

# 2016-17 REGISTRATION GUIDE FOR **TRANSFER** STUDENTS



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA



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All information in this guide was accurate at the time of publication, but is subject to change. Consult [www.utm.utoronto.ca/guides](http://www.utm.utoronto.ca/guides) for updates or changes.

# REGISTRATION CHECKLIST

**NOTE:** This document is for use only by students who have completed previous post-secondary studies. If you have completed only secondary studies (regardless of country, curriculum - IB, GCE, AP, etc.) you should refer to the Registration Guide for New Students at [www.utm.utoronto.ca/guides](http://www.utm.utoronto.ca/guides).

- Ensure that you have arranged for all of your final transcripts and documents to be forwarded (either through OUAC or directly by mail) to the University of Toronto, Enrolment Services Office, 172 St. George Street, Toronto Ontario, M5R 0A3, as soon as they are available.
- Apply for your Transfer Credit Online Assessment ([www.utm.utoronto.ca/transfer](http://www.utm.utoronto.ca/transfer)) and pay the mandatory \$30 fee. (Not applicable for those students transferring internally from the Faculty of Arts & Science or UofT Scarborough.)
- Apply for residence by the posted deadline ([www.utm.utoronto.ca/housing](http://www.utm.utoronto.ca/housing)), if applicable.
- Be sure to check the deadline for residence students to select a meal plan at [www.utm.utoronto.ca/food](http://www.utm.utoronto.ca/food).
- Accept your offer of admission online at [www.ouac.on.ca](http://www.ouac.on.ca) by the deadline indicated in your offer of admission letter.
- Apply for student loans (OSAP – [www.osap.gov.on.ca](http://www.osap.gov.on.ca)), if applicable.
- Read this guide and acquaint yourself with the Academic Calendar ([www.utm.utoronto.ca/regcal](http://www.utm.utoronto.ca/regcal)).
- Visit the New Students website ([www.utm.utoronto.ca/new](http://www.utm.utoronto.ca/new)) and review information for transfer students.
- Speak with an Academic Advisor in the Office of the Registrar if you have questions about your Transfer Credit Assessment.
- Get your student ID card – TCard (see page 9).
- Select your Subject POSt(s), if applicable (see page 19).
- View available courses: [www.utm.utoronto.ca/timetable](http://www.utm.utoronto.ca/timetable).
- Determine your Year of Study and then view Start Time and Course Enrolment schedule accordingly (see page 36).
- Enrol in first AND second term courses on ACORN ([www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)).
- Learn about transition programs and services at [www.utm.utoronto.ca/transition](http://www.utm.utoronto.ca/transition).

- ❑ 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 the online timetable for any updates.
- ❑ If you are taking courses at Sheridan College, and were not formerly a Sheridan College student, you'll need to get a Sheridan student card. For details visit **[www.sheridancollege.ca](http://www.sheridancollege.ca)**, and search for "First Year Essentials."
- ❑ Update your personal information on ACORN.
- ❑ Review your course syllabi online. The links are available in the timetable (**[www.utm.utoronto.ca/timetable](http://www.utm.utoronto.ca/timetable)**), by the first day of classes.
- ❑ Attend Welcome Week and Orientation Sessions (**[www.utm.utoronto.ca/orientation](http://www.utm.utoronto.ca/orientation)**).
- ❑ Attend classes and enjoy!

## CONTACT INFORMATION

### **Manager, Pathways Programs**

Student Recruitment & Admissions  
 University of Toronto Mississauga  
 905-569-5750  
[pathways.utm@utoronto.ca](mailto:pathways.utm@utoronto.ca)

For inquiries regarding offers of admission, conditions and more.

### **Transfer Credit Office**

Office of the Registrar  
 University of Toronto Mississauga  
[transfer.utm@utoronto.ca](mailto:transfer.utm@utoronto.ca)

For inquiries regarding transfer credits and assessments.

Once you have accepted your offer, you may consult with academic and/or financial aid advisors regarding course enrolment, degree requirements, program entry requirements, OSAP/fees and more. Visit or phone the Office of the Registrar, Room 1235, Innovation Complex (905-828-5399).

## 2016-17 FALL-WINTER SESSION: IMPORTANT DATES

### March

14	First day to request Subject POSTs on ACORN (until May 1).
25	Good Friday. University closed.

### April

30	Last day for graduating students to show proof of payment for outstanding fees and to clear financial and/or administrative holds.
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### May

TBA	New Student Advising Program begins. Watch your e-mail for details!
1	Deadline to request Type 2&3 Subject POSTs on ACORN (first round).
16	Year 4 students may start viewing enrolment start times on ACORN.
19	Fourth-year course enrolment begins (14.0 or more credits).
20	First day to accept invitations for Subject POST requests made between March 14-May 1.
23	Victoria Day. University closed.
30	Year 3 students may start viewing enrolment start times on ACORN.
31	Recommended date to apply for OSAP in order to be eligible for a fee deferral.

### June

2	Third-year course enrolment begins (9.0 to 13.5 credits).
10	Last day to register for residence for newly-admitted first-year students.
10	Last day to select residence student meal plan.
13	Year 2 students may start viewing enrolment start times on ACORN.
13	First day to request Type 2&3 Subject POSTs on ACORN (until Aug. 26) (second round).
16	Second-year course enrolment begins (4.0 to 8.5 credits).
21	First day to confirm or withdraw November 2016 graduation request on ACORN.

### July

1	Canada Day. University closed.
4	First-year students may start viewing enrolment start times on ACORN.
7	First-year course enrolment begins (3.5 credits or less).
TBA	Fees will be posted on ACORN.
TBA	Fee deferral requests begin. Apply for OSAP deferral on ACORN account until August 30.
29	Course enrolment limit increases to 6.0 from 5.0 (begins 6 a.m.)
29	Courses with priority enrolment controls opens to UTM degree students (begins 6 a.m.).
29	Deadline to accept Subject POST invitations made in 1st round (between March 14-May 1).

# August

1	Civic holiday. University closed.
5	Non-degree and visiting student course enrolment begins.
5	First day to enrol in courses for which you have been granted credit but would like to repeat.
16	Last day to pay minimum amount of tuition fees as indicated on ACORN invoice.
26	Deadline to request Type 2&3 Subject POSTs on ACORN (second round).
29	Orientation for new students starts. Check <a href="http://uoft.me/ET016">uoft.me/ET016</a> for details.
30	Fee deferral requests end.
31	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.

# September

1	Deadline for university visiting students to apply for F & Y courses.
1	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 Sept. 1).
3	Residence Move-in Day: Upper-year students.
5	Labour Day. University closed.
5	Deadline to cancel registration (withdraw from ALL courses) <b>with no minimum academic fee charge.</b>
6	<b>Classes begin, F &amp; Y courses.</b>
6	First day to accept invitations for Subject POST requests made June 13-Aug. 26 (second round).
18	Last day to accept Subject POST invitations offered in the second request period.
19	Course waiting lists close, F & Y courses.
19	Last day to add or change a section in an F or Y course on ACORN.
19	For students paying course fees: 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	For students paying deregulated program fee: Last day to cancel all courses and receive 100% program fee refund, minus the minimum charge.
26	For students paying course fees: 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 42.
30	Deadline to pay the first instalment of residence fees.

# October

10	Thanksgiving Day. University closed.
11-14	Fall Reading Week
11	For students paying course fees: Last day to drop a Y course and receive a 75% course fee refund.
11	For students paying course fees: Last day to drop an F course and receive a 50% course fee refund.

17	Service charges on outstanding fee balances begin for students who have been deferred due to loan or who 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 42.
21	For students registered in the Fall term ONLY: last day to apply for OSAP.

## November

9	Last day to drop an F course from academic record and GPA or to cancel or select Credit/No Credit option.
9	For students paying course fees: Last day to drop a Y course and receive a 50% course fee refund.
10	For students registered in the Fall term ONLY: last day to submit OSAP related documents.
17	First day to confirm or withdraw June 2017 graduation request on ACORN.
30	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 42.
30	Deadline to pay the second instalment of residence fees.

## December

5	F classes end, Y classes break for holidays.
5	Last day to request LWD (Late Withdrawal After the Drop Date) status for F courses.
6-7	Study Break
8 - 20	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.
12	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.
13	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. 13).
15	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 42.
21	University closes for the holidays.

## January 2017

1	Deadline for university visiting students to apply for S courses.
1	Deadline to cancel registration (withdraw from all courses) with no minimum academic fee charge (if registered in S courses only).
2	<b>University re-opens. Y courses resume; S courses begin.</b>
15	Course waiting lists close, S courses.
15	Last day to add or change a section in an S course on ACORN.
15	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.



15	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.
22	For students paying course fees: Last day to drop an S course and receive a 75% course fee refund.
22	Last day to confirm or withdraw June 2017 graduation request on ACORN.
31	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).
31	For students registered in the Winter term ONLY: Deadline to pay fees to avoid service charges (if you have a loan deferral or you were registered by paying the minimum payment).

## February

5	For students paying course fees: Last day to drop an S course and receive a 50% course fee refund.
15	For students registered in the Fall/Winter session: Service charges on outstanding Winter fee balances begin (if you were deferred due to a loan). 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 42.
15	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 been deferred due to scholarship/award or received tuition waiver. See page 42.
20	Family Day holiday. University closed.
21	Last day to cancel (drop) a Y course from academic record and GPA or to cancel or select Credit/No Credit option.
21	For students registered in the Fall/Winter Session or Winter term ONLY: last day to apply for OSAP.
21 - 24	Reading Week
21 - 24	Special deferred examination period for December 2016 exams.

## March

12	Last day to drop an S course from academic record and GPA or to cancel or select Credit/No Credit option.
13	For students registered in the Fall/Winter Session or Winter term ONLY: last day to submit OSAP related documents.
31	Y & S classes end.
31	Last day to request LWD (Late Withdrawal After the Drop Date) status for Y & S courses.

## April

1	Deadline to apply for a Letter of Permission to study at another Canadian university in the Summer.
1 - 5	Study Break
6 - 22	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.
14	Good Friday. University closed.
24 - 28	Deferred examination period for S & Y exams.
30	Last day for graduating students to show proof of payment for outstanding fees and to clear financial/administrative holds
30	Payment deadline for outstanding Fall/Winter fees for ALL students. See page 42.

# 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.

## 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.
- Ensure that your emergency contact information is up-to-date on ACORN.
- Register your mobile phone number at [alert.utoronto.ca](http://alert.utoronto.ca).
- If you have any questions concerning emergency procedures, call University of Toronto Police at 905-828-5200.

## 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](http://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](http://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](http://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](http://www.gotransit.com) for schedules. Mississauga Transit provides a link between the station and the campus (visit [www.mississauga.ca](http://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](http://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.**

## **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.

## 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.

## 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.

# Transfer Information: Who are you and what is your transfer credit information?

## CANADIAN UNIVERSITY TRANSFERS

### Students transferring to the University of Toronto Mississauga from a recognized, degree-granting university within Canada

U of T Mississauga grants a maximum of 10.0 transfer credits (towards a 20.0 credit U of T degree) to students who have previous undergraduate studies at another accredited university. Students who have completed approximately three or more years of full-time study (or who have completed an undergraduate degree) at another university are eligible for a maximum of 5.0 transfer credits as they are considered to be entering a second degree (these students may not continue in the same program area as their previous degrees studies).

**Transfer Explorer** ([uoftme.transferexplorer](https://uoftme.transferexplorer)) is the university's transfer credit planning tool. Check the eligibility of credits earned at another Canadian institution, including all divisions of U of T, for transfer to (or within) the University of Toronto. Note: You will be required to submit outlines for your previous studies if they are not currently assessed in Transfer Explorer.

## INTERNATIONAL TRANSFER STUDENTS

### Students transferring to the University of Toronto Mississauga from a recognized post-secondary institution outside of Canada

U of T Mississauga grants a maximum of 10.0 transfer credits (towards a 20.0 credit U of T degree) to students who have previous undergraduate studies at another accredited university. Students who have completed approximately three or more years of full-time study (or who have completed an undergraduate degree) at another university are eligible for a maximum of 5.0 transfer credits as they are considered to be entering a second degree (these students may not continue in the same program area as their previous degrees studies).

Please ensure you submit detailed course outlines to receive an accurate and complete assessment. A detailed course outline should include: the course objectives, the number of credit hours, the length of the course, the grading scheme, a week-to-week topic summary, a reading list (i.e. required textbooks), and a breakdown of essays, tests, and exams.

**Note:** The University of Toronto Mississauga Department of Management does not typically award credit for management and/or commerce courses taken outside of Canada. Economics courses will be considered on a case-by-case basis.

## UNIVERSITY OF TORONTO INTERNAL TRANSFERS

Students admitted to U of T Mississauga with previous acceptable standing at U of T's faculties of Architecture, Landscape & Design, Applied Sciences in Engineering, Music, and Physical Education & Kinesiology will be treated as Canadian University Transfers for transfer credit assessment (see page 11 for details).

Students who have already completed an undergraduate degree at U of T's Faculty of Arts and Science or U of T Scarborough may complete a second undergraduate degree at U of T Mississauga provided that the second degree is of a different type than the first (e.g. a student who has completed a BA at U of T's Faculty of Arts and Science may not complete a second BA at U of T Mississauga). These students will be eligible for up to 5.0 credits from their first degree to apply to their second degree.

Students admitted to U of T Mississauga with previous acceptable standing at U of T's Faculty of Arts and Science or U of T Scarborough do not need to pay for a Transfer Credit Assessment: their courses and grades will be automatically retained and remain on their academic record.

## COLLEGE TRANSFERS

Students transferring to the University of Toronto Mississauga from an Ontario College of Applied Arts & Technology (CAAT), or a Canadian college are considered "College Transfers."

### **Institutional Transfer Agreements**

U of T Mississauga has partnered with local college General Arts & Science diploma programs to simplify and enhance the transfer process from these institutions. For details, please visit [www.utm.utoronto.ca/pathways](http://www.utm.utoronto.ca/pathways).

All other colleges and programs will be assessed on a case by case basis. U of T Mississauga grants a maximum of 5.0 transfer credits (towards a 20.0 credit U of T degree) to students who have completed the requirements for a three-year college diploma (note: for Commerce and Management applicants, the maximum is 3.5 transfer credits). Students with a two-year college diploma receive a maximum of 3.0 transfer credits. We award 0.5 course credits for 2 college courses of similar type (e.g. science, social science, or humanities) and 1.0 course credits for 3 college courses of similar type.

U of T Mississauga will only transfer credits for successfully completed courses with a minimum grade of C- or 60%.

## ADVANCED STANDING: IB, GCE & AP CURRICULUMS

Students who have completed secondary studies in one of the above educational systems should refer to the appropriate equivalencies chart listed at [www.adm.utoronto.ca/transfer](http://www.adm.utoronto.ca/transfer).

## CEGEP

Students who have successfully completed two years of academic CEGEP courses in Quebec may be granted transfer credit.

Those who have completed a two-year Diplôme d'études collégiales (DEC), may receive up to 5.0 full credits towards a 20.0 credit U of T degree.

## FREQUENTLY ASKED QUESTIONS

### **How does U of T Mississauga determine what courses are given transfer credit?**

- **Course content:** Credit will only be granted if your previous courses are similar to the type of curriculum and programs at U of T Mississauga. The university does not grant transfer credit for courses that are practical, clinical, internship or pedagogical in nature or for any course that would be more appropriate for programs taught in other Faculties of U of T such as Graduate Studies, Law, Medicine, etc.
- **The grade received:** Credit will only be granted for courses in which the final grade was at least one grade higher than the minimum passing grade at your previous institution and comparable to a C- or 60% at U of T Mississauga.
- **The year level and type of instruction of your previous courses.** Are they lectures, studios, or labs?
- **Credit weight of your previous courses.**

### **Am I able to forfeit my transfer credits to take a course again and receive a higher grade?**

- Students are not allowed to forfeit their transfer credits, as enrolling in a class similar to one they have taken in the past would be unfair to those students who are learning the content for the first time.
- The only exception made to this rule is when a student needs a specific grade in a course to meet program requirements and did not obtain this grade in their past course. The student will be allowed to take the class however the course will not count towards their 20.0 credits to graduate and will be labelled as an extra.

### **How will transfer credits show up on my U of T Mississauga Record?**

U of T Mississauga awards three types of transfer credit:

- **Specific transfer credit** is granted when a course is considered to be directly equivalent to that of a specific course at U of T Mississauga. Example: University of Waterloo course CS 130 may be directly equivalent to CSC108H5 at U of T Mississauga.
- **Unspecified transfer credit** is granted when a course is not identical in content or level to any specific course at U of T Mississauga. Example: University of Windsor course HIS 43-325 may not be identical to any course at U of T Mississauga, but close enough to be awarded credit of HIS2\*\*H5 (an unspecified History half-credit at the 200-level).

- Generic transfer credit is granted when a course is not identical in content or level to any specific course or subject area at U of T Mississauga. Generic transfer credits are unspecified credits that are assigned to a division (Humanities, Social Science or Science) rather than a specific subject area. Example: An interdisciplinary course at York University may not be identical to any course or fall under any specific subject area at U of T Mississauga, but the curriculum may warrant a generic credit in the area of Humanities (HUM1\*\*H5), Social Science (SSC1\*\*H5) or Science (SCI1\*\*H5).

#### **When should I register for courses at U of T Mississauga?**

- Course enrolment start dates are dependent upon how many transfer credits you receive. Refer to page 19 for details.
- After you have accepted your offer, you should register for courses at the start of the registration period whether or not your transfer credits have been assessed. You may need to adjust your course enrolment once you obtain your assessment. We encourage you to visit an academic advisor in the Office of the Registrar to help you with this.

## **TRANSFER CREDIT APPLICATION**

Students transferring from another post-secondary institution (with the exception of the U of T Faculty of Arts & Science and U of T Scarborough) must apply for a transfer credit assessment and pay the mandatory \$30 fee.

To make a transfer credit assessment request, go to [www.utm.utoronto.ca/transfer](http://www.utm.utoronto.ca/transfer). You can request a transfer credit assessment prior to accepting an offer of admission, however priority is given to those students who have accepted their offer.

Assuming that all prior transcripts have been received, a transfer credit assessment can take four to eight weeks to complete. Spring and summer are peak assessment times.



## DEFINITIONS AND TERMS YOU NEED TO KNOW

**ACORN (Accessible Campus Online Resource Network):** The online system through which you sign up for courses, monitor your grades and manage your financial account with the university.

**JOINid/UTORid:** A username and password used to log in to various online support services and in computer labs. [Note: Your JOINid becomes your UTORid once you have obtained your U of T Student ID Card [TCard]].

**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.

**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.

**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.

**Extra:** A course that does not count towards your degree, but may count towards your program or distribution requirements if you receive approval from a faculty advisor. For example, if you have already received 6.0 100-level transfer credits, any additional 100-level credits will be designated as “extra” and will not count towards your U of T Mississauga degree. Courses are credited towards a U of T Mississauga degree chronologically and on-admission transfer credits are always considered first. This is important because if you have received 6.0 100-level transfer credits and then enrol in a 100-level course at U of T Mississauga, the U of T Mississauga course is designated as “extra” because it was taken later, chronologically.

## TRANSITION PROGRAMS

Research shows that students who participate in 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](http://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](http://m.utm.utoronto.ca)). Office hours are posted at [www.utm.utoronto.ca/reg](http://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](http://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](http://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](http://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](http://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](http://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.

## MEET ACORN: YOUR ONLINE CONNECTION

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 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
- 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](http://www.acorn.utoronto.ca).

### Using ACORN for the First Time

- ❑ Login at [www.acorn.utoronto.ca](http://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](mailto: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](http://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](mailto:utoronto.ca) 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](mailto:askutml.utm@utoronto.ca).

### 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.

## WHEN TO SELECT COURSES

Transfer Students may be selecting courses with students in Year 1, Year 2, or Year 3 depending on the number of transfer credits they have been awarded. If you do not yet have your transfer credit assessment, please refer to the Year level indicated to you in your Offer of Admission. Once you have a transfer credit assessment, please go by the number of transfer credits you have been awarded.

There is a mandatory payment of \$30 required to initiate your Transfer Credit Assessment Request – [www.utm.utoronto.ca/transfer](http://www.utm.utoronto.ca/transfer).

Assuming all prior transcripts have been received, a transfer credit assessment can take four to eight weeks to complete. The peak period for assessment is during the spring and summer. Please see the chart below for start times according to your offer letter/transfer credit assessment.

Number of Credits Awarded	Year of Study
0 - 3.5	First Year (Year 1)
4.0 - 8.5	Second Year (Year 2)
9.0 - 13.5	Third Year (Year 3)

See the “List of Important Dates” at the front of this guide for start times according to Year of Study.

## CHOOSING A SUBJECT POST (PROGRAM OF STUDY)

### What Is A Subject POST?

A Subject POST, or **program of study**, is a group of courses in a specific discipline. There are three levels of programs:

- **Specialist** program
- **Major** program
- **Minor** program

Check the Academic Calendar ([www.utm.utoronto.ca/regcal](http://www.utm.utoronto.ca/regcal)) for specific program requirements for each Subject POST. You will follow the **degree** requirements listed in the Academic Calendar for the session you were admitted to the university as a degree student (i.e., If you were admitted to the university beginning September 2015, you would follow the degree requirements listed in the 2015-16 Academic Calendar).

### When Do You Enrol in Subject POSTs?

Students who awarded 4.0 or more transfer credits must enrol in Subject POSTs (Program of Study).

U of T Mississauga students can only enrol in Subject POSTs offered at the U of T

Mississauga campus. You must enrol in the minimum appropriate combination of active Subject POSTs before your course enrolment period starts, or you will be prevented from enrolling in courses on ACORN. You may not enrol in more than three Subject POSTs.

The appropriate minimum combinations are shown in the chart below:

<b>Intended Degree:</b>	<b>You must enrol in at least:</b>
Honours BA or Honours BSc	1 specialist OR 2 majors OR 1 major and 2 minors
BBA	Specialist in Management
BCom	Specialist in Commerce

### **Subject POST Types**

There are three different Subject POSTs: **Type 1**, **Type 2**, **Type 3**; check the “Type” column in the Subject POST listings starting on page 23.

### **Type 1 Subject POST**

Type 1 programs have no enrolment requirements other than successful completion of 4.0 credits. You can enrol in them at any time.

### **How to enrol in a Type 1 Subject POST**

To enrol in a Type 1 Subject POST, log on to ACORN at [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)

- Select “Enrol & Manage” from the main menu.
- Select “Programs”
- Enter the Subject POST code or name of the program you want to enrol in. For example, if you want to enrol in the major program in History, enter the code “ERMAJ0652” or “History Major.” Codes are listed beginning on page 23.
- Select “Enrol”

After you add a Type 1 Subject POST, the program will be listed as “Currently enrolled.”

### **Type 2 & 3 Subject POST**

**Type 2 Subject POSTs** require:

- specific course(s)
- specific GPA and/or grades.

**Type 3 Subject POSTs** require:

- specific course(s)
- minimum GPA and/or grades, and
- a competition among applicants meeting the minimum requirements for a limited number of spaces.

They may also require additional information and/or an interview as part of the application procedure.

Please check the online calendar ([www.utm.utoronto.ca/regcal](http://www.utm.utoronto.ca/regcal)) for program requirements.

You may apply to as many Type 2 & 3 Subject POSTs as you wish, so long as you meet the requirements. If you want a Type 2 or 3 Subject POST but do not yet meet the requirements, enrol in a Type 1 program. Once you have met the requirements, you can always request the desired Subject POST during the next Subject POST request period. Once invited and you accept, you can drop the Type 1 program.

## How to Enrol in a Type 2 or 3 Subject POST

There are three steps to enrolling in a Type 2 & 3 Subject POST:

### Step 1: Submit a Subject POST Request on ACORN

The first request period runs from March 14 to May 1. The second request period runs from June 13 to August 26. We strongly suggest you request your Subject POST during the first request period because you will be prevented from enrolling in courses without active Subject POSTs on your record. **The second request period should be used by students who are completing program admission requirements in the 2016 Summer Session.**

Log on to ACORN and:

- Select "Enrol & Manage" from the main menu.
- Select "Programs"
- Enter the Subject POST code or name of the program you want to request. For example, if you want to request a major in Economics, enter the code "ERMAJ1478" or "Economics Major." Codes are listed beginning on page 23.
- Select "Request to Enrol"

Once you have submitted the request, the Subject POST status field will read "REQUESTED – You have applied for admission to this Subject POST." You can add requests for as many Subject POSTs as you wish, but remember: if you are invited to all of them, you can enrol in no more than three, of which only two can be majors or specialists.

After May 1, ACORN will not permit you to request a Type 2 or Type 3 Subject POST until the second request period begins on June 13.

### Enrolling in Commerce or Management Subject POSTs

If you plan to apply to a Commerce or Management program you must make your requests between March 14 - May 1. Those who plan to take summer courses in order to fulfill program admission requirements must also apply during this period. Students who are completing S or Y courses in Summer to fulfill program requirements will be refused during the first round and should put in a request again during the second request period (June 13 - August 26).

### Step 2: Check the Results of Your Requests

Beginning May 20 (or September 6 for requests made during the second request period), you can check ACORN to find out the status of your Subject POST request(s). Once logged on to ACORN, select "Enrol & Manage" from the main menu and then select "Programs." A list of your Subject POSTs will appear along with a status.

- **INVITED:** The department has offered you admission (or given you an invitation) to the

Subject POST.

- **REFUSED:** The department has refused your admission to the Subject POST. Meet with an academic advisor in the Office of the Registrar to discuss alternate program selection. Visit the departmental advisor to further discuss the reason for the refusal.
- **REQUESTED:** You have requested admission to enrol in the Subject POST. The department still needs to review the request. You may want to contact the relevant department advisor to check on your status.
- **CURRENTLY ENROLLED:** You are officially enrolled in the Subject POST. Please note that you will not see **CURRENTLY ENROLLED** unless you are first granted **INVITED** status and you then “accept” this invitation on ACORN (Step 3).

**HELPFUL TIP:** While awaiting approval for a Type 2 or 3 Subject POST, you may temporarily enrol in any Type 1 POST. Be sure to enrol in one specialist or, two majors or, one major and two minors. This will allow you to enrol in courses in the meantime. You do not, however, need to restrict yourself to enrolling in courses towards this temporary Type 1 POST.

### Step 3: Accepting an Invitation to a Subject POST

To accept the invitation to enrol:

- Select “accept” – the status will change to “CURRENTLY ENROLLED” – you are enrolled in this Subject POST.”

To decline an invitation to enrol:

- Click the “gear wheel” icon (⚙) on the right side of the screen and select “Remove program.”

#### Deregulated Fees

Students in Specialist and Major programs in Bioinformatics; Commerce; Communication, Culture, Information & Technology (CCIT); Computer Science; Digital Enterprise Management; Human Resource Management & Industrial Relations; Information Security; Interactive Digital Media, Management; and Visual Culture and Communication pay higher fees. Before accepting enrolment into one of these deregulated programs, ensure you are aware of the differing fee structure. Visit [www.fees.utoronto.ca](http://www.fees.utoronto.ca) for more fee information.

**The First Request Period deadline for accepting an invitation is July 29. The Second Request Period deadline is September 18.**

#### Subject POST Enrolment: Second Request Period

There is a second request period for Type 2 and Type 3 Subject POSTs. The procedure for the second period is the same as for the first period.

The following enrolment dates apply to the second request period:

- June 13 – August 26: Requests should be made on ACORN
- September 6: Results available on ACORN
- September 18: Last day to accept the invitation.



## SUBJECT POST: IMPORTANT DATES

First Request Period		Second Request Period	
March 14	First day to request Type 2&3 Subject POSTs on ACORN	June 13	First day to request Type 2&3 Subject POSTs on ACORN
May 1	Deadline to request Type 2&3 Subject POSTs on ACORN	August 26	Deadline to request Type 2&3 Subject POSTs on ACORN
May 20	First day to accept invitations for Subject POST requests made between March 14-May 1	September 6	First day to accept invitations for Subject POST requests made between June 13-August 26
July 29	Last day to accept Subject POST invitations offered in first request period	September 18	Last day to accept Subject POST invitations offered in the second request period

**Note: Type 1 Subject POST requests may be added at any time throughout the year.**

## SUBJECT POST CODES

Anthropology (Arts)		Specialist	ERSPE1775	Type 2
		Major	ERMAJ1775	Type 2
		Minor	ERMIN1775	Type 1
Anthropology (Science)		Specialist	ERSPE0105	Type 2
		Major	ERMAJ0105	Type 2
Applied Statistics		Specialist	ERSPE1540	Type 2
		Major	ERMAJ1540	Type 2
		Minor	ERMIN1540	Type 1
Art & Art History		Specialist	ERSPE0714	Type 1
		Major	ERMAJ0714	Type 1
Art History		Specialist	ERSPE0615	Type 1
		Major	ERMAJ0615	Type 1
		Minor	ERMIN0615	Type 1
Astronomical Sciences		Specialist	ERSPE1025	Type 2
Astronomy		Major	ERMAJ2204	Type 2
Behaviour, Genetics & Neurobiology		Specialist	ERSPE2470	Type 2
Bioinformatics	<b>Deregulated Fees</b>	Specialist	ERSPE1868	Type 2
Biological Chemistry		Specialist	ERSPE1995	Type 2
Biology		Specialist	ERSPE2364	Type 2
		Major	ERMAJ2364	Type 2
		Minor	ERMIN2364	Type 2

Biology For Health Sciences		Major	ERMAJ1149	Type 2
Biomedical Communications (Science)		Minor	ERMIN0840	Type 2
Biomedical Physics		Specialist	ERSPE1944	Type 2
Biotechnology		Specialist	ERSPE1118	Type 2
Canadian Studies		Major	ERMAJ0728	Type 1
		Minor	ERMIN0728	Type 1
Chemistry		Specialist	ERSPE1376	Type 2
		Major	ERMAJ1376	Type 2
		Minor	ERMIN1376	Type 2
Cinema Studies		Minor	ERMIN0797	Type 1
Classical Civilization		Major	ERMAJ0382	Type 2
		Minor	ERMIN0382	Type 1
Commerce	<b>Deregulated Fees</b>	Major	ERMAJ1111	Type 3
Commerce	<b>Deregulated Fees</b>	Specialist	ERSPE2273	Type 3
Commerce: Accounting	<b>Deregulated Fees</b>	Specialist	ERSPE1704	Type 3
Commerce: Finance	<b>Deregulated Fees</b>	Specialist	ERSPE2034	Type 3
Commerce: Marketing	<b>Deregulated Fees</b>	Specialist	ERSPE2380	Type 3
Communication, Culture, Information & Technology	<b>Deregulated Fees</b>	Major	ERMAJ1034	Type 2
Comparative Physiology		Specialist	ERSPE0482	Type 2
Computer Science	<b>Deregulated Fees</b>	Specialist	ERSPE1688	Type 3
	<b>Deregulated Fees</b>	Major	ERMAJ1688	Type 3
		Minor	ERMIN1688	Type 1
Criminology, Law and Society		Specialist	ERSPE0727	Type 2
		Major	ERMAJ0727	Type 2
Diaspora and Transnational Studies		Major	ERMAJ1407	Type 1
		Minor	ERMIN1407	Type 1
Digital Enterprise Management	<b>Deregulated Fees</b>	Specialist	ERSPE1307	Type 3
Earth Science		Specialist	ERSPE1465	Type 2
		Major	ERMAJ1465	Type 2
		Minor	ERMIN1465	Type 2
Ecology And Evolution		Specialist	ERSPE1020	Type 2
Economics		Specialist	ERSPE1478	Type 2
		Major	ERMAJ1478	Type 2

		Minor	ERMIN1478	Type 2
Economics & Political Science		Specialist	ERSPE0751	Type 2
Economics (Commerce & Finance)		Specialist	ERSPE0137	Type 3
Education Studies		Minor	ERMIN0605	Type 3
English		Specialist	ERSPE1645	Type 2
		Major	ERMAJ1645	Type 1
		Minor	ERMIN1645	Type 1
English Language Linguistics		Minor	ERMIN1200	Type 1
Environmental Management		Specialist	ERSPE1425	Type 2
		Major	ERMAJ1425	Type 2
		Minor	ERMIN1425	Type 2
Environmental Geosciences		Specialist	ERSPE1253	Type 2
Environmental Science		Specialist	ERSPE1061	Type 2
		Major	ERMAJ1061	Type 2
		Minor	ERMIN1061	Type 2
Ethics and Society		Minor	ERMIN1618	Type 1
Exceptionality in Human Learning (Science)		Specialist	ERSPE1883	Type 3
		Major	ERMAJ1883	Type 2
Financial Economics		Specialist	ERSPE2722	Type 3
Forensic Science		Major	ERMAJ0205	Type 3
Forensic Science		Minor	ERMIN0205	Type 2
Forensic Science - Forensic Anthropology		Specialist	ERSPE1338	Type 3
Forensic Science - Forensic Biology		Specialist	ERSPE1410	Type 3
Forensic Science - Forensic Chemistry		Specialist	ERSPE1009	Type 3
Forensic Science - Forensic Psychology		Specialist	ERSPE1505	Type 3
Francophone Studies		Minor	ERMIN1054	Type 1
French & Italian		Specialist	ERSPE0815	Type 2
French Studies		Specialist	ERSPE1295	Type 2
		Major	ERMAJ1295	Type 2
		Minor	ERMIN1135	Type 1
Functional French		Minor	ERMIN1000	Type 1
Geocomputational Science		Specialist	ERSPE2171	Type 2
Geographical Information Systems		Major	ERMAJ0305	Type 1
		Minor	ERMIN0305	Type 1
Geography (Arts)		Specialist	ERSPE1666	Type 2
		Major	ERMAJ1666	Type 1

		Minor	ERMIN1666	Type 1
Geography (Science)		Specialist	ERSPE2070	Type 2
		Major	ERMAJ2070	Type 1
		Minor	ERMIN2070	Type 1
Geology		Specialist	ERSPE0509	Type 2
History		Specialist	ERSPE0652	Type 2
		Major	ERMAJ0652	Type 1
		Minor	ERMIN0652	Type 1
History & Political Science		Specialist	ERSPE1045	Type 2
History of Religions		Specialist	ERSPE0151	Type 1
		Major	ERMAJ0151	Type 1
		Minor	ERMIN0151	Type 1
Human Resource Management and Industrial Relations	<b>Deregulated Fees</b>	Specialist	ERSPE1882	Type 3
Information Security	<b>Deregulated Fees</b>	Specialist	ERSPE1038	Type 2
Interactive Digital Media	<b>Deregulated Fees</b>	Specialist	ERSPE2172	Type 3
International Affairs		Specialist	ERSPE1384	Type 2
Italian		Specialist	ERSPE2524	Type 2
		Major	ERMAJ2524	Type 1
		Minor	ERMIN2524	Type 1
Language Teaching & Learning: French		Major	ERMAJ1056	Type 2
Language Teaching & Learning: French & Italian		Specialist	ERSPE1092	Type 2
Language Teaching & Learning: Italian		Major	ERMAJ1249	Type 1
Latin American and Caribbean Studies		Minor	ERMIN0562	Type 1
Linguistic Studies		Major	ERMAJ1850	Type 1
		Minor	ERMIN0506	Type 1
Management	<b>Deregulated Fees</b>	Specialist	ERSPE2431	Type 3
	<b>Deregulated Fees</b>	Major	ERMAJ2431	Type 3
Mathematical Sciences		Specialist	ERSPE2511	Type 2
		Major	ERMAJ2511	Type 2
		Minor	ERMIN2511	Type 1
Molecular Biology		Specialist	ERSPE1237	Type 2
Paleontology		Major	ERMAJ1004	Type 2
Philosophy		Specialist	ERSPE0231	Type 2
		Major	ERMAJ0231	Type 1
		Minor	ERMIN0231	Type 1

Philosophy of Science		Minor	ERMIN1370	Type 1
Physics		Major	ERMAJ1944	Type 2
		Minor	ERMIN1944	Type 2
Political Science		Specialist	ERSPE2015	Type 2
		Major	ERMAJ2015	Type 2
		Minor	ERMIN2015	Type 1
Professional Writing & Communication		Major	ERMAJ1302	Type 3
		Minor	ERMIN1302	Type 2
Psychology		Specialist	ERSPE1160	Type 2
		Major	ERMAJ1160	Type 2
		Minor	ERMIN1160	Type 2
Sociology		Specialist	ERSPE1013	Type 2
		Major	ERMAJ1013	Type 2
		Minor	ERMIN1013	Type 2
South Asian Civilizations		Minor	ERMIN1333	Type 1
Theatre and Drama Studies		Specialist	ERSPE1880	Type 3
Theatre, Drama and Performance Studies		Major	ERMAJ2468	Type 1
		Minor	ERMIN2468	Type 1
Visual Culture		Minor	ERMIN1210	Type 1
Visual Culture & Communication	<b>Deregulated Fees</b>	Specialist	ERSPE1200	Type 3
Women and Gender Studies		Major	ERMAJ1443	Type 2
		Minor	ERMIN1443	Type 1

# DEREGULATED FEE PROGRAMS (UPDATED MAY 2016)

## Information for Students in Deregulated Fee Programs

Program fees are assessed when a student is registered in a specialized deregulated fee program, and enrolls in a minimum number of credits.

Students who are in the Commerce Specialist or CTEP, are charged a flat program fee if enrolled in 3.0 credits or more, and a deregulated per course fee if enrolled in 2.5 credits or less.

Students who are in Bioinformatics; Commerce (major); Communication, Culture, Information & Technology (CCIT); Computer Science; Digital Enterprise Management; Human Resource Management and Industrial Relations; Information Security; Interactive Digital Media; Management; and Visual Culture and Communication are charged a flat program fee if enrolled in 4.0 credits or more, and a deregulated per course fee if enrolled in 3.5 credits or less.

Students with a documented, permanent disability who are registered with the AccessAbility Office, may opt to pay the deregulated per course fee instead of the deregulated program fee by speaking with the AccessAbility Office.

Students who accept a deregulated program Subject POST (Program of Study) will be back-charged deregulated fees for all courses commencing with the session after 4.0 credits were completed.

## Deregulated Program Refunds

Refund deadlines for deregulated programs are different from the refunds for regular programs. For all financial deadlines please check the Student Accounts website at [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

Various deadlines generate a full or partial refund of fees depending on when courses are dropped. A refund is determined by the date a course is cancelled on ACORN. Always review your courses after changing your schedule to ensure that you have done so correctly.

Academic course drop deadlines are not the same as financial refund deadlines. In fact, the academic drop deadlines (see Important Dates on pages 4 to 7) are much later than the refund deadlines and have NO financial meaning.

Students are **not** refunded the deregulated fees they have already paid if they choose to withdraw from a deregulated program in their upper years.

## Course Load Changes

Until the end of the Fall Session's 100% refund period (September 19), if you add and cancel courses, your fees are adjusted accordingly. As of September 20, however, your fee assessment (either program fee or per-course fee) in the Fall-Winter Session is frozen.

If you are eligible to add or cancel enough courses to change your fee assessment up to the last day to add an S course (January 15, 2017), you must talk to the Office of the Registrar to have your fees adjusted accordingly. Any changes made after the last day to

add an S course will not affect your fees. It is important for you to determine at an early stage whether your fees assessment will be program fee or per-course fee. Because of the way the refund schedule works, changes from program fee or per-course fee can result in a significantly higher fees assessment than if you started the session as a per-course fee student with the same course enrolments.

## **Examples**

### **Example 1: Back Charging Fees After Adding a Subject POST After Completing 4.0 Credits**

Student "A" completes her first 5.0 credits in the Fall-Winter Session. She then completes another 1.0 credit in the Summer Session. Student "A" has requested Subject POST ERMAJ2431 (Major in Management) and is approved. She adds ERMAJ2431 to her Subject POSTs in August of the same year, but because she completed her fourth credit in the 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 Summer Session was completed, she will be retroactively charged the higher tuition fee for her summer course.

### **Example 2: Back Charging Fees After Adding a Subject POST in Upper Years**

Student "B" completes 5.0 credits in her first year of studies. She enrolls in a non-deregulated program, and returns to complete another 5.0 credits in her second year.

At the end of second year she decides to change her program and applies for a Major in Computer Science. In July, she accepts the invitation to the Computer Science Major Subject POST. She is now in a deregulated program and will be charged deregulated fees. She will also be back-charged deregulated fees for all courses completed starting with the session after her fourth credit was completed, regardless of whether the courses she completed were part of the Computer Science Program. Her fourth credit was completed in first year. The session after would be the Summer or Fall-Winter session in which she next registered in courses.

As a full-time student she would be back-charged the Computer Science deregulated program fee for her second Fall-Winter Session. The difference between what she originally paid for that session and the deregulated program fees for that it, will be added as an outstanding balance to her account.

### **Example 3: Course Load Changes**

Student "C" and Student "D" are enrolled in deregulated programs and both are registered in 4.0 credits (program fee). Student "C" decides to drop 1.5 credits on the last day to add/drop F/Y courses. Student "C" is now registered in 2.5 credits (per-course fee). Since she dropped the courses by the 100% refund deadline, she will not incur any penalties and her fees will be recalculated automatically to deregulated per-course fees.

Student "D" decides to drop 1.5 credits the day following the last day to add/drop F/Y courses. Student "D" is now registered in 2.5 credits (per-course fee). Student "D" has missed the 100% refund deadline, and is now in the 50% refund period. As a result she will need to notify the Office of the Registrar at which point her fees will be reassessed. She will be charged 50% of the program fee and charged 50% of the cost of 2.5 credits in a deregulated program and will obtain a significantly smaller refund than her friend, Student "C."

## Concurrent Teacher Education Program (CTEP)

Although not a deregulated program, the fee structure for the **Concurrent Teacher Education Program (CTEP)** also differs. Students who wish to transfer out of the CTEP program into an HBA/HBSC should consult an Academic Advisor in the Office of the Registrar and/or the CTEP Co-ordinator. Any request to be transferred out of CTEP must be filed in writing to the CTEP Co-ordinator **BEFORE** September 19 to have Fall-Winter Session fees adjusted.

## Dropping Courses

Financial refund deadlines differ from academic drop dates. To ensure you have these dates correct, please consult the calendar of dates at the front of this guide and review the fees website at [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

**Students who rely on OSAP or other provincial government loan programs should be aware that retroactive deregulated fee charges are generally not considered in an assessment for any given session. Adjustments to previous years' applications cannot be made. However, students in this situation are advised to speak to a financial aid advisor.**

# 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:

Codes	Description
ANT101H5S	This course is Anthropology 101. It has both a code (shown here) and a course name found in the Calendar and the timetable.
ANT	3 letters denoting the program offering the course.
101	3 numbers denoting the level (a first-year course begins with a '1').
H	Indicates credit value. H = 0.5 credit; Y = 1.0 credit
5	Campus Code: <ul style="list-style-type: none"><li>• 5 = Mississauga</li><li>• 1 = St. George (downtown)</li><li>• 3 = Scarborough</li></ul>
S	Session Code: indicates which term the course is offered: F = Fall; S = Winter; Y = Fall + Winter



LEC0101	LEC = Lecture
TUT0102	TUT = Tutorial
PRA0101	PRA = Practical
	Number indicates which section, i.e. Lecture 0101 and Tutorial 0102.
	"99" denotes an online offering, i.e. LEC9901

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 in which he/she has successfully completed or received transfer credit.

### **Letters of Permission**

U of T Mississauga students wishing to enrol at another Canadian university and transfer those credits towards a University of Toronto degree 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](http://www.utm.utoronto.ca/lop). If you do not receive an LOP before you take these courses, you should apply for a transfer credit assessment at [www.utm.utoronto.ca/transfer](http://www.utm.utoronto.ca/transfer) upon completion. However, there is no guarantee what, if any, transfer credit you will receive.

### **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](http://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 by the end of the Summer Session 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.

If you want to enrol in courses offered at the St. George (downtown Toronto) campus or the Scarborough campus, check their respective enrolment instructions because many

courses restrict enrolment and have limited space for U of T Mississauga students. You may add St. George and Scarborough campus courses from August 12 to September 19 (F & Y courses) and until January 15 (S courses).

You must follow U of T Mississauga financial and academic dates, with the exception of Late Withdrawal After the Drop Date (LWD) — consult the “Important Dates” section at the beginning of this guide.

It is your responsibility to:

- Ensure that the courses you enrol in do not duplicate, and are not exclusions for, courses you have successfully completed.
- Check with your department advisor regarding the acceptability of courses for program requirements.
- Check with the Office of the Registrar regarding acceptability of courses for degree requirements.
- **Failure to follow these steps could result in loss of credits and delay your graduation.**
- If you need to drop a course taken at another U of T campus, the U of T Mississauga fees refund schedule and deadlines apply ([www.fees.utoronto.ca](http://www.fees.utoronto.ca)). Please check the “Important Dates” section at the front of this guide.

### **Research Opportunity Program (ROP)**

The Research Opportunity Program (ROP) provides an opportunity for students to earn 1.0 full credit by participating in a faculty member’s research project. Descriptions of ROP299Y, 399Y and 499Y projects will be available late February to early March of each year. Students wishing to apply for placement in ROP projects must log in to the ROPAPP using their UTOrid. Access to the application is through the ROP website, [www.utm.utoronto.ca/rop](http://www.utm.utoronto.ca/rop).

### **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 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.

## MANAGING COURSES

### 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)

### Completing Degree and Program Requirements

Earning a U of T degree requires completion of specialist, major or minor programs plus additional degree requirements. When deciding on what courses to enrol in, you can compare your academic history with your program and degree requirements by using Degree Explorer. It is best to review your academic history and meet annually with a faculty/program advisor in the relevant academic department to review program requirements AND an academic advisor in the Office of the Registrar to review your degree requirements.

Your resource for checking course, program and degree requirements is the Academic Calendar. (Note: Departments do NOT have the authority to waive degree requirements). You will follow the **program** requirements listed in the Academic Calendar for the session that you enrolled in the program (i.e., If you enrolled in a program in the Summer of 2016, you would follow the program requirements listed in the 2016-17 Academic Calendar). Brief course descriptions are noted in the calendar and more information is available on program websites and in program or departmental handbooks. Make sure to check your program requirements each time you consider adding or changing courses, or if you consider changing programs of study.

You will follow the **degree** requirements listed in the Academic Calendar for the session you were admitted to the university as a degree student (i.e., If you were admitted to the university beginning September 2015, you would follow the degree requirements listed in the 2015-16 Academic Calendar).

### Which Courses Should You Take?

Use the U of T Mississauga Academic Calendar to explore programs of study (specialist, major, minor) and degree requirements. Brief course descriptions are noted in the calendar and more information is available on program websites and in program or departmental handbooks. Use this information to select your courses. We recommend using the online calendar where you can find immediate links to detailed course information, the timetable, instructor and department websites and much more.

### 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 a lecture section that is 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 33.

## 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 time-table 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 POST** Specialist, Major or Minor in which you are enrolled. (When a Subject POST is used as an enrolment control, you must be actively enrolled in that Subject POST before you will be permitted to enrol in that course.)
- **Degree POST** (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 cam-

uses 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 Backboard 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.

# ENROLLING IN CLASSES

## 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. Your year of study is defined by your offer letter or, more specifically, by the number of transfer credits you have been awarded when you receive your transfer credit assessment. Within each start date, a start time is also assigned which gives priority to students with the greatest number of credits in each "Year of Study." For example, students in Year of Study 3, with a credit count of 13.5 can expect to enrol at the beginning of the day while those with 9.0 credits will start later in the day.

## Enrolment Start Times & Dates

Year of Study	View Enrolment Start Times	First Day of Enrolment
Fourth - at least 14.0 credits	May 16	May 19
Third - 9.0 to 13.5 credits	May 30	June 2
Second - 4.0 to 8.5 credits	June 13	June 16
First - 0.0 to 3.5 credits	July 4	July 7
Non-degree/Visiting	N/A	Aug. 5
UTM students can in enrol in St. George/UTSC courses	N/A	Aug. 12

Please note you will not be able to access course registration on ACORN until your start time on the first day of course enrolment for your year of study. **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 schedule, **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 participation, labs, etc.).

## How to Enrol

1. Go online to ACORN: [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)
2. Login using your UTORID and password.
3. Go to "Enrol & Manage" and follow the instructions. Use the online calendar and timetable for reference:

Calendar: [www.utm.utoronto.ca/regcal](http://www.utm.utoronto.ca/regcal)  
Timetable: [www.utm.utoronto.ca/timetable](http://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](http://www.utm.utoronto.ca/timetable)).

ACORN does not block/prevent course time conflicts, so plan your schedule carefully. You may not get into all of your first choice courses so you should also note acceptable 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-payment 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

## **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.

## **ADDING AND CANCELLING COURSES**

### **Cancelling Courses and Fee 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 cancel 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.

F course	Y course	S course
November 9	February 21	March 12

## 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](http://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 cancel 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 registration will trigger a refund of incidental fees if you do so within the time frames shown at [www.fees.utoronto.ca](http://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 student. 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 complete 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](http://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 in June 2017 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](http://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 ([www.utm.utoronto.ca/forms](http://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 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 in the front of this guide. Service charges will apply to late payments. See chart on page 42 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**. **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 and five for CTEP students in the joint HBA/HBSC/BEd program. When determining which fees apply to you, look for the description on the Fees website (**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**.

## **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](http://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 (see pages 4 to 7) 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).

## 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).

Enrolment Period	Method of Registration	To Avoid Service Charges, Pay Unpaid F Term Fees By	1st Service Charge on Unpaid F Term Fees	To Avoid Service Charges, Pay Unpaid S Term Fees By	1st Service Charge on Unpaid S Term Fees
Fall/Winter 2016-17	At least minimum required payment (MRP)	30-Sep-2016	17-Oct-2016	30-Nov-2016	15-Dec-2016
	OSAP/ government loan deferral	30-Sep-2016	17-Oct-2016	31-Jan-2017	15-Feb-2017
	Deferral due to tuition waiver/scholarship/ sponsorship	30-Apr-2017	15-May-2017	30-Apr-2017	15-May-2017
Fall 2016 term ONLY	At least minimum required payment (MRP)	30-Sep-2016	17-Oct-2016	N/A	N/A
	OSAP/government loan deferral	30-Sep-2016	17-Oct-2016	N/A	N/A
	Deferral due to tuition waiver/scholarship/ sponsorship	30-Apr-2017	15-May-2017	N/A	N/A
Winter 2017 term ONLY	At least minimum required payment (MRP)	N/A	N/A	31-Jan-2017	15-Feb-2017
	OSAP/government loan deferral	N/A	N/A	31-Jan-2017	15-Feb-2017
	Deferral due to tuition waiver/scholarship/ sponsorship	N/A	N/A	30-Apr-2017	15-May-2017

## 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\*

Service	Fees
Copy of Records	\$17
Deferred Examination	\$70
Examination Reproduction	\$15
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 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 by 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.

Period of Study	General Requirements		Requirements for students with documented permanent disabilities	
	Minimum Credit(s) required to receive OSAP	Must Pass	Minimum Credit(s) required to receive OSAP	Must Pass
September to April	3.0*	3.0	2.0	2.0
September to December	1.5	1.5	1.0	1.0
January to April	1.5	1.5	1.0	1.0

\* 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.

# 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 “Verification of Student Illness or Injury” below). If you have sought support from someone other than the practitioners listed on the U of T Verification of Student Illness or Injury Form, then a completed Verification of Extenuating Circumstances form ([www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms)) is acceptable.
- 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**.

### **Verification of Student Illness or Injury**

If illness is cited as the reason for a deferred exam request, a “Verification of Student Illness or Injury” form, available at [www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms), is required. It must show that you were examined and diagnosed at the time of illness and on the date of the exam, or the day after at the latest.

### **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.



Graduation requires completion of both **degree requirements** and **program of study (specialist, major or minor) requirements**. Use Degree Explorer, the University of Toronto's degree planning tool ([http://www.rosi.utoronto.ca/degree\\_explorer.php](http://www.rosi.utoronto.ca/degree_explorer.php)) or this sheet (along with your U of T Mississauga Academic Calendar) to monitor progress toward your **degree requirements** (directing related questions to academic advisors at the Office of the Registrar). Use the Academic Calendar plus information from the academic department of your specialist, major or minor program(s) to monitor your **program of study requirements** (directing related questions to the academic department).

**Notes:**

- All eligible courses (including transfer credits) are credited towards a degree chronologically.
- View/change your academic record and program(s) online on ACORN.
- Courses noted as "extra" do not count towards accumulated credits earned or in GPAs.
- Courses with a mark of "F" do not count toward degree requirements but are part of your CGPA.
- Please see an academic advisor if you wish to discuss this further.

Bachelor of Business Administration (BBA)	Bachelor of Commerce (BCom)	<input type="checkbox"/> Honours Bachelor of Arts (HBA), <input type="checkbox"/> Honours Bachelor of Science (HBSc)		Potential Credits Earned	Number of Credits Needed	
<b>DISTRIBUTION REQUIREMENTS</b>						
Complete the Distribution Requirement.			Sciences credit:			
a) 1.0 credit in Sciences (SCI)			Humanities credit:			
b) 1.0 credit in Humanities (HUM)			Social Science credit:			
c) 1.0 credit in Social Science (SSC)						
<b>PROGRAM REQUIREMENTS</b>						
Complete <u>at least</u> the Specialist in Management	Complete <u>at least</u> the Specialist in Commerce	* Complete <u>at least 1 Specialist or 2 Majors or 1 Major plus 2 Minors</u>	<input type="checkbox"/> Specialist <input type="checkbox"/> Major <input type="checkbox"/> Minor			
		* If not completing a Specialist, 12.0 distinct program credits are required.	<input type="checkbox"/> Specialist <input type="checkbox"/> Major <input type="checkbox"/> Minor			
		* Degree type is dictated by program combinations. See Academic Calendar for more information	<input type="checkbox"/> Specialist <input type="checkbox"/> Major <input type="checkbox"/> Minor			
<b>COURSE REQUIREMENTS</b>						
Complete 5.0 credits from disciplines other than COM/ECO/ MGD/MGM/MGT/RSM.	* No more than 15.0 credits may begin with the same three-letter designator.	BCom/BBA list non-COM/ECO/MGD/MGM/MGT/RSM courses taken:				
		Course	Credit	Course	Credit	
No more than 6.0 100-level credits may count towards degree requirements			Completed _____ 100-level credits			
			Enrolled in _____ 100-level credits			
Complete at least 6.0 credits at the 300/400 level. No more than 1.0 300/400 level transfer credit may be used. (Exception: Transfer credits obtained through CIE Exchange)			Completed _____ 300/400-level credits			
			Enrolled in _____ 300/400-level credits			
20.0 credits			Completed _____ credits			
			Enrolled in _____ credits			
<b>GRADE REQUIREMENT</b>						
Achieve a Cumulative Grade Point Average (CGPA) of 1.85			Last calculated CGPA:			



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

# BOUNDLESS INNOVATION

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