

COURSE ENROLMENT 101

WELCOME TO U of T MISSISSAUGA!

Choosing your courses is an exciting time, and at UTM, there are so many courses and programs for you to explore and discover. Use this handout to help you plan your courses – and don't worry, we'll be with you every step of the way!

Ready to begin? 😊

3 Easy Steps to Choosing Courses

STEP 1: Use the **ACADEMIC CALENDAR**

utm.utoronto.ca/calendar

Explore UTM courses and programs, and determine the courses you need for your programs of interest.

STEP 2: Search each course in the **TIMETABLE**

utm.utoronto.ca/timetable

Once you find a course that you're interested in taking, search the course on the Timetable website to learn if and when a course is offered (date, time, location), along with other important information such as **enrolment controls**. (Turn to page 2 to learn more!)

STEP 3: Enrol in courses on **ACORN beginning July 5**

acorn.utoronto.ca

Login using your JOINid/UTORid and password to add, drop, and manage your courses. You can enrol in courses as soon as your start time begins.

We're Here to Help!

Register for a First Year Course Enrolment Support Session

In-person workshops: apply.adm.utoronto.ca/portal/utm-workshops

Webinars and online chats: apply.adm.utoronto.ca/portal/utm-webinars

Join us in person, or online for special course enrolment advising for first year students.

Check out the **Fall-Winter Registration Guide**

uoft.me/2018guide

This is your companion for the upcoming year. It will guide you through course enrolment, paying your fees, important dates and deadlines, and more!

View the **ACORN Tutorials**

help.acorn.utoronto.ca/how-to

These how-to tutorials will help you be an ACORN expert in no time! The guided instructions are accompanied with screenshots to show you how and what to do for each step.

READING A COURSE CODE

Every course at U of T is identified by its unique title and course code. Let's use **ENG101H5F** as an example.

ENG101H5F

The first three characters indicate the academic department that is offering the course. In this case, it is English.

ENG101H5F

The first number indicates the level of study. 100 level courses are introductory courses. 400 level courses are the most advanced courses, and are intended for upper year students.

ENG101H5F

Each course has a unique set of numbers (3 total) that identify it on ACORN. Pay close attention – changing even one digit here can make all the difference between enrolling in “How to Read Critically” or “How to Research Literature” (ENG102H5)!

ENG101H5F

The seventh character indicates the credit value of the course. You will see either an H (meaning it is worth 0.5 credit) or a Y (meaning it is worth 1.0 credit).

ENG101H5F

U of T is a tri-campus university, and all students use ACORN to enrol in courses. The last number indicates which campus the course is offered at.

UTM = 5 UTSG = 1 UTSC = 3

ENG101H5F

The last letter appears as an F, S, or Y. It identifies the session a course is offered, and the academic duration of that course.

F = September – December (or May – June)

S = January – April (or July – August)

Y = September – April (or May – August)



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FAQs

How many courses should I take in a year?

This is up to you! A standard course load in the Fall-Winter is 5.0 credits, if you wish to complete your degree in 4 years. You are considered a **full-time student** if you enrol in 3.0 credits or more in the Fall-Winter session. If you are taking 0.5 – 2.5 credits, you are considered a **part-time student**.

What courses should I take?

Our best advice is to consider your interests, academic strengths, and don't be afraid to try something new! Your first year is a great time to explore the options that are available to you at UTM. Pay close attention to the required courses for the program(s) you hope to pursue!

When do I choose a program?

Students typically apply for a program after first year. You can choose to complete 1 Specialist program, or combine programs (2 Majors or 1 Major and 2 Minors).

A course I want to take is full. What do I do?

Add yourself to the waitlist. This is a virtual line up that will let us know that you're interested in a course that was full at the time you tried to enrol. Alternatively, if possible, you can choose a different course with spaces available. Delete unwanted courses right away to avoid any fees! Your spot on the waitlist will change throughout the Summer, and September. Please be patient!

BONUS TIPS

“U of T Time”

Classes start 10 minutes after the scheduled time, which will give you extra time to go from one class to another!

Remove conflicts from your schedule

Simply put, you cannot be in two places at once! If you have a conflict, ACORN will flag this for you in RED when you view your Fall or Winter timetable. Every effort should be made to finalize your courses by the end of the first week of classes. If you choose to keep a conflict on your schedule, you risk missing important work, course content, and even in-class tests!

Is Your Enrolment Blocked?

If your start time has already begun, but you're not able to add a course, don't panic! Read the **enrolment controls** on the Timetable website (it will appear in a red box – see the image below). The Timetable will provide you with detailed information and instructions to let you know who is eligible to enrol in the course based on admission stream, program or year of study, whether enrolment will open up to all students (and if so, when), and more.

Enrolment controls often limit initial enrolment to eligible students who meet very specific criteria. This does not necessarily mean that you cannot enrol in the course at all – it may simply mean that you can try again at a later date! It's important to read this information carefully to avoid disappointment and confusion when you are enrolling in courses on ACORN.

Give it a try! Visit utm.utoronto.ca/timetable and search for HIS101H5F. Expand the red tab to see the enrolment control details (see screenshot below as an example).

HIS101H5F - Introduction to History (HUM)

Course Details

This writing-intensive course introduces students to world history as well as to the research and writing skills that are part of the historian's craft. [24L, 10T]

Enrolment Controls: P

Priority is given to certain groups of students to enrol first and then the course becomes available to other UTM students on July 27, 2018. August 10, 2018 is the first day UTM students can add St. George/UTSC courses, and St. George/UTSC students can add UTM courses.

The following groups of students are given priority access:

- Upper Year Studies, Honours Bachelor of Arts Newly Admitted Transfer Students - Arts (ERTRFHBA)
- Upper Year Studies, Honours Bachelor of Science Newly Admitted Transfer Students - Science (ERTRFHBCS)
- MA HISTORY - Year 4 (ERMAJ0652)
- MI HISTORY - Year 4 (ERMIN0652)
- SP HISTORY - Year 4 (ERSPE0652)
- UTM Students - Year 1

Syllabus	Section	Instructor	Curr Enrl	Max Enrl	Wait List	Day	Start	End	Room	Notes
	LEC0101	Cowan, M.	6	350	0	T,H	11:00	13:00	IB 120	+ Add to Plan

Course Meeting Sections – LEC, TUT, PRA

Each course has a **lecture (LEC)**, where U of T faculty bring course material to life! Some lectures meet multiple times a week, or once a week. The Timetable will tell you when and where each meeting section is held.

You may also see **tutorial (TUT)** or **practical (PRA)** offered as part of your course. These are mandatory meeting sections that provide you with an opportunity to work in smaller groups, ask questions, have in-depth discussions with other students, or get hands on experience.

If a course has a lecture, tutorial, and practical, make sure to enrol in *one of each*.

Making Changes to Your Weekly Schedule

Throughout the summer, and before classes begin, you can add, drop, or modify your weekly course schedule as you need.

You can make changes to F and Y courses on ACORN until **September 19, 2018**. For S courses, you can continue to make changes until **January 20, 2019**.

Once classes begin, there are academic and financial deadlines that are important for you to keep track of. *You are responsible for any fees and academic responsibilities associated with a course – even if you do not attend.*

If you decide that you no longer want a particular course, drop it on ACORN immediately using the Courses screen. Click the gear next to the course title, and select “Drop course” from the drop down menu that appears.

Visit the Office of the Registrar website for a list of important dates and deadlines: utm.utoronto.ca/registrar/important-dates