

2016 SUMMER REGISTRATION GUIDE



UNIVERSITY OF
TORONTO
MISSISSAUGA

TABLE OF CONTENTS

Important Dates	2
UToronto E-mail: We need to reach you!	4
In Case of Emergency/Alerts!	4
Studying Elsewhere	4
Using ACORN	5
Steps to Becoming a Summer Student	7
OSAP & Fee Deferrals	13
Academic Status	14
Fees for Deregulated Programs	15
Dropping Courses, Fee Refunds, User Fees	17
Examinations	19
Advising & Graduation	21
Can't Get in a Course You Need to Graduate?	23
Do You Have a Student ID Card (TCard)?	24
Your Code of Conduct	24

This Registration Guide is produced by the Office of the Registrar, University of Toronto Mississauga. All information in this guide was accurate at the time of publication, but is subject to change. Consult www.utm.utoronto.ca/guides for updates or changes.

2016 SUMMER SESSION: IMPORTANT DATES

March

17	View enrolment start times on ACORN.
22	Online course enrolment for U of T Mississauga degree students begins.
23	Online course enrolment for non-degree or visiting students begins.
23	First day to add repeated courses (EXT).
25	Good Friday. University closed.
31	Recommended date to apply for OSAP in order to be eligible for a fee deferral.

April

1	Deadline to apply for a Letter of Permission to study at another Canadian university during the Summer Session.
8	Courses with priority enrolment controls become available to all UTM students.
18	Fees will be posted on ACORN.
18	First day to request OSAP fee deferrals via ACORN.
19	Enrolment begins for U of T Mississauga students enrolling in St. George and Scarborough courses.
19	Enrolment begins for St. George and Scarborough students enrolling in U of T Mississauga courses.
28	Last day to pay minimum amount of tuition fees for Summer Session as indicated on ACORN invoice.

May

1	Deadline for visiting students to apply for F and/or Y courses.
4	Last day to defer fees for OSAP via ACORN for F and Y courses.
5	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.
6	Late registration fee begins for F & Y 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 F & Y courses for the first time as of May 6.)
8	Deadline to cancel registration (if only enrolled in F & Y courses) with no minimum academic fee charge.
9	Classes begin for F & Y courses.
13	Last day to apply for OSAP and submit documents for the Summer session (for students that received OSAP in Fall-Winter 2015-16 and are taking course from May to June only).
15	Waiting list for U of T Mississauga F & Y courses ends.
15	Last day to add or change a section in an F or Y course on ACORN.
15	Last day to drop an F or Y course and receive 100% course fee refund, as long as you are still registered in other courses for the Summer Session.
23	Victoria Day. University closed.
23	Last day to drop an F course on ACORN for a 75% course fee refund.
30	Last day to drop a Y course on ACORN for a 75% course fee refund.

June

6	Last day to drop an F course on ACORN for a 50% course fee refund.
6	Last day to cancel F courses from academic record AND to cancel or select Credit/No Credit option.
15	Service charges on outstanding balances begin.
13	Last day to drop a Y course on ACORN for a 50% course fee refund.
17	For students enrolled in S courses only after May 5: Last day to pay minimum amount of tuition fees as indicated on ACORN invoice.
20	F classes end. Last day to request LWD status for F courses.
20	Last day to apply for OSAP for students taking courses held from May to August, that did NOT receive OSAP in Fall-Winter 2015-2016
21	Term break for Y classes begins (Y classes resume July 4).
21	First day to confirm or withdraw graduation request for November 2016.
22-24	F course final examination period.
28	Last day to defer fees for OSAP on ACORN for students enrolled in S courses only after May 5.
28-30	Summer F course deferred exam period.
29	For students who enrolled in S courses only after May 5, 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.
30	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 June 30.)

July

1	Canada Day. University closed.
1	Deadline for visiting students to apply for S courses.
3	Deadline to cancel registration (withdraw from all courses) with no minimum academic fee charge (if registered in S courses only).
4	Y classes resume; S classes begin
8	Last day to apply for OSAP and submit documents for the Summer session (for students that received OSAP in Fall-Winter 2015-16 and are taking courses held from May to August ONLY or July to August ONLY)
10	Waiting list for U of T Mississauga S courses ends.
10	Last day to add or change a section in an S course on ACORN.
10	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 the session.
17	Last day to drop an S course on ACORN for a 75% course fee refund.
24	Last day to drop a Y course from academic record AND to cancel or select Credit/No Credit option.

August

1	Civic holiday. University closed.
1	Last day to drop an S course on ACORN for a 50% course fee refund.
1	Last day to drop an S course from academic record AND to cancel or select Credit/No Credit option.
15	Y & S courses end. Last day to request LWD for Y & S classes.
16	Y & S courses study break begins.

17-19	Y & S courses final examination period.
24-26	Summer Y & S deferred examination period.

Sept.

5	Labour Day. University closed.
6	Last day to confirm or withdraw graduation request for November 2016 on ACORN.

UTORONTO EMAIL: 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.

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 without using coins.
- 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.
- It is **mandatory** to **activate** and **use** your UTORid and utoronto e-mail account.
- Ensure that your **emergency contact information** is up-to-date on ACORN.
- Sign up for UT Alerts to receive important messages by phone, e-mail and text (alert.utoronto.ca)

STUDYING ELSEWHERE

U of T Mississauga students taking summer courses at the St. George or Scarborough campuses

U of T Mississauga students taking classes at other U of T campuses are responsible for meeting enrolment instructions noted in the respective timetables and/or calendars. You may enrol in their courses using ACORN beginning April 19. You must have successfully completed 4.0 credits at U of T Mississauga before taking courses at other campuses. **Remember, you must follow U of T Mississauga financial and academic dates, with the exception of Late Withdrawal After the Drop Date (LWD).**

U of T Mississauga students who wish to take courses at another post-secondary institution

If you wish to enrol at another Canadian post-secondary institution and transfer those credits towards a University of Toronto degree, you must apply for, and be granted,

a Letter of Permission (LOP) from the Office of the Registrar before enrolling at the other university. Apply at www.utm.utoronto.ca/lop. A non-refundable fee of \$40 will be charged. If you do not receive an LOP before you take these courses, you must apply for a transfer credit assessment at www.utm.utoronto.ca/transfer upon completion. However, there is no guarantee what, if any, transfer credit you will receive. The deadline for requesting an LOP for the Summer Session is April 1. However, we strongly recommend that you apply MUCH earlier. Processing can take two to four weeks and many universities ask you to register in April.

Study Abroad in Summer

U of T Summer Abroad programs are designed to enrich a student's academic life by providing an exciting and educational international experience. Students complete full-year University of Toronto undergraduate degree credit courses that are relevant to each location. Visit www.summerabroad.utoronto.ca for details.

The Centre for International Experience also offers summer exchange programs. Visit www.cie.utoronto.ca for more information.

USING ACORN

ACORN is the name of U of T's online registration and student information system.

You will use ACORN to:

- Access grades, GPAs and academic status
- Add and change meeting sections
- Add and drop courses
- Add, drop, change Subject POS(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
- 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.

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 (see page 20) 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.

Contact Information

Make sure your personal contact information on ACORN is correct, including your uto-ron-onto e-mail address, local street address, phone number (including cell phone number) and emergency contact information.

Third-party Authorization

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.

STEPS TO BECOMING A SUMMER STUDENT

Step 1: Things to Consider Before You Register

Are You Ready for a Summer Course?

Summer courses are an intensive way to earn a university credit. A variety of full-credit (Y) courses and half-credit (F or S) courses are offered. Some students thrive in the condensed class environment while others are significantly challenged by it. When deciding to take a summer course, there are a few things to consider.

Do you think you can be successful in a course offered in a compressed time period?

For example, an F course in the Fall is completed in four months, whereas an F course in the Summer is completed in only two months. Consider your learning style, as well as the time you have for course(s) if you are working or have other commitments.

Are you on Academic Probation after the Winter term? Your academic standing is assessed two times every year. Once after the Fall-Winter session and once after the end of the Summer session.

- If your CGPA is at least 1.50 (59-60%) then you will be "In Good Standing."
- If your CGPA is less than 1.50 (less than 59%) after the Fall-Winter session, you will be "On Probation" and should think carefully before enrolling in a summer course(s).

Students on academic probation after the Fall-Winter session, who enrol in a summer course(s), and do not achieve a 1.70 sessional GPA (60-62%) or a 1.50 CGPA (59-60%), will be suspended. Meeting the minimum GPA may be more difficult in the summer session than in the Fall-Winter session. This is because summer courses are offered in a compressed time period, and because you are taking fewer courses which means one low grade can have a greater impact to your sessional GPA. You can use the CGPA calculator (www.utm.utoronto.ca/cgpa) to create multiple CGPA scenarios based on the number of courses you plan to take along with possible final grades. Students on probation must see an academic advisor in the Office of the Registrar before enrolling in the summer session.

Should you work full-time during the summer? Create a financial plan for the summer and upcoming fall-winter sessions. Saving money that you earn in the Summer can alleviate some financial stress that you may face in the Fall-Winter.

Do you rely on OSAP or other government financial aid? The amount you receive may include an expectation that you will contribute some of your own resources such as savings from summer employment. Additionally, students who rely on OSAP should consider whether they can meet OSAP academic progress requirements (see page 13) during the condensed Summer session. Students who are on OSAP Probation prior to the Summer session must see a financial aid advisor in the Office of the Registrar before they consider enrolling in summer courses.

Step 2: See What's Available Online for Summer

Find Available Courses Online

- Check the online timetable (www.utm.utoronto.ca/timetable) for up-to-date course availability, room locations, instructor information, course informa-

tion page and start times. It's a good idea to consult the timetable regularly as course locations change periodically.

- Consult the **Academic Calendar (www.utm.utoronto.ca/regcal)** for course descriptions and a complete listing of requirements.

Select courses that fulfill degree and/or program requirements and meet your personal goals. Use the planning feature in Degree Explorer (degreeexplorer.utoronto.ca). Make sure you have all necessary prerequisites and/or corequisites.

Summer Full-time/Part-time Status

Students enrolled in 1.5 credits in the summer are considered full time. Students enrolled in 1.0 or fewer credits are considered part time. To be considered full-time for OSAP purposes, see the chart on page 13.

Maximum Summer Course Load

Students can take up to a maximum of 2.0 credits during the Summer Session and a maximum of 1.0 credits in each term. To take more than 2.0 credits in the Summer Session (or more than 1.0 credits per term) you 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. Students enrolled in more than the maximum course load without prior petition approval, may have the last course(s) they were enrolled in removed from their course load for that term.

Only students who have a minimum CGPA of 1.85 and who may be eligible to graduate in November 2016 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

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, level of course or campus. 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. You can begin selecting the option March 22 for F, Y and S courses.

The Credit/No Credit option cannot be used for a course in which the student has committed 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 percentage 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.

Step 3: Enrol In Courses Using ACORN

Enrolment is the process of selecting your courses on ACORN. **Registration** involves both **enrolling** in courses and **paying** (or deferring) your fees.

Check your Start Time

U of T Mississauga Summer Session enrolment begins March 22. Check ACORN for your start time on March 17. Your start time is determined by your year of study. Your year of study is defined by the total number of credits you have earned, or expect to earn, by the end of April 2016.

How to Enrol

Go to www.acorn.utoronto.ca beginning March 22 at your start time (see above).

- Login using your UTORID and password.
- Go to “Enrol & Manage” and follow the instructions. Use the online calendar and timetable for reference:

Calendar: www.utm.utoronto.ca/regcal

Timetable: www.utm.utoronto.ca/timetable

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 schedule, **do not enrol in two or more courses, tutorials or practicals that are held at the same time.** Students who enrol in courses with conflicting lectures, tutorials or laboratories may not receive accommodations for conflicting tests, assignments, lecture material, in-class participation, etc.

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-payment of fees or for students who enrol in courses for the first time as of:

- May 6 for Y and/or F courses
- June 30 for S courses only

Step 4: Record When Your Classes Begin and Print a Timetable

Classes	Classes Begin	Classes End	Exam Period	Deferred Exams
F courses	May 9	June 20	June 22-24	June 28-30
Y courses	May 9	August 15	August 17-19	August 24-26
S courses	July 4	August 15	August 17-19	August 24-26

All course information, including class location, class times, syllabi and instructors, is available from the timetable at www.utm.utoronto.ca/timetable. This information is updated periodically, so check to ensure you have the most up-to-date information regarding course location, time and instructor.

Step 5: Pay Your Fees

Remember, becoming registered involves both enrolling in courses AND paying (or deferring) your fees. **The deadline is April 28.** If you miss the April 28 deadline, **you will need to submit your proof of payment to the Office of the Registrar** online (www.utm.utoronto.ca/forms) or in person to have your status changed to “Registered.” If your status is not updated from “Invited” to “Registered” by May 4, you will be removed from your courses on May 5 and your status will be marked as “financially cancelled.” If you enrol in an S course only after May 5, you must pay your fees by June 17, or provide proof of payment or defer your fees by June 28, or you will be removed from your courses on June 29. If you are only on the waiting list, make the minimum payment indicated on your ACORN account (plus arrears, if any). The minimum payment is refundable if you do not get into any courses.

If you are unable to pay your fees and have applied for OSAP or another government loan, you may be eligible for a deferral. A deferral allows you to officially postpone fee payment. (See page 13 for more information.)

How are Fees Determined?

Summer course fees are determined by the number of credits you take and by the program in which you are enrolled. As soon as it is available, the 2016 Summer Session fees schedule will be posted at www.fees.utoronto.ca. The schedule tells you what needs to be paid and when. Note that summer fees are based on the fees schedule for the Fall-Winter Session which follows (i.e. Fall-Winter 2016-17). 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.

You must pay (or defer) your fees in order to complete your registration.

Deregulated Program Fees

During Fall-Winter, students in deregulated programs are assessed a program or course fee dependent upon course load. In Summer, all students in deregulated programs are assessed a course fee. The course fee for 1.0 credits is one-fifth of the program fee. If a student is enrolled in more than one deregulated fee Subject POST, the fees assessment is based on the Subject POST with the highest fees. For more information, see page 15.

The fee structure for the **Concurrent Teacher Education Program** also differs. Please see www.fees.utoronto.ca for details.

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 payments to appear on ACORN. Payment 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.hrandedquity.utoronto.ca. Before sending your tuition waiver to the Human Resources (HR) office, you must first pay your incidental fees via the bank by April 28. (If you pay between April 29 and May 4, 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 faculty/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 scholarship/bursary notification letter and your ACORN invoice to: U of T Student Accounts, 215 Huron Street, Toronto, ON, M5S 1A2. Your letter must reach Student Accounts before May 4.

Late Payments

If you pay your fees between April 29-May 4, you will need to submit proof of payment to the Office of the Registrar online (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 May 5 (the day incomplete registrations are cancelled and students are removed from courses).

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 (see page 17) are much later than the refund deadlines and have NO financial impact.

For all financial deadlines please see page 17 of this guide and check the Student Account website at www.fees.utoronto.ca.

Outstanding Fees

Students with outstanding financial obligations to the university **must pay their fees in full before registering in the next academic session**. Payments will be applied first to outstanding debts from previous sessions before being applied to the current session. Your summer registration will be jeopardized unless you pay your full outstanding debt from previous sessions and your summer fees. A service charge of 1.5% per month is added to all outstanding balances on the 15th of every month. You can find out more details at www.fees.utoronto.ca. Please consult the chart below for the service charge schedule on outstanding fees.

Enrolment Period	Method of Registration	To Avoid Service Charges Pay Unpaid Fees By	1st Service Charge on Unpaid Fees
Summer 2016 <ul style="list-style-type: none"> • F and S Terms (May to August), or • F Term Only (May-June), or • S Term Only (July - August) 	At least minimum required payment (MRP)	31-May-2016	15-Jun-2016
	OSAP/Government Loan Fee Deferral	31-May-2016	15-Jun-2016
	Fee Deferral due to tuition waiver/scholarship/sponsorship	31-Aug-2016	15-Sep-2016

Step 6: Verify Your Registration Status

You will know that 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.

Step 7: Update Contact Information

If your Summer Session contact information (mailing address, phone number, emergency contact) is different than it is during the Fall/Winter Session, please make the necessary changes on ACORN. Also, please ensure your legal status and U of T email (@mail.utoronto.ca) information is correct.

OSAP & FEE DEFERRALS

OSAP: Eligibility

The chart below explains the minimum course load needed to be considered for student loans for the summer session.

Period of Study	General Requirements		Requirements for students with documented permanent disabilities	
	Minimum Credits required to receive OSAP	Must Pass	Minimum Credits required to receive OSAP	Must Pass
May to August	1.5	1.5	1.0	1.0
May to June only*	1.0	1.0	0.5	0.5
July to August only*	1.0	1.0	0.5	0.5
3-week Course*	0.5	0.5	0.5	0.5

* Must have received OSAP funds at the University of Toronto for the preceding Winter Term to be considered.

OSAP: How to Apply

If you received OSAP for U of T studies for the full Winter 2016 term, please **complete** and **return** the **2016 Summer OSAP Application** to the **Office of the Registrar**. Forms are available in the office or at www.utm.utoronto.ca/forms.

If you did **not** receive OSAP for full-time U of T studies in the 2016 Winter term, **you must complete** the 2015-16 OSAP online application at osap.gov.on.ca and must be studying May to August as outlined in the eligibility chart above.

Out-of-province Canadian students must apply for student loans with their home province. Visit www.canlearn.ca for information.

OSAP: Academic Progress

OSAP regulations dictate that a student must be successful in completing 3.0 credits by the end of the academic year (September to April) while maintaining a minimum 60% course load (1.5 credits) each term. Students with documented permanent disabilities must be successful in completing 2.0 credits by the end of the academic year (September to April) while maintaining a minimum 40% course load (1.0 credits) each term. During the Summer Session, students must be successful in completing the minimum required course load as outlined in the eligibility table above. If a student does not meet OSAP's Academic Progress requirements, their eligibility to receive future OSAP funding may be jeopardized and they should see a Financial Aid Advisor to review their options.

OSAP: Fee Deferrals

If you cannot make your minimum payment to register for your 2016 Summer Session courses AND you are receiving OSAP, you may request a tuition fee deferral online via ACORN (www.acorn.utoronto.ca) once your summer fees appear on your account. It is recommended that you apply for OSAP no later than March 31 to ensure that you have received notification of your OSAP amount prior to the start of classes. You must have confirmation that you will receive OSAP funding before being granted a tuition fee deferral. You are responsible for your entire summer fees, including service charges, regardless of how much OSAP funding you are awarded. Deferrals will not be granted if you have an outstanding tuition balance from a previous session.

The 2016-17 study period is a separate academic session and will require a separate fee deferral. For further information regarding the 2016-17 academic year, please refer to the 2016-17 Fall-Winter Registration Guide for Returning Students.

OSAP: Deadlines

We recommend applying by **March 31** to ensure that your application is processed in time.

The **FINAL** day to apply for Summer OSAP for those students who are taking courses held May to June only is **May 13**. For students taking courses held May to August or July to August, the deadline is **July 8** (or **June 20** for those who did not receive Fall-Winter 2015-16 OSAP and are taking May-August courses).

UTAPS & UTM Undergraduate Grants

Please note that UTAPS grants and U of T Mississauga Undergraduate Grant funding are not available during Summer sessions.

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.

FEES FOR DEREGULATED PROGRAMS

Deregulated Fee Programs

Deregulated programs have different (and higher) fee structures than regular programs. Fees are assessed by Subject POST for the following programs: Bioinformatics; Commerce; Communication, Culture, Information & Technology (CCIT); Computer Science; Digital Enterprise Management; Human Resources & Industrial Relations; Information Security; Interactive Digital Media, Management; and Visual Culture and Communication.

During Fall-Winter, students in deregulated programs are assessed a program or course fee dependent upon course load. The course fee for 1.0 credits is one-fifth of the program fee. Summer fees are based on the fees schedule for the Fall-Winter Session which follows (i.e. Fall-Winter 2016-17). If a student is enrolled in more than one deregulated fees Subject POST, fees assessment is based on the Subject POST with the highest fees.

Students are charged Subject POST fees immediately upon accepting their invitation to enrol in a deregulated Subject POST. The normal entry point for any Subject POST is the session **following the session** where the fourth credit is earned (transfer credits are included in this credit count). **Deregulated fees are therefore charged from the session following the session in which the fourth credit is earned.**

Students who apply, become “invited” to, and subsequently accept, a deregulated Subject POST will have their 2016 summer course charges immediately adjusted from regular to deregulated fees if they have completed 4.0 credits (including transfer credits) by the end of the 2015-16 Fall-Winter session. **If 4.0 credits were completed by the end of any other previous session (e.g. 2014-15, 2015 Summer, etc.) deregulated Subject POST fees will immediately be retroactively charged to ALL past sessions back to, and including, the session designated as the normal entry point for the program.** In other words, a student will owe deregulated fees beginning in the session immediately following the session the fourth credit was completed in. **All retroactive fees are immediately added to a student’s ACORN financial account as an outstanding balance.**

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.

Example of Deregulated Subject Post Fees: Student “A” completes her first 5.0 credits in the 2015-16 Fall Winter Session. She then completes another 1.0 credits in the 2016 Summer Session. Student “A” has requested Subject POST ERMAJ2431 (Major in Management) and is approved. She adds ERMAJ2431 to her Subject POSTs in August 2016, but because she completed her fourth credit in the 2015-16 Fall-Winter Session, she is now responsible for paying the deregulated tuition in every subsequent session regardless of when she adds the deregulated Subject POST.

In this case, because she did not add her Subject POST until after the 2016 Summer Session was completed, she will be retroactively charged the higher tuition for her

summer course.

Fees payments are always applied to outstanding balances first and then to current fees. To become registered with 2016-17 fees, outstanding balances must be paid first before current fees.

DROPPING COURSES, FEE REFUNDS, USER FEES

Things to Consider Before Dropping (Cancelling) a Course

Before dropping a course, speak with your instructor to discuss your progress and options that may be available to help you successfully complete the course. You may also speak with an advisor in your academic department or the department offering the course, or an Academic Advisor in the Office of the Registrar.

There may be academic and financial implications of dropping a course. Use the Important Dates section of this guide to determine the dates after which a dropped course will still appear on your academic record, and the dates to qualify for full, partial, and no academic fee refunds. UTM students who enrol in courses at other U of T divisions (Scarborough or St. George) must follow the U of T Mississauga academic and financial drop dates, with the exception of the LWD option. Financial refund dates can also be found at www.fees.utoronto.ca.

Students who rely on OSAP or other government aid should speak with a Financial Aid Advisor before dropping a course. In some cases, dropping courses may result in significant changes to your funding and jeopardize future funding eligibility.

After considering your options, if you decide that dropping a course is right for you, follow the instructions on ACORN to drop the course.

Academic Deadlines

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

F	Y	S
June 6	July 24	Aug. 1

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).

Financial Deadlines (Course Fee Refund Dates)

A **Financial Deadline** is the last date to cancel (all courses) or drop (one or more but not all courses) and receive **course fee** refunds.

	F	Y	S
Cancel ALL Courses	May 8 100% course fee refund	May 8 100% course fee refund	July 3 100% course fee refund
Drop one or more, but not all courses	May 15 100% course fee refund	May 15 100% course fee refund	July 10 100% course fee refund
Drop one or more, but not all courses	May 23 75% course fee refund	May 30 75% course fee refund	July 17 75% course fee refund

Drop one or more, but not all courses	June 6 50% course fee refund	June 13 50% course fee refund	Aug. 1 50% course fee refund
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There is a minimum charge once classes have begun. This occurs **only** when you withdraw from **all** of your courses.

The amount of a refund depends upon the date the registration or course cancellation is recorded on ACORN. An exception to the refund schedule will normally be considered **ONLY** when there is evidence of an error on the part of the university.

Cancelling Your Registration for the Summer Session

Should you decide to cancel all of your courses in the Summer Session, ACORN will inform you that this is your last course in the session and ask if you would like to cancel your registration. If you are sure that you do not intend to enrol in other courses in the summer session, cancel your registration. Cancelling your registration 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 summer session and does not impact your ongoing status as a U of T Mississauga student.

Administrative User Fees*

Service	Fees
Copy of Records	\$17
Deferred Examination	\$70
Examination Reproduction	\$15
Examination Re-Read	\$36
External Examination	\$70
Form/Letter Processing	\$8, plus \$4 for each additional copy
Late Confirmation of Convocation	\$80
Late Graduation Request	\$25
Late Registration	\$44, plus \$5 for each additional weekday late
Letter of Permission	\$40
Notary Public	\$10
Request for course descriptions	\$5 per term, plus \$4 for each additional copy
Re-registration (reactivation of file)	\$25
Seniors (65+) non-degree studies program application fee	\$25
Transfer Credit Assessment	\$30
Visiting Student Application	\$60

*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 a credit card or debit card.

EXAMINATIONS

June Exam Period: June 22-24

Final examinations for F courses ending in June will be written June 22-24. The exam schedule will be posted at www.utm.utoronto.ca/exams. Please check your exam schedule carefully. Students who miss a final exam and are approved by petition to write a deferred exam will do so between June 28-30.

August Exam Period: August 17-19

Final examinations for Y and S courses ending in August will be written August 17-19. The examination schedule will be posted at www.utm.utoronto.ca/exams. Please check your exam schedule carefully. Students who miss a final exam and are approved by petition to write a deferred exam will do so between August 24-26.

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) 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) no later than the deadline posted on the exam schedule.

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.

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.

ADVISING & GRADUATION

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.

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. contact information, legal status, programs and 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.

Thinking About Graduation?

You need to meet **program requirements** and **degree requirements** in order to graduate.

Using Degree Explorer, the University of Toronto’s degree planning tool (**degreeexplorer.utm.utoronto.ca**), you can view the current completion status of your program(s) and degree (including any exceptions made towards requirement completion), plan future courses and enter hypothetical course and program of study scenarios to determine if they meet program and degree requirements.

If you have confirmed your request to graduate, you can check Degree Explorer at the end of September to see if your Subject Posts have been confirmed by the relevant Department(s) and you can view your eligibility to graduate in early October.

Degree Requirements

Your resource for checking degree requirements is the **Academic Calendar** at www.utm.utoronto.ca/regcal. Departments do not have the authority to waive degree requirements.

It is also **highly recommended** that you:

- **Review your academic history** and progress towards degree requirement completion on Degree Explorer
- **Meet annually with an academic advisor** in the Office of the Registrar to review your degree requirements

Program Requirements

Your resource for checking Program Requirements** is the **Academic Calendar at www.utm.utoronto.ca/regcal**

- You will follow the program requirements listed in the academic calendar for the Session that you enrolled in the program (e.g., If you enrolled in a program in the summer of 2015, you would follow the program requirements listed in the 2015-16 Academic Calendar)
- Visit the Academic Calendar online for the year you enrolled in the program and then “List of Programs” from the Programs List menu bar.

**The Office of the Registrar does NOT have the authority to waive program requirements; neither does the Committee on Standing via petitions.

It is also highly recommended that you:

- **Review your academic history** and progress towards program completion on Degree Explorer
- Check program requirements in the calendar each time you consider adding or changing courses.
- **Meet annually with the Program Advisor(s)** in the appropriate academic department about your program. Advisors are listed in the contact section of each program in the calendar.

Ready to Graduate in November 2016?

Students who appear as though they may complete 20.0 credits will have a request to graduate entered onto their ACORN record. Students who confirm their request to graduate and are assessed as “complete” will have their degrees conferred at the next available convocation ceremony whether or not they are able to attend.

Completing your degree requires the completion of program and degree requirements. Using Degree Explorer (degreeexplorer.utoronto.ca), you can view the current completion status of your program(s) and degree. If you have confirmed your request to graduate, you can check Degree Explorer at the end of September to see if your Subject Posts have been confirmed by the relevant department(s) and you can view your eligibility to graduate in early October. See www.utm.utoronto.ca/regcal for a current listing of degree requirements. Graduation requests for November 2016 will appear on ACORN between June 21 and September 6.

It is your responsibility to check your graduation status. If you plan to graduate in November and do not see a graduation request on ACORN, go to the Office of the Registrar to speak with an Academic Advisor before September 6 to have your graduation request added.

When you login to ACORN, it will indicate the degree you may be eligible to receive. You will be prompted to request graduation with the specified degree or to indicate that you do not wish to graduate with the specified degree. If you wish to graduate, but with a different degree from the one specified (e.g., ACORN indicates that you might be eligible to receive an Hon. B.A., but you are eligible to graduate with an Hon. B.Sc.), you must contact the Office of the Registrar.

PLEASE NOTE: Parchments are withheld until all outstanding U of T fees, library fines, health service missed appointments, damaged departmental equipment and payment for all deferred exams have been paid in full. Degree parchments are held by the Office

of Convocation for pick up one year following each graduation ceremony.

For more information, visit www.utm.utoronto.ca/graduation.

Can't Get in a Course you Need to Graduate?

U of T Mississauga is committed to ensuring that graduating students can enrol in a set of courses that will allow them to graduate in a normal period of time. This commitment depends upon the student doing all that is necessary at the optimum/appropriate times as indicated in this guide and in the Academic Calendar. Students must have enrolled in appropriate programs (changes to program in the final year of graduation may not be considered), completed appropriate prerequisites, and requested courses from a full range of the possible options that would allow them to complete their program and degree. Students must have used ACORN to attempt to enrol in these courses at the earliest possible opportunity. If students are still unable to obtain required courses for graduation, they should meet with an academic advisor in the Office of the Registrar during the first registration period to receive guidance on next steps.

DO YOU HAVE A U OF T STUDENT ID CARD (TCARD)?

Your permanent University of Toronto Student Card (TCard - www.utm.utoronto.ca/tcard) is a photo ID smartcard that provides you with identification for academic purposes (i.e. exams and library access), student activities and student services. The TCard also allows you to carry a cash value to be used to purchase photocopies and computer printing. Money is not transferable if you lose your card.

ALL students must have a TCard with a photograph for positive identification. A valid card is required to write final examinations, to use the shuttle bus, libraries and athletic facilities, for meal plans, the U-Pass and to vote in student elections. The TCard is intended to last for your entire period of study at U of T.

There is a \$12 fee for the replacement of a lost, damaged or stolen card. Replacement cards are available at the TCard Office, Lower Level, Atrium, CCT Building. To get a replacement:

Domestic Students, bring any of the three following options listed below:

- Option 1: Passport - Canadian
- Option 2: Both your Birth Certificate issued by a Canadian jurisdiction and a piece of valid government-issued ID with current photo
- Option 3: Both your Canadian Permanent Resident Card and a piece of valid government-issued ID with current photo

International Students, bring:

- Passport - Foreign, including valid study permit

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.



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TORONTO
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