innis college
academic orientation session
WELCOME TO INNIS COLLEGE

TODAY’S SCHEDULE

10:35  The Calendar and Degree Requirements
11:30  Strategies for Selecting Your Courses
12:15  Lunch with professors & upper-year students
2:00   Money Matter$ and Using ACORN
2:55   Professional Faculties or Intro to UofT’s Library System
The Calendar and Degree Requirements

DONALD BOERE
REGISTRAR
22 JUNE 2019

AGENDA

• introduction
• A&S (Faculty of Arts & Science) and you
• tour of the online calendar
• degree requirements
• student responsibilities
• important dates
• a few tips
INTRODUCTION
INTRODUCTION

• you’ve joined a large academic community with unparalleled breadth and scope
• perhaps you know exactly what you want to study
• perhaps you are trying out areas of interest

→ we know you’re here to learn . . .

  . . . and to apply that learning

• you will feel the crosswinds between disciplines and communities
• you will witness the ricocheting of ideas and experiences

• you’re not doing this alone
• you’ve joined a supportive academic community that wants you to succeed.
INTRODUCTION: innis registrar’s office

Your registrar’s office can help with the challenges of being a student:
- coming up with strategies for choosing courses and programs;
- ironing out academic, financial and administrative details of registration;
- adjusting to new learning styles;
- juggling personal and work priorities with academic commitments;
- wondering what to do with your degree.

We are a reliable first stop for accurate information and sound advice in an atmosphere of trust, confidentiality and comfort.

Online resources – such as [UofTStarterKit](https://www.utoronto.ca/innis/registar/online-resources) – can help you. So can mentors, specialized services and other students. But if you’re feeling restless about any matter of being a student, your registrar’s office is a good first point of contact.
INTRODUCTION: innis registrar’s office (cont’d)

What qualifies us as a reliable first stop for assistance?

We’re custodians of a lot of information about:
• registration and enrolment
• fees and funding
• rules and regulations
• petitions and appeals

We’re also custodians of your information, and we take our accountability to you very seriously.

We are witnesses of the student experience from 1st year through graduation and beyond.

We want to help you learn.
INTRODUCTION: innis registrar’s office (cont’d)

We can help you connect to answers, reflect on options, project solutions, and create opportunities to excel.

So if you’re looking for help to
- solve a personal or academic difficulty,
- overcome a financial bind,
- formulate or adjust your short- or long-term academic goals, or
- apply your academic learning outside the classroom,
with the accumulated experience of student matters and of A&S, we can offer you objective, personalized advice and help you explore options.
INTRODUCTION: more support at innis

- Office of Student Life (portfolios for leadership, mentorship, community outreach and life skills)
- Innis InSIGHT peer mentoring
- Innis Alumni Mentorship Program
- Residence staff and dons
- Learning Strategists
- On-location Career Educator (4 hrs / wk)
- On-location International Student Advisor (3 hrs / wk)
- Library
- Writing Centre
INTRODUCTION: online support at innis
INTRODUCTION: more support in A&S

- Departments and Academic Program Offices
- Sidney Smith Commons
  - Recognized Study Groups
  - Meet to Complete (drop-in groups)
  - Global Language Café
  - Peer Perspectives (1:1 coaching with a peer)
INTRODUCTION: more support at U of T

Some examples (listed alphabetically):
• Academic Success Centre
• Accessibility Services
• Centre for Community Partnerships
• Centre for International Experience
• Departments and Academic Program Offices
• First Nations House
• Health & Wellness
• Libraries

NOTE:
Diversity & Equity are fundamental values supported by policies and resources for an inclusive environment and one that actively works against discrimination.
A&S AND YOU
A&S AND YOU: synonyms and not so synonymous

These are the same:
100-series = 100-level = first-year courses
A&S = FAS = Faculty of Arts & Science
First-Year Foundations = the One programs + FYF Seminars
ACORN = SWS = Student Web Service (=ROSI)
Subject POSit = Program of Study
LEC = L = lecture
cancel = drop
Fall/Winter Session = Fall Term plus Spring Term

These are not quite the same:
breadth requirement vs distribution requirement
credit vs course
Faculty vs faculty
cancel (or drop) vs Withdrawal
LWD vs WDR
Term vs Session
A&S AND YOU: an A&S degree gives you--

Breadth of knowledge:
Richness of the arts, complexity of global cultures, and the varied structures, processes and concepts of the social and natural world

Depth of knowledge:
rigour in at least one field of study

Competencies in learning and applying learning
Critical and Creative Thinking
Communication
Information Literacy
Quantitative Reasoning
Social and Ethical Responsibility

Integration of skills and knowledge
A&S AND YOU: research and applied learning

Integration of skills and knowledge
- capstone courses (400-series) in your program of study
- independent study
- internships
- field courses
- laboratories
- studios
- Research Opportunity Program (ROP)
- Summer Research Excursions Program
- service learning
- community involvement
- Study Elsewhere
- Summer Study Abroad
- International Course Modules
- Jackman Humanities Institute Undergraduate Fellow in the Humanities
- Professional Experience Year (PEY)
DEGREE REQUIREMENTS:

Basic Degree Requirements
  20.0 credits

  No more than 6.0 100-series credits

  At least 6.0 300- 400-series credits

  CGPA of at least 1.85

  Program requirement

  Breadth requirement
DEGREE REQUIREMENTS:
20.0 credits

courses and credits and FCE’s (full credit equivalent)

These terms are often used interchangeably. Unless stated otherwise, whenever A&S refers to “course,” it’s best to assume this means full credits or the equivalent in half credits.

Full course = 1.0 credit = 1.0 FCE
Half course = 0.5 credits = 0.5 FCEs
DEGREE REQUIREMENTS:

at least 6.0 300-/400-series courses

300-/400-series courses are upper-year courses, and this requirement will matter much more to you in later years.
DEGREE REQUIREMENTS:
maximum of 6.0 100-series courses

100-series courses are first-year courses

Remember to count 100-series transfer credits in your total
DEGREE REQUIREMENTS:
tangent: transfer credits from high school

- some 1\(^{st}\)-year students get “advanced standing” or transfer credit for course work done in high school (AP, IB-HL exams, GCE A-Level exams, French Bacc, and CAPE)
- this link will look familiar to students getting transfer credit
- transfer credits count as degree credits, so remember to count them in your 6.0 100-series (1\(^{st}\)-year) courses.
- read your transfer credit assessment carefully and this link.
- many can be used toward completion of the Breadth Requirement
- in some cases they may be used to fulfill program requirements
- You can choose to forfeit secondary school transfer credits you received on admission. There are specific instructions for doing this.
- scholarship eligibility may still be contingent on completing 5.0 credits in an academic session
DEGREE REQUIREMENTS:

tangent: transfer credits from another post-secondary institution

- Some new students receive transfer credit for course work done at another post-secondary institution.
- This “On-Admission Transfer Credits” link may be helpful to you.
- These transfer credits cannot be forfeited.
- A student who receives a half-credit transfer credit and is excluded from the comparable full-credit course may forfeit the half-credit in order to pursue the full-credit course for degree credit. The half-credit would be designated “extra” and will not count towards your degree.
DEGREE REQUIREMENTS:
tangent: “Extra” courses

If you end up wanting to take more than 6.0 100-series courses, all of your 1st-year courses beyond the first 6.0 will be designated “Extra.”

Extra courses:
• do not count towards your 20.0 degree credits
• are not included in your grade point average
• can be used to fulfill breadth requirements
• can be used to fulfill program requirements
DEGREE REQUIREMENTS: CGPA of 1.85

When you finish a course, you get
• a percentage grade (50% is a pass, which gives you a credit, also called “final standing,” in a course);
• a corresponding letter grade.

The letter grade is converted to a grade point value.

Grade point values are combined to determine a grade point average.

You need a Cumulative Grade Point Average of 1.85 (out of a possible 4.0) in order to graduate.

Chart of grades
DEGREE REQUIREMENTS: CGPA of 1.85 (cont’d)

GPA is only calculated on courses taken in A&S. Transfer Credits earned on admission do not have grades attached to them and are not included in your GPA. (Exception: Transfer students from UTM and UTSC, whose receive a “Retained GPA.”)

The GPA is a weighted sum. Full-credits carry twice as much weight as half-credits.

SGPA | AGPA | CGPA

3.20 – 3.49 CGPA to graduate with Distinction
3.50 – 4.00 CGPA to graduate with High Distinction
<table>
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**Passing vs failing and the GPA impact**
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**CGPA of 1.50 = In Good Standing**
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1.85 – minimum CGPA required to graduate
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Some evidence of familiarity with subject matter and some evidence that critical and analytic skills have been developed.

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CGPA of 3.20 - 3.49 = graduate “With Distinction”
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CGPA of 3.50+
= Dean’s List when you attain 5.0, 10.0 and 15.0 credits in A&S
= Graduate “With High Distinction”
DEGREE REQUIREMENTS: academic standing

- In Good Standing (CGPA of 1.5+)
- On Probation
- On Suspension
- Refused Further Registration

**Academic standing** is assessed for the first time at the end of the **session** in which a student achieves final standing in at least 0.5 credits (excluding CR/NCR and Pass/Fail courses).
DEGREE REQUIREMENTS:
programs of study

Towards the end of the session in which you will be completing your 4th degree credit, you will need to apply to an acceptable combination of programs.

You must enrol in at least 1 and no more than 3 programs of study (of which only two can be majors or specialists). Minimum combination of acceptable programs of study include:

- 1 Specialist (10-16 courses)
- 2 Majors (6-8 courses)
- 1 Major and 2 Minors (minors are 4 courses)

If you aren’t signed up for a suitable combination of programs, you will not be able to choose courses in the subsequent academic session.
DEGREE REQUIREMENTS: the Program Toolkit

A&S has a handy Program Toolkit available on the Sidney Smith Commons website.
An A&S student’s Year of Study is determined by the number of courses completed towards a degree:

- 0.5 to 3.5 credits = 1st year
- 4.0 to 8.5 credits = 2nd year
- 9.0 to 13.5 credits = 3rd year
- 14.0+ credits = 4th year

Year of Study

- affects when you can enrol in courses
- affects when you can enrol in Programs of Study
- is not the same as how many calendar years you have been in university
DEGREE REQUIREMENTS: programs of study (cont’d)

Every program is identified as an Arts, Science or Commerce program in the Calendar.

If you complete one Major in the Arts and one Major in the Sciences, you can choose an Honours Bachelor of Arts or Honours Bachelor of Science.

If you complete [1 Major + 2 Minors] and want an HBSc, either the Major or both Minors have to be in the Sciences. If 1 Major and 1 Minor are in the sciences, you automatically qualify for an HBSc.

You are required to have **12.0 distinct credits** in any combination of [2 Majors] or [1 Major + 2 Minors].
DEGREE REQUIREMENTS: getting into programs

Ensure you are completing the first-year courses required to apply to your choice of program(s) of study in April of 2020.

The Calendar shows what courses (and grades) are required.

Watch language! Sometimes a minimum grade in a course (or across courses) gets you into a program, and sometimes it makes you competitive (i.e. for a program with enrolment).

Speaking of language, the Language Citation Program is not a Program of Study, but it does offer official recognition on an academic transcript for students who complete two full courses beyond an introductory language course.
DEGREE REQUIREMENTS: choosing first-year courses for programs

The Calendar has a section called Program Search that highlights courses required to complete programs.

Try typing “Human Biology” in the keyword search and:
1. scroll down to the “Health & Disease Specialist” program;
2. check out the first-year course requirements;
3. click on the Program Title for more details;
4. within this page, click into “Human Biology” at the very bottom;
5. note the other Human Biology Programs.
DEGREE REQUIREMENTS:
choosing first-year courses for programs

Also in Program Search, try typing “Urban Studies” in the keyword search and:
1. check out the first-year course requirements;
2. click on the Program Title for more details;
3. within this page, click into “Innis College” at the very bottom;
4. Open the accordion files for Groups A to H to see courses from a variety of disciplines that count towards Urban Studies.
DEGREE REQUIREMENTS:
breadth requirement

Every course description in the Calendar includes the breadth category of the course:
1. Creative and Cultural Representations (CCR)
2. Thought, Belief, and Behaviour (TBB)
3. Society and Its Institutions (SII)
4. Living Things and Their Environment (LTE)
5. The Physical and Mathematical Universes (PMU)

Some full courses count for a half credit in two categories (e.g. ANT100Y, HIS109Y)

A few have no breadth category (e.g. ENG100H, MGT100H, RSM100H)
DEGREE REQUIREMENTS: breadth requirement (cont’d)

you need at least . . .
  . . . 1.0 credit from 4 of the 5 categories
  OR
  . . . 1.0 credit from each of 3 categories and 0.5 credits from the remaining 2 categories

courses you take for program requirements can also satisfy BR

First-Year Foundation Seminars and the Ones Programs also count for BR (but the FLC’s do not)

Your BR does not have to be completed in first year!
DEGREE REQUIREMENTS: reading a course description

How to read a course in the Calendar (e.g. CHM135H1)

- **3-letter course designator** = sponsoring department
- **3-number code:**
  - the 1\textsuperscript{st} number in the course code indicates level of difficulty (100-series versus 400-series).
  - the 2\textsuperscript{nd} and 3\textsuperscript{rd} numbers seldom indicate level of difficulty within that series. (Exception: MAT157Y, CHM151Y, PHY151H & 152H)
- **Y1 and HI suffixes**
  - credit value/weight (Y/H) plus campus (1/3/5)
  - 1 = St. George  3 = UTSC  5 = UTM
- **hours**
- **types of instruction:** L(ecture); T(utorial); P(ractical)
- **prerequisites, co-requisites, and exclusions**
  - comma (,) semi-colon (;) ampersand (&) and plus sign (+) all mean AND
  - the slash (/) means OR
- **breadth requirement**
DEGREE REQUIREMENTS: tangent: credit/no-credit - CR/NCR

Students can designate up to 2.0 credits as CR/NCR. This must be done before the last date to officially cancel a course (about 2/3rd into the academic year) and done using ACORN.

A CR/NCR course is still a degree credit and can be used to satisfy Breadth Requirements but typically not to fulfill program requirements.

There is no grade for the course, so the course is not used in the calculation of grade point average. (More on grade point average two slides from now.)

The CR/NCR designation cannot be used for First-Year Foundation Seminars, Ones Program courses, field courses or independent study courses.
DEGREE REQUIREMENTS: LWD

You may request to withdraw without petitioning to A&S from a total of 3.0 FCEs, provided the request is made by the last day of classes in the relevant term.

You make the Late Withdrawal request in your registrar’s office. Advisors have the authority to approve requests if circumstances warrant approval of an exception to the normal drop deadline.

Noted on transcript as “LWD”.
DEGREE EXPLORER
student responsibilities

There is a lot of support available

But doing things correctly and completely falls to the student

Collect as much information as possible and use a critical lens.

Not sure? Registrar’s Office is a good first point of contact.
important dates

Much more in the next session. For now:

- 25 July 2019: Start-date to sign up for courses (for 1st-year students with zero – 3.5 courses)

- 28 August 2019: Day by which to pay or official defer fees (to ensure you don’t lose your courses)

- Other dates and deadlines:
  - to check your start time for course enrolment
  - to add courses
  - to cancel/drop courses without academic penalty
  - to LWD
  - Posting of examination schedule
TIPS: support

help abounds

Consider your Registrar’s Office a reliable first stop for accurate information and sound advice.