



Innis College Academic Orientation 2018-19

Registration Basics

This site distills the information from our day-long Academic Orientation Sessions held in the summer. Below you will find the most helpful and basic tips about registration for incoming students.

As a first-year student, transitioning to a new environment can be a bit difficult, which is why we have put together these informative pages that will tell you everything you need to know about getting settled in.

All the instructions and information provided can be found on the [2018-19 Calendar](#) and the [Registration Instructions & Timetable](#). However, there may be some extra information that you need, so we've added lots of hyperlinks, (in [red](#)) throughout the document to fill in the gaps.

It would be useful to keep these links and documents handy because you may find yourself needing them in the following years of U of T.

If you have any further questions please do not hesitate to call us at 416-978-2513 or e-mail us at registrar.innis@utoronto.ca

Have a wonderful summer!

Best Regards,
Innis 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 83,000 full and part time students. The University is spread across three campuses: St. George (downtown Toronto), 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)
- **Career Exploration and Education**
- **Goldring Centre for High Performance Sport**
- **Hart House**
- **Health and Wellness Centre**
- **Housing**
- **Libraries** (UTL)
- **University of Toronto Students' Union** (UTSU)
- **Varsity Centre**

1.3 Faculties

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, Law). As an undergraduate student studying Commerce, Computer Science, Humanities, Life Sciences, Math & Physical Sciences, or Social Sciences your studies fall under the **Faculty of Arts and Science (A&S)**—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 faculties of the same name.

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

1.4 Colleges

In case you did not know already, the Faculty of Arts & Science is organized into 7 colleges. A college is a sub-sector of A&S that caters to a variety of students' academic and social needs. It is essentially a hub or a neighbourhood within this vast university. All undergraduate students in A&S are affiliated with one of the 7 colleges.

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

- **Registrar's Office:** This is the 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 personal services to help you write, edit, or even draft assignments and essays at any level of study. Every college offers a writing centre.
- **Programs and Courses:** Each college sponsors various programs and courses. Innis College is home to 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).

Of course, the University does not simply offer academic programs. You can also use the Office of Student Life to learn all about opportunities outside of the classroom, and connect with the Innis College Student Society (ICSS) to get involved with student-run events (including Orientation Week) and student governance.

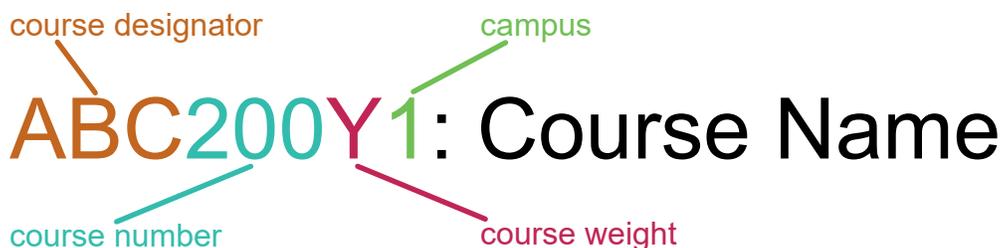
1.5 Departments

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

1.6 Courses

A&S 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 Calendar website:

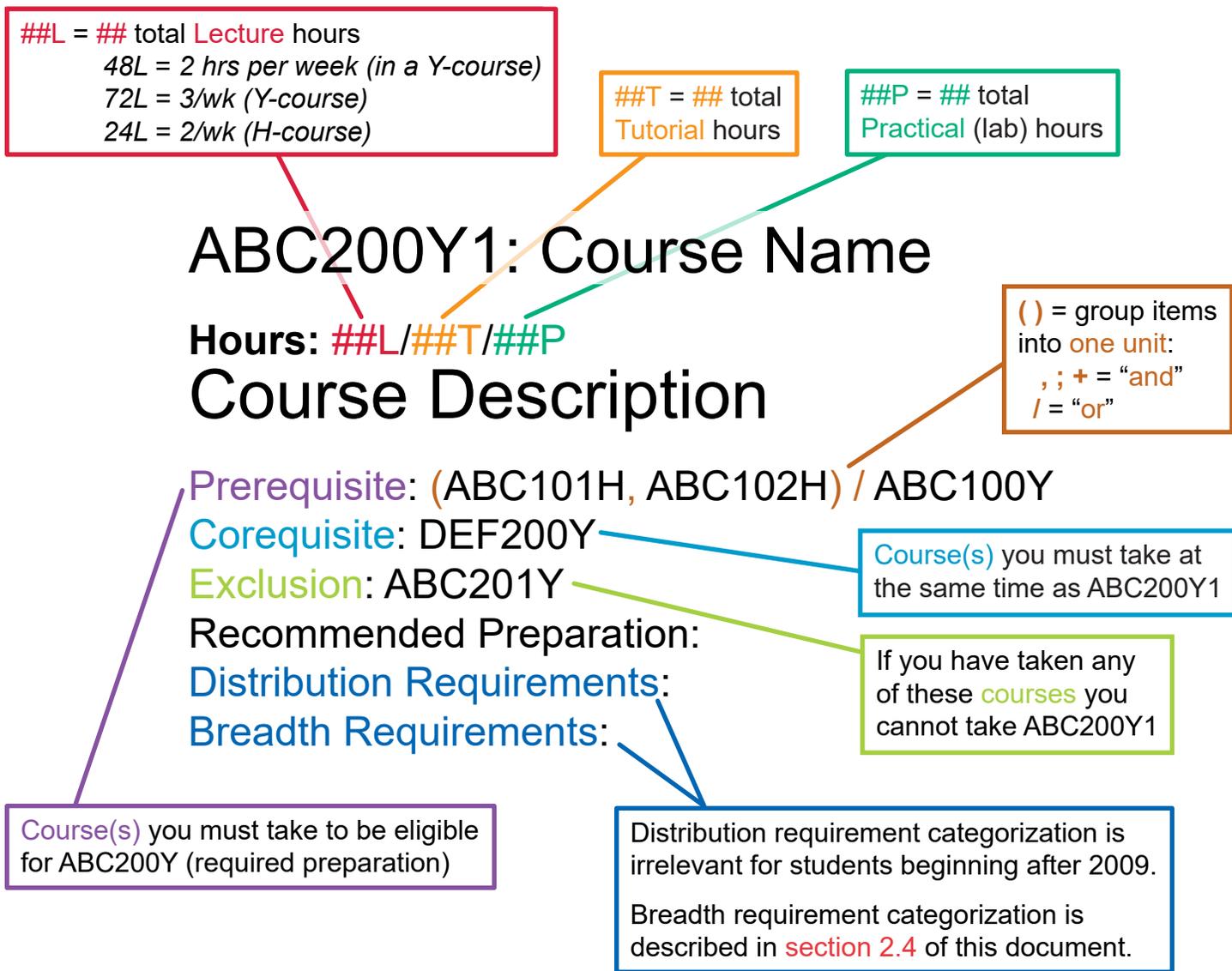


- **course designator**: a combination of 3 letters that makes reference to the sponsoring college or department.
- **course number**: a combination of 3 numbers, the first of which indicates the credit level (or series) of the course, ranging from 100-level to 400-level. Generally, the course number 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 A&S 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 **Calendar**:

► <https://fas.calendar.utoronto.ca/search-courses>



1.6.3 Course listing from the Timetable listings in the **Registration Instructions & Timetable:**

► <https://timetable.iit.artsci.utoronto.ca/>

Indicates the **time period** when the course is offered:

- **F** = **first** session (fall)
- **S** = **second** session (winter)
- **Y** = **full** session (fall and winter)

ABC200Y1-Y Course Name

Activity	Time	Room	Instructor(s)
LEC0101	Monday 12:00 - 13:00 Wednesday 12:00 - 13:00 Friday 12:00 - 12:00	----	----

Enrolment Controls: Priority (P) ⚠

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:

- **LEC#####** = **lecture** *every course has one
- **PRA#####** = **practical** (a.k.a., lab)
- **TUT#####** = **tutorial**

When the meeting section code begins with **5** (e.g., LEC5101), the section begins at 5pm or later. A meeting section that begins with **2** is reserved for non-A&S students only.

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

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

*Note that multiple days means the session meets on **each of those days** (e.g., LEC0101 meets Mon, Wed *and* Fri)

⚠ An **enrolment control** is a restriction on who may enrol in the course:

- P** Priority: Some students are given priority access until a specific date.
- E** Enrol at Department: Students must contact the sponsoring Department to enrol.
- AE** Department Approval Required: Students must request enrolment on ACORN and await Departmental review of their request.
- PE** Priority, then Enrol at Department: Some students are given priority access until a specific date, after which time another group of students is also able to enrol by contacting the sponsoring Department.
- R1** Restricted: Course/section is restricted at all times for specific students.
- R2** Restricted: Course/section is restricted to a group of students until a specific date, after which time another group of students is also able to enrol.

1.6.3 Course listing from the Timetable listings, *Continued from above*

Space Availability # of # available	Wait List Yes/No	Status / Notes ----
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Indicates whether or not a waiting list is offered for the lecture section, and if yes, how many students are currently on it.

*Note that placing yourself on a waiting list **does not guarantee** your eventual enrolment in the course.

See [Registration Instructions & Timetable](#) for details.

1.7 Programs of Study

A&S offers approximately 300 programs of study. Programs are groupings of courses in one or more disciplines.

These groupings may be sponsored by a college (e.g., Innis), a department (e.g., Political Science), or an institute or centre (e.g., Centre for Drama, Theatre & Performance Studies).

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

Programs 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

Important

Students must enrol in a specific combination of programs 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 plus 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, program enrolment is not an immediate concern. However, familiarization with potential programs is important when selecting your first-year courses because the programs that you are interested in may require specific courses and/or grades.

It is also important to note that once you are enrolled in a specific combination of programs you are not permanently committed to it. In fact, some students change their programs throughout their years of study.

1.7.1 Program listing within the **Calendar**

► <https://fas.calendar.utoronto.ca/search-programs>

A full listing of all departments, colleges, centres, institutes, and program offices that sponsor a program is found on the Calendar website. Remember that most departments, colleges, and offices offer more than one program.

Here is some **important terminology** when reading a program description:

- **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 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 credit 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 200s only
- **200+series:** courses numbered in the 200s, 300s or 400s
- **300-series:** courses numbered in the 300s only
- **300+series:** courses numbered in the 300s or 400s
- **400-series:** courses numbered in the 400s only
- **first year:** year(s) of study during which a student has earned fewer than 4.0 credits
- **second year:** year(s) of study during which a student is completing 4.0 to 8.5 credits
- **third year:** year(s) of study during which a student is 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 program listings as seen online.

Example 1: Cinema Studies Specialist (Arts Program) - ASSPE0797

► <https://fas.calendar.utoronto.ca/section/cinema-studies-institute#programs>

Relevant information for first-year students ▼

Enrolment Requirements:

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.

first-year grade pre-requisites to be eligible for the program

first-year course pre-requisites to be eligible for the program

Meeting these minimum requirements may not guarantee admission.

Note: All Cinema Studies programs are Type 2L (limited enrolment) programs. See the Program Enrolment website for instructions.

Completion Requirements:

(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

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

Second, Third and Fourth Year:

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

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

note:

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

Example 2: Writing and Rhetoric Minor (Arts Program) - ASMIN2137

► <https://fas.calendar.utoronto.ca/section/innis-college#programs>

Relevant information for first-year students ▼

Enrolment Requirements:

For Program requirements and information, see below, and visit the Writing and Rhetoric web site: sites.utoronto.ca/innis/wr/. Also contact Tony Pi, Writing and Rhetoric and Urban Studies Program Assistant, Room 233 Innis College (416-978-5809), writingandrhetoric.innis@utoronto.ca.

This program does not have specific first-year requirements. See the Arts & Science Program 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

Completion Requirements:

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.

- 2.5 INI writing courses (note: JEI206H1 counts as an INI course in the Writing and Rhetoric Program)
- 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, INI310H1, INI311Y1, INI404H1, INI409H1, INI410H1, INI415H1, JEI206H1

A. Critical Analysis and Reasoning

INI204Y1, INI310H1, INI404H1, INI409H1, INI410H1; LIN481H1; PHL247H1, PHL275H1, PSY370H1; TRN190Y1, TRN200Y1

B. Workplace Writing and Media

HIS316H1; INI104H1, INI300H1, INI301H1, INI302H1; PHL295H1; SMC219Y1, SMC228H1, SMC229H1, SMC291H1, SMC300H1; CDN221H1.

C. Language and Rhetoric

ANT253H1, ANT329H1, ANT427H1; ENG100H1, ENG110Y1, ENG205H1; ENG285H1; ENG385H1; INI103H1, INI203Y1, INI311Y1, INI415H1; 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 designators 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 Calendar](#) website.

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

2.1 Total Credits

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

Of these 20.0 credits, no more than 15.0 can share the same three-letter course designator (see Section 1.6 above). These 20.0 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. Students may not enrol in more than 6.0 FCEs in the Fall/Winter semester or more than 2.0 FCEs in the Summer term.

*Completion of a **BCom** 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 programs:

- a) 1 Specialist
- b) 2 Majors*
- c) 1 Major + 2 Minors*

*Combinations b) or c) must consist of at least 12.0 distinct credits

*A **BCom** requires the completion of one of three Specialist Programs: 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 within A&S falls into at least one of five broad areas of study. These categorizations are indicated in the 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” or “credit/non-credit”

GPA Equivalency Chart

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	2.0		
60-62	C-	1.7		
		1.85*		
		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-	0.7		
		pass		
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 **ACORN**.

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 the 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 **20 July**, which is the date to check course enrolment times, and **26 July**, which is the first day for first year students to begin enrolling in courses on ACORN)

• Important Dates Fall 2018

• Important Dates Winter 2019

3.1.2 Select Your Courses

A) Select **core courses** based on programs (see **Section 1.7.1**) in which you are interested.

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

Chemistry Specialist

(Science Program)

Completion Requirements:

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 Program Enrolment web site at <http://www.artsci.utoronto.ca/current/programfor> details.

Courses for admission: CHM135H1/CHM139H1 and CHM136H1/CHM138H1 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)/(CHM135H1/CHM139H1, CHM136H1/CHM138H1); (MAT135H1, MAT136H1)/MAT137Y1; (PHY131H1, PHY132H1)/(PHY151H1, PHY152H1)

Second Year: CHM217H1, (CHM220H1/CHM222H1, CHM221H1/CHM223H1)/CHM225Y1, 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.

first-year core courses
for CHM Specialist

3.0 core courses based on Program

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

B) Select **elective courses** based on areas of interest and breadth requirements.

Special opportunities for first-year electives include:

- **Foundational Year (“One”) Programs**: Special courses hosted by Colleges, in some cases taken in tandem with other regular courses for greater effect
Applications required and different rules for each.
- **First-Year Learning Communities (FLC)**: Special programs – apply and join a small group of students all taking a similar cluster of courses. You get automatically enrolled in the shared courses plus have access to extra-curricular activities and resources.
Apply online (<https://learningcommunities.utoronto.ca>) by the 13 July deadline
- **First-Year Seminars (199s)**: Small classes that are categorized by BR requirement (or as combo) You can take up to 1.0 credit maximum.

💡 *TIP: When choosing electives: stick to 100-level courses, or 200-level courses with the word “Introduction” somewhere in the course title or description. Check prerequisites carefully!*

2.0 elective courses

1.0	HIS100Y1	(introductory history)
0.5	TBB199H1	(first-year seminar)
0.5	PSY100H1	(introductory psychology)

3.0 credits toward programs of interest
+ 2.0 elective credits

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

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

(Sections available on the “**Course Listings**” page within the **Timetable** website; also see **Section 1.6.3** in this document)

BIO120H1E

- LEC0101 (Mon, Wed 10 - 11)
- PRA0101 (Tues 1:30 - 4:30)

BIO130H1S

- LEC0101 (Mon 10 - 11, Thurs 10 - 12)
- PRA0301 (Tues 1 - 4)

CHM136H1S

- LEC0101 (Mon, Wed, Fri 12 - 1)
- PRA0202 (Tues 2-5)
- TUT0501 (Thurs 2)

CHM135H1E

- LEC0101 (Mon, Wed, Fri 12 - 1)
- PRA0102 (Tues 2 - 5)
- TUT0401 (Thurs 2 - 3)

MAT135H1E

- LEC5201 (Thurs 6-9)
- TUT0301 (Thurs 4 - 5)

MAT136H1S

- LEC1001 (Wed 3 – 4, Fri 2-4)
- TUT0301 (Thurs 4 - 5)

PSY100H1E

- LEC0101 (Tues 11 - 12, Thurs 11-1)

HIS103Y1Y

- (Statecraft & Strategy)
- LEC0101 (Mon, Wed 2 - 3)
 - TUT0501 (Mon 3 - 4)

TBB199H1S

- (Innovative Teaching Methods in Chemistry)
- LEC0131 (F10-12)

3.1.3 Make Your Schedule

Plot all of your courses using the Calendar and Timetable, then log into **ACORN*** to add them to your enrolment cart.

Fall (F) Semester 2018

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00					
9:00					
10:00	BIO120H1-F-LEC0101		BIO120H1-F-LEC0101		
11:00		PSY100H1-F-LEC0101		PSY100H1-F-LEC0101	
12:00	CHM135H1-F-LEC0101		CHM135H1-F-LEC0101		CHM135H1-F-LEC0101
13:00					
14:00	HIS103Y1-Y-LEC0101	BIO120H1-F-PRA010	HIS103Y1-Y-LEC0101	CHM135H1-F-TUT0401	
15:00	HIS103Y1-Y-TUT0501	CHM135H1-F-PRA010			
16:00				MAT135H1-F-TUT0301	
17:00					
18:00				MAT135H1-F-LEC5201	
19:00					
20:00					
21:00					

Normally indicates a course scheduling conflict. However, in this case there is no actual conflict as these labs are held on alternating weeks.

Winter (S) Semester 2019

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00					
9:00					
10:00	BIO130H1-S-LEC0101			BIO130H1-S-LEC0101	
11:00					
12:00	CHM136H1-S-LEC0101		CHM136H1-S-LEC0101		CHM136H1-S-LEC0101
13:00		BIO130H1-S-PRA030			
14:00	HIS103Y1-Y-LEC0101	CHM136H1-S-PRA020	HIS103Y1-Y-LEC0101	CHM136H1-S-TUT0501	MAT136H1-S-LEC1001
15:00	HIS103Y1-Y-TUT0501		MAT136H1-S-LEC1001		
16:00				MAT136H1-S-TUT0301	
17:00					
18:00					
19:00					
20:00					
21:00					

***ACORN** is the website through which students interact with the University for several important academic and financial purposes such as course and program enrolment, invoice distribution, and transcript requests. Make sure your local mailing address is up-to-date on ACORN.

Visit <http://help.acorn.utoronto.ca/how-to> for more information regarding ACORN.

Scheduling Tips:

- Plan your schedule well before 26 July, and add your courses to your enrolment cart on ACORN.
- Have several options for the courses that you want, including different lecture times for each, if possible.
- When planning, schedule your lectures first, then labs and tutorials.

Important

- Courses for which you don't meet the enrolment control cannot be added to your cart. (See [Section 1.6.3](#) for more information on enrolment controls)
- ACORN **does not check** prerequisites and co-requisites in real time, but the relevant department will check them eventually. This means that although ACORN will let you enrol in the course, you may be removed from the course at any time, even after classes have started.
- ACORN also **does not** prevent you from making timetable conflicts. Schedule carefully!

3.2 Enrol in Courses on Start Day/Time on ACORN

On **26 July** at your **start-time** (available for you to view on **20 July**), enrol in the courses *from* your **enrolment cart**.

- Enrol in your F, S and Y courses all at once.
- On 26 July, you can enrol in up to 5.0 credits. On 3 August, you can add up to 1.0 additional credit.
- It's reasonable to join a waitlist for a course if your waitlist number is within 10% of the total class size. (2.0 FCE waitlist max)
- **Year 2 Transfer students!** View your start-time on 13 July and enrol on 19 July.

3.3 Pay (or Defer) Your Fees to Complete Registration

(Supplement to [Step 6 within the Registration Instructions website](#))

3.3.1 Official Registration

Course *enrolment* on ACORN 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 **29 August 2018** 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 value of the minimum installment is indicated on your Financial Account invoice on ACORN. You are by no means limited to paying this amount, 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 deadline.

Learn more within the "Fall & Winter" section of the [Student Accounts website](#) (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 **ACORN** 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) to confirm that it had been received.

If you are receiving a scholarship with a value that is greater than 50% of your total tuition fees, bring or send in a copy of your scholarship letter, an invoice printed from ACORN, and a completed deferral form to the **Student Accounts Office**.

3.3.4 Outstanding Balance

Outstanding balances may be subject to services charges. See the “Service Charges” section on this **Student Accounts Office** webpage for details.

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). 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 **ACORN** 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.

Important

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)

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

PE	Course enrolment indicator; students in specific group will receive priority and after priority is removed, other students must enrol at the department
PIN	Personal Identification Number
POST	Program of Study
PRA	Practical/lab section of course
R	Course enrolment indicator; course is restricted to a specific group of students
REF	Refused; department has refused student enrolment in AE course
REG	Registered as a student (both enrolled in courses and paid fees)
ROSI	Repository of Student Information (now replaced by ACORN)
RP	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
S	Second/Spring course section code; January-April or July-August
SDF	Standing Deferred in course; notation on academic record
SGPA	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
SWS	Student Web Service (same as ROSI)
TUT	Tutorial section of course
UTL	University of Toronto Libraries
UTM	University of Toronto Mississauga
UTSC	University of Toronto Scarborough
UTSU	University of Toronto Students' Union
UTTC	University of Toronto Transcript Centre
WDR	Withdrawal from course; notation on academic record
Y	Full course worth 1.0 credit; year course section code (September-April or June-August)