrations are cancelled and students are removed from courses). **It is always best to ensure your fees are paid well in advance of any deadlines.**

**Outstanding Fees**
Fees that remain unpaid by the published deadlines will incur a monthly service charge of 1.5% compounded (19.56% per annum). Consult the chart below for payment and service charge dates.

Students with outstanding financial obligations to the university must pay their fees in full before registering in the next academic session. Payments will first be applied to outstanding university debts and then to current fees.

Information on sanctions for outstanding fees is available at [www.fees.utoronto.ca](http://www.fees.utoronto.ca).
<table>
<thead>
<tr>
<th>Enrolment Period</th>
<th>Method of Registration</th>
<th>To Avoid Service Charges, Pay Unpaid F Term Fees By</th>
<th>1st Service Charge on Unpaid F Term Fees</th>
<th>To Avoid Service Charges, Pay Unpaid S Term Fees By</th>
<th>1st Service Charge on Unpaid S Term Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall/Winter 2016-17</strong></td>
<td>At least minimum required payment (MRP)</td>
<td>30-Sep-2016</td>
<td>17-Oct-2016</td>
<td>30-Nov-2016</td>
<td>15-Dec-2016</td>
</tr>
<tr>
<td><strong>Fall 2016 term ONLY</strong></td>
<td>At least minimum required payment (MRP)</td>
<td>30-Sep-2016</td>
<td>17-Oct-2016</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>OSAP/government loan deferral</td>
<td>30-Sep-2016</td>
<td>17-Oct-2016</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Deferral due to tuition waiver/scholarship/sponsorship</td>
<td>30-Apr-2017</td>
<td>15-May-2017</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Winter 2017 term ONLY</strong></td>
<td>At least minimum required payment (MRP)</td>
<td>N/A</td>
<td>N/A</td>
<td>31-Jan-2017</td>
<td>15-Feb-2017</td>
</tr>
<tr>
<td></td>
<td>OSAP/government loan deferral</td>
<td>N/A</td>
<td>N/A</td>
<td>31-Jan-2017</td>
<td>15-Feb-2017</td>
</tr>
<tr>
<td></td>
<td>Deferral due to tuition waiver/scholarship/sponsorship</td>
<td>N/A</td>
<td>N/A</td>
<td>30-Apr-2017</td>
<td>15-May-2017</td>
</tr>
</tbody>
</table>

**How Do I Know if I’m Registered Correctly?**

Your registration is complete if your status is shown as “Registered” on ACORN. If your status says “Invited” you are not registered and need to pay or defer your fees (and possibly show proof of payment) so that you do not risk losing your courses.

**Administrative User Fees***

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Records</td>
<td>$17</td>
</tr>
<tr>
<td>Deferred Examination</td>
<td>$70</td>
</tr>
<tr>
<td>Examination Reproduction</td>
<td>$15</td>
</tr>
<tr>
<td>External Examination</td>
<td>$70</td>
</tr>
<tr>
<td>Form/Letter Processing</td>
<td>$8, plus $4 for each additional copy</td>
</tr>
<tr>
<td>Late Confirmation of Convocation</td>
<td>$80</td>
</tr>
<tr>
<td>Late Graduation Request</td>
<td>$25</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$44, plus $5 for each additional weekday late</td>
</tr>
<tr>
<td>Letter of Permission</td>
<td>$40</td>
</tr>
<tr>
<td>Notary Public</td>
<td>$10</td>
</tr>
<tr>
<td>Request for course descriptions</td>
<td>$5 per term, plus $4 for each additional copy</td>
</tr>
<tr>
<td>Re-registration (reactivation of file)</td>
<td>$25</td>
</tr>
<tr>
<td>Seniors (65+) non-degree studies program application fee</td>
<td>$25</td>
</tr>
<tr>
<td>Transfer Credit Assessment</td>
<td>$30</td>
</tr>
<tr>
<td>Visiting Student Application</td>
<td>$60</td>
</tr>
</tbody>
</table>

*Fees are subject to change. Some fees are non-refundable. Effective May 1, 2016. Payments for administrative user fees may be made at the Office of the Registrar using only credit or debit cards.
OSAP AND GOVERNMENT LOAN PROGRAMS

Ontario Student Assistance Program (OSAP)
OSAP is a needs-based Ontario government student loan and grant program designed to assist with the cost of postsecondary education. For eligibility criteria and to apply, go to [www.ontario.ca/osap](http://www.ontario.ca/osap).

Loan and grant programs outside of Ontario
Students from other Canadian provinces and territories should visit [www.canlearn.ca](http://www.canlearn.ca) for student loan programs offered by their home province.

Students must be enrolled in an adequate number of courses and have PAID or DEFERRED their fees in order for their student loan funding to be disbursed starting in September. If you have not paid or deferred your fees before August 30, you will be removed from your courses on August 31 and will not be eligible for disbursement of student loans. Fee deferrals will not be granted if you have an outstanding tuition balance from a previous session.

OSAP: Academic Progress
Students must meet OSAP’s Academic Progress requirements to remain eligible for future funding, keep the status of their loans interest-free, and avoid overpayments. Students who are at risk of not meeting OSAP’s academic requirements should speak with a Financial Aid Advisor to review their options.

To ensure continuing OSAP support, students must remain in 60% of a full course load (1.5 credits per term). Students with a documented permanent disability are required to remain in 40% of a full course load (1.0 credits per term). Students must also successfully complete a minimum number of credits. These requirements are shown in the chart below.

<table>
<thead>
<tr>
<th>Period of Study</th>
<th>General Requirements</th>
<th>Requirements for students with documented permanent disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum Credit(s) required to receive OSAP</td>
<td>Must Pass</td>
</tr>
<tr>
<td>September to April</td>
<td>3.0*</td>
<td>3.0</td>
</tr>
<tr>
<td>September to December</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>January to April</td>
<td>1.5</td>
<td>1.5</td>
</tr>
</tbody>
</table>

* 1.5 credits per term.
**Changes to Income and Course Load**
Students are responsible for reporting any changes in their income and course load to OSAP by submitting an OSAP Change form [www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms) to the Office of the Registrar.

Students who drop courses to below the minimum number of required credits shown in the table above should speak with a Financial Aid Advisor.

**OSAP Reviews/Appeals**
Students may submit requests for OSAP reviews/appeals to the Office of the Registrar. A list of OSAP reviews and associated forms can be found on the OSAP website [www.ontario.ca/osap](http://www.ontario.ca/osap).

Students who rely on OSAP or other government loan programs should be aware that retroactive charges are not automatically considered in an assessment. However, OSAP may consider retroactive fee charges on request. **Students who rely on financial aid are advised to speak with a Financial Aid Advisor before enrolling in a deregulated Subject POSt.**

**UTAPS and UTM Undergraduate Grants**
University of Toronto Advanced Planning for Students (UTAPS) and University of Toronto Mississauga Undergraduate grant funding are disbursed during the fall/winter academic session. Click on the acronyms for more info on UTAPS and UTM grant funding.

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**EXAMS**

Students are expected to be available throughout the entire scheduled exam period.

**Exam Conflicts**
U of T Mississauga students who have one or more of the conflicts listed below should submit an online conflict reporting form [www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms) to the Office of the Registrar by the deadline listed on the U of T Mississauga examination schedule.

- Two University of Toronto final examinations in the same time slot.
- Three consecutive final examinations (e.g. 1 p.m. and 5 p.m. on a Monday, and 9 a.m. on a Tuesday). Note: This accommodation does not apply to the deferred exam period.
- Three examinations on one day.

**Accommodation for Religious Reasons**
Requests for religious accommodation during exams must be submitted online [www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms) no later than the deadline posted on the exam schedule.

**Study Breaks**
Study Breaks are scheduled immediately following the last day of classes and before exams.

During study breaks:
- Optional review sessions may be held; no new content may be introduced
- Students will be allowed to hand in assignments, at the discretion of the instructor.
• Make up tests may be held
• Term tests may not be held
• Instructors may offer extended office hours, at their discretion.

**Petitions for Deferred Exams**

The examination period is published well in advance and students are expected to be available during this period. Students who make personal commitments during the examination period do so at their own risk.

In case of illness or severe hardship at the time of an examination, you should:

• consider not writing the exam
• seek medical attention immediately and submit to the Office of the Registrar original official supporting documentation [see below].
• declare your absence on ACORN, and
• petition to defer the examination. Students cannot re-write an examination that they have already attempted.

Upon approval of a deferred exam request, a non-refundable fee of $70 is required for each exam approved.

Students who cannot write a final exam due to illness or other serious causes must declare their absence on ACORN and file an online petition **within 72 hours of the missed examination.** Original supporting documentation and payment of a deferral fee must also be submitted to the Office of the Registrar **within 72 hours of the missed exam.**

**Supporting Documentation for Petitions**

It is the responsibility of the student to provide medical or other supporting documentation. Any cost incurred in obtaining documentation (e.g. a doctor’s note) is the responsibility of the student. Petitions must be supported by original documentation; photocopies and faxes are not acceptable.

If illness is cited as the reason for the petition, it must be accompanied by an original U of T Verification of Student Illness or Injury form [available at www.utm.utoronto.ca/forms] stating that the student was examined and diagnosed at the time of the illness and, in the case of exams, on the day of the exam or immediately after (i.e. the next day), and must indicate a serious degree of incapacitation on academic functioning (e.g. unable to attend classes, write a test/examination). A statement from a physician that merely confirms a report of illness and/or disability made by the student is not acceptable.

If support has been obtained from someone other than a practitioner listed on the U of T Verification of Student Illness or Injury form then a Verification of Extenuating Circumstances form [www.utm.utoronto.ca/forms] is acceptable.

Other documentation can include, but is not limited to: letter of support from AccessAbility, automobile collision or police reports, death certificate, and supporting documentation from employers, lawyers and other related personnel.

**Deferred Exam Schedule**

Students who miss a final December exam will write a deferred exam [if they have successfully petitioned] during Reading Week in February. Students who miss a final exam
in April will write a deferred exam [if they have successfully petitioned] during the week following the regular exam period.

Unauthorized Devices
All electronic devices with storage, including but not limited to, cell phones, tablets, laptops, calculators, and MP3 players must be turned off, sealed in the clear, plastic bags provided and placed under the desk for the duration of the examination.