



# Important Information For New Graduate Students

2022-2023

## 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 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 80 Queen's Park, Toronto ON, M5S 2C5. All transcripts must be received no later than **August 31, 2022**.
- Get your [TCard](#) and activate [UTOR e-mail account](#).
- 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:

- Registration Opens: **July 18, 2022**
- Course Enrolment Opens: **August 3, 2022**
- Recommended Registration Deadline: **September 1, 2022**

# REGISTRATION

## Registration: Payment or Deferral of Tuition and Fees

- Register on time by **paying or deferring** your tuition and incidental fees. You can review your fees invoice on [ACORN](#) as of **July 18, 2022**. 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 (Deferring)**: Students may register without payment (i.e. make a fee deferral) **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 amount on your invoice:
  - Government loan
  - University funding package (major award, research stipend or teaching stipend)
- PhD/DMA and 1<sup>st</sup> year MA students may request a deferral through [ACORN](#)
- MMus students receiving funding that **exceeds** the Minimum Payment to Register amount may request a fee deferral by submitting the [Register Without Payment Form](#) to the Graduate Office ([gradadmin.music@utoronto.ca](mailto:gradadmin.music@utoronto.ca)).

**NOTE:** If you do not register by the deadline (**September 16, 2022**), 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

- Detailed funding letters for all students are forthcoming. 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 ([OSOTE](#)) and are reserved for Ontario residents.
- If you are an Ontario resident and have been guaranteed funding this year, you must complete and submit a [Financial Needs Assessment Form](#) to [gradadmin.music@utoronto.ca](mailto:gradadmin.music@utoronto.ca) no later than **August 5, 2022** in order to receive it.

# COURSE ENROLMENT

## Course Enrolment: Course Sign Up Opens at 6:00am on August 3, 2022 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 in the program. *You will use the same checklist for the duration of your degree.*
- Refer to the [Graduate Timetable](#) and [Course Descriptions](#) 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"

- 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 requirement.
- When selecting elective courses, you may review other music graduate courses for options relevant to your area of study. Please note that some courses are "reserved" for students in that degree program. If you want to take a course outside of your particular area of study and ACORN will not accept your request, contact the course instructor and your supervisor or area head to request permission. Send an [Add/Drop Course](#) for them to sign and submit the signed form to the Graduate Office at [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](#) for advice.

- It may be possible to take an elective outside of the Faculty of Music with approval from your Area Chair/Divisional Coordinator. If you are not able to add the course through ACORN, you must use the SGS [Course Add/Drop Form](#) to enroll. 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.
- 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 Program Administrator  
*Enrolment, Registration, Funding, Scholarships etc...*

**Calista Biermans Tunney**, Student Services Coordinator  
*General Inquiries, External Awards, TA Support*

Teaching Assistants' enquiries

**Dr. Jeff Packman**, Associate Dean, Graduate Education  
*Academic matters*

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

[grad.music@utoronto.ca](mailto:grad.music@utoronto.ca)  
Rm 144 EJB

[ta.music@utoronto.ca](mailto:ta.music@utoronto.ca)

[jeff.packman@utoronto.ca](mailto:jeff.packman@utoronto.ca)

## FACULTY OF MUSIC DIVISIONAL CONTACTS

For course advising purposes

Composition: [Norbert Palej](#)

Ethnomusicology: [Farzaneh Hemmasi](#)

Musicology: [Robin Elliott](#)

Music & Health Sciences: [Michael Thaut](#)

Music Education: [Nasim Niknafs](#)

Theory: [Ryan McClelland](#)

Performance Chair: [Jeff McFadden](#)

Applied Music & Health: [Corene Thaut](#)

Brass: [Anita McAlister](#)

Choral Ensembles: [Jamie Hillman](#)

Collaborative Piano: [Steven Philcox](#)

Early Music: [Daniel Taylor](#)

Guitar: [Jeffrey McFadden](#)

Jazz: [Jim Lewis](#)

Wind/Orch. Conducting: [Jeff Reynolds](#)

Music Technology & Digital Media: [Jeff Wolpert](#)

Opera: [Sandra Horst](#)

Percussion: [Aiyun Huang](#)

Piano: [Lydia Wong](#)

Piano Pedagogy: [Midori Koga](#)

Strings: [Mark Fewer](#)

Voice: [Monica Whicher](#)

Vocal Pedagogy: [Lorna MacDonald](#)

Woodwinds: [Eric Hall](#)

## SENIOR LEADERSHIP GROUP

Dean, Faculty of Music:

Associate Dean, Academic & Student Affairs:

Associate Dean, Graduate Education:

Associate Dean, Performance:

Associate Dean, Research:

[Ellie Hisama](#)

[Ryan McClelland](#)

[Jeff Packman](#)

[Jeff McFadden](#)

[Nasim Niknafs](#)

## SCHOOL OF GRADUATE STUDIES

63 St. George Street  
Student Academic Services

[sgs.utoronto.ca](http://sgs.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](#)  
[info@utgsu.ca](mailto:info@utgsu.ca)