

NEXT STEPS GUIDE

FOR

NEWLY ADMITTED STUDENTS

2018-2019



IMPORTANT DATES

July 3rd
July 16th

First round of Course Enrolment begins - Music Courses Only
Tuition fees invoice available on ACORN

August 8th

Second round of Course Enrolment begins – Music and Arts & Science courses

August 29th

Recommended date for Minimum Payment/Tuition deferral for Automatic Registration

September 4th-6th
September 6th
September 13th

Information Sessions & Ensemble Placement Auditions
First Day of Classes - Fall Session (F & Y courses begin)
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'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, scholarships, and bursaries, 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 materials 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
Registrar

Jennifer Panasiuk
Admissions & Recruitment Officer

Dawn Pascoe
Student Services Coordinator: Registrarial

Calista Biermans-Tunney
Student Services Coordinator: Admissions

Keely Hicks
Student Services Administrator



REGISTRAR'S OFFICE

The First Reliable Stop for Information & Advice on All Matters
Room 145, Edward Johnson Building

Hours: Monday - Friday, 9am - 4:30pm
(416) 978-3740 | registrar.music@utoronto.ca

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

Follow us on Twitter! @UofTMusicReg

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GETTING A HEAD START

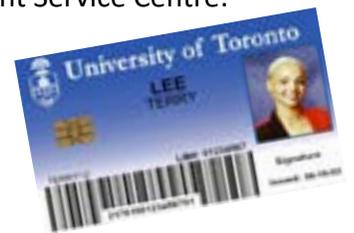
Get your TCard

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. 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 Koffler Student Service Centre:
214 College Street, First Floor

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, please visit www.tcard.utoronto.ca

Activate your UTmail+ and UTORid

Once you have your TCard, activate your UTORid account with your UTORid and Secret Activation Key (SAK) provided by the TCard Office to automatically create your UTmail+ account. All U of T students are given a U of T e-mail address through the UTmail+ service. It's your responsibility to activate and maintain this account. Enter this new e-mail address on your ACORN record (automated web service). UofT 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.

To activate your UTORid and create your UTmail+ account:
<https://utorid.utoronto.ca>

- > First Time Users
- > Activate your UTORid

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. 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.

Get to know ACORN

ACORN is the University of Toronto's user-friendly and intuitive student web service. 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 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 information. More information is outlined later in this guide ([see page 13](#)).

The best way to become familiar with this system is to use it: www.acorn.utoronto.ca

Sign up for Orientation & Attend Information Sessions

You will receive an invitation to register for Orientation Week organized by the Faculty of Music Undergraduate Association (FMUA) in this package. In addition to the FMUA's events, which are scheduled from September 4-7th, the Registrar's Office will be hosting a number of information sessions. These will be scheduled for the mornings of September 4th and 5th and registration is not required.

The goal of these sessions is to assist you with the transition to university 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. These sessions will provide you with all the basics and tools you need to be aware of to succeed in your first year.

More details on when and where the sessions will take place will be included within your Orientation package, which you will have received with this guide.



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 learning skills, health matters, personal/emotional development, family concerns, career development, housing, and support for Indigenous 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 www.studentlife.utoronto.ca

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. You are urged to do this immediately, in order to have the necessary accommodations (if appropriate) in place before classes begin. It is crucial that you have the required documentation as indicated on their website.

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



Prepare for Ensemble Placement Auditions

Major Ensemble Placement Auditions will be held from **September 4th to 6th**. All excerpts, along with individual placement audition dates and times, and tips on how to prepare will be available on the Performance Office webpage beginning **July 3rd**, for you to download: www.performance.music.utoronto.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.

Start Practicing 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.

To pick up your fob, please bring:

Your TCard

\$25 cash deposit

Dates and times for fob pickup will be made available in late August.

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 at the Registrar's Office for the key and use of specialized practice rooms. Similarly, 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.

Write the Theory Placement Test

CLASSICAL

Newly admitted students who have not successfully completed RCM Level 9 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 UofT Harmony test is offered through a placement test on September 5th, 2018 from 9am-10am in Rm 330.

JAZZ

All new students will be required to do a Placement Test on Sept 4th in the Upper Jazz Studio; the Materials Placement test will be at 9:30am and the Ear Training Placement test at 11:00am. Students who perform well on the assessment tests will be exempt from the weekly tutorial for JMU100Y1 Jazz & Trad Materials and/or JMU101Y1 Jazz Ear Training. Students who perform at an exceptional level will be offered the opportunity to exempt from the courses entirely, by taking a subsequent test at a later date. Students who are exempted from course(s) will be required to make up the weight of those courses with other music electives.

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. A range of **4.0 – 6.0 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 working towards an Artist Diploma are also 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.

A Note on Course Loads and Enrolment:

Newly admitted students working towards a degree at the Faculty of Music are permitted to be enrolled in a maximum of 6.0 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 6.0 credits (excluding Major Ensemble).
- The total credit load must not exceed 5.33 credits by the end of the second Sunday (Sept 16th), following the first full week of classes. Students will be enrolled in Major Ensembles between the 17th to the 19th of September by the Registrar's Office.

DATES	COURSE LOAD ACCEPTED	NOTES
July 3 - 31 (First Round of Enrolment)	5.0 credits	Music Courses only; excluding Major Ensemble
August 8 - September 19 (Second Round of Enrolment); Note - Enrolment closed on August 9th	6.0 credits	Includes Arts and Science courses, allows for "shopping Period" Major Ensemble has not yet been added
September 17 - September 19	5.33 credits	Major Ensemble will be added

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.



Course Selection – The Basics

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

Academic Calendar:

Outlines Program Requirements & Course Descriptions

Visit www.music.utoronto.ca > Degrees & Programs > Student Services & Resources

Timetable:

Lists course codes and dates/times/rooms for all classes being offered for the 2018-19 session

Visit www.music.utoronto.ca > Degrees & Programs > Student Services & Resources

Course Selection Worksheet:

Personalized form for you to help you know which courses to choose in your first year.

Course Finder:

Search for courses by keyword, or filter by department, day of the week, and more:

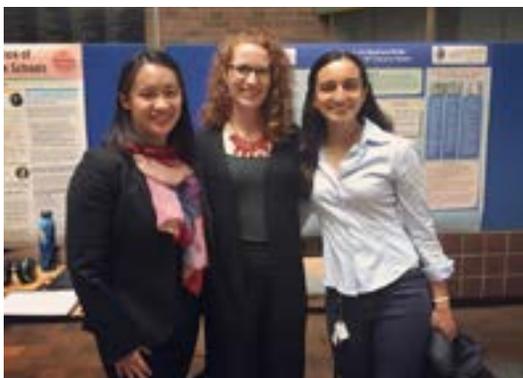
www.course.utoronto.ca/course_finder.phpv

Reading the Academic Calendar

Program requirements are outlined in the charts on pages 13-28 of the Faculty of Music 2018-19 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 2018-19, will follow the specific program requirements of their chosen specialization from the 2018-19 Academic Calendar.

Bachelor of Music

(Refer to pages 13-19 of the Faculty of Music Academic Calendar for program requirements)



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

OPTIONS AVAILABLE AFTER A COMMON YEAR

Comprehensive - Classical
Composition
Music Education - Classical
Theory & History

- Students admitted into Music Education-Classical & Jazz begin their specialization in Year 1 (program requirements are on page 13 of the Faculty of Music Academic Calendar)
- Students admitted into Composition (Direct Entry) begin their specialization in Year 1 (program requirements are on page 18 of the Faculty of Music Academic Calendar)

Bachelor of Music in Performance

(Refer to pages 20-29 of the Faculty of Music Academic Calendar for program requirements)

Students entering the Bachelor of Music in Performance Degree and the Artist Diploma begin their specialization in year 1 and should find the page in the Academic Calendar that corresponds to their instrument. Students in the Jazz performance program should refer to page 23 of the Faculty of Music Academic Calendar, irrespective of instrument.

Basic Music Courses - All Students

All students must take the BASIC MUSIC COURSES in the year specified. These courses are listed in bold in the program requirement charts (found in the Academic Calendar). **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 permission from the Registrar's Office.

Listed below are the Basic Music courses you are 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 - 0.67	JMU1**Y1 - Major Ensemble - 0.67	JMU1**Y1 - Major Ensemble - 0.67
	JMU191Y1 - 0.5	
	JMU192Y1 - 0.5	
TOTAL: 4.17 or 4.67 credits	TOTAL: 5.33 credits	TOTAL: 3.83 credits

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

Please note that some of the basic required courses will be automatically added to your course enrolment, as indicated in the chart below:

Year 1	Year 2
HMU111H1 HMU126H1 MMU100H1 TMU130H1 & TMU131H1 Applied Lessons Major Ensemble*	HMU225H1 JMU210H1 & JMU215H1 (for Jazz only) Applied Lessons Major Ensemble*

* Will be added between Sept 16th - 19th by the Registrar's Office

Course descriptions of music courses are on pages 30-45 of the Faculty of Music Academic Calendar, which include a short summary of the course, any restrictions, and credit weight assigned for the course. They 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

Decoding the Timetable

Course Code - Full Title	Meeting Day/Time	Meeting Day	Meeting Time	Section	Instructor
EMU130Y1	T 07 10A-11A	Tuesday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]
EMU130Y1	F 11 10A-11A	Friday	10:10-11:00	TR10	[Instructor]

COURSE CODE

- 3 letters denoting the division or department offering the course
- 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

Each course has a credit weight. 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. 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.

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 2 hour lecture.

DAY/TIME

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday
- 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 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

Indicates the designated instructor for the course.

ENROLMENT INDICATOR CONTROLS

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 controls beside them. Courses that do not have enrolment indicators or controls are open to all students, as long as students have the appropriate prerequisites listed in the Faculty of Music Academic Calendar.

C (conditional)

Students can enrol in the course; final confirmation will be based on an audition/interview during the first week of September.

P (Priority)

Students enrolled in the specific program/year indicated will receive priority during the first round of enrolment. 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 or year of study, a placement audition, or approval of a proposal.

Steps to Choosing Your Courses

STEP ONE

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

Remember to leave room for a Major Ensemble! You will be assigned one after the placement auditions in September. Ensembles include; 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 5pm. Once the placements have been finalized by the Performance Office, usually during the second week of classes, the Registrar's Office will automatically enrol you in the course.

STEP TWO

Follow the tables in the Academic Calendar for your program requirements. You are responsible for checking that you meet any relevant conditions for enrolment in course(s):

- 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; 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 TIMETABLE to establish the times and locations for these electives, by selecting the appropriate meeting section. Add 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 THREE

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 TIMETABLE to establish the times and locations for these electives. Add 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 FOUR

Choose the Arts & Science elective(s).

Use the following online resources to help with selection:

The Academic Calendar: www.fas.calendar.utoronto.ca

The Timetable: www.artsci.utoronto.ca/current/course/timetable

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 www.acorn.utoronto.ca/course_finder.php which is the official University of Toronto online service that allows students to browse both Music and Arts & Science courses that are being offered by various parameters.

As a supplementary aid to the Calendar and 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 8th – September 19th (No access on August 9th). Second term (S) course enrolment is available until the January 20th, 2019.

STEP FIVE

Once you have selected all your courses, put them on your timetable sheet, add them to your course selection worksheet, and add up the course weights. Total course load must be between 4.0 to 6.0 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 5.0-5.5 credit range.

STEP SIX

Use ACORN (SWS) to request the courses and sections you want. Students are urged to enrol in your Music courses first (6:00am July 3rd – July 31st), and then enrol in Arts & Science electives during the specified period (6:00am August 8th – September 19th no access on August 9). Courses will fill up quickly, so the earlier the better! Don't forget to use the enrolment cart feature to make enrolment faster in Music courses on the morning of!

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 view/print your personal timetable from 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. Music students are permitted to be waitlisted for a total of up to 3.0 credits. **Important Note: Being on the waiting list does not guarantee you a space in the course.**

Waiting lists are turned off at the end of day on September 14th for F and Y section code courses, and January 14th for S section code courses. Once waiting lists are turned off, enrolment happens on a first-come, first-served basis until the end of the respective enrolment period.

More information is available at:

www.artsci.utoronto.ca/current/course/timetable/20165-temp/waiting-lists

HOW TO USE ACORN

ACCESSIBLE CAMPUS ONLINE RESOURCE NETWORK



Student Web Services

[UofT Home](#) | [Portal](#) | [Contacts](#) | [Maps](#) | [A-Z](#)



Login at www.acorn.utoronto.ca with your UTORid and password.

Using the Student Web Service (SWS): ACORN

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 in, 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.

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)
- 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
- Print T2202A tax receipts
- Access information about housing, health and wellness, co-curricular programs and more in one place



For more information, visit:

www.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:

www.help.acorn.utoronto.ca/how-to

TRANSFER CREDITS & EXEMPTIONS

Courses that may possibly transfer:

- IB
- AP
- CEGEP
- College and University level courses.

Please note that Royal Conservatory of Music (RCM) courses are not transferable to the program.

To be considered for transfer credits, all students (including those transferring from another Faculty within the UofT) must complete the relevant forms available online at:

<http://uoft.me/transfercredit> (select program).

If you fail to do so, no transfer credits will be assessed.

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 within the stipulated deadlines, such as the submission of additional documentation or the completion of divisional interviews, 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 of admission.

- Candidates who have completed a post-secondary degree/3-yr diploma may be granted up to 5.0 transfer credits on admission, towards their degree/diploma.
- Candidates who have not completed a degree/diploma from another accredited post-secondary institution may transfer a maximum of 4 credits if admitted into Year 1, a maximum of 8 credits if admitted into Year 2, and a maximum of 10 credits if admitted into Year 3 of the degree program. Candidates who have not completed a degree/diploma from another accredited institution may transfer a maximum of 4.0 credits if admitted into Year 1 and a maximum of 5.0 credits if admitted into Year 2 of the diploma program.
- Candidates who have completed a post-secondary degree/3-yr diploma, and have partially completed another degree/diploma may transfer a maximum of 9 credits if admitted into Year 1, and a maximum of 10 credits, if admitted into Year 2 or 3.

Exemption Tests

Exemption tests will be offered by the Theory Division for First year required Theory Courses (Music Theory I & II, and Musical Skills I & II) on September 5th, 2018. Transfer students with prior theory background are encouraged to write these exemption tests. In addition, students who have successfully completed Level 10 Harmony & Counterpoint and/or ARCT Harmony & Counterpoint from the RCM 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 must be made up with other course(s) of at least the same credit weight.

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 5th, 2018

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 5th, 9am-1pm; Rm 216
(Harmony and dictation tests. Based on the proficiency demonstrated, students will be scheduled for sight singing exemptions on Thursday, Sept 6th 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 may be exempted from Keyboard Harmony (TMU105Y). An Official RCM transcript needs to be in your file **by June 29th, 2018** 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 **by June 29th, 2018** 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.



Please remember that any credit(s) earned through the exemption process for any course must be made up with other course(s) of at least the same credit weight. The courses you select to replace exempted TMU credits must count towards Music Electives (i.e. music courses that are not considered part of your program requirements). Arts & Science electives do not qualify.

Grades

Typically, a final grade equivalent of 60% or more is required for transfer purposes. However, 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%.

Please note that grades achieved at previous institutions do not transfer.

The Transfer Credit Application Process

You must return the completed form(s) by **August 1, 2018** 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 5, 2018 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.

STEP ONE

Group your courses into the appropriate categories. Download & complete the form that is relevant to the subject area – Arts & Science, Performance, etc.

Application forms may be found on our web site at: <http://uoft.me/transfercrredit> > Select Program

STEP TWO

Put together ALL of your course descriptions for the course(s) 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.

STEP THREE

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

STEP FOUR

Submit the completed application forms and supporting documentation by August 1, 2018 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 5, 2018. Until all supporting documentation (course descriptions, transcripts, etc.) is submitted, your transfer credits will not be assessed.

STEP FIVE

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, please contact Dawn Pascoe, Student Services Coordinator, in the Registrar's Office

registrar.music@utoronto.ca

(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 July 3rd; 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 29th. If you pay after August 29th and by September 13th, 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 13th, 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. Check your registration for 2018 Fall-Winter. 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

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 August 31st. 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.

Paying your fees

You are required to view the instructions on the Student Accounts website (www.fees.utoronto.ca/site4.aspx), view your account on ACORN, and then make the payment. Fees charges will be available on ACORN on July 16th. It is recommended that you make the minimum payment indicated on your Fees Invoice by August 29th, 2018 to ensure your registration is complete by the first day of classes. Those who pay after August 29th and by September 13th, are required to produce their proof of payment to the Registrar’s Office by 4:00pm on September 13th, at the latest. Students who have applied for OSAP/their provincial loan program on time 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 13th of September will be removed from all their 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)

Please note that payments are not made in person at UofT. The following methods are acceptable to pay your fees:

1. You can pay your fees in-person at any one of the chartered banks using a printout of the ACORN account in Invoice Format.
2. Set up U of T as one of your payee accounts by providing your financial institution with your U of T student account number and the name "University of Toronto". Your account number is 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.
3. You can make a payment on your credit card, with a convenience fee on ACORN. "Make A Payment" under Finances. Click on "Make a Payment by Credit Card" and follow the instructions. Note: a convenience fee of 1.75% will be levied on all payments made by credit card.

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 29	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 13	Registration Deadline
September 30	Payment Deadline for 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)

Beginning October 17th, a monthly service charge of 1.5% will be added on to your outstanding balance until it is completely cleared. 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.

Claiming your RESP funds

In order to release your RESP funds, your provider will require verification of enrolment. In order to obtain verification, you will need to submit the form from your RESP provider to the Registrar's Office, which will subsequently be completed and sent directly to your provider. Prior to submitting this form, ensure that you have signed and filled out all necessarily fields regarding your account. Alternatively, you may request a

confirmation of enrolment letter from the Registrar's Office to be sent directly to your RESP provider. When submitting this request, please include the contact information of your RESP provider, including the fax number if possible. If you would like this letter sent elsewhere, there will be an \$8 charge payable by cash or personal cheque to the Registrar's Office.

When submitting verification, please note:

- Only requests submitted directly by the student requiring access to their RESP will be accepted
- Forms and letter requests will be accepted once the first round of enrolment in courses has begun
- The Registrar's Office will begin to send out verification to RESP providers **at the end of July**
- Please send all verification of enrolment requests to reception.music@utoronto.ca

Deferring Tuition Fees

If you are expecting to receive OSAP (Ontario Student Assistance Program) or another provincial 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 any assistance from OSAP, you are still responsible for paying your fees.

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 13th. Bring in the confirmation that you are eligible for OSAP or other government loan funding. If you have applied but have not yet received confirmation, you must go to Enrolment Services, 172 St. George Street, to request a deferral before the recommended August 29, 2018 deadline.

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 2018-2019 academic year, once you have registered for the session. In order to register, you must notify the Registrar's Office by August 29th, 2018 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 and should include: your full name, your student number, scholarship details (name and value), payment Details (if applicable) - the amount paid and confirmation number.**

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 & 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 entitlement. 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 from 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/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.

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 2018-2019 Work Study will run from September 2018 through March 2019. Refer to <http://www.future.utoronto.ca/finances/financial-aid/work-study-program> for more details. Work Study positions that are available at the Faculty of Music will be included in your Student Handbook, which will be posted on the Portal, the week of August 14th.

Beginning September 4th, 2018 the Fall-Winter jobs will be posted on the Career Centre website at: <http://www.studentlife.utoronto.ca/cc>



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 1st is the deadline for fall applications, and February 1st 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.

Students will receive a letter with the results in the mail.



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:

www.music.utoronto.ca/scholarships-fellowships.php#In-Course (Select Degree & Program)

Awards by Application

Awards made by the Faculty of Music that require an application are available at:

www.music.utoronto.ca/scholarships-fellowships.php#Awards by Application (Select Degree & Program).

All applications become available on February 1 on Portal and at the Registrar's Office. The deadline is May 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 gymnasias, strength training apparatus, and saunas.

Those who thrive on competition can join the university's Varsity Blues: www.physical.utoronto.ca

The University of Toronto also has a comprehensive intramural sports program: 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

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
The Newspaper www.thenewspaper.ca
CIUT - FM www.ciut.fm



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.

For more details, please visit:
www.harthouse.utoronto.ca



Student Services at UofT

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

FMUA: www.fmua.ca

SESSIONAL DATES

BEFORE CLASSES START	
July 3 - July 31	First Enrolment Period for Music Courses beginning at 6am on ACORN
Aug 8 - Sept 19	Second Enrolment Period for All courses beginning at 6am on ACORN (includes Arts & Science courses as well as Music courses; no access to A&S courses on Aug 9)
Aug 29	Deadline for Automatic Registration; those who pay after this date and by Sept 13 are required to present their proof of payment to the Registrar's Office
Sept 3	Labour Day - UNIVERSITY CLOSED
Sept 4-6	Ensemble Placement Auditions / Information Sessions
FIRST SEMESTER	
Sept 6	FIRST DAY OF CLASSES - Fall Session; classes with F & Y section codes begin
Sept 13	Students who have not paid or deferred their fees will be removed from all their courses
Sept 14	Waiting Lists for Arts & Science F & Y section code courses turned off at the end of the day
Sept 19	Last day to ADD or change sections for F & Y courses
Oct 8	Thanksgiving Day - UNIVERSITY CLOSED
Nov 5	Last day to CANCEL F section code courses
Nov 5-9	Fall Reading Week (NO CLASSES)
Dec 5	Last day of classes - Fall Session; all term work in F section code courses must be submitted
Dec 6	Virtual Monday; Monday classes meet, Wednesday classes do not meet
Dec 7	Study Day
Dec 8-21	Examination Period (Term tests may be held in some Y section code courses)
Dec 22-Jan 6	December Break - UNIVERSITY CLOSED
SECOND SEMESTER	
Jan 7	FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume
Jan 17	Waiting Lists for Arts & Science S section code courses turned off at the end of the day
Jan 20	Last day to ADD or change sections for S section code courses
Feb 18	Family Day - UNIVERSITY CLOSED
Feb 19-23	Winter Reading Week (NO CLASSES)
Feb 18	Last day to CANCEL Y section code courses
Mar 17	Last day to CANCEL S section code courses; Last day to WITHDRAW from the Faculty of Music with no academic penalty
Apr 5	Last day of classes - Winter Session; all term work in S and Y courses must be submitted
Apr 6-30	Examination Period
Apr 19	Good Friday - UNIVERSITY CLOSED