

CHOOSING

A

SUBJECT

POST

2014-15

**UNIVERSITY OF TORONTO
MISSISSAUGA**

CHOOSING A SUBJECT POST

When Do You Enrol in Subject POSTs?

Students who have already completed 4.0 or more university credits by the end of the 2013-14 Fall-Winter Session, or plan to complete 4.0 credits by the end of the 2014 Summer Session, must enrol in Subject POSTs (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) for specific program requirements for each Subject POST.

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 Subject POSTs before your course enrolment period starts, or you will be prevented from enrolling in courses on ROSI. You may have no more than three active Subject POSTs.

The appropriate minimum combinations are shown in the chart below:

Intended Degree:	You must enrol in at least:
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 6.

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 ROSI at www.rosi.utoronto.ca

- Select “Subject POSTs” from the main menu.
- Select “add a Subject POST”

CHOOSING A SUBJECT POST

- Enter the Subject POST code for the program you want to enrol in. For example, if you want to enrol in the major program in History, enter the code "ERMAJ0652." Codes are listed beginning on page 6.
- Select "Continue"
- Select "Confirm" to complete the transaction.

After you add a Type 1 Subject POST, the status field next to the Subject POST code will read "ACTIVE." You are now enrolled in this Subject POST.

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) 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 ROSI

The first request period runs from March 17 to May 4. The second request period runs from June 16 to August 29. 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 2014 Summer Session.**

Log on to ROSI and:

- Select "Subject POSTs" from the main menu.
- Select "add a Subject POST"

CHOOSING A SUBJECT POST

- Enter the Subject POST code for the program you want to request. For example, if you want to request a major in Economics, enter the code “ERMAJ1478.” Codes are listed beginning on page 6.

Once you have submitted the request, the status field next to the Subject POST 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 4, ROSI will not permit you to request a Type 2 or Type 3 Subject POST until the second request period begins on June 16.

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 17 - May 4. Those who plan to take summer courses in order to fulfill program admission requirements must also apply during this period and they will automatically be considered in September.

Concurrent Teacher Education Program (CTEP)

At the end of their first year of study, CTEP students should request their Subject POSTs for their HBA/HBSc between March 17 to May 4. They will normally choose Subject POSTs in the same areas as their teaching subject areas.

CTEP Intermediate-Senior students must have at least two teaching subjects in order to qualify to teach Intermediate and Senior Division in Ontario. **A second teaching subject is not required for the Primary-Junior program.** In addition to their Subject POSTs for their HBA/HBSc, each CTEP student will also have CTEP Subject POSTs to identify their teaching subject areas. A student’s primary teaching subject (known as the anchor teachable) is recorded upon admission. The three CTEP Intermediate-Senior streams are shown on ROSI as:

- ERTS10325 TS1 - French As A Second Language
- ERTS10420 TS1 - Science-Chemistry
- ERTS10652 TS1 - Mathematics

If students wish to change their anchor teaching subject area, they must consult with the CTEP Program Co-ordinator to determine their course of action.

Additional teaching subject areas (also known as secondary teachables) are added using ROSI by students in the Intermediate/Senior program. A list of available secondary teaching subjects is listed in the CTEP section of the U of T Mississauga Academic Calendar (www.utm.utoronto.ca/regcal). Students enrol in their CTEP secondary teachable Subject POSTs after they receive their HBA/HBSc Subject POST invitations.

Step 2: Check Results of Your Requests

Beginning May 23 (or September 8 for requests made during the second request period), you can check ROSI to find out the status of your Subject POST request(s). Once logged on to ROSI, select “Subject POSTs” from the main menu. A list of your Subject POSTs will appear, with a status listed next to them.

- **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. You may need to select another Subject POST or meet with an advisor in the Office of the Registrar.
- **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.
- **ACTIVE:** You are officially enrolled in the Subject POST. Please note that you will not see **ACTIVE** unless you are first granted **INVITED** status and you then “accept” this invitation in ROSI (Step 3).

HELPFUL TIP: While awaiting approval for a Type 2 or 3 Subject POST, you may temporarily enrol in any Type 1 POST. 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 “ACTIVE” – you are enrolled in this Subject POST.”

To decline an invitation to enrol:

- Select “delete.”

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

The First Request Period deadline for accepting an invitation is August 1. The Second Request Period deadline is September 21.

Subject POST Enrolment: Second Request Period

There is a second request period for Type 2 and Type 3 Subject POSTs (except for Commerce, Management and CTEP). 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 16 – August 29: Requests should be made on ROSI
- September 8: Results available on ROSI
- September 21: Last day to accept the invitation.

Fees for Deregulated Programs

Information for Students in Deregulated Fee Programs*

Deregulated programs have different (and higher) fee structures than regular programs. Fees are assessed by Subject POST for the following programs: Bioinformatics; Commerce; Communication, Culture, Information & Technology (CCIT); Computer Science; Digital Enterprise Management; Information Security; Interactive Digital Media; Management; and Visual Culture and Communication. Students in these programs are charged a program fee if enrolled in 3.0 or more credits and a per credit fee if enrolled in 2.5 credits or less. The program fee does not include incidental or ancillary fees. Check www.fees.utoronto.ca for updated amounts. (*Exceptions may apply to students registered with the AccessAbility Resource Centre. Such students should complete a release form in the centre in order to ensure that fees are charged appropriately.)

Students who accept their deregulated Subject POST invitation will be back-charged deregulated fees for all sessions commencing with the session after their fourth credit was completed (see Example 1). Transfer credits are included in the course count. Before accepting enrolment into one of these programs, be aware of the differing fee structure. Visit www.fees.utoronto.ca for fee information.

Your Fall-Winter fees will be calculated by one of two methods: full-time status or part-time status. See Example 3 for more information.

Full-time Status

If your course load is 3.0 credits or more for September to April, you are classified as a full-time student for purposes of fee determination and pay a single program fee.

Part-time Status

If your course load is 2.5 credits or less for September to April, you are classified as a part-time student for the purposes of fee determination, and your fees will be calculated on a per-course basis. The course fee for 1.0 credit is 1/5 of the program fee.

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.

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 ROSI. If you drop a deregulated program after the 100% refund date, you will not receive a refund. Always view/list/print 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 3 to 5) 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.

Full/Part-time Status Changes

Until the end of the Fall Session's 100% refund period (September 21), if you add and cancel courses, your full/part-time status is automatically recalculated by ROSI and fees are adjusted accordingly. As of September 22, however, your status in the Fall-Winter Session as full- or part-time student is frozen.

If you are eligible to add or cancel enough courses to change your status from full to part time or part to full time up to the last day to add an S course (January 18, 2015), you must talk to the Office of the Registrar to have your status changed on ROSI and 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 status will be full time or part time. Because of the way the refund schedule works, changes from full to part-time status can result in a significantly higher fees assessment than if you started the session as a part-time 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 courses in the 2013-14 Fall-Winter Session. She then completes another 1.0 credit in the 2014 Summer Session. Student "A" has requested Subject POSt ERMAJ2431 (Major in Management) and is approved. She adds ERMAJ2431 to her Subject POSTs in August 2014 but because she completed her fourth credit in the 2013-14 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 2014 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 (2012-13 Fall-Winter). She enrolls in a non-deregulated program, and returns to complete another 5.0 credits in her second year (2013-14 Fall-Winter).

At the end of second year she decides to change her program and applies for a Major in Computer Science. In July 2014, 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 (2012-13 Fall-Winter). The session after would be 2013-14 Fall-Winter (as she did not register in courses during the 2013 Summer Session).

As a full-time student she would be back-charged the Computer Science deregulated program fee for the 2013-14 Fall-Winter Session. The difference between what she originally paid for the 2013-14 Fall-Winter Session and the deregulated program fees for that session, will be added as an outstanding balance to her account.

Example 3: Changing from Full-Time to Part-Time Status

Student "C" and Student "D" are enrolled in deregulated programs, both are registered in 4.0 credits (full time). Student "C" decides to drop 1.5 credits on September **21**, 2014. Student "C" is now registered in 2.5 credits (part time). Since she dropped the courses by the 100% refund deadline, she will not incur any penalties and her fees will be recalculated automatically to part-time deregulated course fees.

Student "D" decides to drop 1.5 credits on September **22**, 2014. Student "D" is now registered in 2.5 credits (part time). 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 to change her status to part time at which point her fees will be recalculated. 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 21 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.

Students who rely on OSAP or other provincial government loan programs should be aware that retroactive charges are not considered in an assessment for any given session. Adjustments to previous years' applications cannot be made. Please speak to a Financial Aid Advisor if you have questions about your eligibility for student loans or grants.

SUBJECT POST: IMPORTANT DATES

First Request Period		Second Request Period	
March 17	First day to request Type 2&3 Subject POSTs on ROSI	June 16	First day to request Type 2&3 Subject POSTs on ROSI
May 4	Deadline to request Type 2&3 Subject POSTs on ROSI	August 29	Deadline to request Type 2&3 Subject POSTs on ROSI
May 23	First day to accept invitations for Subject POST requests made between March 17-May 4	September 8	First day to accept invitations for Subject POST requests made between June 16-August 29
August 1	Last day to accept Subject POST invitations offered in first request period	September 21	Last day to accept Subject POST invitations offered in 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 1
Astronomy		Major	ERMAJ2204	Type 1
Behaviour, Genetics & Neurobiology		Specialist	ERSPE2470	Type 2
Bioinformatics	Deregulated	Specialist	ERSPE1868	Type 2
Biological Chemistry		Specialist	ERSPE1995	Type 2
Biology		Specialist	ERSPE2364	Type 2
		Major	ERMAJ2364	Type 2
		Minor	ERMIN2364	Type 1

SUBJECT POST CODES

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	Deregulated	Major	ERMAJ1111	Type 3
Commerce	Deregulated	Specialist	ERSPE2273	Type 3
Commerce: Accounting	Deregulated	Specialist	ERSPE1704	Type 3
Commerce: Finance	Deregulated	Specialist	ERSPE2034	Type 3
Commerce: Human Resource Management	Deregulated	Specialist	ERSPE1815	Type 3
Commerce: Marketing	Deregulated	Specialist	ERSPE2380	Type 3
Communication, Culture, Information & Technology	Deregulated	Major	ERMAJ1034	Type 2
Comparative Physiology		Specialist	ERSPE0482	Type 2
Computer Science	Deregulated	Specialist	ERSPE1688	Type 3
	Deregulated	Major	ERMAJ1688	Type 3
		Minor	ERMIN1688	Type 1
Criminology and Socio-Legal Studies		Specialist	ERSPE0727	Type 2
		Major	ERMAJ0727	Type 2
Diaspora and Transnational Studies		Major	ERMAJ1407	Type 1
		Minor	ERMIN1407	Type 1
Digital Enterprise Management	Deregulated	Specialist	ERSPE1307	Type 3
Earth Science		Specialist	ERSPE1465	Type 2
		Major	ERMAJ1465	Type 2
		Minor	ERMIN1465	Type 2

SUBJECT POST CODES

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
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
New Environmental Geosciences		Specialist	ERSPE1253	Type 2
Environmental Science		Specialist	ERSPE1061	Type 2
		Major	ERMAJ1061	Type 2
		Minor	ERMIN1061	Type 2
New Ethics and Society		Minor	ERMIN1618	Type 1
Exceptionality in Human Learning (Science)		Specialist	ERSPE1883	Type 3
		Major	ERMAJ1883	Type 2
Experimental Linguistics		Major	ERMAJ1850	Type 1
Financial Economics		Specialist	ERSPE2722	Type 3
Forensic Science		Major	ERMAJ0205	Type 3
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

SUBJECT POST CODES

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
Information Security	Deregulated	Specialist	ERSPE1038	Type 2
Interactive Digital Media	Deregulated	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
Linguistics		Minor	ERMIN0506	Type 1
Management	Deregulated	Specialist	ERSPE2431	Type 3
	Deregulated	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

New

SUBJECT POST CODES

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
New Visual Culture		Minor	ERMIN1210	Type 1
Visual Culture & Communication	Deregulated	Specialist	ERSPE1200	Type 3
Women And Gender Studies		Major	ERMAJ1443	Type 2
		Minor	ERMIN1443	Type 1