



# innis college academic orientation

## Registration Basics

This site distills the information from our day-long Academic Orientation Sessions held in the summer. Trust me, there's more than just the lunch missing from our distillation, but we think it still contains the most helpful basics about registration for new students.

Now that you've made it to this site, take a few minutes to look at these pages. Or bookmark it for when you have 15 or 20 minutes. Even if the first few pages feel like a refresher, spend some time and go through them all. There may be some timely information or helpful tips or convenient strategies that you didn't know about.

Not that there's anything secret in this document. All the information presented below is culled from two websites available to first-year students – principally the [2014-15 Calendar](#) and the [Registration Instructions & Timetable](#). Sometimes, though, it's possible to miss information or to be overwhelmed by these websites -- and some of it's plain hard to find! So we've added lots of hyperlinks (in [red](#)). Because the Calendar is also available as a PDF document, we've included page numbers where relevant. These links can help you get into the habit of bookmarking the most valuable webpages for your future reference. You will rely on many of them year after year.

We hope this document helps. Don't hesitate to let us know what you think. We're at: [registrar.innis@utoronto.ca](mailto:registrar.innis@utoronto.ca) or 416.978.2513.

Enjoy your summer and best regards from the staff and summer students in the Registrar's Office.

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# part 1: organization of the university

This section briefly defines the layers of organization within which a student functions at the university.

## 1.1 The University of Toronto

The University of Toronto is one of the largest universities in North America with 72,000 full and part time students. The university is spread across three campuses: the main campus in downtown Toronto (St. George) and two satellite campuses in **Mississauga** (UTM) and **Scarborough** (UTSC). Innis College is located in the northwest quadrant of the downtown campus.

## 1.2 Centralized Services

There are many student services that are available to all registered students at the university. They are located across the campus and commonly require display of your **TCard**. Here is a non-exhaustive list of some of these services:

- Academic Success Centre (ASC)
- Accessibility Services
- Enrolment Services
- Athletic Centre (AC)
- Bookstore
- Centre for International Experience (CIE)
- Counselling and Psychological Services (CAPS)
- Career Centre
- Hart House
- Health and Wellness Service
- Libraries (UTL)
- Student Housing Services
- University of Toronto Students' Union (UTSU)
- Varsity Centre

## 1.3 The Faculty

Due to its immense size, the university is divided in various ways in order to optimize its student serviceability and efficiency. One such means of organization is the **faculty** system.

A faculty refers to the broadest of academic departments at the University. There are 16 distinct faculties at the University of Toronto (e.g., Dentistry, Forestry, Law). As an undergraduate student studying Sciences, Social Sciences, Humanities, Computer Science or Commerce your studies fall under the **Faculty of Arts and Science (FAS)**, the largest faculty in Canada. Undergraduate students studying Engineering are part of the **Faculty of Applied Science and Engineering**. Students studying **Kinesiology and Physical Education** or **Music** belong to those faculties of the same name.

The subsequent information in this document is only directly relevant to those students in the FAS, and some of the information is Innis-specific.

## 1.4 The College

A secondary means of organizing the university is through the **college system**. A college is a sub-sector of the FAS that caters to a variety of students' academic and social needs. It effectively performs as a familiar hub, or neighbourhood, within the greater university. All undergraduate students in the FAS are affiliated with one of the seven colleges.

Your College, Innis, offers the following student services that focus on the academic side of things, and the business of being a student:

**Registrar's Office:** Primary contact point for academic problem-solving and for financial matters such as OSAP, scholarships and bursaries. Furthermore, if you have any concerns, personal or otherwise, about your studies or academic life make the Registrar's Office your first stop for working out solutions. The Registrar's Office is helpful, friendly, and confidential. Students are welcome to call, email or drop by the office and/or book a one-on-one appointment with an academic counsellor.

**Library:** This facility is open to any student at the university, as are libraries housed in other colleges.

**Writing Centre:** This facility offers one-to-one services to help you write, at any stage, for any level of study. Every college offers a writing centre.

**Programs and Courses:** Each college sponsors various programs and courses. Innis College sponsors the **Urban Studies** and **Writing & Rhetoric** Programs, and it is the home base for the **Cinema Studies Institute**. Note that your college affiliation **does not** exclude you from enrolling in programs or courses hosted by a different college (e.g., Innis students may enrol in the **University College Drama Program**).

And that covers just the academic! You can also use the **Office of Student Life** to learn all about opportunities outside of the classroom, and hook up with the **Innis College Student Society (ICSS)** to get involved with student-run events (including Orientation Week) and student governance.

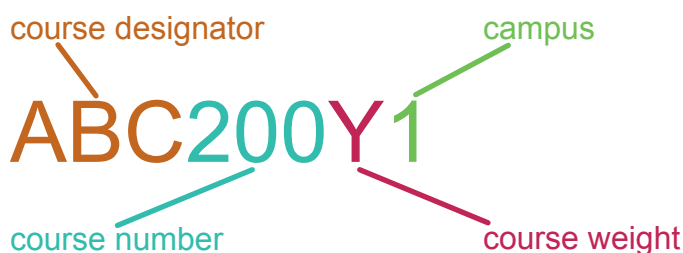
## 1.5 The Department

The majority of programs and courses are sponsored by independent departments (e.g., Art, Economics, History, Mathematics). For inquiries regarding program requirements, course offerings and other departmentally-related information, contact the relevant department or college. Contact information can be found on [this page within the FAS website](#).

## 1.6 The Course

The FAS offers over 2,000 different courses per year. Each course is sponsored by a college or a department. There are also interdisciplinary courses that are shared between sponsoring departments.

### 1.6.1 Basic Course Listing within the **2014-15 Calendar** website:



# Course Name



**course designator:** a combination of 3 letters that makes reference to the sponsoring college or department.

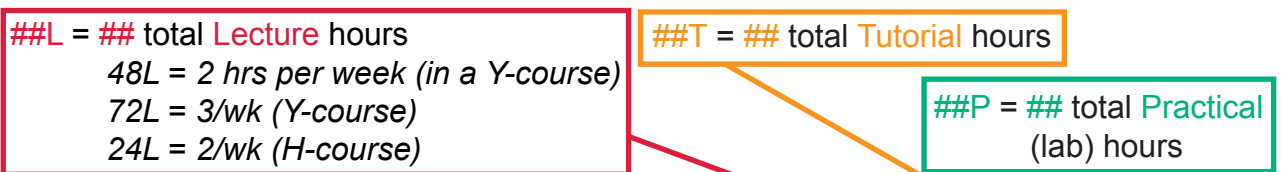
**course number:** a combination of 3 numbers, the first of which indicates the credit level (or series) of the course, ranging from 100-level to 400-level. Generally, the course number coincides with the order in which courses are taken (100-level being first).

**course weight:** indicates the number of credits attributed to the course. The baseline weight is **1.0** (referred to as a **full course equivalent** or **FCE**). This is indicated with the letter **Y**. Generally, Y-courses span two terms. The alternative weighting is **0.5**, indicated by the letter **H** and H-courses generally span one term (either September-December or January-April).

**campus:** indicates whether the course is held on the St. George or satellite campuses (UTM and UTSC). All FAS courses are held on the St. George campus, indicated by the number **1**.

e.g., *HIS107Y1: Approaches to East Asian History* is sponsored by the Department of History, it is 100-level, its weight is 1.0 credit, and it is taught on the St. George Campus.

### 1.6.2 Expanded Course Listing within the 2014-15 Calendar website



ABC200Y1 Course Name

[##L, ##T, ##P]

# Course Description

**Exclusion:** ABC201Y

**Pre-requisite:** (ABC101H, ABC102H) / ABC100Y

**Co-requisite:** DEF200Y

**Distribution Requirement Status:**

**Breadth Requirement Status:**

If you have taken any of these courses you cannot take ABC200Y1

Course(s) you must take to be eligible for ABC200Y (required preparation)

Course(s) you must take at the same time as ABC200Y1

Distribution requirement categorization is irrelevant for students beginning after 2009.  
Breadth requirement categorization is described in section 2.4 of this document.

( ) = group items into one unit  
, ; + = "and"  
/ = "or"

### 1.6.3 Course Listing within the 2014-15 Registration Instructions & Timetable website:

Indicates the **time period** when the course is offered:  
**F** = first session (fall)  
**S** = second session (winter)  
**Y** = full session (fall and winter)

**Y** = yes the meeting section offers a waiting list; **N** = no  
 See **Registration Instructions & Timetable** for details.

Course	Section Code	Title (subtitle)	Meeting Section	Wait List	Time
ABC200Y1	Y	Course Name	L0101	Y	MWF9
			L5101	N	R6-9
			T0101		M1-4
			T0201		T1-4
			T0101		M10
			T0201		W10

In a given session, a course may be fragmented into smaller sections that are offered at different times during the week. This column provides the code for these individual sections. You will commit to **one of each type** available when you enrol online.

**Meeting section types:**

**L#####** = lecture (LEC) \*every course has one

**P#####** = practical/lab (PRA)

**T#####** = tutorial (TUT)

When the meeting section code begins with **5** (e.g., L5101), the section begins at 5pm or later. A meeting section that begins with **2** is reserved for non-FAS students only.

Time(s) during the week at which the meeting section is held:

**letter(s)** = weekdays (M = Monday, etc., and R = Thurs)

-multiple letters = on each of those days

**number** = time of day

-class begins 10min after the hour listed

-unless a range is given, class ends at the end of that hour

-classes after 5pm usually start on the hour instead of 10min past

e.g., L0101 at MWF9 meets Mon, Wed and Fri from 9:10-10am

(continued below...)

Describes the general location of meeting section:

**East** = East of Queen's Park

**Central** = between Queen's Park and St. George St.

**West** = West of St. George St.

Place	Instructor	Enrolment Indicator and Controls (Admission Category, Year, Subject POST, College, Faculty)
East	NAME	P listing of any groups of students with priority enrollment
Central	NAME	

A lettered code that describes any restrictions on who may enrol in the course:

**P** = until 6 August, only the **specified group(s)** can enrol; all others can enrol beginning 8 August

**R** = only the **specified group(s)** can enrol in the course; this status does not change at any time during the enrolment period

**RP** = until 6 August, only the **specified group(s)** can enrol; starting 8 August restriction remains for specified group(s), but some priority spaces may be available to others

**E** = students must enrol at the relevant department, not online (see contact info on [this page](#) within the **2014-15 Registration Instructions & Timetable** website)

**PE** = until 13 August, only the **specified group(s)** can enrol online; all others can enrol beginning 15 August, but only at the relevant department

**AE** = until 28 July, interested students must request approval (on ROSI) to enrol; after 28 July, students must seek approval at the relevant department; the results of the request are indicated online on 2 August

**APP**roved, **REF**used, **INT**erim (decision pending)

**\*** = when an asterisk accompanies a lettered enrolment indicator it means that not all of the enrolment control groups listed are assigned the same number of spaces in the course. Priorities for asterisk indicators are removed on 15 August.

See [this webpage](#) within **2014-15 Registration Instructions & Timetable** website for details on enrolment indicators and controls.

## 1.7 The Program of Study

The FAS offers approximately 300 Programs of Study, or **Subject POSTs**. Subject POSTs are groupings of courses in one or more disciplines.

These groupings may be sponsored by a college (e.g., Innis) or a department (e.g., Political Science).

There are also interdisciplinary programs that are shared between sponsoring departments (e.g., Environmental Ethics is sponsored jointly by the Centre for Environment and the Department of Philosophy).

Subject POSTs are classified according to 3 levels:

**Specialist**: a sequence of 9.0 to 17.5 courses

**Major**: a sequence of 6.0 to 8.0 courses

**Minor**: a sequence of 4.0 courses

Students must enrol in a specific combination of subject POSTs at the end of the session in which they complete their 4th credit (typically after first year). These combinations are either 1 Specialist, 2 Majors, or 1 Major and 2 Minors. You must be enrolled in one of these combinations in order to participate in second-year course enrolment.

As an incoming student without transfer credits, subject POST enrolment is not an immediate concern. However, familiarization with potential subject POSTs is important when selecting your first-year courses because the programs in which you are interested may require specific courses and/or grades.

It is also important to note that once you are enrolled in a combination of subject POSTs you are not permanently committed to it. In fact, some students change their subject POSTs shortly before graduation.

### 1.7.1 Program Listing within the **2014-15 Calendar website**

A full listing of all departments, colleges and program offices that sponsor a program is found on the Calendar website. Remember that most departments, colleges and offices offer more than one subject POST. The programs offered are listed largely in alphabetical order (exceptions include programs offered by colleges, which are listed under the college name, and the various Commerce programs, which are listed under “Rotman Commerce”). Each program is fully described on the corresponding pages and consists of faculty listings, a description of the department, subject POST listings, and course listings.

Here is some **important terminology** when reading a program description (see [this page within the 2014-15 Calendar website](#)):

**credit:** value, or weighting, of a course

**full credit:** 1.0 credit; value of a full course

**half credit:** 0.5 credit; value of a half course

**course:** generally refers to a full credit's worth of courses, or one FCE (see below)

**full course:** single course with a credit weighting of 1.0, or full credit

**half course:** single course with a credit weighting of 0.5, or half credit

**full course equivalent (FCE):** one full course or a combination of two half courses; has a total value of 1.0 credit

**200-series:** courses numbered in the 200's only

**200+series:** courses numbered in the 200's, 300's or 400's

**300-series:** courses numbered in the 300's only

**300+series:** courses numbered in the 300's or 400's

**400-series:** courses numbered in the 400's only

**first year:** year(s) of study in which a student has earned fewer than 4.0 credits

**second year:** year(s) of study after completing 4.0 to 8.5 credits

**third year:** year(s) of study after completing 9.0 to 13.5 credits

**fourth year:** year(s) of study after completing 14.0 credits or more

**higher years:** second, third and fourth years



Below are two examples of subject POST listings.

### Cinema Studies Specialist (Arts)

This is a limited enrolment program that can only accommodate a limited number of students. Enrolment in the Cinema Studies programs requires completion of CIN105Y1 'Introduction to Film Study,' and three additional full-course equivalents. Admission will be determined by a student's mark in CIN105Y1. It is expected that a final mark of at least 70% be required for admission in the coming cycle. Students can be considered for admission if they do not meet the minimum grade requirement in CIN105Y1 by achieving a minimum grade of 70% in CIN201Y1.

Meeting these minimum requirements may not guarantee admission.

Note: All Cinema Studies programs are Type 2L (limited enrolment) programs. See the Subject POST Enrolment web site for instructions.

(10 full courses or their equivalent (FCEs), at least 8.0 of which must have a CIN designator)

First Year:  
CIN105Y1

Second Year:  
CIN201Y1

Third Year:  
CIN301Y1

Second, Third and Fourth Year:  
CIN230H1 or 0.5 FCE from Breadth Category 5; in addition at least 5.5 FCEs from Groups B through G, of which 3.0 FCEs must be at the 300/400 level

Fourth Year:  
1.0 FCE from the following: CIN410H1, CIN411H1, CIN412H1, CIN420H1, CIN430H1, CIN431H1, CIN432H1, CIN440H1, CIN450H1, CIN451H1, CIN452H1, CIN460H1, CIN470H1, CIN471H1, CIN472H1, CIN480H1

Students must complete CIN105Y1, CIN201Y1 and CIN301Y1 before taking any fourth-year courses.

## Relevant information for first-year students

first-year grade pre-requisites to be eligible for the subject POST

first-year course pre-requisites to be eligible for the subject POST

**note:** “,” (comma) means “and”  
“;” (semi-colon) means “and”  
“/” (slash) means “or”

### Writing and Rhetoric Minor (Arts program)

For Program requirements and information, see below, and visit the Writing and Rhetoric web site: <http://www.utoronto.ca/innis/wr/> and click on the FAQs page and the Program Information Sheet. Also contact Tony Pi, Writing and Rhetoric and Urban Studies Program Assistant, Room 233A Innis College (416-978-5809), [writingandrhetoric.innis@utoronto.ca](mailto:writingandrhetoric.innis@utoronto.ca).

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 courses are eligible to enrol. This program does not have specific first-year requirements. See the Arts & Science Subject POST Enrolment web site for application procedures.

#### Entrance Requirements:

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 courses are eligible to enrol.

requirements for entry into the program

Requirements for the Minor program: four full courses or their equivalent, as outlined below, including the equivalent of at least 1.0 FCEs at the 300/400-level. Note: No specialist or major degree is available in this program.

1. 2.5 INI writing courses (note: JEI206H1 counts as an INI course in the Writing and Rhetoric Program)
2. 1.5 other full-course equivalents from groups A, B, or C below. Courses outside these lists may be approved by the Program Director.

examples of (optional) program requirements at the 100-level

#### Courses for the Minor:

Note: Enrolment in all INI writing courses (except first-year and fourth-year courses) requires completion of 4 full-course equivalents. Students do not have to be enrolled in the minor to take INI writing courses. Students who are enrolled in the minor have first priority in most INI courses and in JEI206H1.

#### Innis Writing Courses

INI103H1, INI104H1, INI203Y1, INI204Y1, INI300H1, INI301H1, INI302H1, INI304H1, INI305H1, INI310H1, INI311Y1, INI409H1, INI410H1, JEI206H1

#### A. Critical Analysis and Reasoning

ARC235H1, ARC417H1; INI204Y1, INI304H1, INI310H1, INI409H1, INI410H1; LIN481H1; PHL247H1, PHL275H1, PSY370H1; TRN190Y1, TRN200Y1

#### B. Workplace Writing and Media

ARC232H1; CIN369H1; HIS316H1, HIS482H1; INI104H1, INI300H1, INI301H1, INI302H1; PHL295H1; SMC219Y1, SMC228H1, SMC229H1, SMC291H1, SMC300H1, SMC314H1, SMC314H1; UNI221H1.

#### C. Language and Rhetoric

ANT253H1, ANT329H1, ANT427H1; ENG100H1, ENG110Y1, ENG205H1; ENG285H1; ENG385H1; INI103H1, INI203Y1, INI305H1, INI311Y1; JAL328H1, JAL355H1; JEI206H1; LIN200H1, LIN201H1, LIN203H1, LIN204H1; VIC345H1, VIC350Y1.

Note: No more than 0.5 FCEs in transfer credit may be counted towards the program.

#### group listings

preview the options in groups A, B and C (upper-year program requirements) and note any 100-level prerequisites, particularly - although not only - for courses that have designator other than INI (e.g., PSY370H1).

# part 2: the five degree requirements

Listed here are the five major criteria that you must meet in order to obtain your Honours Bachelor of Arts or Honours Bachelor of Science. Always be mindful of these requirements. Part 2 supplements information that is available on [this page within the 2014-15 Calendar](#) website.

*The requirements for a Bachelor of Commerce are the same unless otherwise indicated.*

## 2.1 Total Credits

You must complete 20.0 FCEs with a cumulative grade point average (CGPA) of at least 1.85 (see Section 2.5 below).

Of these 20 credits, no more than 15.0 can share the same three-letter course designator (see Section 1.6 above). These 20 credits are generally completed at a rate of 5.0 credits per year over 4 years. Students may, however, take courses at any rate they choose keeping in mind that **full-time status** means enrollment in at least 3.0 FCEs in the Fall/Winter session and 1.5 FCEs in the Summer session. **Part-time status** refers to a student who is taking 2.5 or fewer FCEs during the Fall/Winter session and 1.0 or fewer FCEs during the Summer session.

*Completion of a Bachelor of Commerce requires 10.0 RSM FCEs and 10.0 non-RSM FCEs.*

## 2.2 Credit Levels

You may take a maximum of 6.0 credits at the 100-level.

You must take a minimum of 6.0 credits at the 300- or 400-level.

An **extra course** (designated as EXT on the academic record) is any course that:

- a) you take in excess of the 6.0 credit 100-level limit
- b) you repeat after having previously passed it (only allowed under specific circumstances)
- c) you take that is an exclusion of a course you have previously completed (as indicated in the *Calendar*)

An extra course **does not** count towards degree credit (i.e., the 20.0 credits you need to graduate). It also does not count towards your CGPA. It **does** appear on your transcript with a mark and can help meet program requirements or breadth requirements.

## 2.3 Program Requirements

You must satisfy one of the following combinations of subject POSTs:

- a) 1 Specialist
- b) 2 Majors\*
- c) 1 Major + 2 Minors\*                      \*combinations b) or c) must consist of 12.0 distinct credits

*A Bachelor of Commerce requires the completion of one of three Specialist subject POSTs: Management, Finance & Economics, or Accounting.*

## 2.4 Breadth Requirements

You must obtain at least 4.0 credits toward the breadth requirement, completed in one of two ways:

1.0 FCE from each of any four categories, or

1.0 FCE from each of any three categories + 0.5 FCE from the other two categories.

Each course offered under the FAS falls into at least one of five broad areas of study. These categorizations are indicated in the 2014-15 Calendar at the end of each course description (see [Section 1.6](#) for an example).

### 1. Creative and Cultural Representations

### 2. Thought, Belief and Behaviour

### 3. Society and Its Institutions

### 4. Living Things and Their Environment

### 5. The Physical and Mathematical Universes

Certain full-credit courses may earn 0.5 breadth credit in two different categories and are indicated as “BR= # + #” (e.g., HIS109Y1, BR=1+3, generates 0.5 credit toward both category 1 and 3).

Certain courses do not generate any breadth credit, and are indicated as “BR=None.”

## 2.5 Cumulative Grade Point Average

You must obtain a CGPA of 1.85 to graduate with an Honours Bachelor of Arts, Honours Bachelor of Science, or Bachelor of Commerce.

**Grade Point Average (GPA):** the weighted sum (a full course is weighted as 2, a half-course as 1) of the grade points earned, divided by the number of courses in which the grades were earned

**Sessional GPA (SGPA):** based on courses taken in a single session (Fall, Winter or Summer)

**Annual GPA (AGPA):** based on courses taken in the Fall/Winter or Summer session

**Cumulative GPA (CGPA):** takes into account all courses not marked as “extra”

### Grading Regulations

#### Grading Scale

Percentage	Letter Grade	Grade Point Value	Grade Definition	
90-100	A+	4.0	Excellent	Strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.
85-89	A	4.0		
80-84	A-	3.7		
77-79	B+	3.3	Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature.
73-76	B	3.0		
70-72	B-	2.7		
67-69	C+	2.3	Adequate	Student who is profiting from his/her university experience; understanding of the subject matter; ability to develop solutions to simple problems in the material.
63-66	C	1.85*		
60-62	C-	1.7		
		1.50**		
57-59	D+	1.3	Marginal	Some evidence of familiarity with subject matter and some evidence that critical and analytic skills have been developed.
53-56	D	1.0		
50-52	D-	pass 0.7		
0-49	F	0.0	Inadequate	Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; with limited, or irrelevant use of literature.

\***1.85**: the CGPA required for completion of an Honours Bachelor Degree or a Bachelor of Commerce

\*\***1.50**: a student with a CGPA lower than 1.50 will be on academic probation

The **grade point values** above apply to marks earned in individual courses. **Grade point averages** are weighted sums of the grade points earned and thus do not necessarily correspond exactly to the scale above.

For example, a B+ average would include grade point averages from 3.20 to 3.49, while the lowest B- average would be 2.50. Official sessional, annual and cumulative GPAs are calculated at the appropriate point in the academic year and are posted under your Academic History on **ROSI**.

In order to obtain **standing** in a course, a student must receive at least a passing grade (50%) in that course. A grade of "F" (49% or lower, contributing 0.0 to the CGPA) is a failure. There are no supplemental examination privileges in the Faculty.

See **this section within 2014-15 Calendar** website for more information on "Course Marks," "Grading Regulations," and "Academic Standing."



# part 3: selecting & enrolling in courses

## 3.1 Develop a Course Enrolment Plan

**3.1.1 Note Important Registration Dates** (particularly **23 July**, which is the date to check course enrolment times, and **30 July**, which is the date for first year students to enrol in courses on ROSI)

Important Dates 2014

Important Dates 2015

### 3.1.2 Select your Courses

Example: First-year requirements for a Specialist program in Chemistry

A) Select core courses based on programs (see Section 1.7.1) and elective courses based on areas of interest and breadth requirements, including first year seminars.

#### Chemistry Specialist (Science program)

Consult Associate Chair, Undergraduate Studies, Department of Chemistry.

The Chemistry Specialist Program provides a broad coverage of the core areas of chemistry together with appropriate courses in mathematics and physics during the first three years, and allows students to follow a particular area of interest or a more general program in fourth year. The program is suitable for professional work in any area of chemistry and for entry into graduate school to continue work in any of the sub-fields of chemistry, provided that appropriate options are chosen in fourth year. This program is accredited by the Canadian Society for Chemistry.

This is a limited enrolment program. All students who request the program and obtain at least the specified mark(s) in the required courses will be eligible to enrol. Consult the Arts & Science Subject POST Enrolment web site at <http://www.artsci.utoronto.ca/current/course/subject-post-enrolment> for details.

Courses for admission: CHM138H1 and CHM139H1 or CHM151Y1 with a minimum mark of 63%.

(14 full courses or their equivalent, including at least three 400-series courses)

First Year: (CHM151Y1 strongly recommended)/(CHM138H1, CHM139H1); (MAT135H1, MAT136H1)/MAT135Y1/MAT137Y1; PHY138Y1/PHY140Y1/(PHY131H1, PHY132H1)/(PHY151H1, PHY152H1)

first-year core courses for admission to CHM specialist

Second Year: CHM217H1, CHM225Y1/(CHM220H1 with minimum grade of B, CHM221H1)/(CHM222H1, CHM223H1), CHM238Y1, CHM249H1; MAT235Y1/MAT237Y1

Third and Fourth Years:

BCH210H1, CHM326H1/CHM328H1, CHM327H1

Further 300/400-level full course equivalents in CHM/MAT/another science, including at least three of CHM317H1, CHM338H1, CHM343H1, CHM379H1, CHM410H1, CHM499Y1 and at least three 400-level CHM full course equivalents to make a total of 14 full courses.

### 3.0 core courses based on subject POST

1.0	CHM 151Y1	<i>Chemistry: The Molecular Science</i>	(BR 5)
0.5	MAT 135H1	<i>Calculus I (A)</i>	(BR 5)
0.5	MAT 136H1	<i>Calculus I (B)</i>	(BR 5)
0.5	PHY 131H1	<i>Introduction to Physics I</i>	(BR 5)
0.5	PHY 132H1	<i>Introduction to Physics II</i>	(BR 5)

+ 2.0 elective courses based on areas of interest and breadth requirements; for example:

1.0	ANT100Y1	<i>Introduction to Anthropology</i>	(BR 3 + 4)
1.0	HIS101Y1	<i>Histories of Violence</i>	(BR 2 + 3)

= 5.0 FCEs total for first-year (as per a four-year graduation plan)

B) List the respective **sections** that you prefer for your selected courses.

(sections available on the [Listings page](#) within the **2014-15 Registration Instructions & Timetable** website; also see [Section 1.6.3](#) in this document)

**Fall Term:**

CHM151Y1 Y  
 L0101 (MWF12)  
 P0101 (M1-5:30)  
 T0201 (T10)  
 MAT135H1 F  
 L0101 (MWF9)  
 T5301 (R5)  
 PHY131H1 F  
 L0101 (MW11)  
 P0402 (R2-4)  
 HIS101Y1 Y  
 L0101 (TR11)  
 ANT100Y1 Y  
 L5101 (R6-8)

**Winter Term:**

CHM151Y1 Y  
 L0101 (MWF12)  
 P0101 (M1-5:30)  
 T0201 (T10)  
 MAT136H1 S  
 L0101 (MWF9)  
 T5301 (R5)  
 PHY132H1 S  
 L0101 (MW11)  
 P0402 (R2-4)  
 HIS107Y1 Y  
 L0101 (TR11)  
 ANT100Y1 Y  
 L5101 (R6-8)

**3.1.3 Make Your Schedule**

C) Slot in **lecture sections** of any **required courses** for both terms. These are most likely to be courses that are first-year prerequisites for your potential programs.

Returning to the example of the Specialist in Chemistry, the prerequisites are: CHM151Y1, MAT135H1, MAT136H1, PHY131H1, and PHY132H1.

## Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m.	MAT135H1F/136H1S L0101		MAT135H1F/136H1S L0101		MAT135H1F/136H1S L0101
10 a.m.					
11 a.m.	PHY131H1F/132H1S L0101		PHY131H1F/132H1S L0101		
12 a.m.	CHM151Y1Y L0101		CHM151Y1Y T0201		CHM151Y1Y L0101
1 p.m.					
2 p.m.					
3 p.m.					
4 p.m.					
5 p.m.					
6 p.m.					
7 p.m.					
8 p.m.					

D) Next, add **tutorial and practical sections** (see [Section 1.6.3](#)).

## Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m.	MAT135H1F/136H1S L0101		MAT135H1F/136H1S L0101		MAT135H1F/136H1S L0101
10 a.m.		CHM151Y1Y T0201			
11 a.m.	PHY131H1F/132H1S L0101		PHY131H1F/132H1S L0101		
12 a.m.	CHM151Y1Y L0101		CHM151Y1Y L0101	PHY131H1F/132H1S P0402	CHM151Y1Y L0101
1 p.m.	CHM151Y1Y P0101				
2 p.m.					
3 p.m.					
4 p.m.					
5 p.m.					MAT135H1F/136H1S T5301
6 p.m.					
7 p.m.					

E) Finally, add **elective courses**.

## Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m.	MAT135H1F/136H1S L0101		MAT135H1F/136H1S L0101		MAT135H1F/136H1S L0101
10 a.m.		CHM151Y1Y T0201			
11 a.m.	PHY131H1F/132H1S L0101	HIS101Y1Y L0101	PHY131H1F/132H1S L0101	HIS101Y1Y L0101	
12 a.m.	CHM151Y1Y L0101		CHM151Y1Y L0101	PHY131H1F/132H1S P0402	CHM151Y1Y L0101
1 p.m.	CHM151Y1Y P0101				
2 p.m.					
3 p.m.					
4 p.m.					
5 p.m.					MAT135H1F/136H1S T5301
6 p.m.				ANT100Y1Y L5101	
7 p.m.					

## Important!

Be aware that ROSI **does not check** prerequisites and co-requisites in real time, but the relevant department will check them. This means that although ROSI will let you enrol in the course, you may be removed from the course at any time, even after classes have started.

ROSI also **does not** check for timetable conflicts, so make sure to plan your schedule carefully. ROSI will not prevent you from enrolling in two courses that are scheduled at the same time.

## 3.2 Enrol in Courses on Start Day/Time on ROSI

**Repository of Student Information (ROSI):** Also known as the Student Web Service (**SWS**), ROSI is the website through which students interact with the university for several important academic and financial purposes such as course and subject POST enrolment, invoice distribution, and transcript requests. [Make sure your mailing address is up-to-date on ROSI.](#)

### Regular Hours of Operation

Monday: 6:00am to 11:45pm

Tuesday to Thursday: 12:15am to 11:45pm

Friday: 12:15am to 6:00pm

Saturday: 12:00am to 11:59pm

Sunday: 12:00am to 11:45pm

### First-time Users

The first time that you access ROSI you must log in using your student number and your PIN (Personal Identification Number). Your initial six-digit PIN is your year, month and day of birth in YYMMDD format (e.g., April 23, 1980 = 800423). Once you have logged in using your birth date PIN, you will be prompted to select a new PIN. You have to select a new PIN only once. You will also be asked to complete a questionnaire that helps you reset your PIN in case you forget it.

### PIN Reactivation

When setting up your account on ROSI you may set yourself up for PIN reactivation in case you forget your PIN. When you log onto ROSI, you'll be prompted to set it up. You will be presented with a list of questions; of these, you must answer three. Choose questions and answers you are not likely to forget. If, after setting up for PIN reactivation, your access to ROSI is suspended or you forget your PIN, you can select the "PIN Reactivation" button from the login page of ROSI. Upon successfully answering two randomly selected questions of the three you answered during the setup process, you can reset your own PIN and log back into ROSI.

Below is a link to an online tutorial about how to operate ROSI:

<http://www.youtube.com/watch?v=gHUG3wJ3E58>

See [this section within the 2014-15 Registration Instructions & Timetable](#) website for more information regarding ROSI.

## 3.3 Pay (or Defer) Your Fees to Complete Registration

(Supplement to [Step 6 within the 2014-15 Registration Instructions & Timetable](#) website)

### 3.3.1 Official Registration

Course *enrolment* on ROSI does not finalize your course *registration*. To complete your official registration, you must:

- a) pay (at least) the minimum installment of your tuition fees; **OR**
- b) defer your tuition fees.

If you fail to do either of these by **19 August 2014** you may be removed from your courses.

Once removed from your courses, there is no guarantee that you can be manually re-instated, as any waitlisted students automatically fill the vacancies. You should visit the Registrar's Office immediately with proof of your payment, where your manual reinstatement will be attempted. Reinstatement is definitely **not** guaranteed.

### 3.3.2 Minimum Installment of Fees

The minimum installment is a payment of 65% of your total tuition fees for both academic sessions (i.e., Fall and Winter). This value is indicated on your Financial Account invoice on ROSI. You are by no means limited to paying 65%, and are encouraged to pay the total balance as soon as possible.

All domestic fee payments are conducted through a bank, whether at a teller, a bank machine, on the telephone, or online.

International fee payments can be conducted through bank draft or money order, appointing a relative or friend to pay in Canada, or transferring funds directly to the University bank account.

You can expect a 10-day processing time for bank tuition payments therefore be sure to make your tuition payment well in advance of the 19 August deadline.

See the "2014-2015 Fall & Winter" section of the [Student Accounts](#) website for more information (posted by mid-July).

### 3.3.3 Fee Deferral

If you are receiving certain types of financial aid or scholarships to fund your tuition, the University permits you to defer your payment (that is, the minimum installment stipulation is removed and you will be manually registered). This is intended to allow you sufficient time to receive your funding, with the assumption that you will make your payment as soon as possible.

Eligible loan types include Provincial/Territorial loans (e.g., OSAP), and U.S. loans.

Eligible scholarship types include those from the University, Innis College, and external sources.

**Deferring your fees is not automatic.**

If you are receiving OSAP, then once you have received your "Notice of Assessment," log in to [ROSI](#) and request an online fee deferral.

For out-of-province and U.S. loans, fax your "Notice of Assessment" to the Registrar's Office (416.978.5503), then follow up by phone (416.978.2513) or by email ([registrar.innis@utoronto.ca](mailto:registrar.innis@utoronto.ca)) to confirm that it had been received.



If you are receiving a scholarship, bring or send in a copy of your scholarship letter, an invoice printed from ROSI, and a completed deferral form to the **Student Accounts Office**.

In order to be eligible for deferral, the total value of your loans and/or scholarships must equal or exceed the minimum installment value. If you are ineligible in this case, you may deduct the loan/scholarship value from your minimum installment value and pay the remainder by 19 August to complete your registration.

### **3.3.4 Outstanding Balance**

The balance remaining on your account will be interest-free until 15 November 2014. On this date, and every 15th of the months following, any outstanding balance on your student account will incur a 1.5% **Service Charge**.

An outstanding balance past the end of the Fall/Winter session will prevent you from deferring your fees in subsequent academic sessions (e.g., Summer 2015). Payments made to your student account in a subsequent session automatically apply to the oldest outstanding charge first.

### **3.3.5 Confirmation of Registration Status**

To confirm on **ROSI** that your official course registration is complete:

- > Log in
- > Select "Timetables"
- > Select current session
- > Check "Registration Sts" on the upper right area of the timetable
  - REG** = registered
  - INVIT** = not registered, and at risk of removal from courses

Consult the **Student Accounts** website for supplementary information concerning fees, such as fee payment, fee refunds, and information relevant to international students.

Note that fee refund deadlines are **not** the same as academic deadlines to drop/cancel courses.

# part 4: the student responsibility

While Departmental counsellors and the Registrars of the Colleges are always available to give advice and guidance, it must be clearly understood that **THE ULTIMATE RESPONSIBILITY RESTS WITH THE STUDENT** for completeness and correctness of course selection, for compliance with prerequisite, co-requisite requirements, etc., for completion of Program details, for proper observance of the Breadth or Distribution Requirement and for observance of regulations, deadlines, etc.

Students are responsible for seeking guidance from a responsible officer if they are in any doubt; misunderstanding, or advice received from another student will not be accepted as cause for dispensation from any regulation, deadline, program or degree requirement.

# list of acronyms & abbreviations

(This list is not comprehensive)

<b>AGPA</b>	Annual Grade Point Average; the calculated average of GPA results for courses only in a specific Fall/Winter session (i.e., both semesters)
<b>AE</b>	Course enrolment indicator; student must receive departmental approval to enrol in course
<b>APP</b>	Approved; department has approved student enrolment in AE course
<b>ASC</b>	Academic Success Centre
<b>BR</b>	Breadth Requirement (five categories)
<b>CAPS</b>	Counselling and Psychological Services
<b>CGPA</b>	Cumulative Grade Point Average
<b>CIE</b>	Centre for International Experience
<b>CR</b>	Credit (when a course is taken as Credit/No Credit)
<b>DR</b>	Distribution Requirement (three categories; not applicable to students entering in September 2010 or later)
<b>E</b>	Course enrolment indicator; student must enrol in course at department
<b>EXT</b>	Extra course; notation on academic record
<b>F</b>	First/Fall course section code; September-December or May-June
<b>FAS</b>	Faculty of Arts and Science
<b>FCE</b>	Full Credit Equivalent (i.e., 1.0)
<b>GPA</b>	Grade Point Average
<b>GWR</b>	Grade Withheld Pending Review; notation on academic record
<b>H</b>	Half course, worth 0.5 credit
<b>HUM</b>	Humanities distribution category
<b>ICSS</b>	Innis College Student Society
<b>INVIT</b>	Invited; eligible to enrol in courses
<b>INT</b>	Interim status; department has not yet determined student status in AE course
<b>IPR</b>	Course In Progress; notation on academic record
<b>LEC</b>	Lecture section of course
<b>LOP</b>	Letter of Permission; used to predetermine eligibility of transfer credits
<b>LWD</b>	Late Withdrawal from course; notation on academic record
<b>NCR</b>	No Credit (when a course is taken as Credit/No Credit)
<b>NGA</b>	No Grade Available; notation on academic record
<b>OSAP</b>	Ontario Student Assistance Program; governmental loan program
<b>P</b>	Course enrolment indicator; priority is given to specific students

<b>PE</b>	Course enrolment indicator; students in specific group will receive priority and after priority is removed, other students must enrol at the department
<b>PIN</b>	Personal Identification Number
<b>POST</b>	Program of Study
<b>PRA</b>	Practical/lab section of course
<b>R</b>	Course enrolment indicator; course is restricted to a specific group of students
<b>REF</b>	Refused; department has refused student enrolment in AE course
<b>REG</b>	Registered as a student (both enrolled in courses and paid fees)
<b>ROSI</b>	Repository of Student Information (students use this web service to, among many things, add and drop courses, view their academic history, and view their invoices for tuition and other fees)
<b>RP</b>	Course enrolment indicator; course is restricted to specific group of students and after priority is removed for P courses, some spots may be made available to other students
<b>S</b>	Second/Spring course section code; January-April or July-August
<b>SCI</b>	Science distribution category
<b>SDF</b>	Standing Deferred in course; notation on academic record
<b>SGPA</b>	Sessional Grade Point Average; calculated at the end of every “semester” (i.e., Fall, Winter, Summer), representing the average of the GPA values for the courses with final results in that semester
<b>SOC SCI</b>	Social Science distribution category
<b>SWS</b>	Student Web Service (same as ROSI)
<b>TUT</b>	Tutorial section of course
<b>UTL</b>	University of Toronto Libraries
<b>UTM</b>	University of Toronto Mississauga
<b>UTSC</b>	University of Toronto Scarborough
<b>UTSU</b>	University of Toronto Students’ Union
<b>UTTC</b>	University of Toronto Transcript Centre
<b>WDR</b>	Withdrawal from course; notation on academic record
<b>Y</b>	Full course worth 1.0 credit; year course section code (September-April or June-August)