



UNIVERSITY OF TORONTO
FACULTY OF MUSIC

ADVANCED CERTIFICATE IN PERFORMANCE

GUIDE FOR NEW STUDENTS 2024-25

IMPORTANT DATES

July 15	Tuition fees invoice available on ACORN
July 31	Course Enrolment begins
August 27	Recommended date for Minimum Payment/ Tuition deferral for Automatic Registration
September 3	First Day of Classes - Fall Term
September 3-6	Ensemble Placement Auditions
September 11	Registration Deadline

WELCOME TO THE FACULTY OF MUSIC

Congratulations on your admission to the Faculty of Music, University of Toronto! We're glad that you have chosen to attend the University of Toronto and hope that this will be the beginning of an exceptional educational and musical experience for you.

The Registrar's Office at the Faculty of Music is your "reliable first stop" for information and advice. This office is also responsible for the administrative operations of the undergraduate program including student records, course administration, convocation, examinations, marks, scholarships, and bursaries, as well as the policies on academic regulations. Academic and personal counselling is provided by the office, along with appropriate referrals to other services within the University. The office also administers access to practice facilities and booking of space in both of our buildings – Faculty of Music, North (Edward Johnson Building) and Faculty of Music, South (90 Wellesley Street West).

Please take the time to read all the materials we provide. University life is an exciting and demanding endeavour. Some of the procedures and rules will be new to you. In addition to reading this guide, do not hesitate to reach out to help you become familiar with how things work around the Faculty and the University.

Best wishes for a successful year!

Nalayini Balasubramaniam
Registrar

Dawn Pascoe
Assistant Registrar, Student Services

Andrea Nussey Atherley
Student Services Administrator

Jennifer Panasiuk
Admissions & Recruitment Officer

Calista Biermans Tunney
Student Services Coordinator

Aubrey Kelly
International Recruitment Officer

REGISTRAR'S OFFICE

Room 145, Edward Johnson Building
Hours: Monday - Friday, 9:00am - 4:30pm
(416) 978-3740 | registrar.music@utoronto.ca

 @UofTMusicReg

Available for advising by appointment in the summer;
Drop-ins and by appointment during the academic year.

**Your Reliable First Stop
for Information & Advice on All Matters**



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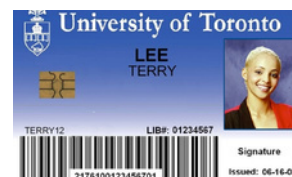
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GETTING A HEAD START

Get your TCard

Your TCard is your official University of Toronto photo identification. It will be your library card, access pass to athletic facilities and general ID card for when you write exams and pick up official documents.

The first step is to submit your identity and legal status documentation on the [TCard website](#). After your identity and legal status documentation have been approved, you will receive an email with instructions about activating your UTORid (see below). You will then pick up your TCard on campus.



Fall 2024 students can begin the process of getting their UTORid and TCard now! Beat the rush and submit your documents before August 9!

Activate your UTORid and UT Email

You will need to **convert your JOINid to a UTORid** by following the instructions provided in the email received once your documentation has been processed through the TCard Office. UTORid and password provide access to online services like email (UTmail+), some course content on Quercus, library resources, Microsoft365 (including Word, Excel, PowerPoint), WiFi on campus, and more.

You will also be required to enrol in **UTORMFA** (U of T's multi-factor authentication system) within two week of converting to the UTORid, otherwise you will not be able to login to any services until this is resolved.

You will also be issued a university e-mail address but **it is your responsibility to activate your account**. Be sure to add your new UTMail address on ACORN. U of T uses e-mail to communicate with you. It is your responsibility to update your e-mail on ACORN and to check your UTmail account daily.

Note on Name Changes: The University of Toronto has a way for students to have their first name changed on their academic records and ACORN. If you use a different name than the one indicated on your photo ID and legal status documentation, contact the Music Registrar's Office to request the *Change of Name or Gender Request Form*.

New students must complete this step *before* beginning the UTORid activation process.

For more information and detail on the name change process, please visit the [U of T Identification](#) page on the [Sexual & Gender Diversity Office](#) website.

Get to know ACORN & Quercus

ACORN is the University of Toronto's user-friendly and intuitive student web service. You will use it to enrol in courses, access your grades, order transcripts, determine how much you owe on your fees account, update your personal contact information, and much more. You can access ACORN before setting up your University accounts using your JOINid and password; once you have activated your UTORid, your UTORid and password become your new login credentials.

Quercus is U of T's online learning management platform. It helps organize your courses in one place and allows you to connect with your classmates and instructors online (for courses where the instructor chooses to use this platform). See more information on page 17.

Register with Accessibility Services

Students who have a documented disability may be able to receive special accommodations to enhance their study at the University of Toronto by being registered with this service. An accommodation is any change that enables students with disabilities to participate equally in the environment and activities of either a particular class or university life in general. This includes making changes to course delivery, assessment methods, the types of resources provided, and physical access to a class. It involves removing barriers of all kinds. Accommodations are determined based on available information regarding your functional limitations and their impact on your program of study.

In order to have accommodations in place for the start of classes you must submit your intake package by **July 12** at 5 p.m. Visit uoft.me/asregister

You are urged to initiate the process immediately and submit your intake package no later than July 12 at 5p.m. in order to have the necessary accommodations (if appropriate) in place before classes begin.

You can still register at any point during the school year but your accommodations will begin after the start of the Fall 2024 semester.

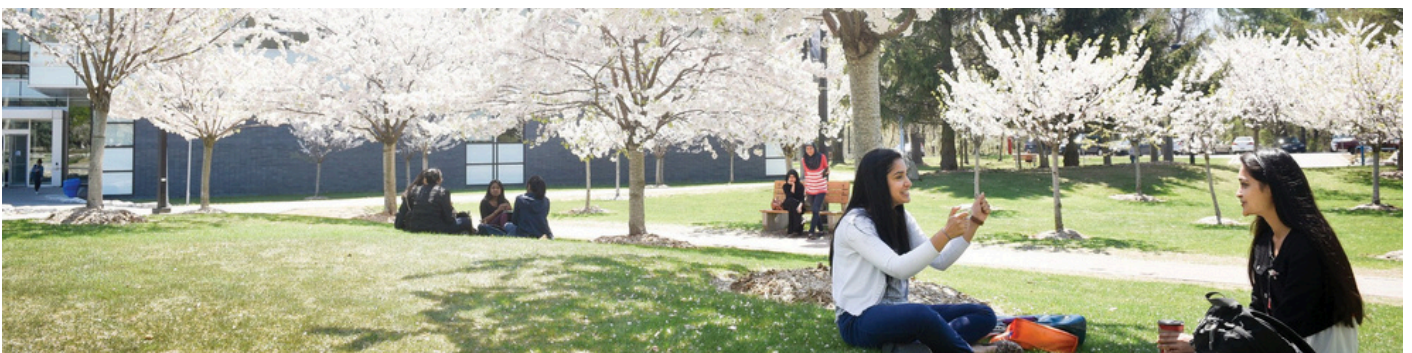
For more information, please refer to www.studentlife.utoronto.ca/as/new-registration

Get to know the Division of Student Life's Programs and Services

The mission of these services is to offer all students support in reaching your academic goals while finding community and belonging. This includes preparing you for university academics by introducing available resources, teaching time-management skills and effective learning and study habits. They're here to support your mental and physical health with virtual and in-person appointments, workshops to teach you wellness skills, and peer support in a range of areas. They can also help you with accessibility and accommodations issues. Student Life provides all kinds of resources to help with your career, from work study positions and on-campus jobs to resources to help you develop resume and interview skills. For international students, they provide a range of supports from information about immigration, health coverage and work permits, to advice on transitioning into Canadian life. They also have all the information you'll need about study abroad programs.

Make sure you familiarize yourself with these services in order to take advantage of the opportunities!

For more information, please refer to page 20 or www.studentlife.utoronto.ca



Prepare for Ensemble Placement Auditions

Classical ACP Students:

If you are interested in participating in the major ensemble courses, you will need to request an audition through the Performance Office. Major Ensemble Placement Auditions will be done in-person during the first week of classes to determine in which ensemble you will be placed (September 3-6).

Major Ensembles include: Soprano/Alto Chorus, MacMillan Singers, Tenor/Bass Chorus, Chamber Choir, Wind Ensemble or Symphony, Guitar Orchestra, Symphony Orchestra, and Contemporary Music Ensemble.

The Performance Office provides excerpts that you will prepare for the audition. These excerpts, along with individual placement audition dates/times, and tips on how to prepare will be available on the [Performance Office website](#) in early July. Please direct any questions to Amanda Eyer Haberman at performance.music@utoronto.ca.

Baroque ACP Students: All students in the Baroque ACP program will be required to take an ensemble credit, either PMA487Y1-Collegium Musicum (Instrumental) or PMA489Y1-Schola Cantorum (Vocal). No audition is required for these courses; students should enrol directly in their respective ensemble.



Practice Rooms at the Faculty of Music

Students will gain access to practice facilities during Orientation Week for both the Faculty of Music North (Edward Johnson Building) and Faculty of Music South (90 Wellesley St. W). Access to these buildings, including practice spaces, is managed through a **fob system** which is administered by the Registrar's Office.

To obtain a fob you must place an order and pay the \$29 deposit online with a credit card *before* you can pick it up. Information about fob ordering and pick-up times will be communicated later in August. You will need to **bring your TCard** with you when you come to pick up your fob and any other keys in September. You will keep your fob for the duration of your studies at music.

Specialized Practice Spaces: Some instrumentalists have access to the use of specialized storage and/or practice rooms; these instruments include: Harp, Bassoon, Double Bass, Percussion, Tuba, Jazz Double Bass, and Jazz Drums. These students will be required to pay a non-refundable fee of \$20.00 for the key and use of these specialized rooms each academic year, if applicable.

Private Studio Access: Some applied teachers permit the use of their private studios by students for practice space. Students will be required to get authorization from the respective teacher and pay a non-refundable fee of \$20.00 for special access during the academic year, at the discretion of their teacher.

Fob and key order forms will be sent out in August; your UTORid must be activated in order to access the forms. You must order and pay online before you can pick up a fob/key.

COURSE SELECTION

All students in the Advanced Certificate in Performance program are required to be enrolled in a full time course load for the academic year. A range of 3.0 to 5.0 credits constitutes a full time load. Students must successfully complete at least 3.0 credits (including required course(s)) in order to satisfy the requirements of the program. Required courses (*) indicated below, cannot be dropped. All students will be enrolled in PMA485Y Applied Music & Recital by the Registrar's Office.

Program Requirements (Classical Performance Option):

*Applied Music & Recital	1.0 Credit
Ensemble	0.67 Credit <i>and/or</i>
Chamber Music	0.33 Credit
Music Electives	Variable – minimum 2.0 required if not taking the ensemble and chamber music courses.

Program Requirements (Baroque Performance Option):

*Applied Music & Recital	1.0 Credit
*HMU elective	0.5 Credit +
*Ensemble	0.67 credit (PMA487Y1) <i>or</i> 0.50 Credit (PMA498Y1)
*Chamber Music	0.33 Credit
Music Electives	Variable – minimum 0.5 required

*Required Courses

+ This should be an HMU elective related to the Baroque era. Alternatively, students may opt to complete an Independent Study (HMU499H1). Refer to the [HMU499H Application Form](#) and contact us at registrar.music@utoronto.ca should you have more questions about pursuing this option.

Course Selection – The Basics

Course selection requires using both the Academic Calendar and Timetables of the Faculty of Music. There are a number of tools available to help you choose your courses:

[Academic Calendar](#)

In the Faculty of Music Academic Calendar you will find information on the program requirements, courses, sessional dates and the rules/regulations of the Faculty.

<https://music.calendar.utoronto.ca/>

[Timetable](#)

Lists course codes and modes of delivery/times/rooms for all classes being offered for the 2024-25 session.

[Timetable Builder](#)

Timetable Builder is U of T's official visual timetable building tool. Search for courses by keyword or filter by department, day of the week, and more:

Decoding the Timetable

Course Code	Sect	Credits	Title	Meeting	Hours	Day/Time	Instructor
PMA135Y1	Y	0.33	Lyric Diction	P0101	1P	F1	Nedecky
				P0201	1P	F2	Nedecky
PMU303H1	Y	0.50	Piano Concerto	L0101	2P	R10-12	McDonagh
PMU320H1	S	0.50	Performance Assessment	L0101	2L	W1-3	McFadden
PMA361Y1	Y	0.50	Vocal Pedagogy	L0101	1L	T10	Coates
PMU401H1	F	0.33	Business of Music	L0101	1L	M1	Stoll
	S	0.33	Business of Music	L0101	1L	M1	Stoll
PMA405Y1	Y	0.33	Instrumental Performance Class				
			Percussion	P0101	2P	R1-3	Johnston
			Violin	P0201	2P	M7-9	Patipatanakoon

COURSE CODE

3 letters denoting the division/department
 3 numbers denoting the level (100, 200, 300, 400)
 H = runs for one term only; Y = runs for both terms
 1 number indicating the campus (1 = St. George Campus)

Example:

EMU130Y1 is a Music Education course at the 100-level that runs from September to April and is taught at the St. George campus.

SECTION CODE

F = Fall session (September to December)
 S = Winter session (January to April)
 Y = Fall and Winter sessions (September to April)

CREDITS

Music courses vary in weight, mostly from 0.17 - 1.0 credits. Arts & Science courses are worth either 0.5 (Half Course) or 1.0 (Full Course) credits.

TITLE

Abbreviated version of the full title of the course given in the Academic Calendar.

MEETING SECTION

The letter indicates the nature of the course.

- LEC or L = Lecture
- PRA or P = Practical
- TUT or T = Tutorial

A course may be offered at more than one time during the week, which will be indicated with different numbered meeting sections (e.g. P0101, P0201). Students have the option of choosing the meeting section that best fits the rest of their schedule.

HOURS

The letter corresponds to the same legend used for meeting sections. The number refers to the number of hours this course meets a week. For instance, 2L means the course is a lecture and meets for a total of 2 hours each week.

DAY/TIME

M = Monday R = Thursday
 T = Tuesday F = Friday
 W = Wednesday S = Saturday

Where more than one letter is used for the day, classes meet on each day indicated.

NOTE: Classes begin at 10 minutes after the hour and finish on the hour. For example, a class with time of "TR10" meets on both Tuesday and Thursday, beginning at 10:10 and ending at 11:00. A class with a time of "M3-5" meets on Monday from 3:10 to 5:00. This is referred to as "U of T Time".

BUILDING/ROOM

The mode of delivery is also included within this column. All music courses are in the Edward Johnson Building unless specified otherwise.

NOTES Additional details about the course that you need to be mindful of.

Steps to Choosing Your Courses

STEP 1:

Look at your program’s required courses. Then look through the timetable to determine courses of interest. Check the [Academic Calendar](#) for course descriptions and any conditions for enrolment. Create a plan for what your weekly schedule will look like using [Timetable Builder](#).

If you will be taking the major ensemble course, make sure that you account for this in your schedule. All major ensembles rehearse between 4-6 hours per week. For classical students, once the placements have been finalized by the Performance Office, usually during the first week of classes, the Registrar’s Office will enrol you in the corresponding course code.

Besides the required courses for the program, you are able to enrol in any course(s) (subject to space availability) that will help you attain your learning objectives for the year. Feel free to consult with the appropriate Area Head for guidance:

Brass	Anita McAlister	anita.mcalister@utoronto.ca
Guitar	Jeffrey McFadden	jeffrey.mcfadden@utoronto.ca
Percussion	Aiyun Huang	aiyun.huang@utoronto.ca
Piano	Lydia Wong	lydia.wong@utoronto.ca
Strings	Mark Fewer	mark.fewer@utoronto.ca
Voice	Monica Whicher	monica.whicher@utoronto.ca
Woodwinds	Eric Hall	ericm.hall@utoronto.ca
Early Music (Baroque)	Daniel Taylor	daniel.taylor@utoronto.ca

Students can also reach out to the [Registrar’s Office](#) for course counselling.

STEP 2:

Once you have selected all your courses, add up the credit weights. Total course load must be between 3.0 to 5.0 credits for full-time enrolment. You can choose any number of courses as long as the total credit weight is in this range.

STEP 3:

Use ACORN to request the courses and sections you want. Enrolment begins at 6:00am EDT July 31. Enrolment in “F” and “Y” section code courses ends on September 16. The deadline to enrol in “S” section code courses is January 21. Courses will fill up quickly, so the earlier the better!



HOW TO USE ACORN

Accessible Campus Online Resource Network

Using the Student Web Service: ACORN

ACORN is your main tool for accessing course enrolment, student account information and student life resources. You will use your UTORid (JOINid) and password to login to ACORN. Prior to enrolling in courses, please ensure that you have planned your schedule using the various tools and resources. ACORN has step by step instructions for obtaining information and enrolling in academic activities.

The use of ACORN to enrol in courses means that you agree to abide by all the academic and non-academic rules and regulations of the University of Toronto and the Faculty of Music, and assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto.

After you have successfully logged on you will be brought to the main dashboard. This gives you navigational access to all other parts of ACORN and will show any new notifications alongside a daily calendar, links to key dates, important academic information and basic information about your financial account. Please note there is no access to the SWS when the University is closed; i.e. Holidays

View helpful [step by step instructions and videos](#) for common transactions made on ACORN . The best way to learn ACORN is to use it! www.acorn.utoronto.ca

FEATURES ON ACORN

- Find the courses you need by course code or title using an easy search system
- Use an 'enrolment cart' to plan your timetable (for Music courses only)
- Add, drop and modify your course enrolments in real-time from a single window
- View and print your timetable
- View your daily schedule and upcoming key dates at a glance
- Access your course grades, grade point averages and your academic status
- View your tuition and residence fees
- Print T2202A tax receipts
- Access information about housing, health and wellness, co-curricular programs and more in one place

New students should **add the following** to their ACORN account as soon as possible:

Under *Profile & Settings*:

Add information for your **Emergency Contact** and **U of T email** once activated.

Under *Finances*:

Please add **Direct Deposit Information** to your account to expedite any refunds from the University. You can find your Transit (5 digits), Bank (3 digits) and Account numbers by requesting a blank cheque or a print-out of your banking information from your financial institution.

Quercus

Quercus is your learning management portal. This online tool helps organize your courses in one place and allows you to connect with your classmates and instructors online. Quercus is where you will go to find course syllabi, assignments, online readings and also participate in group discussions. You need your UTORid to access your Quercus profile. You won't see all of your courses in Quercus right away, but don't worry! Your instructor will make your course available closer to the start of classes. Note that not all instructors use Quercus as their learning management tool.

If desired, you can update your [display name](#) on Quercus and some other university systems. Note that this will not update your legal name on U of T records.

Resources: To help you get started and beyond...

Accessibility Services

Get help navigating your ongoing or temporary disability so you can succeed at U of T. If you have a documented learning disability, mental illness, physical challenges or another accessibility issue, register with Accessibility Services as soon as possible. You may be eligible for specific accommodations, such as:

- Deadline flexibility
- Note-taking services & peer mentoring
- Test & exam accommodations

Accessibility Services Deadline

You can register at any time, but to have accommodations in place for the start of the Fall 2024 term you must submit your intake package by **July 12** at 5 p.m. Visit uoft.me/asregister

Centre for Learning Strategy Support

Sign up for University Prep workshops offered in August. Develop & practice the skills you need to succeed academically & artistically.

Workshops include:

- [The University Pre 3-part Micro-Course](#)
- [Learning How to Learn at U of T](#)
- [Learning at U of T as an International Student](#)
- [Webinars for Parents and Supporters](#)

Career Exploration and Education

Career Exploration and Education offers career development guidance through workshops, job shadowing programs and individual appointments, as well as employment, internship and volunteer listings, resume clinics and practice interviews. The Faculty of Music, in partnership with this service, offers a series of workshops and one-on-one career advising appointments with a career educator to support students with their career goals.

Students do not have to look far at the University to find part-time work. The **Career Learning Network (CLNx)** is an online service bringing together opportunities and resources for career advising, research, mentorship, and co-curricular experiences. The CLNx lists thousands of on-campus and off-campus work, work-study, and volunteer positions.



Health & Wellness

The Health & Wellness Centre offers medical care, mental health services and programs that help you reach your personal and academic best. This includes same day counselling support as well.

- On-campus doctors & clinicians
- Mental health services
- Sexual & reproductive health consultations
- Immunizations
- Nutrition counselling & education
- Skills-building workshops & group therapy
- Drop-in mindfulness meditation & yoga

The Faculty of Music also has an on-location Health and Wellness counsellor, with whom students can explore concerns, learn about resources and identify next steps. Referrals are made, as appropriate, to either within U of T or in the community. Some of the centrally accessible resources include:

[Better Coping Skills Workshops](#)

[Information about Same Day Counselling and other workshops](#)

[Mental health care - U of T Student Life \(utoronto.ca\)](#)

[Health & Wellness peer support - U of T Student Life \(utoronto.ca\)](#)

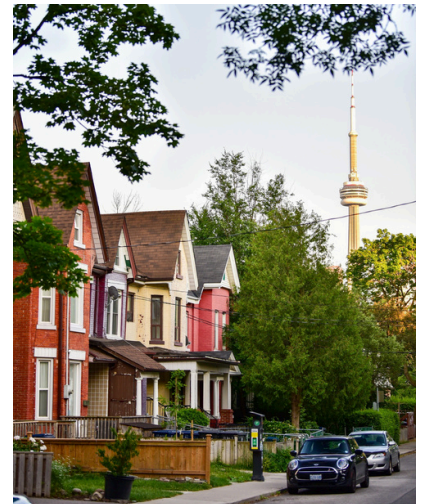
Housing (Off-campus)

Use your UTORid/JOINid to log in to the [Off-Campus Housing Finder](#) and begin your search. You can save and compare your favourite listings, search for a roommate using the Roommate Finder and learn about your rights and responsibilities. Visit housing.utoronto.ca for more help with your housing search.

Explore your off-campus housing options at one of our summer events: [Housing prep workshops](#), [URent workshops](#)

Housing can help you find an off-campus place.

- [Off-campus rental listings](#)
- [Roommate finder](#)
- [Info on tenant rights & responsibilities](#)



Centre for International Experience (CIE)

The CIE provides an array of services for international students and global learning opportunities for all students. Some of the services include:

- [Immigration advising](#)
- [Provincial Attestation Letters \(PAL\)](#)
- [Health coverage \(UHIP\)](#)
- [Help with applications for work permits](#)
- [Advice on transition to life in Canada](#)
- [Global Programs: Exchanges - Learning/research abroad opportunities](#)

Student Life & Student Groups

Faculty of Music Undergraduate Association (FMUA)

The FMUA is the official undergraduate organization in the Faculty of Music. The objective of the FMUA is “to promote the interests of undergraduates in the Faculty of Music, cultivate relations between the faculty and the student body in University activities, and to further goodwill among the members themselves.” Officers are elected annually, and along with appointed committee chairpersons, form the Executive Committee. Various standing committees are responsible for planning and coordinating a number of student functions both social and academic in nature.

Location: Edward Johnson Building, Room 312



Mentorship Opportunities

Meet with upper-year students who can help you discover belonging, academic and social supports, and more. Mentors provide valuable guidance and challenge you to do your best. Many programs begin this summer, so start now to find a mentorship program that works for you. Visit the mentorship catalogue at clnx.utoronto.ca to get started.

Access Us : Students registered with Accessibility Services can get connected with a peer mentor and a supportive community that includes social events, academic workshops and career development.

Access & Inclusion Peer Programs: Students who are African/Black/Caribbean, Southeast Asian, Latin American or students whose parents/guardians did not complete post-secondary education in Canada (first generation) are paired with experienced upper-year mentors to help navigate potential barriers to success. You can meet with a mentor navigator over the summer or attend one of our summer/orientation events.

Student Organization Portal



The Student Organization Portal offers a large and diverse directory of student clubs, organizations, activities and opportunities on all three campuses. The thousands of entries include film appreciation clubs, debating societies, sports teams, social activism, drop-in classes, course unions, and research opportunities and awards. You can search by interest, everything from athletics and arts to social justice and sustainability!

Check out the Clubs Fair during Orientation week!

REGISTRATION

What is Registration? You will be able to enrol in courses in early July, however, in order to become **registered** you have to pay at least the minimum first installment of your fees *or* officially defer your fees by the posted deadline. Instructions on how to pay fees or defer based on scholarship or financial aid are found on the pages to follow.

The minimum payment to register is equivalent to 100% of Fall tuition fees (plus any arrears on your account) and is indicated on the Fees Invoice on ACORN. To be automatically registered for the Fall-Winter session, you must enrol in courses and pay at least the minimum first instalment of your fees (or officially defer them) by **August 27**.

If you make a payment between **August 28 and September 11 at 4pm** you must provide the Registrar's Office with proof of payment in order to ensure that your registration is complete. If you do not present proof of payment or defer your fees by **4:00pm on September 11**, you will be removed from all your courses and will need to contact the Registrar's Office to re-register for the session. Re-registration requires approval and a financial penalty and does not guarantee a spot in previously enrolled courses.

By being registered, you agree to abide by all of the Academic and Non-academic Policies, Rules and Regulations of the University and Faculty and to ensure that the accuracy of your personal information such as current mailing address and telephone number is maintained.

Fees

Annual fees for registration consist of two components: Academic (including instruction and library), Incidental/Ancillary fees (including Athletics, Hart House, Health Service, and Student Organizations). All students in the ACP program are charged a program fee for the year of study. This is a set tuition fee for the Fall-Winter academic session regardless of a student's course load, provided the load falls within a defined range (typically 3.0-5.0 credits). See more Fees Information in the Academic Calendar.

INVOICES

Your fees invoice is available online through ACORN. The Academic and Incidental/Ancillary fees for the Fall-Winter session are posted annually in mid-July. Once your invoice is available you can make a full payment, arrange for partial payments, or request a fee deferral.

If you do not fully pay the fees for the session at the time of registration, there are separate Fall and Winter term fee payment deadlines for any outstanding payments and monthly service charges will apply. See the Billing Dates Schedule below.

Note: Residence Fees will appear on your invoice, however, these are not associated with your registration and the deadlines for payment will vary. Make sure you review your residence occupancy agreement carefully to see when they are due.

Paying Your Fees

Students have the following options to pay fees:

- on a sessional basis (both Fall and Winter together) by the Fall term payment deadline; *or*
- by term (separate Fall and Winter term payments)

Payments must be made through your financial institution, via a bank machine, in-bank, online or by telephone banking. On Campus payments are not available.

You will need a copy of your ACORN Invoice which includes your Account Number. For online/telephone banking, add “University of Toronto” as a payee. Payment by credit card (Mastercard or Visa) is also available via ACORN; note that a service fee applies.

Your **Account Number** is displayed on the top-right corner of your ACORN invoice. It consists of the first five letters of your surname (in capital letters) and 10 digits of your student number.

For more details instructions visit the Fees website which applies to you:

[Making a Fee Payment Within Canada](#) or [Make a Fee Payment from Outside of Canada](#).

**Always keep the bank verification/confirmation number of your payment.
This will be your proof of payment.**

Be sure to plan enough time for your bank to transfer the funds to the university as this can typically take three-five business days, and up to 10 days for international payments.

Check ACORN to see if your payment has been received or your deferral has been processed. In the “Academics” box on your ACORN dashboard, you will see your registration status for the Fall/Winter Session:

- *Registered* = Your registration is complete; no further action is necessary.
- *Invited* = You risk being removed from your courses. Check your status again in a few days to make sure your payment or deferral request was successfully received.

Deadlines & Billing Dates

August 27	Deadline for Automatic Registration: Recommended date to pay/defer minimum fees; payments after this date will require proof of payment submission to the Registrar’s Office
September 11	Registration Deadline; Proof of Payment required by 4:00PM
September 30	Payment Deadline for deferred unpaid Fall term tuition & non-tuition fees
November 30	Payment Deadline for unpaid Winter term tuition fees for all students without a fee deferral
January 31	Payment Deadline for Unpaid Winter term Tuition for Students who have a deferral
April 30	Payment deadline for Unpaid Fall and Winter term tuition & Non-tuition fees (including for those who have a scholarship/sponsorship/tuition waiver based deferral)

Services Charges: Beginning October, a monthly service charge of 1.5% compounded will be added on to your outstanding balance until your account is paid in full. All payments are applied to the charges on your account according to the algorithm of “oldest first”. This means that the oldest outstanding charge in the oldest session will be cleared first; there is no distinction between the type of charge, e.g. residence fees, academic fees, etc.

Deferring Tuition Fees

• BY OSAP OR OTHER GOVERNMENT FUNDED FINANCIAL AID

If you are expecting to receive OSAP (Ontario Student Assistance Program) or another provincial/territorial government loan and are unable to pay the first instalment of fees with your own funds, a deferral is the opportunity to officially postpone the fee payment until your funds arrive.

By deferring your fees, you are agreeing to the following conditions:

- All outstanding tuition fees have been paid. Your deferral is not valid if you owe tuition fees from a previous session.
- If you do not receive the financial assistance you were expecting, you are still responsible for paying your fees.

Defer Fees through ACORN: To defer fees on ACORN visit the Finance menu, select “Tuition Fee Deferral” and follow the directions. After completing the online deferral, you should check your status to ensure your status is changed to ‘Registered’.

Defer Fees through the Registrar’s Office: Provide the Registrar’s Office with confirmation that you have been approved for OSAP or other government loan funding. If you have applied but have not yet received confirmation, you must go to University Admissions & Outreach (172 St. George Street) to request a deferral before the registration deadline (August 27).

• BY SCHOLARSHIP OR BILLING TO A THIRD PARTY

If you are receiving a scholarship from the Faculty of Music/University of Toronto, or an external establishment that is required to go towards your fees, your fee payment may be deferred. The award will be credited towards your student account once you have registered for the session. In order to register, you must notify the Registrar’s Office by **August 27** of your intent to defer your fees payment with the scholarship(s). If the value of the scholarship(s) does not cover the minimum tuition fees payment, you will be required to pay the difference prior to requesting a fee deferral using the scholarship. Even if your scholarship covers or exceeds the minimum tuition fees payment, you must notify us by the deadline of your intent to defer your fees payment.

The request to defer your fees by scholarship should be sent to registrar.music@utoronto.ca and must include:

- your full name
- UT student number
- scholarship name
- scholarship value
- if your scholarship does not cover all fees also include the amount you have paid and confirmation thereof.

Please note: University issued scholarships are typically applied to student accounts in late September/early October. Students should check on ACORN at this time to confirm all funds have been applied appropriately.



FINANCIAL AID & SCHOLARSHIPS

Financial Aid Policy

The University of Toronto's policy on Student Financial Support states that *"No student offered admission to a program at the University of Toronto should be unable to enter or complete the program due to lack of financial means."* This policy applies only to Canadian citizens, permanent residents and protected persons. Financial support programs of the University of Toronto are designed to guarantee that each student has access to the resources necessary to meet their needs. Financial need will be assessed based on provincial/territorial funding entitlement. In order to have their financial needs determined, students should apply for government student assistance. The University complements this assistance in the form of non-repayable grants. To find out more about **University of Toronto Advanced Planning for Students (UTAPS)** and the eligibility requirements, visit [University Registrar's Office](#).

Many awards at the Faculty of Music and University of Toronto have Ontario residency and financial need as part of the criteria, in addition to academic/artistic merit. Financial need is determined from your OSAP entitlement. Students are therefore encouraged to apply to OSAP in order to possibly make themselves eligible for these awards.

Student Financial Planner

Students can use the [Financial Planning Calculator](#) for U of T students, a publicly available online tool to help explore how much it will cost to study at U of T for one academic year. Students can also create a budget and browse helpful resources.

OSAP (Ontario Student Assistance Program)

The OSAP application usually becomes available in April at www.osap.gov.on.ca. New students are encouraged to apply before the end of June. Within 4-6 weeks of applying and submitting all required documentation, students are advised of their eligible funding for the academic year. Funds are released directly to the University in two different instalments: 60% of the entitlement in September and 40% in January.

Students from [other provinces or territories](#) are advised to apply to their government's financial aid program by the appropriate deadlines.

Bursaries

Bursaries, also known as grants, are funds given to students that do not need to be repaid. They are aimed at helping students who have exhausted other financial options and are facing financial challenges or sudden changes in their financial circumstances. Bursaries are meant to cover small, unexpected income gaps rather than be a primary financial resource. There are two rounds of bursary applications: fall applications are due by **November 1**, and winter applications are due by **February 1**.

Students are considered for bursaries on the basis of financial need and must apply for OSAP/their provincial/territorial assistance program first. **Ontario Students:** if you have requested to receive only the grant funding from OSAP, an application for a bursary will not be considered.

Collaborative Pianist Grant

The Faculty of Music provides supplementary support to undergraduate students for expenses related to collaborative pianists (accompanists, coaches). The funding can be used to support the use of pianists in any curricular activity (e.g., applied lessons, juries, recitals, performance classes). Students may receive up to a maximum of \$400 in support per year. There are two rounds of applications administered by the Performance Office: fall applications are due **Nov. 1**; winter applications are due **Feb. 1**.

MAKING THE MOST OUT OF YOUR UNIVERSITY EXPERIENCE

University life isn't all classes, textbooks and practicing. The best way to ensure a fulfilling experience as a university student is to get involved in campus life.

Athletic Centre

All students have automatic membership at the athletics facilities. The [Athletic Centre](#) boasts 10 squash courts, a 200-metre indoor running track, four multi-purpose courts, two swimming pools, an indoor golf range, badminton and tennis courts, dance studio, several gymnasiums, strength training apparatus, and sauna. Those who thrive on competition can join the [University's Varsity Blues](#). The University of Toronto also has a comprehensive [intramural sports program](#).



Student Media

There are many opportunities for budding journalists to get involved in campus media. The Varsity is Canada's largest student newspaper and is distributed on all three campuses. The Newspaper is U of T's only independent student publication and publishes weekly during the school year. For those who are interested in music and electronic journalism, the University has its own radio station, CIUT-FM.



The Varsity www.thevarsity.ca
CIUT - FM www.ciut.fm

Clubs and Associations

There are over 700 clubs and associations contributing to U of T's intellectual, political, social and cultural diversity and richness. You can join any number of groups; check out ULIFE, a searchable database of all extracurricular activities on campus. [Student Organization Portal](#)



Hart House

Hart House is a refuge for the mind, body, and soul. All registered students are members. Within Hart House you will find a full-service athletic facility, serene common rooms with fabulous fireplaces, two restaurants, an art gallery, and a library.

There are more than 30 groups to join at Hart House. Learn photography, make a film, test your debating skills or hone your talent as a writer or artist.

For more details, please visit:
harthouse.ca



Student Services at U of T

From medical emergencies to receiving assistance with written assignments, University of Toronto's student services provide students with the resources they need. These services are included in your fees and we encourage you to take advantage of them.

For a complete listing, consult the Student Handbook of the Faculty of Music that will be made available in mid-August, or visit www.studentlife.utoronto.ca

Student Government

The University of Toronto Students' Union (UTSU) serves all full-time undergraduate students at U of T. Every student is a member of UTSU, and all committees and commissions are open to all students. The Faculty of Music Undergraduate Association (FMUA) serves all undergraduate students of the Faculty of Music.

UTSU: www.utsu.ca/about-the-utsu/

FMUA: www.fmua.ca/about-us

SESSIONAL DATES

BEFORE CLASSES BEGIN	
July 31 - Sept 16	Enrolment Period for All courses beginning at 6:00AM EDT on ACORN
August 27	Deadline for Automatic Registration; those who pay after this date and by Sept 11 are required to present their proof of payment to the Registrar's Office
Aug 26-30	Orientation Activities
Sept 2	Labour Day - UNIVERSITY CLOSED

FIRST SEMESTER	
Sept 3	FIRST DAY OF CLASSES - Fall Session; classes with F & Y section codes begin
Sept 3-6	Major Ensemble Auditions
Sept 11	Registration Deadline: Students who have not paid/deferred fees will be removed from courses
Sept 16	Last day to ADD or change sections for F & Y courses
Oct 14	Thanksgiving Day - UNIVERSITY CLOSED
Nov 4 Oct 28-	Last day to CANCEL F section code courses
Nov 1	Fall Reading Week (NO CLASSES)
Dec 2	Last day of classes - Fall Session; all term work in F section code courses must be submitted
Dec 3	Make-up Day; Monday classes meet, Wednesday classes do not meet
Dec 4-5	Flex Days
Dec 6-21	Examination Period (Term tests may be held in some Y section code courses)
Dec 24 - Jan 3	Winter Break - UNIVERSITY CLOSED

SECOND SEMESTER	
Jan 6	FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume
Jan 17	Last day to ADD or change sections for S section code courses
Feb 14	Last day to CANCEL Y section code courses
Feb 17	Family Day - UNIVERSITY CLOSED
Feb 17-21	Winter Reading Week (NO CLASSES)
Mar 10	Last day to CANCEL S section code courses; Last day to WITHDRAW from the Faculty of Music with no academic penalty
Apr 4	Last day of classes - Winter Session; all term work in S and Y courses must be submitted
Apr 7-8	Flex Days
Apr 9-30	Examination Period
Apr 18	Good Friday - UNIVERSITY CLOSED