innis college
academic orientation session
Strategies for Choosing Courses

DONALD BOERE
REGISTRAR
22 JUNE 2019

AGENDA
• course basics
• strategies for choosing courses
• registration instructions and the A&S timetable
• steps to register
• important dates
• Tips

WARNING!: lots of minutiae ahead!

Remember, your Registrar’s Office is a reliable first stop for information and advice
BASICS: course codes in the timetable

CONSIDERATIONS

Fall/Winter

Sept to Dec

Jan to Apr

Y section

F section

S section
BASICS: 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<sup>st</sup> number in the course code indicates level of difficulty (100-series versus 400-series).
  - the 2<sup>nd</sup> and 3<sup>rd</sup> 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
BASICS: course load

A typical course load for Fall/Winter is 5.0 credits (or FCEs, which means “Full Course Equivalents”).

You can take fewer.

You can take as many as 6.0 in Fall/Winter (3.0 in the Fall Term and 3.0 in the Winter Term).

But it’s not advisable, especially in first year!

Try to balance out your courses so you’re taking the same number in First (or Fall) term and in Second (or Spring) term.
BASICS: more course basics

CONSIDERATIONS

• lots of options
• lots of flexibility
• new and traditional approaches to subjects
• course descriptions help explain differences between similar courses
• scheduling around your personal/work schedule
• navigating campus in the 10 minutes between classes
• review prerequisites, co-requisites and exclusions
• check enrolment indicators (more on this in a few minutes)
• 10 minutes between classes
• there’s always room for small classes and “electives”
• First-Year Foundation Seminars at Innis are worth a close look
Timetable will be updated on the web and ACORN with locations of classes in late August. See Campus Map.
BASICS: even more course basics

• collect as much information as possible from
  A&S webpages
  Innis blogs (askastudent, fastforward, starterkit)
  Innis YouTube
  other first-year students
  upper-year students
  professors
  course evaluations (on the UofT Portal & rate-my-prof)

• then make an informed decision (keeping in mind that you can
  make changes even into the beginning of classes)

• A course can be easy for some students and hard for others

• class averages are pretty much the same in all courses (C+/B-);
  however, the First-Year Foundation courses have slightly higher
  class averages. For a good reason.
STRATEGIES: course selection

• start with courses you know you’re going to require for programs you’re interested in taking
• use a convenient scheduling tool (like the Timetable Planner or Degree Explorer)
• balance your course load between both terms for difficulty and variety
• don’t necessarily give yourself Mondays or Friday’s off
• consider back-to-back classes and traversing the 35-city block campus
• can you handle morning classes? evening classes?
• a higher second- or third-digit number in the course code does not correspond to a harder courses (except . . .)
• room for small courses and electives (First-Year Foundation Seminars)
• “electives” – what do you like? what do you want to try out?
• enrolment controls
• reflect before signing up for second-year courses
• always check prerequisites/co-requisites/exclusions
STRATEGIES: big classes

There’s no doubt you’ll be taking some classes that are larger than what you’re familiar with. There’s 500 1st-year classes in A&S.

7 have enrolments between 1,000 and 1,500 students:
ANT100Y, AST101H, BIO120H, BIO130H, PHY131H, POL101Y, PSY100H (Convocation Hall)

1 has an enrolment of 850:
SOC100H, SOC150H (Convocation Hall)

Another 20 courses have enrolments between 350 and 500. (OISE, Medical Sciences, Bader, Earth Science & Myhal Centre)

Usually taught by some of our best instructors, these large classes also include small group learning in tutorials and in laboratories.
STRATEGIES: small classes

Many courses in A&S have enrolment caps of fewer than 40 students.

First-Year Foundation courses
• do not exceed 30 students
• are limited to first-year students
• have breadth designations
• may, in some cases, fulfill program requirements

They come in two varieties:
First-Year Foundation Seminars
First-Year Foundation Ones Programs

All these courses explore topics through interactive learning. They’re a great way to develop your writing and presentation skills and to hone your intellectual independence. They’re for students from any academic background and, conveniently, they also satisfy breadth requirements.
STRATEGIES: First-Year Foundation Seminars at Innis

There are 15 First-Year Foundation Seminars at Innis.

[From previous slide]
These courses:
• are for degree credit
• are limited to 30 or fewer students
• have breadth designations
• may, in some cases, fulfill program requirements.

These courses also:
• give enrolment priority to Innis Year One students for the first week of course enrolment
• Connect you with peers at Innis
• Are offered at or close to Innis College
• Familiarize you with a learning strategist and librarian
• are for students from any academic background.
STRATEGIES: 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 POSF = 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
STRATEIGES: reading a timetable listing
STRATEGIES: enrolment indicators

Some examples:
P (see 100-series ENG140Y1Y)
E (see MUS120Y1Y)
AE (see PSL372H1F)
PE (see EAS200Y1Y)
R1 (see ECO101H1F & ECO102H1S)
R2 (see First-year Foundation Seminars at Innis e.g. STA198H1F)

Read the Timetable instructions and enrolment controls carefully for EAS courses such as EAS101Y1Y, EAS110Y1Y, 120Y1Y)
<table>
<thead>
<tr>
<th>Year of study</th>
<th>View start day &amp; time</th>
<th>First day of course enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifth-year CTEP/Fourth-year degree students (14.0+ FCEs)</td>
<td>July 3, 2019</td>
<td>July 10, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>Third-year degree students (9.0 - 13.5 FCEs)</td>
<td>July 8, 2019</td>
<td>July 15, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>Second-year degree students (4.0 - 8.5 FCEs)</td>
<td>July 12, 2019</td>
<td>July 18, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>First-year degree students (0.0 - 3.5 FCEs)</td>
<td>July 19, 2019</td>
<td>July 25, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>Non-degree students (visiting or previous degree)</td>
<td>N/A</td>
<td>August</td>
</tr>
</tbody>
</table>
STRATEGIES: start dates

From “Step 4: Check your start time” on the Course Enrolment page of the A&S website:

<table>
<thead>
<tr>
<th>Year of study</th>
<th>View start day &amp; time</th>
<th>First day of course enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifth-year CTEP/Fourth-year degree students (14.0+ FCEs)</td>
<td>July 3, 2019</td>
<td>July 10, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>Third-year degree students (9.0 - 13.5 FCEs)</td>
<td>July 8, 2019</td>
<td>July 15, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>Second-year degree students (4.0 - 8.5 FCEs)</td>
<td>July 12, 2019</td>
<td>July 18, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>First-year degree students (0.0 - 3.5 FCEs)</td>
<td>July 19, 2019</td>
<td>July 25, 2019 from 9:00 a.m.</td>
</tr>
<tr>
<td>Non-degree students (visiting or previous degree)</td>
<td>N/A</td>
<td>August</td>
</tr>
</tbody>
</table>
You can find your start time on ACORN beginning 19 July 2019.

On 25 July 2019, groups of 500 students will be allowed to join the course enrolment system every 20 minutes.

Start time order is determined by admission category. Here is how course enrolment for Year One students is very likely to proceed this year:

9:00 a.m.    Humanities & Social Sciences (and Architecture)
12:00 noon   Commerce
1:00 p.m.    Computer Science
1:40 p.m.    Life Sciences and Math & Physical Sciences
Course enrolment will **NOT** be available on ACORN on:
- Thursday 1 August 2019
- Tuesday 6 August 2019
- Thursday 8 August 2019

Priority for *most* courses with P enrolment controls will be removed on 2 August 2019 but always check the “additional course information” for the specific course you are interested in.

General course enrolment on Friday 2 August 2019 will most likely begin according to year of study and in this order:
- Year 4: 9:00 a.m.
- Year 3: 10:00 a.m.
- Year 2: 11:00 a.m.
- Year 1: 12:00 p.m.
STRATEGIES: maximum course load

Until 31 July:
maximum course load of 5.0 FCEs for the Fall/Winter session

2 August onward:
maximum course load of 6.0 FCEs for the Fall/Winter session

Be advised, if you’re waiting to be accepted into an “E” enrolment course (that the department will eventually enrol you in) be sure you save room for it in your credit total of 6.0 courses.
STRATEGIES: waiting lists

Many courses have waiting lists. Those that do, have a “yes” in the Waitlist column in the Course Listings Timetable. You can “line up” for these courses if they are full. If another student cancels the course, then a space is available. And if you are next on the waiting list, you will be enrolled automatically.

An email notifying you of the enrolment will be sent to your UofT email account. If you are a first-year student and don’t have a UofT email yet, you will be notified at the email address where you are receiving our messages this summer!

Waiting lists are only available for lecture sections of a course, not practicals or tutorials. And they are only available until 13 September for F and Y courses.

You can be on a waiting list for up to 2.0 courses.

When the system is calculating your maximum load, it includes the waitlisted courses in the load.
STRATEGIES: waiting lists (cont’d)

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)

You can’t put yourself on a waitlist for a different section of a course in which you are already enrolled; however, you can try to “change” sections on ACORN, and if you are unsuccessful, you will not lose the section you already have.
Final dates to enrol in courses can be found in the accordion file for Step 5: Enrol in Courses” on the Course Enrolment page within the Current Students section of the A&S website.

<table>
<thead>
<tr>
<th>Course Section Code</th>
<th>Deadline to Add or Change Meeting Sections</th>
<th>Deadline to Cancel without Academic Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>September 18, 2019</td>
<td>November 4, 2019</td>
</tr>
<tr>
<td>Y</td>
<td>September 18, 2019</td>
<td>February 17, 2020</td>
</tr>
<tr>
<td>S</td>
<td>January 19, 2020</td>
<td>March 15, 2020</td>
</tr>
</tbody>
</table>
STRATEGIES: start times for First-Year Foundation Seminars at Innis

From 25 July to 31 July 2019, Year One students from Innis College have priority to the First-Year Foundation Seminars at Innis.

There is no course enrolment on 1 August 2019.

Beginning 2 August 2019, all Year One students from A&S can enrol in these courses.

Please note that First-Year Foundation Seminars do not offer wait lists.
STRATEGIES: start times (cont’d)

a word about—

—the enrolment cart on ACORN
  • A planning tool
  • Enrolment is not automatic
  • Hit the enrol button for each course
  • Have a back-up plan
  • Modify function on ACORN (pencil icon)
STRATEGIES: 200-series courses

with “intro” in the title
STRATEGIES: arc and vis

Lots of courses are open to first-year students. Their timetable is not yet available. But their Calendar gives you a sense of what is offered.

Enrolment controls will be indicated in the timetable.

ARC, VIS & JAV. Many will open on 25 July.

The studio courses in ARC aren’t available to A&S students. Some of the VIS are. ARC180H is an interactive course on computation that is a BR5.
STRATEGIES: checking pre-requisites

Prerequisites and co-requisites and exclusions are not checked by ACORN in real time, but they will be checked. You could be removed from a course at any time.

Special circumstances? Speak to sponsoring department.
STRATEGIES: time conflicts

ACORN does not prohibit enrolment in courses that overlap in time
REGISTRATION INSTRUCTIONS AND
THE A&S TIMETABLE

Any questions?
UofT has a Policy on Official Correspondence with Students. The University provides students an email and students are expected to retrieve mail issued to them by the University.

You will be informed by email should you be advanced from a waitlist into a course. In the summer before your first year of studies, A&S will use the non-UTmail+ email they have for you, but once school starts, A&S will only send messages to your UTmail+ email.
STEPS TO REGISTER:
final advice for enrolling in courses

ACORN is pretty intuitive to use. But familiarize yourself with it before 25 July 2019. If you’re confused, ACORN Help is a very comprehensive resource.

Plan your schedule well before 25 July 2019. You can use Degree Explorer or the Timetable Planner on the A&S Course Listing Timetable in order to plan.

You can save your plans the Enrolment Cart on ACORN.

When planning, schedule your lectures first, then labs and tutorials. Have several options for the courses you want, including different lecture times for each, if possible.
STEPS TO REGISTER: more final advice for enrolling in courses

On 25 July 2019, enrol in up to 5.0 credits. Don’t miss your start time! NOTE: The courses in your enrolment cart will not be added automatically when your course enrolment period begins! You need to do it one course at a time!

On 2 August, you can enrol in up to 6.0 credits for Fall/Winter.

FINALLY:
Don’t enrol in the same course in both terms without a really compelling reason!

Enrol in both Fall and Winter term courses!
STEPS TO REGISTER: paying fees

Your fees invoice is on ACORN. Fees are posted in mid-July 2019.

PROGRAM FEE
All students are initially charged the program fee, which is a flat fee for taking between 4.0 & 6.0 credits.

COURSE FEE
A course fee is charged to students whose course load count is between 0.5 and 3.5 FCEs. There are two relevant dates in the academic year and a formula to determine eligibility for course fees. For detailed information, open the accordion file for “Step 6: Pay your fees” on the Course Enrolment page within the Current Students section of the A&S website.
STEPS TO REGISTER: paying fees

Many students registered with Accessibility Services are eligible to pay tuition that is assessed on a course by course basis rather than paying the program fee if it is to their financial advantage. Contact Accessibility Services or the Innis Registrar’s Office for more information.

Any student can request to be assessed as a per-course paying student. This request can be made through Online Services for A&S Students. If granted, students are restricted from adding courses, including waitlisted courses, beyond 3.5 credits. It is advisable to speak with someone in the Innis Registrar’s Office before making this request online.

Tuition ~$6,100 (domestic) ~$50,000 (international)
Incidental Fees ~$1,600
STEPS TO REGISTER:

what is registration?

Course enrolment
+
paying at least 100% of Fall Tuition or officially deferring by **28 August 2019**
=
registration

If you miss the 28 August 2019 date, you risk being removed from your courses. And once removed, there’s no guarantee that space will be available later. And a late registration fee (!) is applied.
IMPORTANT DATES

• 19 July – check your start time for enrolling in courses via ACORN
• 25 July – Enrol in courses at your start time through ACORN
• 2 August – Priorities for P indicator courses removed

• 28 August – pay first instalment of fees or officially defer fees (if getting OSAP/other student loan/scholarship that cover tuition)

• 2-4 September – Frosh Week
• 5 September – classes begin
• 13 September – waitlists turned off
• 18 September – last day to add or change sections of F&Y courses.
TIPS: if only i had known—

• about student blogs like askastudent
• that librarians offer useful one-to-one help as well as online help
• that there are web tools available through the library to help with referencing (and avoiding accidental plagiarizing)
• that the libraries and ASSU have copies of past tests
• that professors actually appreciate your visiting them during office hours with course-related questions
• that there are actually techniques for writing multiple-choice exams
• that there are employment opportunities all over campus
• that there are experiential learning opportunities all over the FAS
• that there are emergency bursaries if I’m in a financial bind
• that learning from mistakes is not always a bad thing
• about fastforward and starterkit
TIPS: from a past student

• sit towards the front of the class if possible
• study harder for your first test than you’ve ever studied before
• treat school like a job
• dress up for tests

Other tips:
• discover Degree Explorer
• don’t hesitate to talk to your professors. (You can start at today’s lunch!)
TIPS: from a past innis principal

There are a number of really excellent instructors at UofT. They can have different teaching styles. There are professors who view you . . .

→ as an audience (these professors are performers who enjoy teaching gigantic classes and often elicit laughter and applause)

→ as a vessel (these professors are like Aquarius, pouring water from his cup. These professors can be like talking books, and students feel they need shorthand to take notes)

→ as versions of Eliza Doolittle to their Henry Higgins (these professors would like to mould students to their viewpoint on the world)

→ as Socrates viewed his pupils (these professors use dialogue to draw out knowledge from students)

→ as a supplement to their research (these professors might not appear very engaged in teaching, but they will sometimes have students from their class join their research)

They’re all smart. The trick is to figure out how to take in the knowledge they are imparting!
TIPS: from a past innis principal

There are a number of really excellent instructors at UofT. They can have different teaching styles. There are professors who view you . . .

→ as an audience (these professors are performers who enjoy teaching gigantic classes and often elicit laughter and applause)

→ as a vessel (these professors are like Aquarius, pouring water from his cup. These professors can be like talking books, and students feel they need shorthand to take notes)

→ as versions of Eliza Doolittle to their Henry Higgins (these professors would like to mould students to their viewpoint on the world)

→ as Socrates viewed his pupils (these professors use dialogue to draw out knowledge from students)

→ as a supplement to their research (these professors might not appear very engaged in teaching, but they will sometimes have students from their class join their research)

They’re all smart. The trick is to figure out how to take in the knowledge they are imparting!
**TIPS: for talking to professors**

- What can I do to prepare for your first-year course over the summer?

- Is the Specialist that much better than the Major? Does it have different first year requirements?

- I heard about experiential learning and I’m interested. Does your department offer any?

- What would you suggest as the best habit to develop in order to do well in your course?

- What mistake (if any) did you make in first year?

- Is there anything I should avoid doing?