NOTICE

ACORN: In this guide you will see references to ACORN. ACORN is the name for the new student web service that will replace ROSI. At press time, ROSI was still in use, but ACORN will come online shortly. You will receive e-mail regarding this transition when it occurs.
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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 for updates or changes.
REGISTRATION CHECKLIST

- 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) 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), if applicable.

- Be sure to check the deadline for residence students to select a meal plan at www.utm.utoronto.ca/food.

- Accept your offer of admission online at www.ouac.on.ca by the deadline indicated in your offer of admission letter.

- Apply for student loans (OSAP – www.osap.gov.on.ca), if applicable.

- Read this guide and acquaint yourself with the Academic Calendar (www.utm.utoronto.ca/regcal).

- Visit the New Students website (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 5).

- Select your Subject POST[s], if applicable (see page 15).

- View available courses: www.utm.utoronto.ca/timetable.

- Determine your Year of Study and then view Start Time and Course Enrolment schedule accordingly (see page 14).

- Enrol in first AND second term courses on ACORN (www.acorn.utoronto.ca).

- Learn about transition programs and services at www.utm.utoronto.ca/transition.

- Pay your fees through your bank (online or in-person) 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!

**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).
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 transfer students 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 and fees. You MUST have an active and valid utoronto e-mail account in order to receive this information. It is your responsibility to check your e-mail 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.
- If you have any questions concerning emergency procedures, call University of Toronto Police at 905-828-5200.

Third-party Transactions
In order for a third party (such as a parent, partner, sibling, friend) to conduct business with the university on your behalf (such as enrolling in courses or picking up materials) 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
Registered students have access to unlimited travel on Mississauga Transit thanks to the U-Pass program. The fee is included under incidental fees charged to registered students. To see if you are eligible to use the U-Pass, visit www.utm.utoronto.ca/upass.

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

A shuttle bus transports U of T Mississauga students to classes at Sheridan College and the St. George (downtown Toronto) campus. Schedules are available at www.utm.utoronto.ca/shuttle.
The nearest GO train stations are Clarkson on the Lakeshore line and Streetsville and Erindale on the Milton Line. Visit www.gotransit.com for schedules. Mississauga Transit provides a link between the station and the campus (visit www.mississauga.ca for updates). GO ID cards for registered, full-time students are available at the TCard Office.

**Get Your Student ID Card (TCard)!**
Your permanent University of Toronto Student Card (TCard) is a photo ID “smart card” which is used for academic purposes, student activities and various services. Your TCard gives you the option of carrying a cash value in the computer chip, allowing you to purchase photocopies and printing. A valid TCard is required to write final examinations, access the meal plan, use the shuttle bus, Mississauga Transit, the libraries and the athletic facilities, and to vote in student elections. The TCard is intended to last for your entire period of study at U of T.

To establish your identity and citizenship when you get your TCard, you must bring your offer of admission letter and valid original documents/IDs listed below:

If you are an international student:
- Your current (non-Canadian) passport, including a valid study permit.

If you are a Canadian citizen or permanent resident, please bring either:
- Your Canadian passport; or
- Both your birth certificate issued by a Canadian jurisdiction AND a piece of valid, government-issued ID with current photo; or
- Both your Canadian Permanent Resident Card AND a piece of valid, government-issued ID with current photo.

Because your photo will be taken, you can only get your TCard by coming to campus in person.

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 incorrect 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.

**IMPORTANT CONTACT INFORMATION**

**Manager, Pathways Programs**
Student Recruitment & Admissions
University of Toronto Mississauga
905-569-5750
pathways.utm@utoronto.ca

**Transfer Credit Office**
Office of the Registrar
University of Toronto Mississauga
transfer.utm@utoronto.ca

For inquiries regarding offers of admission, conditions and more.

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).

**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.
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).

**University Credit Transfer Consortium** – The University of Toronto has joined six Ontario universities (McMaster University, Queen’s University, University of Guelph, University of Ottawa, University of Waterloo and Western University) and developed a credit transfer table to make it easier for students to understand transfer equivalencies between these institutions. We will grant specific course credit for more than 30 of the most popular and highly subscribed courses at these universities.

**Transfer Explorer (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 typi-
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 7 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.

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.
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 14 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. 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 for links to all of these programs.
SUPPORTING STUDENT SUCCESS

In addition to transition programs offered to new 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 application (m.utm.utoronto.ca). Office hours are posted at www.utm.utoronto.ca/reg.

In addition to in-person advising, you will find many tools and resources for new students at www.utm.utoronto.ca/new.

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.

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

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

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

Where to buy textbooks
The syllabus handed out 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 (www.utm.utoronto.ca/timetable) one week prior to the beginning 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 even order online. Visit 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

Students access and manage their personal and financial account information, course and program registration as well as view their academic record using ACORN, the Accessible Campus Online Resource Network [www.acorn.utoronto.ca]. To log on, use your JOINid/UTORid username and password.

ACORN will provide students with personalized notifications alerting them to upcoming important deadlines (enrolment date/time), prompts for when to take action (pay fees), and confirmations of actions occurring outside of the ACORN system (payment processed and grades posted). The system will also act as a portal to other important student services such as housing (residence applications), getting involved (Co-Curricular Record, clubs, etc.), international opportunities, jobs and career planning, health & wellness, Accessibility and Diversity services. To assist in preparation for course enrolment, there is a pre-planning enrolment cart that lets you save course selection prior to enrolment start time.

USING BLACKBOARD

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

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

- It takes 24 to 48 business hours 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 courses that use Blackboard in order to sign up for tutorials, labs and other types of groups. If your instructor has decided to use Blackboard to do this, you will receive an e-mail from him/her or the course co-ordinator that provides you with instructions. This e-mail will be sent to your utoronto e-mail account — so keep checking it regularly!
You may need to sign up for tutorials, labs, and other groups via Blackboard after you have signed up for a course on ACORN. In order to determine if you need to sign up for tutorials or labs for a particular course, please consult the Course Timetable at www.utm.utoronto.ca/timetable. 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 assistance with Blackboard should consult with staff at the “Tech Help” centre on the main floor of the library, a library staff member, or e-mail askutm.utm@utoronto.ca. More in-depth assistance is available in the library’s Tech Centre on the third floor, Monday to Friday, 9 a.m. to 5 p.m.

**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.

<table>
<thead>
<tr>
<th>Number of Credits Awarded</th>
<th>Year of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 3.5</td>
<td>First Year (Year 1)</td>
</tr>
<tr>
<td>4.0 - 8.5</td>
<td>Second Year (Year 2)</td>
</tr>
<tr>
<td>9.0 – 13.5</td>
<td>Third Year (Year 3)</td>
</tr>
</tbody>
</table>

See the “List of Important Dates” at [www.utm.utoronto.ca/importantdates](http://www.utm.utoronto.ca/importantdates) 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

When Do You Enrol in Subject POSTs?
Students who are awarded 4.0 or more transfer credits must enrol in Subject POSTs (Program of Study).

Program Requirements
Check program requirements in the Academic Calendar [www.utm.utoronto.ca/regcal]. Follow the program requirements listed in the calendar for the session that you enrol in the program.

Program requirements may not be waived by petition or by the Office of the Registrar.

It is highly recommended that you:
- review your academic history and progress towards program completion on Degree Explorer on an annual basis;
- check requirements in the calendar each time you consider adding or changing courses; and
- meet annually with a program advisor in the appropriate academic department(s) about your program(s). Contact information is listed in the calendar.

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 are only allowed three active Subject POSTs.

See the “Choosing a Subject Post Guide” for complete details at www.utm.utoronto.ca/guides.

DEREGULATED FEE PROGRAMS (UPDATED APRIL 2015)

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 (Major); 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. Students in these programs are charged a program fee if enrolled in a 70% course load (3.5 or more credits) and a per credit fee if enrolled in 3.0 credits or less. Students enrolled in any of the Commerce specialist...
programs will be charged a program fee if enrolled in a 60% course load (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: program fee or per-course fee. See Example 3 for more information.

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/ACORN. 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.

Course Load Changes
Until the end of the Fall Session’s 100% refund period (September 21), if you add and cancel courses, your fees are adjusted accordingly. As of September 22, 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 17, 2016), 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 enrols 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 21 to have Fall-Winter Session fees adjusted.

**Dropping Courses**

Financial refund deadlines differ from academic drop dates. To ensure you have these
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:

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT101H5S</td>
<td>This course is Anthropology 101. It has both a code (shown here) and a course name found in the Calendar and the timetable.</td>
</tr>
<tr>
<td>ANT</td>
<td>3 letters denoting the program sponsoring the course.</td>
</tr>
<tr>
<td>101</td>
<td>3 numbers denoting the level (a first-year course begins with a ‘1’).</td>
</tr>
<tr>
<td>H</td>
<td>Indicates credit value. H = 0.5 credit; Y = 1.0 credit</td>
</tr>
<tr>
<td>5</td>
<td>Campus Code:</td>
</tr>
<tr>
<td></td>
<td>• 5 = Mississauga</td>
</tr>
<tr>
<td></td>
<td>• 1 = St. George (downtown)</td>
</tr>
<tr>
<td></td>
<td>• 3 = Scarborough</td>
</tr>
<tr>
<td>S</td>
<td>Session Code: indicates which term the course is offered:</td>
</tr>
<tr>
<td></td>
<td>Fall-Winter Session: F = Fall; S = Winter; Y = Fall + Winter</td>
</tr>
<tr>
<td></td>
<td>Summer Session: F = First Term (May-June), S = Second Term (July-August), Y = Both Terms (May-August)</td>
</tr>
<tr>
<td>LEC0101</td>
<td>LEC = Lecture</td>
</tr>
<tr>
<td>TUT0102</td>
<td>TUT = Tutorial</td>
</tr>
<tr>
<td>PRA0101</td>
<td>PRA = Practical</td>
</tr>
<tr>
<td></td>
<td>Number indicates which section, i.e. Lecture 0101 and Tutorial 0102</td>
</tr>
</tbody>
</table>

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

#### Prerequisites, Corequisites, Exclusions

Students are responsible for checking prerequisites, corequisites and exclusions, which are listed in the Academic Calendar for each course, before enrolling in courses.

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

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

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

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

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

**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 www.utm.utoronto.ca/osap.

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

**MANAGING COURSES**

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

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 listed at www.utm.utoronto.ca/importantdates.

**Late Withdrawal after the Drop Date (LWD)**
After the above dates, and up until the last day of classes, students may apply online (registrar.utm.utoronto.ca/student/LWD) for Late Withdrawal (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 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. Cancelling your registration may impact your ongoing status as a U of T Mississauga student. Students who did not obtain academic standing (i.e. grades or late withdrawals) in at least one course at U of T Mississauga must re-apply for admission through the Ontario Universities Application Centre, unless they are eligible to request a deferral of admission (see “Deferring Admission” in the Academic Calendar). Students who have an academic standing and wish to return after an absence of at least 12 consecutive months will need to reactive their student record (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 waitlisted courses count in the total number of credits that students are allowed to enrol in.

To take more than 6.0 credits (3.0 credits per term) in the Fall/Winter session, students must submit an online course overload petition (registrar.utm.utoronto.ca/student/petitions) and receive approval prior to registration and no later than the first day of classes. The Office of the Registrar will make every effort to consult with students at risk of being removed from courses. Students enrolled in more than the maximum course load without prior petition approval, are at risk of having 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 will be considered for a course overload. Consideration may be given to those students with a minimum CGPA of 2.70 with mitigating reasons for requiring a course overload. Students will not receive special consideration of any kind because of a course overload. To calculate course loads, students need to consult the course timetable, www.utm.utoronto.ca/timetable, to determine when the course is offered and the duration of the course.

INVOICING AND METHODS OF PAYMENT

Academic Fees

Pay your fees through the bank by the deadlines posted at www.fees.utoronto.ca. Remember, becoming “Registered” involves both enrolling in courses and paying (or deferring) your fees. If you miss the deadline and your status is not updated to “Registered” you will be removed from your courses and your status will be marked as “financially cancelled” for the Fall-Winter Session.
You may be eligible for a fee deferral if you have applied for OSAP and are unable to make the minimum payment of fees. You may officially register and postpone your fee payment pending receipt of your first OSAP instalment in the fall. You apply for a fee deferral via your ACORN account (www.acorn.utoronto.ca) once you have received your Notice of Assessment. Service charges still apply on any outstanding balances regardless of fee deferral or method of payment. It is highly recommended that you apply for OSAP by the deadline indicated at www.osap.gov.on.ca.

Outstanding fees from a previous session CANNOT be deferred and you will not be eligible for a deferral if you owe fees from a previous session.

**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 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. When determining which fees apply to you, look for the description on the Fees website (www.fees.utoronto.ca) that matches your degree, Subject POS, 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 pay 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 five to seven business days for bank 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 "U of T" 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 printout of the payment transaction as your proof of payment. It must show the amount paid, the payment date, and your UofT account number.

**2) Paying at the Bank**

If you pay in person at the bank, you will need to bring a printout of your fees invoice from your ACORN account. Keep your stamped bank receipt; it is proof that your fees have been paid.
(3) Payment from Outside Canada
Western Union GlobalPay is available to students from outside of Canada who wish to make a Canadian dollar payment in the currency of choice at a local bank. There are no transaction charges from Western Union or the University of Toronto. Payments must be accompanied by the student’s name and account number in order to avoid delays in payment processing. For details visit www.fees.utoronto.ca.

(4) Faculty/Staff Fee Waiver
If you are eligible for a U of T faculty/staff fee waiver, complete a fee waiver form found at www.hrandequity.utoronto.ca. Before sending your tuition waiver to the Human Resources (HR) office, you must first pay your incidental fees via the bank by the deadline. 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 the deadline.

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. 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 ‘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 (www.utm.utoronto.ca/importantdates) 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. 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 in August.

Meal Plan and Residence Fees
The deadlines for paying for residence and meal plans are available at www.utm.utoronto.ca/housing and www.utm.utoronto.ca/food.

Late Payments
If you pay your fees after the published deadline (www.utm.utoronto.ca/importantdates) your registration in courses may be jeopardized. Please contact the Office of the Registrar as soon as possible, or risk being removed from courses.
**Outstanding Fees**

Students with outstanding financial obligations to the university must pay their fees in full before registering in the next academic session. Payments are applied first to outstanding debts from previous sessions before being applied to the current session. You cannot choose to pay the current session’s fees before any outstanding fees from a previous session. This includes any backcharges incurred as a result of enrolment into a deregulated fee program. Service charges may be applied as early as October. For details, visit [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

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

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

**Administrative User Fees***

<table>
<thead>
<tr>
<th>Service</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner of Oaths Certification</td>
<td>$10</td>
</tr>
<tr>
<td>Copy of Records</td>
<td>$15</td>
</tr>
<tr>
<td>Deferred Examination</td>
<td>$70</td>
</tr>
<tr>
<td>Examination Reproduction</td>
<td>$15</td>
</tr>
<tr>
<td>Examination Re-Read</td>
<td>$36</td>
</tr>
<tr>
<td>External Examination</td>
<td>$70</td>
</tr>
<tr>
<td>Form/Letter Processing</td>
<td>$7, plus $1 for each additional copy</td>
</tr>
<tr>
<td>Late Confirmation of Convocation</td>
<td>$80</td>
</tr>
<tr>
<td>Late Graduation Request</td>
<td>$25</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$44, plus $5 for each additional weekday late</td>
</tr>
<tr>
<td>Letter of Permission</td>
<td>$35</td>
</tr>
<tr>
<td>Request for course descriptions</td>
<td>$5 per term, plus $1 for each additional copy</td>
</tr>
<tr>
<td>Re-Registration (reactivation of file)</td>
<td>$25</td>
</tr>
<tr>
<td>Transfer Credit Assessment</td>
<td>$30</td>
</tr>
<tr>
<td>Visiting Student Application</td>
<td>$60</td>
</tr>
</tbody>
</table>

*Fees are subject to change. Some fees are non-refundable. Updated Feb. 23, 2015. Payments for administrative user fees may be made at the Office of the Registrar using only a credit card or debit card.
OSAP AND GOVERNMENT LOAN PROGRAMS

Ontario Student Assistance Program (OSAP)
OSAP is a needs-based Ontario government student loan and grant program designed to help supplement the cost of postsecondary education.

Eligibility
Full-time students may be eligible for assistance if they are:
1. Canadian Citizens or Permanent Residents or Protected Persons
2. Residents of Ontario*
3. Enrolled in a minimum of 60% of a full course load in EACH term (or 40% if you have a documented permanent disability).

*The student or student’s parents/spouse/partner must have lived in Ontario for at least 12 months prior to the start of postsecondary studies.

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

* 1.5 credits per term.

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

OSAP: How to Apply
Applications can be made at osap.gov.on.ca. It is highly recommended that new students apply as soon as they accept their offer of admission and no later than June 30 to ensure that they will receive a Notice of Assessment before the start of classes.

Out-of-province Canadian students must apply for student loans with their home province. Visit www.canlearn.ca for information.
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 dispersed starting in September. If you have not paid or deferred your fees by the posted deadlines, you will not be eligible for disbursement of student loans.

**Fee Deferrals: OSAP**
If you are unable to pay the minimum balance of your tuition fees before the start of classes AND have applied for OSAP, 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 [see Important 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.

**Fee Deferrals: Out-of-province loans**
If you are unable to pay the minimum balance of your tuition fees before the start of classes AND have applied for out of province student loans, you may apply for a fee deferral. In order to apply for this type of deferral please bring your out-of-province Notice of Assessment to the Office of the Registrar.

Fee deferrals will not be granted if you have an outstanding tuition balance from a previous session.

**Dropping Courses: OSAP**
Dropping below 60% of a full course load [less than 1.5 credits in each term] at any time will result in a reassessment of your OSAP funds. This may jeopardize your eligibility. Exceptions may be made for students with documented permanent disabilities.

**Dropping Courses: Refund dates**
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.

**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. More information about UTAPS and UTM grant funding is available in the Academic Calendar [Section 4].
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) 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.

Where a student has enrolled in conflicting courses (i.e., courses that are held at the same time), no special accommodation will be made.

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

Study Breaks
Study Breaks are scheduled, where time permits, 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
Students who make personal commitments during the examination period do so at their own risk. No petitions will be accepted for special or deferred examinations to accommodate vacation, personal plans, or employment obligations.

In case of illness or severe hardship at the time of an exam, an affected student 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)
- declare their absence on ACORN, and
- petition to defer the examination (www.utm.utoronto.ca/petitions). Students
will not be allowed to petition to rewrite an examination that they have already attempted.

A non-refundable fee of $70 is required for each deferred exam that has been 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. Late petitions will NOT be considered.

**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, 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, June or August 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.

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**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 receive 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.
Degree Requirements Checklist

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) 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)**

**Honours Bachelor of Arts (HBA),**

**Honours Bachelor of Science (HBSc)**

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<th>Potential Credits Earned</th>
<th>Number of Credits Needed</th>
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### DISTRIBUTION REQUIREMENTS

Complete the Distribution Requirement.

- **Sciences credit:**
- **Humanities credit:**
- **Social Science credit:**

### PROGRAM REQUIREMENTS

- Complete at least 1 Specialist or 2 Majors or 1 Major plus 2 Minors
- If not completing a Specialist, 12.0 distinct program credits are required.
- Degree type is dictated by program combinations. See Academic Calendar for more information

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<tr>
<th>Specialist</th>
<th>Major</th>
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### COURSE REQUIREMENTS

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.

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<th>Course</th>
<th>Credit</th>
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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

### GRADE REQUIREMENT

Achieve a Cumulative Grade Point Average (CGPA) of 1.85

- Last calculated CGPA: