



# Important Information

## For New and Returning Graduate Students

### GETTING STARTED

- Review the [Getting Started for New Students webpage](#) for helpful information about getting started, graduate life on campus, student resources and more!
- Clear all admissions conditions** as outlined in your letter of offer. You will be unable to register in your degree program until this is done.

**Official transcripts** from all post-secondary institutions you previously attended (including University of Toronto) must be sent directly from the issuing institution to the Graduate Department, Faculty of Music. If your university offers the option of official, electronic transcripts, please choose this option and have them sent to ([gradadmin.music@utoronto.ca](mailto:gradadmin.music@utoronto.ca)). If only hardcopies are being issued, please send them to Graduate Office, Faculty of Music, 80 Queen's Park, Toronto ON, M5S 2C5. All transcripts must be received no later than **August 31, 2024**.

- Get your [TCard](#) and [activate your UTORid](#).
- Get to know [ACORN](#), the University of Toronto's student web service. You can use it to enroll in courses, access your grades, order transcripts, determine how much you owe on your fees account, update your personal contact information, and much more.  
**Note:** You can access ACORN before setting up your University accounts using your JOINid and password. (*You will need to [enable your JOINid](#) to access the system*)
- Review the [Sessional Dates](#) and mark your calendar regarding course add/drop deadlines, payment deadlines, university closures and more!

#### Important Upcoming Dates:

- Program Registration Opens: **July 15, 2024**
- Course Enrolment Opens: **July 31, 2024**
- Recommended Registration Deadline: **August 23, 2024**

# REGISTRATION

## Registration: Payment or Deferral of Tuition and Fees

- Register on time. This is done by **paying or deferring** your tuition and incidental fees. You can review your fees invoice on [ACORN](#) as of **July 15, 2024**. For detailed instructions on how to make a payment or arrange to register without payment, review the [Office of Student Accounts](#) website.
- Registering Without Payment (i.e. making a fee deferral)**: Students may register without payment **if** they have no outstanding fees from a previous session and are the recipient of one of the following which **exceeds** the Minimum Payment to Register (i.e. half of the academic year tuition amount) on your invoice:
  - Provincial or Federal Government award
  - Provincial or US Student Loan
  - Faculty of Music funding

PhD, DMA and 1<sup>st</sup> year MA students may request a deferral through [ACORN](#).  
[A how-to page is here.](#)

For MMus students receiving Music funding that is more than their Acorn minimum payment amount:

Receiving a provincial/US student loan, follow the Student Accounts instructions here:  
<https://studentaccount.utoronto.ca/acorn-billing-student-information/tuition-fee-deferral/>

For MMus students receiving Music funding that is more than their Acorn minimum payment amount, a [Register Without Payment Form](#) is needed. Please save/email to: [gradadmin.music@utoronto.ca](mailto:gradadmin.music@utoronto.ca) before August 31<sup>st</sup>.

- NOTE**: If you do not register by the deadline (**September 13, 2024**), your enrolment in courses will be **cancelled and further enrolment will be blocked**. If you are registering late, you must contact the SGS Student Services office ([graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca)) with proof of payment. Late registration fees will apply.
- [Financial Advising](#) is available through the SGS for registered students.

## Funding Information

- Summary letters will be emailed to funded students by mid September. The letter will outline the sources of your funding (i.e. where your funding will be coming from), the amount, and the funding policies for the Faculty of Music. The Faculty of Music is able to meet funding commitment to our students through various sources, including endowed awards established by our generous donors. Some of these awards are classified as Ontario Student Opportunity Trust Fund ([OSOTF](#)) and are reserved for Ontario residents.

# COURSE ENROLMENT

**Course Enrolment:** For Fall and Winter courses begins 6:00am **July 31 2024** on [ACORN](#).

- Review and save the [Degree Checklist](#) for your area of study. This document will help you ensure you are enrolled in all your required and elective courses and help you keep track of your progress. *You will use the same checklist for the duration of your degree.*
- Refer to the Graduate Timetable and Course Descriptions documents in Music's [graduate student web page](#) to start building your timetable. For most students, some mandatory courses may be added for you. Please ensure that all the courses on your record align with the checklist for your area of study and that you **add any missing courses on ACORN**. It is the responsibility of the student to ensure they are properly enrolled in all required and elective courses.

Tips for reading the timetable:      F = First term, S = Second term, Y = Full year Days of the week are indicated by their first letter except for Thursday which is shown as "R"
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- Continuous courses are identified with an "0" on in the course descriptions. These courses can run over several terms and will remain on your record until a grade is issued. Although you may be automatically enrolled in some of these courses when you begin your program, follow the guidelines on the Degree Checklist for your area in consultation with your Divisional Contact (see below) to determine when you should be completing the course.
- When selecting elective courses, you may review other music graduate courses for options relevant to your area of study. Please note: some courses are "reserved" for students in another program and ACORN will not accept your enrollment request. Contact the course instructor and your supervisor or area head to request permission to enrol. Send an [Add/Drop Course](#) for them to sign and save/email to [gradadmin.music@utoronto.ca](mailto:gradadmin.music@utoronto.ca).

If you have any questions about which courses are recommended for your program, please contact your Divisional Contact (next page) for advice.
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- It may be possible to take an elective outside of the Faculty of Music with approval from your Area Chair/Divisional Coordinator, and approval from the host department. If you are not able to add the course through ACORN, you must use the SGS [Course Add/Drop Form](#) to enroll and receive signature from the host department and Music's divisional contact. Submit the completed form to the Graduate Office ([gradadmin.music@utoronto.ca](mailto:gradadmin.music@utoronto.ca)).
- New MMus students with MUS4210H as part of their degree requirements will be contacted regarding a placement test (completed remotely.) Those who pass will receive an exemption from this course. Credits earned through the exemption process must be made up with other course(s) of at least the same credit weight.
- Ensemble and/or other courses requiring auditions or placement will be added for students following the audition/placement process. Please consult the [Performance Office](#) for any questions pertaining to ensemble placement auditions: [performance.music@utoronto.ca](mailto:performance.music@utoronto.ca)

# CONTACTS

## GRADUATE OFFICE CONTACTS

**Todd Will**, Graduate Programs Administrator  
*Enrolment, Registration, Funding, etc...*

[gradadmin.music@utoronto.ca](mailto:gradadmin.music@utoronto.ca)  
Rm 143 EJB

**Victoria Boerner**, Graduate Programs Assistant

Teaching Assistants' enquiries

[grad.music@utoronto.ca](mailto:grad.music@utoronto.ca)  
Rm 143 EJB  
[ta.music@utoronto.ca](mailto:ta.music@utoronto.ca)

**Dr. Robin Elliott**, Associate Dean, Graduate Education

[Robin Elliott](mailto:Robin.Elliott@utoronto.ca)

## FACULTY OF MUSIC DIVISIONAL CONTACTS

For course advising purposes

Composition: [Norbert Palej](mailto:Norbert.Palej@utoronto.ca)

Ethnomusicology: [Joshua Pilzer](mailto:Joshua.Pilzer@utoronto.ca)

Musicology: [Sherry Lee](mailto:Sherry.Lee@utoronto.ca)

Music & Health Sciences: [Michael Thaut](mailto:Michael.Thaut@utoronto.ca)

Music Education: [Nasim Niknafs](mailto:Nasim.Niknafs@utoronto.ca)

Theory: [Ryan McClelland](mailto:Ryan.McClelland@utoronto.ca)

Performance Chair: [Jeff McFadden](mailto:Jeff.McFadden@utoronto.ca)

Applied Music & Health: [Corene Thaut](mailto:Corene.Thaut@utoronto.ca)

Brass: [Anita McAlister](mailto:Anita.McAlister@utoronto.ca)

Choral Conducting: [Jamie Hillman](mailto:Jamie.Hillman@utoronto.ca)

Collaborative Piano: [Steven Philcox](mailto:Steven.Philcox@utoronto.ca)

Early Music: [Daniel Taylor](mailto:Daniel.Taylor@utoronto.ca)

Guitar: [Jeffrey McFadden](mailto:Jeffrey.McFadden@utoronto.ca)

Jazz: [Jim Lewis](mailto:Jim.Lewis@utoronto.ca)

Music Technology & Digital Media: [Denis Martin](mailto:Denis.Martin@utoronto.ca)

Opera: [Sandra Horst](mailto:Sandra.Horst@utoronto.ca)

Orchestral Conducting: [Uri Mayer](mailto:Uri.Mayer@utoronto.ca)

Percussion: [Aiyun Huang](mailto:Aiyun.Huang@utoronto.ca)

Piano: [Lydia Wong](mailto:Lydia.Wong@utoronto.ca)

Piano Pedagogy: [Midori Koga](mailto:Midori.Koga@utoronto.ca)

Strings: [Mark Fewer](mailto:Mark.Fewer@utoronto.ca)

Voice: [Monica Whicher](mailto:Monica.Whicher@utoronto.ca)

Vocal Pedagogy: [Lorna MacDonald](mailto:Lorna.MacDonald@utoronto.ca)

Wind Conducting: [Gillian MacKay](mailto:Gillian.MacKay@utoronto.ca)

Woodwinds: [Eric Hall](mailto:Eric.Hall@utoronto.ca)

## SENIOR LEADERSHIP GROUP

Acting Dean, Faculty of Music:

Associate Dean, Academic & Student Affairs:

Associate Dean, Graduate Education:

Associate Dean, Performance:

Associate Dean, Research:

[Ryan McClelland](mailto:Ryan.McClelland@utoronto.ca)

[Daphne Tan](mailto:Daphne.Tan@utoronto.ca)

[Robin Elliott](mailto:Robin.Elliott@utoronto.ca)

[Jeff McFadden](mailto:Jeff.McFadden@utoronto.ca)

[Nasim Niknafs](mailto:Nasim.Niknafs@utoronto.ca)

## SCHOOL OF GRADUATE STUDIES

63 St. George Street

Student Academic Services

[sqs.utoronto.ca](http://sqs.utoronto.ca)

[graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca)

## STUDENT GROUPS

Music Graduate Students' Association (MGSA)

University of Toronto Graduate Students' Union (UTGSU)

[MGSA](http://MGSA)

[info@utgsu.ca](mailto:info@utgsu.ca)