

## NEXT STEPS GUIDE for NEWLY ADMITTED STUDENTS 2016-2017

### **IMPORTANT DATES ...**

July 5-Aug 2	First Enrolment Period for Music Courses beginning at 6:00am on ACORN (Student Web Service)
Aug 10-Sept 25	Second Enrolment Period for All Courses beginning at 6:00am on ACORN (including Arts & Science courses; no access to A&S courses on August 11)
August 23	Deadline for Automatic Registration; those who pay after this date and by September 14th are required to present their proof of payment to the Registrar's Office.
September 5	Labour Day – <i>University Closed</i>
September 6-9	Ensemble Placement Auditions/Information Sessions
September 12	<b>First Day of Classes</b> – Fall Session; classes in F & Y section code courses begin
September 14	Students who have not paid or deferred their fees will be removed from all your courses
September 21	Waiting Lists for Arts & Science F & Y section code courses turned off at the end of the day
September 25	Last day to ADD F & Y section code courses, or change sections
October 10	Thanksgiving Day – <i>University Closed</i>
November 7	Last day to CANCEL F section code courses
November 7-8	November Break ( <i>No Classes</i> )
December 6	Last day of classes – Fall Session; all term work in F section code courses must be submitted
December 7	Virtual Monday; Monday classes meet; Wednesday classes do not meet
December 8	December Study Day
December 9-20	Examination Period (Term tests may be held in some Y section code courses)
Dec 21-Jan 1	<i>University Closed</i>
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January 5	<b>First Day of Classes</b> – Winter Session; classes begin in S and resume in Y section code courses
January 15	Waiting Lists for Arts & Science S section code courses turned off at the end of the day
January 18	Last day to ADD S section code courses
February 20	Family Day – <i>University Closed</i>
February 20-24	Reading Week ( <i>No Classes</i> )
February 21	Last day to CANCEL Y section code courses
March 13	Last day to CANCEL S section code courses; last day to WITHDRAW from the Faculty of Music with no academic penalty
April 5	Last day of classes; all term work in S and Y section code courses must be submitted
April 6-7	April Study Break
April 14	Good Friday – <i>University Closed</i>
April 10-28	Examination Period

## ***WELCOME to the Faculty of Music***

Congratulations on your admission to the Faculty of Music, University of Toronto. We're glad that you've 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 and grade reporting, information on scholarships, bursaries and financial aid, as well as the policies on academic regulations. Academic as well as personal counselling is also provided by the office, along with appropriate referrals to other services within the university. The office also administers the access to practice facilities and booking of space in both our buildings – Faculty of Music, North (Edward Johnson Building) and Faculty of Music, South (90 Wellesley St. West).

Please take the time to read all the material we provide. University life is an exciting and demanding endeavour. Some of the procedures and rules will be new to you. Talk to people, become familiar with how things work around the Faculty and the University.

The Faculty of Music is committed to delivering the best possible undergraduate experience. Please feel free to come by the office and speak to one of us about ways in which we might be able to serve you better.

Best wishes for a successful year!

*Nalayini Balasubramaniam*  
Faculty Registrar

*Calista Biermans-Tunney*  
Receptionist

*Jennifer Panasiuk*  
Admissions & Recruitment Officer

*Dawn Pascoe*  
Administrative Assistant



### **Registrar's Office**

**The Reliable First Stop for Information & Advice on All Matters ...**

**Monday – Friday 9:00am - 4:30pm**

Room 145, Edward Johnson Building

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## GETTING A HEAD START

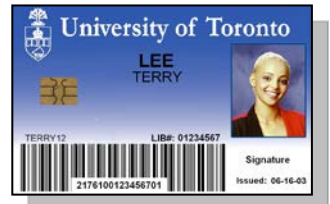
### a) Get your TCard

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. Pick this up before September or as soon as you get to campus!

You can get your TCard in person at the TCard office located in the Robarts Library, 130 St. George St., Room 2054A.

You must bring:

- a current university document with your student name and student number
- current government issued documentation that verifies your citizenship; for more information on documentation and hours, go to the UofT website: <http://tcard.utoronto.ca/>



### b) Activate your UTORid and UTmail+

Once you have your TCard, activate your UTORid account to automatically create your UTmail+ account. All U of T students are given a U of T email address through the UTmail+ service. It's your responsibility to activate and maintain this account. Enter this new email address on your ACORN record. U of T uses email to communicate with you. It's your responsibility to update your email on ACORN and to check your UTmail+ account daily. To create your account, go to: [email.utoronto.ca](mailto:email.utoronto.ca)

#### **Important Note: Policy on Official Correspondence with Students**

*The University and its divisions may use the postal mail system and/or electronic message services as means for communicating with you. Official correspondence may include, but is not limited to, matters related to your participation in academic programs, scheduling, fees, and other matters concerning the administration and governance of the University.*

*You are responsible for maintaining and advising the University, on ACORN (the automated web service), of a current and valid postal address as well as the address for a University-issued e-mail. In other words, students are required to have and use a University of Toronto e-mail (and to add this e-mail address to ACORN). All correspondence sent from the University of Toronto will only be sent to this address. Your UTmail also gives access to the Information Commons, library and the internet.*

### c) Sign up for Orientation!

You will receive an invitation to register for Orientation Week organized by the Faculty of Music Undergraduate Association in the coming weeks. In addition to the FMUA's events, which are scheduled from the 6<sup>th</sup> to the 10<sup>th</sup> of September, the Registrar's Office will be hosting a number of sessions. These will be scheduled for the mornings of the 6<sup>th</sup> to the 9<sup>th</sup> of September and registration is not required. The goal of these sessions is to assist you with the transition and familiarize you with the expectations of the Faculty and the University at large. Sessions include *Your Transition to University Life*, *Expectations in Performance Courses & Ensembles* and *Library 101: the Basics of Library Resources*. Attendance is strongly recommended. The sessions will provide all the basics you need to be aware of to succeed in your first year.

### d) Get to Know ACORN

ACORN is the University of Toronto's new user-friendly and intuitive student web service which officially launched last year. This system has replaced the former student web-service, ROSI, which is currently being phased out. You can 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 many other things. More information is outlined later in this book (see page 9). The best way to become familiar with this system is to use it: <http://www.acorn.utoronto.ca/>.

### e) Get to Know the Programs and Services offered by the Division of Student Life

The mission of this service is to offer all students at the University of Toronto support and counselling in the areas of learning skills, health, personal/emotional development, family concerns, career development, housing, and support for Aboriginal and International students. They assist student learning while promoting the academic mission of the

University. Services provided are developed in partnership with the diverse student communities. The services and programs aim to build the confidence and skills necessary for students to succeed in their personal, academic and professional lives. For more information, please refer to <http://www.studentlife.utoronto.ca/>.

**f) 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. In general, any medical condition or disorder that affects functionality in some way is considered a disability. Some of these may include: learning disabilities, mobility impairments, functional/fine motor disabilities, acquired brain injuries, blindness & low vision, chronic health conditions, deafness & hearing loss, psychiatric disabilities, communication disorders or temporary disabilities, such as fractures and severe sprains, recovery from an operation or serious infections. For more information, refer to <http://www.accessibility.utoronto.ca/> You are urged to do this immediately, in order to have in place the necessary accommodations (if appropriate), before classes begin. It is crucial that you have the required documentation as indicated on their web site.

**g) Prepare for Ensemble Placement Auditions**

Major Ensemble Placement Auditions will be held the 6<sup>th</sup> to 9<sup>th</sup> of September. All excerpts, along with individual placement audition dates and times will be available on Performance Office webpage, beginning the 4th of July, for you to download: <http://uoftmusicperformanceoffice.ca/> If you are interested in auditioning for an additional ensemble, or have any questions, kindly contact Amanda Eyer Haberman at [performance.music@utoronto.ca](mailto:performance.music@utoronto.ca)



**h) Gain Access to Practice Facilities at the Faculty of Music**

Students will gain access to practice facilities during the first week of September for both the Faculty of Music North (Edward Johnson Bldg.) and Faculty of Music South (90 Wellesley St.). Access at both locations is administered through a fob system. You are required to pick up your fob from the Registrar's Office in September; you will need your Tcard and a \$25 cash deposit.

There is no charge for students who use the classrooms and the practice rooms at both the facilities. Double bass, percussion, harp, and organ majors will be required to pay a non-refundable fee of \$20.00 for the key and use of specialized practice rooms. Students wanting to practice in the studios of their respective teachers will be required to get authorization and pay a non-refundable fee of \$20.00 for the key.

**i) Write the Faculty of Music Theory Placement Test**

Newly admitted students who have not successfully completed Basic Harmony (or the UofT Harmony Test) will be required to take an extra hour of theory tutorial each week in the fall semester. The last opportunity to successfully complete the Uof T Harmony test is offered through a placement test on September 7th, 2015 from 9am-10am in Rm 216 Note: an alternate sitting of this exam is not available.

## **CHOOSING YOUR COURSES**

### **Course Load**

All students in the Faculty of Music working towards a degree program are required to be registered in a full-time course load for all four years of study. Students who are placed a year behind due to a program transfer, are required to be registered in a full-time course load for four years in the new degree program. A range of 4.0 – 7.0 credits constitutes a full time course load. Students who have completed four years of full-time study are eligible to be enrolled in a part-time course load for any additional years of study. A load less than 4.0 credits for the fall-winter session constitutes a part-time course load.

All students in the Faculty of Music working towards an Artist Diploma are required to be registered in a full-time course load for all three years of study; 4.0 credits is the minimum annual credit requirement.

Students who are required to be enrolled in a full-time course load who drop below the minimum required credits become ineligible for scholarships. Full-time students with reduced course loads are still required to pay the full-time program fee, and will not be entitled to any tuition fee refunds.

**Course Loads and Enrolment:**

All students working towards a degree at the Faculty of Music are permitted to be enrolled in a maximum of 7.0 credits for the academic year. This includes the major ensemble and Arts & Science elective(s).

- During the first round of enrolment, students are eligible to enrol in a maximum of 5.0 credits; this excludes Major Ensemble and the Arts & Science elective(s).
- During the second round, students are able to enrol in up to 7.0 credits (excluding Major Ensemble).
- The total load must not exceed 6.0 credits by the end of the first Sunday, following the first week of classes. Students will be enrolled in Major Ensembles during the second week of classes by the Registrar’s Office.

<b>Dates</b>	<b>Course Load Accepted</b>	<b>Notes</b>
July 5 – Aug. 2 ( <i>First Round of Enrolment</i> )	5.0 credits	- Allows 2.0 for A&S and Major Ensemble credits
Aug. 10 – Sept. 25 ( <i>Second Round of Enrolment</i> )	7.0 credits	- Includes A&S, allows for "shopping period" - Major Ensemble has not yet been added
Sept. 19 – Sept. 25 ( <i>For students requiring Major Ensemble</i> )	6.0 credits	- Major Ensemble will be added at this time

***The Faculty will run diagnostics during the course enrolment periods to monitor over-enrolment in courses. Students enrolled in loads greater than what is permitted will be removed at any time from courses that add up to the excess.***

**Reading the Academic Calendar**

Program requirements are outlined in the charts on pages 14-26 of the Faculty of Music 2016-17 Academic Calendar. Students are required to follow the Program requirements in the Academic Calendar relevant to the year they enter the program. Students who complete the Common Year in 2016-17, will follow the specific program requirements from the 2017-18 Academic Calendar.

**Bachelor of Music**

- Students admitted into the Bachelor of Music with the exception of those admitted into Music Education (Jazz or Classical), Composition (Direct Entry), and Jazz – Comprehensive, enrol themselves in a Common Year for their first year of study. Students are required to declare their specialization upon successful completion of the Common Year. The options available are Comprehensive-Classical, Composition, History & Theory as well as Music Education-Classical. Admission into the Composition program is highly competitive because enrolment is limited. Jazz programs are only entered on admission. Refer to the booklet titled Bachelor of Music – Options for more detailed information, a copy of which can be picked up from the Registrar's Office. Refer to pages 14-18 of the Faculty of Music Academic Calendar for program requirements.

Even though you do not declare your specialization until the end of first year, students are advised to choose courses from their intended area of study. These courses will be credited towards your program requirements should you continue in that specialization, or will count as music electives should you choose another area of study.

- Students admitted into Music Education-Classical & Jazz begin their specialization in Year 1; program requirements are on page 14 of the Calendar.
- Students admitted into Composition (Direct Entry) begin their specialization in Year 1; program requirements are on page 17 of the Calendar.

**Bachelor of Music in Performance**

- Students entering the Bachelor of Music Degree in Performance and Artist Diploma begin their concentration in year 1 and should find the page in the Academic Calendar that corresponds to their instrument (pages 19-26).

All students **must** take the **BASIC MUSIC COURSES in the year specified**. These courses are listed in bold in the program requirement charts. **BASIC MUSIC COURSES are MANDATORY - you may not drop or defer them**. For first year students, these courses are already listed on your Course Selection Worksheet. The sections assigned cannot be changed without the Registrar's permission.

Listed below are the Basic Music courses you will be required to enrol in, regardless of your program of study.

Basic Music Courses – All classical programs	Basic Music Courses – Jazz Performance	Basic Music Courses-Jazz Education/Comprehensive
HMU111H1 – 0.5	HMU111H1 – 0.5	HMU111H1 – 0.5
HMU126H1 – 0.5	HMU126H1 – 0.5	HMU126H1 – 0.5
MMU100H1	MMU100H1	MMU100H1
TMU130H1 & TMU131H1 – 1.0	JMU100Y1 – 0.67	JMU100Y1 – 0.67
TMU132H1 & TMU133H1 – 0.67	JMU101Y1 – 0.67	JMU101Y1 – 0.67
TMU105Y1/TMU107Y1 – 0.33	JMU104Y1 – 0.33	JMU104Y1 – 0.33
PMU184Y1/PMU185Y1 – 0.5/1.0	JMU185Y1 – 1.0	JMU184Y1 – 0.5
PMU1**Y1 – Major Ensemble – 1.0	JMU1**Y1 – Major Ensemble – 1.0	JMU1**Y1 – Major Ensemble – 1.0
	JMU191Y1 - 0.5	
	JMU192Y1 – 0.5	
<b>TOTAL 4.5 or 5.0 credits</b>	<b>TOTAL 5.67 credits</b>	<b>TOTAL 4.17 credits</b>

For all the Programs, excluding Jazz Performance, note that this does not include courses that are program specific.

New students from another institution transferring into 2nd year or higher must enrol in any lower level Basic Music Courses that are not covered by their transfer credits. Please consult with the Registrar.

Please note that **some** of the basic required courses will be automatically added to your course enrolment:

Year 1 - Classical	Year 2
HMU111H1	HMU225 (excluding Jazz)
HMU126H1	JMU210H &
MMU100H1	JMU215H (for Jazz)
TMU130H1	Applied Lessons
TMU131H1	Applied Lessons
Applied Lessons	Major Ensemble*
Major Ensemble*	

*\*Will be added during the second week of classes.*

Course descriptions of music courses are on pages 27-46 of the Faculty of Music Academic Calendar and are organized by division:

EMU = Music Education courses  
 HMU = History & Culture courses  
 JMU = Jazz courses  
 MMU = General Music courses

PMU = Performance courses  
 TMU = Theory & Composition courses  
 SMU = Music & Health Science courses  
 WME = World Music Ensemble course

The course descriptions include a short summary of the course, any restrictions, and the credit weight assigned for the course.

# Reading the Timetable

FACULTY of MUSIC, UNIVERSITY of TORONTO  
2016-17 Undergraduate Timetable  
June 1, 2016

Course Code	Sec.	Cred	Title	Meeting Section	Hrs	Day/Time	Bldg/Rm	Instructor	Enrolment Indicator & Controls
<b>EDUCATION</b>									
EMU130Y1	Y	0.67	Intro to Music Education	L0101	2L	T1-3	BN/130/120	Dolloff	P Education, CTEP & Comprehensive
EMU150H1	F	0.17	Instrumental- Violin & Viola	P0101	1P	W9	120	Rapoport	P Education, CTEP
				P0201	1P	W10	120	Rapoport	P Education, CTEP

## Codes Used in the Timetable

### Course Code (also called "Academic Activity")

- 3 letters denoting the division or department offering the course
- 3 numbers denoting the level
- H = offered in one term only; Y=runs both terms
- 1 number indicating the campus (1 = St. George campus)

For example, EMU130Y1 is a 100-level course taught by the Music Education division that runs from Sept 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

- Each course has a *credit weight*. Music courses vary in weight, mostly from 0.17 to 1.0 credits. Arts & Science courses are worth either 0.5 (Half Course) or 1.0 (Full Course) credit.

### 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; a given course may be offered at more than one time, which is denoted with a different meeting section.

- LEC or L = lecture
- PRA or P = practical
- TUT or T = tutorial

If a course has more than one meeting section, students have the option of choosing the one that best fits the rest of their schedule.

### 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. Classes begin at 10 minutes after the hour and finish on the hour. For example, a

class with a 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.

### Building/Room

All courses are in the EJB unless specified otherwise.

### Instructor

### Enrolment Indicator & Controls – for Music Courses

In order to clearly indicate enrolment conditions, on a course by course basis, enrolment indicators and enrolment controls are used. Courses that have enrolment conditions have enrolment indicators and enrolment controls beside them. Courses that do not have enrolment indicators or enrolment controls are open to all students, as long as students have the appropriate prerequisites listed in the Faculty of Music Academic calendar.

Enrolment indicators are defined by the following codes:

**C (conditional)** – Students can enrol in the course; final confirmation will be based on audition/interview during the first week of September.

**P (priority)** – Students enrolled in the specific programs/year indicated will receive priority during the first round of enrolment (July 5 – August 2). During the second round of enrolment, the remaining spaces, if any, will be available to all students.

**R (restricted)** – The course is restricted to students in the specific program/year indicated at all times. Enrolment for others is only an option by getting written permission from the instructor of the course. Instructors may require an audition/interview prior to giving permission.

**E (divisional permission)** – The Registrar's Office will add you to this course, once you have met the enrolment condition. This could include being enrolled in a certain program/year of study, a placement audition, or approval of a proposal.

## Steps to Choosing Your Courses

**Step 1** Choose your Music Courses first. Add the times for the **BASIC MUSIC** courses to the blank timetable form.

**Step 2** You will be assigned to a MAJOR ENSEMBLE after the placement auditions in September. These ensembles are; *Women's Chorus, MacMillan Singers, Men's Chorus, Women's Chamber Choir, Jazz Orchestra, Jazz Vocal Ensemble, Wind Ensemble or Symphony, Guitar Orchestra, and Symphony or Chamber Orchestra*. Jazz students may alternatively be assigned to two Small Jazz Ensembles. All major ensembles (except the Jazz Ensembles) are scheduled between 3pm and 6pm. You will be enrolled in your Major Ensemble by the Registrar's Office, once the placements have been finalized by the Performance Office, usually during the second week of classes.

**Step 3** Follow the tables in the Academic Calendar for your program requirements. You are responsible for checking that you meet any relevant conditions for the course:

- Prerequisite = courses that need to be completed before you can enrol in this course
- Co-requisite = courses that you need to enrol in at the same time
- Exclusion = you cannot enrol in the course if you have completed or are enrolling in the exclusion.

Choose courses that are required for your Program of Study; this means it is recommended that you enrol in all the courses that have a credit value listed under Year 1 in your program requirement chart. For students in the Common Year, choose courses from the area of intended study. Refer to the COURSE TIMETABLE to establish the times and locations for these electives. Put the times you choose on the timetable worksheet to make sure there are no conflicts with your required courses. Remember to check that you meet any relevant conditions for the course (i.e. prerequisites, etc.). Add these courses to your Course Selection Worksheet.

**Step 4** Choose MUSIC ELECTIVES of interest. A Music Elective is a course that is not required as part of the student's major specialization. Every program requires the completion of a specific number of music electives. Refer to the COURSE TIMETABLE to establish the times and locations for these electives. Put the times you choose on the timetable worksheet to make sure there are no conflicts with your required courses. Remember to check that you meet any relevant conditions for the course (i.e. prerequisites, etc.). Add these courses to your Course Selection Worksheet.

**Step 5** Choose the Arts & Science elective(s). Use the following online resources to help with selection:

The Calendar: <http://calendar.artsci.utoronto.ca/>

The Timetable: [http://www.artsci.utoronto.ca/current/course/timetable/1617\\_fw/index.html](http://www.artsci.utoronto.ca/current/course/timetable/1617_fw/index.html).

Please note the enrolment instructions in the Arts & Science timetable. Some courses may have additional enrolment procedures. Faculty of Music students may enrol in any Faculty of Arts & Science course listed in the Arts & Science Calendar, subject to limited enrolment conditions and to pre- and co-requisite requirements. ***Music students are not permitted to enrol in courses with the MUS prefix.***

Students may wish to use Course Finder [http://www.rosi.utoronto.ca/course\\_finder.php](http://www.rosi.utoronto.ca/course_finder.php) which is the official University of Toronto online service that allows students to browse Arts and Science courses that are being offered by various parameters. As a supplementary aid to the Calendar and Registration Handbook & Timetable, Course Finder enables the search for courses by keyword, and filter by term, department, day of week and more.

**Enrolment for Arts & Science courses is available from August 10 – September 25** (No access on August 11).  
Second term course (S) enrolment is available until the 18th of January, 2017.

**Step 6** Once you have selected all your courses, put them on your timetable sheet, and add them to your course selection worksheet, add up the course weights. Total course load must be between 4.0 to 7.0 credits for full-time enrolment. You can choose any number of courses as long as the total credit weight is in this range. It is recommended your course load be in the 6.0-6.5 credit range. (Diploma students must enrol in 4.0 to 7.0 credits.)

**Step 7 Use the Student Web Service** to request the courses and sections you want. Students are urged to enrol in your Music courses first (6:00am July 5 – August 2), and then enrol in Arts & Science electives during the specified



period (6:00am August 10 - September 25; no access on August 11). Courses will fill up quickly, so the earlier the better!

You will also be able to make changes to your enrolment in Music courses during the second round of enrolment. Once you have enrolled in courses, you will be able to print your personal timetable off ACORN.

Updates to the course offerings, your applied teacher assignment form, and Student Handbook will be posted on the Faculty of Music website during the middle of August.

## Waiting Lists – For Arts & Science Courses only

The Faculty of Arts & Science has waiting lists as a function of course enrolment. This is beneficial as it removes the arbitrariness in how students get a place in a course once the course fills initially and will eliminate the need to repeatedly access ACORN to try to enrol in a course that was full. Waiting lists enable you to "line up" for a space that might become available in a lecture section that is full, or in an enrolment category that is full. If a space becomes available, and you are next on the waiting list, you will automatically be enrolled.

**Important Note:** *Being on the waiting list does not guarantee you a space in the course.*

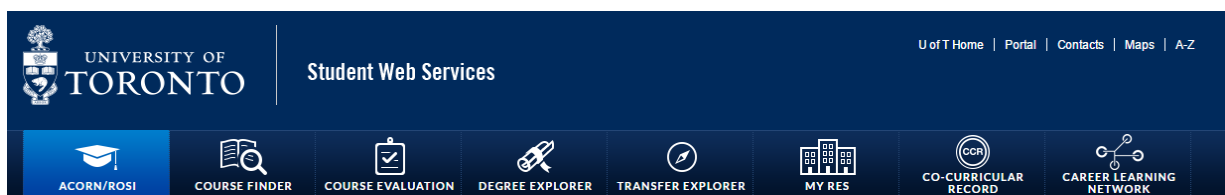
It is important to note that ACORN does not enrol students from the waiting lists into courses in real-time; instead, the enrolments are done in batches. This means that **there is no need to check ACORN many times per day to see if you've been enrolled from a waiting list.**

Since the last day that you can join a waiting list or be enrolled into a course from a waiting list is the end of the day on September 21 for F and Y section code courses and January 15 for S section code courses, you should log on to ACORN on September 22 and/or January 16 and list your courses to see if you were enrolled in anything through the waiting list process. You'll know that you've been enrolled because the course will be listed in the section called "Approved". If the course has any practical and or tutorial sections, you are responsible for enrolling in these sections as per the departmental instructions.

For more information on waiting lists, check out the Frequently Asked Questions here:

<http://www.artsci.utoronto.ca/current/course/timetable/20165-temp/waiting-lists/?searchterm=wait%20list>

## HOW TO USE ACORN (Accessible Campus Online Resource Network)



### Using the Student Web Service (SWS) <http://www.acorn.utoronto.ca/>

ACORN is your main tool for accessing course registration, student account information and student life resources. You will use your UTORid(JOINid) and password to login to ACORN. Before logging into the SWS fill out your Course Selection Worksheet, so that you have all the necessary information on hand.

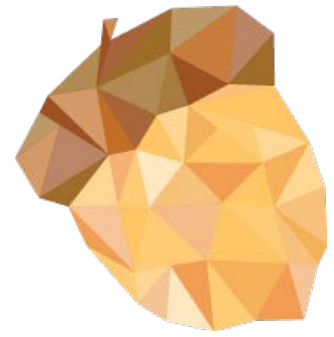
The SWS has step by step instructions for obtaining information and enrolling in academic activities.

*The use of the SWS 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.

Acorn allows you to:

- Find the courses you need by course code or title using an easy search system
- Use an 'enrolment cart' to plan your timetable
- 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 invoice (ODP fees will not be on this invoice)
  - Print T2022A tax receipts
- Access information about housing, health and wellness, co-curricular programs and more in one place



For more information about ACORN, visit [introducing.acorn.utoronto.ca](http://introducing.acorn.utoronto.ca)

*Please note: there is no access to the SWS when the University is closed, i.e. holidays.*

*During enrolment periods, web connections can be busy, as these services are being used by a large number of students. If you use the correct web address but get 404 or connection errors, please be patient and keep trying.*

Step by Step instructions and videos for common transactions made on ACORN can be found here:

<http://help.acorn.utoronto.ca/how-to/>

## **TRANSFER CREDITS & EXEMPTIONS**

To be considered for transfer credits, all students must complete the relevant forms available on-line at: [https://music.utoronto.ca/applying-auditions.php#TRANSFER\\_STUDENTS](https://music.utoronto.ca/applying-auditions.php#TRANSFER_STUDENTS) (choose a program & degree for the information to be displayed)

If you fail to do so, no transfer credits will be assessed. Courses that may possibly transfer are **IB, AP, CEGEP, College** and **University** level courses. Royal Conservatory of Music (RCM) courses are not transferable to the program. All current A&S students at the University of Toronto must indicate which courses they wish to transfer towards their music degree. The assessment of previous post-secondary studies for transfer credit is compulsory. Failure to comply with the stated procedures and/or resolve any outstanding obligations, such as the submission of additional documentation or the completion of divisional interviews, within the stipulated deadlines will result in forfeiting of these credits.

### **Maximums**

There are limits to the number of transfer credits that are granted depending on what portion of a diploma or degree program was completed and the year and program of admission.

- Candidates who have completed a post-secondary degree/diploma may be granted transfer credits to a maximum of a quarter of their total degree requirement credits or up to a third of their total artist diploma requirement credits.
- Candidates who have not completed a degree/diploma from another accredited post-secondary institution may transfer a maximum number of credits equivalent to the year and program of admission.
- Candidates admitted into first year of a program are eligible to transfer a maximum of four credits.

**Exemption tests** will be offered by the Theory Division for First and Second year required Theory Courses (Music Theory I & II, and Musical Skills I & II) on **September 7th, 2016**. Transfer students with prior theory background are encouraged to write these exemption tests. In addition, students who have successfully completed RCM Intermediate Harmony and/or Advanced Harmony may wish to write the exemption tests as well. Based on the proficiency demonstrated in these tests, students will be exempted from the respective course(s). For example, a student in Year 1 of the program may be exempted from Music Theory I, but required to complete Musical Skills I. Credits earned through the exemption process are not included in the transfer credit allotment and need not be made up with other courses.

**Please note that if you cannot attend the scheduled test times, additional testing time may not be offered by the Theory Division.**

**ADVANCED STANDING THEORY TESTS: Wednesday September 7, 2016**

You are not required to sign up for these tests – just show up at the scheduled time and place.

First Year TMU130H1, TMU131H1, TMU132H1, TMU133H1.....Wednesday, September 7th, 9am – 1pm; Rm 217  
(Harmony and dictation; based on the proficiency demonstrated, students will be scheduled for sight singing exemptions on Thursday, Sept 8th between 9-10am )

TMU105Y – Keyboard Harmony, Rm. 320.....During First Scheduled Class

TMU107Y – Keyboard Skills, Rm. 320.....During First Scheduled Class

Keyboard majors who have successfully completed RCM Intermediate Keyboard Harmony or equivalent maybe exempted from Keyboard Harmony (TMU105Y). An Official RCM transcript needs to be in your file before an exemption will be granted. If you do not have the RCM certification but believe you are able to demonstrate equivalent proficiency, you can do an exemption test on the first day of the class of the section in which you enrol.

Non-keyboard majors who have successfully completed RCM Piano 3 or equivalent may be exempted from Keyboard Skills (TMU107Y). An Official RCM transcript needs to be in your file before an exemption will be granted. If you do not have the RCM certification but believe you are able to play at this level, you can do an exemption test on the first day of the class of the section in which you enrol.

### Grades

- Normally, a final grade equivalent of 60% or more is required for transfer purposes.
- If you have passed a course with less than 60%, you may be eligible to receive transfer credit for it if your cumulative grade point average is above 60%. Only one credit with a grade between 50-59%, however, may count for every five credits earned with final grades above 60%.
- Grades achieved at previous institutions do not transfer.

### Application Process

You must return the completed form(s) by **August 2, 2016** in order to apply for transfer credit. Applications received after this date require a \$30 late processing fee. Applications must be received prior to **October 7, 2016** in order to receive a response by December. ***Students who do not hand in their application by these dates will forfeit any transfer credits for which they may be eligible.***

Please follow these few simple steps in filling out your transfer credit forms:

1. Group your courses into the appropriate categories. Download & complete the form that is relevant to the subject area – music history, arts & science, performance, etc. Application forms may be found on our web site at <https://music.utoronto.ca/applying-auditions.php#TRANSFER STUDENTS>
2. Put together ALL of your course descriptions for the courses you wish to transfer, (Calendar photocopies and website print-outs are acceptable) & highlight the appropriate courses you wish to transfer. Descriptions typed out by you are not acceptable.
3. Ensure that final transcripts have been sent from the respective institutions to the University of Toronto. Alternatively, you can submit an official transcript (i.e. in a sealed envelope) as part of the application package. If you are sending transcripts at this point in time, please mail them to the following address:  
*Registrar's Office  
Faculty of Music, University of Toronto  
80 Queen's Park  
Toronto, Ontario M5S 2C5*
4. Submit the completed application forms and supporting documentation by August 2, 2016 to the Registrar's Office and you will receive a response prior to or by the first week of classes. No applications will be considered

after October 9, 2016. ***Until all supporting documentation (course descriptions, transcripts, etc.) is submitted, your transfer credits will not be assessed.***

5. Remember – It is your responsibility to make sure you are enrolled in the appropriate courses. For example, if you did not receive a transfer credit for first year History (HMU111H), it is mandatory that you enroll in this course.

Should you have any questions or concerns, do not hesitate to get in touch with the Registrar's Office at (416) 978-3740.

## **REGISTRATION**

Registration is triggered by payment of the minimum payment or arrangement for a fee deferral. The minimum payment to register (MPR) is equivalent to any Arrears + 100% of Fall tuition fees and is indicated on the Fees Invoice that students can view in ACORN. There is no in-person registration. You will be able to enrol in courses beginning the 5th of July; however, you only become "Registered" once you have made your minimum fees payment or made arrangement for a fee deferral. ***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 23<sup>rd</sup>.***

If you pay between August 24th and September 14th, you are required to provide the Registrar's Office with the proof of payment. If you have not presented the proof of payment, or deferred your fees by 4:00pm on September 14th, you will be removed from all your courses.

You can check to see if you are "Registered" by logging into ACORN; your status is displayed on the main page. If your status is "Invited" you are at risk of being removed from your courses.

By being registered, a student thereby agrees 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 the personal information such as current mailing address and telephone number is maintained.

## **FEES <http://www.fees.utoronto.ca>**

Compulsory fees for Registration consist of academic, incidental and ancillary fees. Academic fees vary depending on the program of study and year of admission to the Faculty of Music. All students in the Degree program are charged a program fee for each of the four years of study. Students in the Artist Diploma are charged a program fee for each of the three years of study. A program fee is a set fee for the fall-winter academic session regardless of a student's course load, provided the load falls within a defined range.

Students who have completed the required number of years of full-time study, are eligible to be enrolled in a part-time course load for any additional years of study. A load less than 4.0 credits for the fall-winter session constitutes a part-time course load. Part-time students pay based on the credit weight of the course. Students who intend to have a course load (for the fall-winter session) that will make you eligible for part-time status must notify the Registrar by e-mail before the 1st of September.

As a part-time student the last date to cancel a course with no academic penalty is **not** the same as the last date to be eligible for a refund.

Details on Fees assessment, and Refund schedule is available online: <http://www.fees.utoronto.ca/session.htm>

## **PAYING YOUR FEES <http://www.fees.utoronto.ca>**

You are required to view the instructions on the Student Accounts website (<http://www.fees.utoronto.ca/site4.aspx>), view your account on ACORN, and then make the payment. Fees charges will be available on ACORN on the 18th of July. It is recommended that you make the minimum payment indicated on your Fees Invoice by **August 23rd, 2016** to ensure your registration is complete by the first day of classes. Those who pay between August 24<sup>th</sup> and September 14th, are required to produce their proof of payment to the Registrar's Office by 4:00pm on September 14th, at the latest. Students who have applied for OSAP on time (by end of May for returning students) and are not otherwise able to make the

minimum payment, may be able to defer the fees payment to a later date as long as you don't owe fees from the previous sessions. Fee deferrals are requested on ACORN.

***Students who have not paid or deferred their fees by the 14th of September will be removed from all your courses. Re-registration requires approval and a financial penalty, and does not guarantee a spot in previously enrolled courses.***

## HOW TO PAY

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)

1. You can pay your fees at any one of the chartered banks using a printout of your financial invoice available on ACORN.
2. You can pay using the Telephone or PC Banking service. Call your financial institution's telephone/pc banking service and provide them with the name "University of Toronto" and your account number located on the top right-hand corner of your invoice. Your account number is made up of the first 5 letters of your surname and 10 numbers.

**Make sure you keep your bank verification/confirmation number. This will be your proof of payment.**

If you pay at a bank machine or teller it normally takes 5 business days, sometimes more, for the payment to be processed by the bank and the amount updated to your University account. If you pay using telephone or internet banking it will take 3-4 business days for the payment to be posted to your account.

### Deadlines:

August 23 <sup>rd</sup>	Recommended deadline to pay the Minimum Fees or defer your fees by; Minimum fees will be on your Fees Invoice and is equivalent to Arrears + 100% of Fall tuition fees
September 14 <sup>th</sup>	Registration Deadline
September 30 <sup>th</sup>	Payment Deadline for Unpaid Fall term Tuition & Non-Tuition fees
November 30 <sup>th</sup>	Payment Deadline for Unpaid Winter term Tuition fees for all students except those who have OSAP or Other Government loan based deferral
January 31 <sup>st</sup>	Payment Deadline for Unpaid Winter term Tuition for Students who have OSAP or Other Government based deferral

### Service Charge Billing Dates

October 17 <sup>th</sup>	Service charges on outstanding Fall term tuition fees
November 15 <sup>th</sup>	Service charges on outstanding Fall term tuition fees
December 15 <sup>th</sup>	Service charges on Fall term tuition term tuition fees for those on OSAP or other Government loan based deferral; Service charges on Fall term tuition term & Winter term tuition fees for those not on OSAP or other Government loan based deferral
January 16 <sup>th</sup>	Service charges on Fall term tuition term tuition fees for those on OSAP or other Government loan based deferral; Service charges on Fall term tuition term & Winter term tuition fees for those not on OSAP or other Government loan based deferral
February 15 <sup>th</sup>	Service charges on outstanding Fall & Winter term tuition fees
March 15 <sup>th</sup>	Service charges on outstanding Fall & Winter term tuition fees
April 13 <sup>th</sup>	Service charges on outstanding Fall & Winter term tuition fees
April 30 <sup>th</sup>	outstanding balance must be cleared

***Beginning October 15th, a monthly service charge of 1.5% will be added on to your outstanding balance until it is completely cleared.***

*You can check to see if you are registered on ACORN. Once you log in, you will see your registration information for current and future sessions. Check your registration status for **2016 Fall-Winter**. If your status shown is "Registered", your*

registration is complete. If your status is "Invited", you need to pay or defer your fees or are at risk of being removed from your courses! You should check your status a few days after you have paid to be safe.

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.

**Note: Payment cannot be done in person at any University Office.**

## DEFERRING TUITION FEES

A deferral is the opportunity, if you are expecting to receive OSAP (Ontario Student Assistance Program)/another provincial government loan and are unable to pay the first instalment of fees with your own funds, to officially postpone the fee payment until your loan documents 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.
- As soon as your OSAP funds arrive, you are responsible for paying your tuition fees.
- If you do not receive any assistance from OSAP, you are still responsible for paying your fees.

If you have been assessed as eligible for OSAP/another provincial government loan, you may defer your fees payment until you process your loan documents (beginning the week before classes start). There are two ways you may officially defer your payment: online and in person.

To defer online, log onto ACORN and select "Tuition Fee Deferral" under the Finances menu and follow the directions. After completing the online deferral, you should check to ensure your Registration is complete. Alternatively, the deferral can be completed in the Registrar's Office, **by September 14th** or you will be removed from your courses. To defer your fees, bring a copy of your OSAP Notice of Assessment to the Registrar's Office. You can only apply for a deferral if you have cleared all debts from a past registration session.

## 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 tuition fees for the 2016-2017 academic year, once you have registered for the session. In order to register, you must notify us by August 23<sup>rd</sup>, 2016 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 should be sent to the attention of the Registrar, [registrar.music@utoronto.ca](mailto:registrar.music@utoronto.ca) and should include the name and value of the scholarship(s) and your student number. If you were required to pay the difference between the scholarship(s) and the minimum payment, include the confirmation number as well.

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

## DEPENDENT WAIVER

If payment of your fees is made by Staff/Dependent Waiver, you must pay your non-academic incidental fees at a bank, then submit proof of payment and a copy of the Staff or Dependent Tuition Waiver Request form approved by the Human Resources Department to the Student Accounts Office, 215 Huron St., Toronto, ON, M5S 1A2. For further information, contact the UofT Human Resources (416) 978-2015.

## **FINANCIAL AID and 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 his/her needs. Financial need will be assessed by common mechanisms of OSAP and UTAPS. In order to have their financial needs determined, *students should apply for government student assistance.* Students are expected to rely on OSAP assistance, up to the level of the maximum OSAP loan. Assessed need that remains unmet above the OSAP maximum will be met by the University as a UTAPS grant. Out-of-province students are expected to rely on government support in their home province.

Many awards at the Faculty of Music and University of Toronto have Ontario residency and financial need as criteria, in addition to academic 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.

### **OSAP (Ontario Student Assistance Program)**

The Ministry of Education is encouraging students to submit online application at <http://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. Funds are released in two different instalments; 60% of the entitlement in September and the remaining portion of the entitlement will be released in January.

### **Work Study Plan**

The University of Toronto Work Study program offers an opportunity to registered students to gain meaningful work experience by working part-time on campus. In most cases, the job offers more than the financial benefits by providing practical experience related to the student's program of study. The Work Study program is open to both full-time and part-time undergraduate students (i.e., domestic and international students), and graduate students. Students do not need to be OSAP eligible to apply for Work Study.

Fall-Winter 2016-2017 Work Study will run from September 2016 through March 2017. Under this program, students are paid monthly at a pay rate of \$11.25 per hour plus 4% vacation pay. The maximum hours of work are 12 hours per week for a total maximum of 180 hours per program year. Work Study positions that are available at the Faculty of Music will be included in your Student Handbook, which will be posted on the faculty web site the week of August 15<sup>th</sup>.

Beginning September 7<sup>th</sup>, 2016 the Fall-Winter jobs will be posted on the Career Centre website at:

<http://www.careers.utoronto.ca>

### **Bursaries**

Bursaries (also called grants) are non-repayable sums of money awarded to assist students who have first explored all other avenues of financial assistance and who still encounter financial difficulties or are experiencing a sudden change in their financial situation. Bursaries are a source of help in covering modest, and often unexpected shortfalls of income rather than as a principal resource. There are two rounds of bursary applications. *November 1<sup>st</sup> is the deadline for fall applications, and February 1<sup>st</sup> for winter applications.* Applications will be available in the Registrar's Office one month before the deadline. Students are considered for bursaries on the basis of financial need *and must apply for OSAP/their provincial assistance program first.*

### **Entrance Scholarships**

These are awarded on the basis of your entrance audition and academic achievement. Students normally receive notification of a scholarship award with the offer of admission or shortly thereafter.

## In-Course Scholarships

The Faculty of Music has a significant number of scholarships awarded to returning students. Students are notified in mid-June regarding any scholarships that they are eligible to receive for the upcoming academic year. In-Course scholarships do not require applications, and are based on a combination of academic and/or musical achievement, depending on the specific award. A comprehensive list of the scholarships is available at: <https://music.utoronto.ca/scholarships-fellowships.php#In-Course>

## Awards by Application

Awards made by the Faculty of Music that require an application are available at: <https://music.utoronto.ca/scholarships-fellowships.php#Awards by Application>. All applications become available on February 1, and have a deadline of May 1.

## MAKING THE MOST OUT OF YOUR UOFT 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 saunas.

Those who thrive on competition can join the university's Varsity Blues: [www.physical.utoronto.ca](http://www.physical.utoronto.ca)

The University of Toronto also has a comprehensive intramural sports program: [www.uoftintramurals.ca](http://www.uoftintramurals.ca)



**Clubs and Associations:** There are over 300 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. [www.ulife.utoronto.ca](http://www.ulife.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](http://www.utsu.ca)

**FMUA:** [www.fmua.ca](http://www.fmua.ca)

**Hart House:** Hart House is a refuge for the mind, body and soul. All registered students are members. Within Hart House are 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.

[www.harthouse.utoronto.ca](http://www.harthouse.utoronto.ca)



**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](http://www.thevarsity.ca)

The Newspaper [www.thenewspaper.ca](http://www.thenewspaper.ca)

CIUT - FM [www.ciut.fm](http://www.ciut.fm)



## ***Student Services at the University of Toronto***

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. Included in your package, is a card with some of these services. For a complete listing, consult the Student Handbook of the Faculty of Music, that will be available in mid-August, or [www.studentlife.utoronto.ca](http://www.studentlife.utoronto.ca)

### **Registrar's Office**

**The Reliable First Stop for Information & Advice on All Matters ...**

**Monday - Friday**

**9:00am - 4:30pm**

**Room 145, Edward Johnson Building**

**phone: 416-978-3740 fax: 416-946-3353**

**[registrar.music@utoronto.ca](mailto:registrar.music@utoronto.ca)**

Stay connected with updates on Twitter!

**@UofTMusicReg**

