NEXT STEPS GUIDE
FOR
NEWLY ADMITTED STUDENTS
2020-2021

IMPORTANT DATES

July 16th  
First round of Course Enrolment begins - Music Courses Only

July 20th  
Tuition fees invoice available on ACORN

August 5th  
Second round of Course Enrolment begins – Music and Arts & Science courses

September 2nd  
Recommended date for Minimum Payment/Tuition deferral for Automatic Registration

September 8th  
Ensemble Placement Audition Recordings due

September 10th  
First Day of Classes - Fall Session (F & Y courses begin)

September 17th  
Registration Deadline
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 2020-21 academic year will be different at the Faculty of Music and the University of Toronto. Students and faculty will learn, and teach, in new ways. We thank students for their flexibility during these challenging times as we work together to ensure the best student experience.

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

Please take the time to read all the materials we provide, including the COVID-19 Updates. University life is an exciting and demanding endeavour. Some of the procedures and rules will be new to you. In addition to reading this guide, talk to people and ask questions to help you become familiar with how things work around the Faculty and the University.

Best wishes!

Nalayini Balasubramaniam
Registrar

Jennifer Panasiuk
Admissions & Recruitment Officer

Dawn Pascoe
Assistant Registrar, Student Services

Andrea Nussey Atherley
Student Services Administrator

Tyler Schilz
Student Services Coordinator

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.

Stay up-to-date with SharePoint: https://utoronto.sharepoint.com/sites/music/registrar
Follow us on Twitter! @UoftMusicReg
WELCOME TO THE FACULTY OF MUSIC

WHAT’S INSIDE

COVID-19 UPDATES ................................................................. 4

GETTING A HEAD START ............................................................ 6
Get your TCard
Activate your UTmail+ and UTORid
Get to know ACORN
Sign up for Orientation & Attend Information Sessions
Get to know the Programs and Services offered by the Division of Student Life
Register with Accessibility Services
Prepare for Ensemble Placement Auditions
Gain Access to Practice Facilities at the Faculty of Music
Write the Faculty of Music Theory Placement Test

CHOOSING YOUR COURSES ...................................................... 9
Course Load
Course Selection – The Basics
Reading the Academic Calendar
Decoding the Timetable
Steps to Choosing Your Courses
Waiting Lists

HOW TO USE ACORN ................................................................. 17

PERFORMANCE COURSES .......................................................... 18

TRANSFER CREDITS & EXEMPTIONS ........................................... 21

REGISTRATION ........................................................................... 24
Fees
Deadlines & Billing Dates
Claiming your RESP funds
Deferring Tuition Fees
Scholarship or Billing to a Third Party
Dependent Waiver

FINANCIAL AID & SCHOLARSHIPS ............................................. 27
Financial Aid Policy
OSAP (Ontario Student Assistance Program)
Work Study Plan
Bursaries
Scholarships
Awards by Application

MAKING THE MOST OUT OF YOUR UNIVERSITY EXPERIENCE ........ 29

SESSIONAL DATES ..................................................................... 31
Ontario’s response to the COVID-19 pandemic continues to evolve. Changes will likely occur as the province and its municipalities adjust to new data about the virus. In these circumstances, please be advised that the manner of delivery of courses, co-curricular opportunities, programs and services is subject to change, in accordance with university policies and public health directives. It will remain a priority to create inclusive environments for learning while protecting the health and safety of every member of our community.

The University of Toronto is planning a combination of in-person and online delivery of courses for the fall. In light of the COVID-19 pandemic, a number of workgroups were created to advise the Dean on how best to achieve the learning outcomes of courses for the 2020-21 academic year, balancing the public health advisories and the pedagogical needs. Currently, yearlong courses and winter term courses are intended to be delivered in-person. For the fall term, there will be four possible modes of delivery of courses: In-Person, In-Person: Hybrid, Online Synchronous and Online Asynchronous. Please refer to page 12 for detailed descriptions. In addition, details on the delivery of Performance courses (Applied Lessons, Major Ensembles and Chamber Music) is included on page 18.

Faculty and staff from across UofT will continue to work throughout the summer months to plan for the safe re-entry of faculty, staff, and students to campus in the fall. In addition, Environmental Health & Safety (EHS) will provide protocols and guidelines for building access and occupancy. Information will be forthcoming as we learn more from EHS and we prepare the EJB and 90W buildings for fall teaching.

For the latest general UofT updates on COVID-19, see: https://www.utoronto.ca/utogether2020. The University thanks its students for their flexibility during these challenging times as we work together to maintain the standards of education that are the hallmark of the University of Toronto.
Remote Access Guarantee
Students who choose to not be on campus for the fall term for COVID-19 related reasons, and intend to take all their courses remotely will be accommodated. Should you intend to do so, please schedule an appointment with the Registrar by e-mailing reception.music@utoronto.ca.

Technical Requirements: General
The University has identified the minimum technical requirements needed for students to access online learning: [https://www.viceprovoststudents.utoronto.ca/covid-19/tech-requirements-online-learning/](https://www.viceprovoststudents.utoronto.ca/covid-19/tech-requirements-online-learning/)

Technical Requirements: Music-Specific
a) Microphones
All Music students are strongly advised to have access to an external USB microphone that they can use instead of their computer’s built-in mic. An external microphone allows for higher quality audio, which is often necessary to participate in remote music classes—whether you’re making a recording of yourself for a class assignment, participating in an online music lesson / chamber coaching, etc.

If you do not already own an external USB microphone, you will be able to purchase one from the Faculty of Music before classes begin in September. Two different types will be available for purchase. Consult with your private teacher before purchasing a device to see if they have preference for their students. Exact information about the price of the devices is not yet available, but they will be the same cost or cheaper than the regular retail price. The following will be available to purchase from the Faculty:

**USB Mic:** Audio-Technica AT2020USB Plus Cardioid Condenser USB Microphone  
**Field Recorder:** Tascam DR-05X

Both devices can be used as an external microphone when connected to a computer. The difference is that the Tascam is a “field recorder,” so it can be used as a standalone recording device. That is, you can record a practice session directly to it without anything else. The Tascam is similar to the very popular Zoom H1N field recorder. Information on how to reserve and/or purchase the microphone will be communicated shortly.

b) Headphones
Students are also strongly advised to have access to a pair of high-quality headphones, such as the Sennheiser HD440 BT. Headphones will NOT be available for purchase at the Faculty of Music, thus students must source these on their own. When looking for headsets, make sure you can use them as wired headphones. While a Bluetooth connection gives you greater mobility, that wireless connection introduces some delay (e.g., audio will lag behind video in a video call). If you need the mobility possible with Bluetooth, get a pair that also have a wired connection (e.g., the Sennheiser HD440 BT are both wired and wireless).

Incoming students (both Classical and Jazz) might find it convenient to have access to an electronic piano keyboard (49-key or 61-key design is sufficient), as this will assist with first-year theory and keyboard classes.

Getting Ready for Online Learning
The University has developed resources to introduce students to some tips and strategies for success; refer to [https://onlinelearning.utoronto.ca/getting-ready-for-online/](https://onlinelearning.utoronto.ca/getting-ready-for-online/) for details. Please take some time to read and participate in the activities to help you prepare for your online learning experience.
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.

For the 2020-2021 school year, you must first activate your UofT e-mail and UTORid (see below) in order to be able to pick up your TCard when University buildings re-open. The TCard office is located in the Koffler Student Service Centre: 214 College Street, First Floor.

You will need:
• a current university document with your student name and student number
• current government issued documentation that verifies your citizenship

Activate your UofT E-mail and UTORid

You can now submit your photo online and schedule an online appointment to obtain your U of T e-mail and UTORid. All U of T students are given a university e-mail address but it is your responsibility to activate your account. Enter this new e-mail address on your ACORN record (which is our automated web service, find more information on page 17). 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.

Get to know ACORN

ACORN is the University of Toronto’s user-friendly and intuitive student web service. You will use it to enrol in courses, access your grades, order transcripts, determine how much you owe on your fees account, update your personal contact information, and much more. You can access ACORN before setting up your University accounts using your JOINid and password; once you have activated your UTORid, your UTORid and password become your new login information. More information is outlined later in this guide (see page 17).

The best way to become familiar with this system is to use it: www.acorn.utoronto.ca
Sign up for Orientation & Attend Information Sessions

On behalf of the Orientation Team and the Faculty of Music Undergraduate Association (FMUA), congratulations on being accepted to U of T! We would like to invite you to participate in the Faculty of Music Orientation Week! While this school year and orientation will look a little different, we are committed to doing everything we can to have a fun filled week of welcome. Events, which will be hosted remotely via online platforms, include mindfulness and academic sessions, Q&A panels with professors, online games and more! Visit https://www.fmua.ca/orientation for more information or email uoftmusic.orientation@gmail.com if you have any questions.

Please register by clicking on the following link before July 17th, 2020 to receive an orientation kit. Faculty of Music Orientation Week Registration Form: https://forms.gle/W8d5HizygoUVK32f9

The Registrar’s Office will also be hosting a number of information sessions for new students. These will be scheduled for Sept 8th & 9th 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 that you need in order to be successful in your first year.

More details on when and where the sessions will take place will be included in your Orientation package.

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. An accommodation is any change that enables students with disabilities to participate equally in the environment and activities of either a particular class or university life in general. This includes making changes to course delivery, assessment methods, the types of resources provided, and physical access to a class. It involves removing barriers of all kinds. Accommodations are determined based on available information regarding your functional limitations and their impact on your program of study. You are urged to initiate the process immediately, in order to have the necessary accommodations (if appropriate) in place before classes begin. July 17th is the registration deadline for all students requesting accommodations through Accessibility Services.

For more information, please refer to https://www.studentlife.utoronto.ca/as/new-registration
Prepare for Ensemble Placement Auditions

Major Ensemble Placement Auditions will be done via recording. The deadline for submission is September 8, 2020. Information on submitting a recorded audition, and the excerpts to prepare, will be available on the Performance Office website at https://performance.music.utoronto.ca/major-ensembles/ beginning July 10th. Please note that if you wish to audition on a secondary instrument, you will need to contact Amanda Eyer Haberman at performance.music@utoronto.ca.

Practice Rooms at the Faculty of Music

Details will be communicated as they become available around access and new protocols that will be in place for the 2020-21 year.

Access to practice facilities at both the Faculty of Music North (Edward Johnson Bldg.) and Faculty of Music South (90 Wellesley St. W.) is administered through a fob system. Fobs are distributed and administered by the Registrar’s Office. Further information will be communicated about fob pick-up as it becomes available. Please note that in order to get a fob you will need the following:
Your TCard
$25 deposit
A completed fob deposit form

Use of all practice rooms will be contingent upon public health directives. Double bass, percussion, and harp 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, if applicable. 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 special access, at the discretion of their teachers and public health advisories.

Write the Theory Placement Test

CLASSICAL

Classical students who have not completed RCM Level 9 Harmony (Basic Harmony) and who want to be placed into a one-hour tutorial for TMU130H1 (Music Theory I) may write a placement test. Students who want to write this placement test must email Prof. Mark Sallmen at mark.sallmen@utoronto.ca by Friday, August 28th. Instructions will be sent to students by Tuesday, September 1st for completing the test.

JAZZ

All new students will be required to do a Placement Test to determine if they are required to attend the tutorial for JMU100Y1 Jazz & Trad Materials and/or JMU101Y1 Jazz Ear Training. The placement tests will be held during the first tutorial for these classes on September 18th. Students who perform at an exceptional level may 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.

Note: alternate sittings of these exams are 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. 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.

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 following the first full week of classes. Students will be enrolled in Major Ensembles between the 20th to the 23rd of September by the Registrar’s Office, pending results of placement auditions.

<table>
<thead>
<tr>
<th>DATES</th>
<th>COURSE LOAD ACCEPTED</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16 - 31 (First Round of Enrolment)</td>
<td>5.0 credits</td>
<td>Music Courses only; excluding Major Ensemble</td>
</tr>
<tr>
<td>August 5 - September 23 (Second Round of Enrolment); Note - Enrolment closed on August 6th</td>
<td>6.0 credits</td>
<td>Includes Arts and Science courses, allows for “shopping Period”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Major Ensemble has not yet been added</td>
</tr>
<tr>
<td>September 20 - September 23</td>
<td>5.33 credits</td>
<td>Major Ensemble will be added by the Reg Office</td>
</tr>
</tbody>
</table>

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

Timetable:
Lists course codes and modes of delivery/times/rooms for all classes being offered for the 2020-21 session
Visit https://music.utoronto.ca/student-services-resources.php

Course Finder:
Search for courses by keyword or filter by department, day of the week, and more:
http://www.acorn.utoronto.ca/course_finder.php

Reading the Academic Calendar
Program requirements are outlined in the charts specific to the Program of Study (for those in the Bachelor of Music) and by Instrument (for those in the Bachelor of Music in Performance) in the Faculty of Music 2020-21 Academic Calendar https://music.calendar.utoronto.ca/. Here you will find information on the program requirements, courses, sessional dates, and the rules/regulations of the Faculty. Students must follow the program requirements in the Academic Calendar applicable to the year they enter the program. Students who complete the Common Year in 2020-21, will follow the specific program requirements of their chosen specialization from the 2020-21 Academic Calendar.

Bachelor of Music
Composition, Comprehensive Studies, History, Culture & Theory, Music Education:
Refer to the Program specific charts in the Academic Calendar for requirements https://music.calendar.utoronto.ca/

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, are enrolled in a Common Year for their first year of study. These students are required to declare their specialization upon successful completion of the Common Year. Even though the specialization is not declared 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.

Students admitted into Music Education (Jazz or Classical), Composition (Direct Entry) and Jazz Comprehensive Studies begin their specialization in Year 1.

OPTIONS AVAILABLE AFTER A COMMON YEAR:
Comprehensive Studies
Classical Composition*
Music Education
Classical History, Culture & Theory
Performance*

*Specific admission requirements
Bachelor of Music in Performance

Refer to the Instrument specific charts in the Academic Calendar for requirements:
https://music.calendar.utoronto.ca/

Students admitted into the Bachelor of Music in Performance (Classical and Jazz) and the Artist Diploma begin their specialization in year 1.

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, courses with an * have already been added to your enrolment. The sections assigned cannot be changed without permission from the Registrar’s Office. You will be required to enrol in all the other required Basic Music Courses during the first round of enrolment.

Listed below are the Basic Music courses you are required to enrol in and their credit weight:

<table>
<thead>
<tr>
<th>BASIC MUSIC COURSES</th>
<th>BASIC MUSIC COURSES</th>
<th>BASIC MUSIC COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Classical Programs</td>
<td>Jazz Performance</td>
<td>Jazz Education/Comprehensive</td>
</tr>
<tr>
<td>HMU111H1 - 0.5*</td>
<td>HMU111H1 - 0.5*</td>
<td>HMU111H1 - 0.5*</td>
</tr>
<tr>
<td>HMU126H1 - 0.5*</td>
<td>HMU126H1 - 0.5*</td>
<td>HMU126H1 - 0.5*</td>
</tr>
<tr>
<td>MMU100H1*</td>
<td>MMU100H1*</td>
<td>MMU100H1*</td>
</tr>
<tr>
<td>TMU130H1 &amp; TMU131H1 - 1.0*</td>
<td>JMU100Y1 - 0.67</td>
<td>JMU100Y1 - 0.67</td>
</tr>
<tr>
<td>TMU132H1 &amp; TMU133H1 - 0.67</td>
<td>JMU101Y1 - 0.67</td>
<td>JMU101Y1 - 0.67</td>
</tr>
<tr>
<td>TMU105Y1 / TMU107Y1 - 0.33+</td>
<td>JMU104Y1 - 0.33</td>
<td>JMU104Y1 - 0.33</td>
</tr>
<tr>
<td>PMU184Y1 / PMU185Y1- 0.5/1.0*</td>
<td>JMU185Y1 - 1.0*</td>
<td>JMU184Y1 - 0.5*</td>
</tr>
<tr>
<td>PMU1<strong>Y1 (Major Ensemble) - 0.67</strong></td>
<td>JMU1<strong>Y1 (Major Ensemble) - 0.67</strong></td>
<td>JMU1<strong>Y1 (Major Ensemble) - 0.67</strong></td>
</tr>
<tr>
<td>JMU191Y1 - 0.5</td>
<td>JMU192Y1 - 0.5</td>
<td></td>
</tr>
<tr>
<td>TOTAL: 4.17 or 4.67 credits</td>
<td>TOTAL: 5.33 credits</td>
<td>TOTAL: 3.83 credits</td>
</tr>
</tbody>
</table>

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

+ Classical Keyboard majors enrol in a meeting section of TMU105Y1. Non-keyboard majors enrol in a meeting section of TMU107Y1. Non-keyboard majors who have RCM Grade 3 Piano proficiency are able to be exempted from the course by submitting an official transcript. For students who have required level of proficiency, but not the certification, Exemption tests will be offered during the first class.

** Major Ensemble will be added to your enrolment by the Registrar’s Office (between Sept 20th to 23rd),

Course descriptions of music courses are available in 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 courses
Decoding the Timetable

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SECTION CODE</th>
<th>MODE OF DELIVERY</th>
<th>MEETING HRS</th>
<th>DAY/TIME</th>
<th>Bldg/Rm</th>
<th>INSTRUCTOR</th>
<th>ENROLMENT INDICATOR &amp; NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMU130Y1</td>
<td>Y</td>
<td>In-Person: Hybrid*</td>
<td>L0101</td>
<td>2L</td>
<td>M10:12: fall</td>
<td>Deloff</td>
<td>P Education, Comprehensive Delivery on-line y</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>F</td>
<td>In-Person: Hybrid*</td>
<td>P0101</td>
<td>1P</td>
<td>R12</td>
<td>Charles</td>
<td>P Education, Delivery a mix of</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>S</td>
<td>In-Person: Hybrid*</td>
<td>P0101</td>
<td>1P</td>
<td>W19</td>
<td>Charles</td>
<td>P Education, Delivery a mix of</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>F</td>
<td>In-Person: Hybrid*</td>
<td>P0101</td>
<td>1P</td>
<td>M5</td>
<td>Still</td>
<td>P Education, Delivery a mix of</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>S</td>
<td>In-Person: Hybrid*</td>
<td>P0101</td>
<td>1P</td>
<td>M6</td>
<td>Still</td>
<td>P Education, Delivery a mix of</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>F</td>
<td>In-Person: Hybrid*</td>
<td>P0101</td>
<td>1P</td>
<td>T01</td>
<td>McAlister</td>
<td>P Education, Delivery a mix of</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>F</td>
<td>In-Person: Hybrid*</td>
<td>P0101</td>
<td>1P</td>
<td>W1</td>
<td>McAlister</td>
<td>P Education, Delivery a mix of</td>
</tr>
</tbody>
</table>

COURSE CODE
3 letters denoting the division/department
3 numbers denoting the level (100, 200, 300, 400)
H = runs for one term only; Y = runs for both terms
1 number indicating the campus (1 = St. George Campus)
Example:
EMU130Y1 is a Music Education course at the 100-level that runs from September to April and is taught at the St. George campus.

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

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

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

MODE OF DELIVERY
Information on how each course is delivered. Must be used with the Notes column at the end, which provides additional details for courses with an “**” for the mode of delivery. There are three possible modes of delivery:

a) In-Person: A course is considered In-Person if it requires attendance at a specific location and time for all course activities. In addition, Music courses also have the In-Person: Hybrid option. A course is considered an In-Person: Hybrid, if some students attend in person each week, and others attend virtually at a specific time. Students attend class in alternate weeks (or in other format as appropriate). This information will be provided by the instructor as part of the course syllabus.

A course is also considered to be delivered as an In-Person: Hybrid if the delivery is Online (or a mix) in the fall and In-Person in the winter.

b) Online Synchronous: Course may be completed fully online; some required real-time activities will be held online, as scheduled in the timetable.

c) Online Asynchronous: Course may be completed fully online without requirement for participation in scheduled, real-time activities.

Note that it is possible for a course to have multiple modes of delivery; for example a combination of synchronous and asynchronous delivery. In addition, yearlong courses may have a different time scheduled for the winter-term classes. Please be mindful of these as you plan your course enrolment for the fall and winter terms.
**MEETING SECTION**

The letter indicates the nature of the course.

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

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

**HOURS**

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

**DAY/TIME**

- M = Monday
- 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 Edward Johnson Building unless specified otherwise.

**INSTRUCTOR**

Indicates the designated instructor for the course.

**ENROLMENT INDICATOR & CONTROLS**

Courses without enrolment indicators and controls are open to all students, as long as students have the appropriate prerequisites listed in the Faculty of Music Academic Calendar. Courses with enrolment indicators and controls may or may not be open to students depending as follows:

- **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.

**NOTES**

Additional details about the mode of delivery, for courses with an * in the mode of delivery.
Choose your **Music Courses first**. The first thing to consider are the times for your **BASIC MUSIC** courses. Create a plan for what your weekly schedule will look like using the fillable timetable tool included in the Next Steps package: [https://music.utoronto.ca/docs/faculty_of_music_blank_time_table.pdf](https://music.utoronto.ca/docs/faculty_of_music_blank_time_table.pdf). Start by scheduling in your **BASIC MUSIC** courses first. **Make sure you dedicate a slot for courses that will be offered asynchronously.**

Remember to leave room for a Major Ensemble! You will be assigned one after the placement auditions in September. Ensembles include: Soprano/Alto Chorus, MacMillan Singers, Tenor/Bass Chorus, Chamber Choir, Wind Ensemble or Symphony, Guitar Orchestra, Symphony or Chamber Orchestra, and Contemporary Music Ensemble. Jazz students will be placed in Small Jazz Ensembles. All major ensembles (except the Jazz Ensembles) are scheduled between 3pm and 5pm. Small Jazz Ensembles are scheduled throughout the week (they do not conflict with any of the required Jazz courses). 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.

**Follow the tables in the Academic Calendar for your specific 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 your area of intended study. Refer to the TIMETABLE to establish the times and locations for these courses, by selecting the appropriate meeting section. Check the times to make sure there are no conflicts with your required courses.

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. Check the times 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.).

Choose the **Arts & Science elective(s).**

Use the following online resources to help with selection:

- **Arts and Science Academic Calendar**: [https://fas.calendar.utoronto.ca/](https://fas.calendar.utoronto.ca/)
- **Arts and Science Timetable**: [https://timetable.iit.artsci.utoronto.ca/](https://timetable.iit.artsci.utoronto.ca/)

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.
## Sample Course Enrolments

### a) Music Education - Classical

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMU111H1</td>
<td>0.5</td>
</tr>
<tr>
<td>HMU126H1</td>
<td>0.5</td>
</tr>
<tr>
<td>MMU100H1</td>
<td></td>
</tr>
<tr>
<td>TMU130H1 &amp; TMU131H1</td>
<td>1.0</td>
</tr>
<tr>
<td>TMU132H1 &amp; TMU133H1</td>
<td>0.67</td>
</tr>
<tr>
<td>TMU105Y1 / TMU107Y1</td>
<td>0.33</td>
</tr>
<tr>
<td>PMU184Y1</td>
<td>0.5</td>
</tr>
<tr>
<td>PMU1**Y1 (Major Ensemble)</td>
<td>0.67</td>
</tr>
<tr>
<td>EMU150H1, EMU151H1, EMU152H1</td>
<td>- 0.5</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>5.33</td>
</tr>
</tbody>
</table>

### b) Common Year - Intending to Pursue Comprehensive Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMU111H1</td>
<td>0.5</td>
</tr>
<tr>
<td>HMU126H1</td>
<td>0.5</td>
</tr>
<tr>
<td>MMU100H1</td>
<td></td>
</tr>
<tr>
<td>TMU130H1 &amp; TMU131H1</td>
<td>1.0</td>
</tr>
<tr>
<td>TMU132H1 &amp; TMU133H1</td>
<td>0.67</td>
</tr>
<tr>
<td>TMU105Y1 / TMU107Y1</td>
<td>0.33+</td>
</tr>
<tr>
<td>PMU184Y1</td>
<td>0.5</td>
</tr>
<tr>
<td>PMU1**Y1 (Major Ensemble)</td>
<td>0.67</td>
</tr>
<tr>
<td>Arts &amp; Science Elective</td>
<td>– 1.0</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>5.17</td>
</tr>
</tbody>
</table>

### c) Voice Performance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMU111H1</td>
<td>0.5</td>
</tr>
<tr>
<td>HMU126H1</td>
<td>0.5</td>
</tr>
<tr>
<td>MMU100H1</td>
<td></td>
</tr>
<tr>
<td>TMU130H1 &amp; TMU131H1</td>
<td>1.0</td>
</tr>
<tr>
<td>TMU132H1 &amp; TMU133H1</td>
<td>0.67</td>
</tr>
<tr>
<td>TMU107Y1</td>
<td>0.33+</td>
</tr>
<tr>
<td>PMU185Y1</td>
<td>1.0</td>
</tr>
<tr>
<td>PMU1**Y1 (Major Ensemble)</td>
<td>0.67</td>
</tr>
<tr>
<td>PMU135Y1</td>
<td></td>
</tr>
<tr>
<td>PMU128H1, PMU129H1</td>
<td></td>
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<tr>
<td><strong>Total Credits:</strong></td>
<td>5.33</td>
</tr>
</tbody>
</table>

### d) String/Brass/Woodwinds Performance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMU111H1</td>
<td>0.5</td>
</tr>
<tr>
<td>HMU126H1</td>
<td>0.5</td>
</tr>
<tr>
<td>MMU100H1</td>
<td></td>
</tr>
<tr>
<td>TMU130H1 &amp; TMU131H1</td>
<td>1.0</td>
</tr>
<tr>
<td>TMU132H1 &amp; TMU133H1</td>
<td>0.67</td>
</tr>
<tr>
<td>TMU107Y1</td>
<td>0.33+</td>
</tr>
<tr>
<td>PMU185Y1</td>
<td>1.0</td>
</tr>
<tr>
<td>PMU1**Y1 (Major Ensemble)</td>
<td>0.67</td>
</tr>
<tr>
<td>PMU105Y1 – specific to instrument</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>5.0</td>
</tr>
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</table>

### e) Jazz Performance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMU111H1</td>
<td>0.5</td>
</tr>
<tr>
<td>HMU126H1</td>
<td>0.5</td>
</tr>
<tr>
<td>MMU100H1</td>
<td></td>
</tr>
<tr>
<td>JMU100Y1</td>
<td>0.67</td>
</tr>
<tr>
<td>JMU101Y1</td>
<td>0.67</td>
</tr>
<tr>
<td>JMU104Y1</td>
<td>0.33</td>
</tr>
<tr>
<td>JMU185Y1</td>
<td>1.0</td>
</tr>
<tr>
<td>JMU1**Y1 (Major Ensemble)</td>
<td>0.67*</td>
</tr>
<tr>
<td>JMU191Y1</td>
<td>0.5</td>
</tr>
<tr>
<td>JMU192Y1</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>5.33</td>
</tr>
</tbody>
</table>

* For the 2020-21 academic year, Jazz students will complete their Major Ensemble (0.67 credits) requirement by participating in a Small Jazz Ensemble (0.5 credits). Students will be required to complete an additional 0.17 credits in Music Electives to make up the difference. This can be done at any time during the degree.
Once you have selected all your courses, add up the credit 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.

Use ACORN to request the courses and sections you want. Students are urged to enrol in your Music courses first, starting at 6:00am July 16th until July 31st, and then enrol in Arts & Science electives during the specified period (6:00am August 5th – September 23rd; no access on August 6). 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!
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.

STEP FIVE

STEP SIX

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 18th 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.
HOW TO USE ACORN
ACCESSIBLE CAMPUS ONLINE RESOURCE NETWORK

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

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

After you have successfully logged on you will be brought to the main dashboard. This gives you navigational access to all other parts of ACORN and will show any new notifications alongside a daily calendar, links to key dates, important academic information and basic information about your financial account.

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

Step by step instructions and videos for common transactions made on ACORN can be found here: www.help.acorn.utoronto.ca/how-to
Major/Large Ensembles:
Classical & World Music

The workgroup charged with developing best practices for the delivery of Ensembles during COVID-19 arrived at the consensus of delivering Large/Major and World Music Ensembles using an In-Person: hybrid approach for the fall term. Taking public health advisories into account, rehearsals will include a mix of In-Person (where a number of students may be able to attend each week) and Online modes of delivery. The In-Person rehearsals will likely evolve as the term progresses (physical distancing rules may be relaxed or tightened). At this time, delivery of the Major/Large Ensembles for the winter term are intended to be in-person.

In the fall, Instrumental ensembles (Wind Ensemble, Wind Symphony, Orchestra) will rehearse for one hour, three times per week. For the Wind Ensemble, Wind Symphony and the Orchestra, one hour of the three hours per week is intended to be delivered in person (subject to public health advisories). However, if this is not permitted, they will rehearse for two hours a week. The Contemporary Music Ensemble will rehearse one hour two times a week. All instrumental ensembles, with the exception of the Guitar Orchestra, will rehearse during the 4-5pm slot on their respective days. The Guitar Orchestra will rehearse for an hour and a half two times a week, from 4:30-6:00pm.

The Choirs (Tenor/Bass Chorus, Chamber Choir, Soprano/Alto Chorus, MacMillan Singers), Oratorio Ensemble and Schola Cantorum will rehearse for one hour, two times per week. Opera Undergrad will rehearse for one hour, four times a week. All rehearsals will begin online, and gradually become In-Person for an hour each week as the term progresses. All ensembles (with the exception Schola Cantorum will rehearse during the 4-5pm slot on their respective days.

**Schedule of Ensembles for the Fall of 2020**

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>MON 4-5</th>
<th>TUES 4-5</th>
<th>WED 4-5</th>
<th>THURS 4-5</th>
<th>FRI 4-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTSO</td>
<td>Online</td>
<td>Online</td>
<td></td>
<td>In-Person: Hybrid</td>
<td></td>
</tr>
<tr>
<td>UTWE</td>
<td>Online</td>
<td>In-Person: Hybrid</td>
<td>Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTWS</td>
<td>Online</td>
<td>In-Person: Hybrid</td>
<td>Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guitar Orchestra</td>
<td></td>
<td>In-Person: Hybrid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CME</td>
<td>Online</td>
<td>Online</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soprano/Alto</td>
<td>Online</td>
<td>Online</td>
<td>In-Person: Hybrid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenor/Bass</td>
<td>Online</td>
<td>In-Person: Hybrid</td>
<td>Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chamber Choir</td>
<td>Online</td>
<td>Online</td>
<td>In-Person: Hybrid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MacMillan</td>
<td>Online</td>
<td>Online</td>
<td>In-Person: Hybrid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opera</td>
<td>Online</td>
<td>Online</td>
<td>In-Person: Hybrid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schola Cantorum</td>
<td>Online (1-2pm)</td>
<td>Online (6-7pm)</td>
<td>In-Person: Hybrid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PERFORMANCE COURSES

All excerpts for the placement auditions, and other details will be available at: https://performance.music.utoronto.ca/major-ensembles/ by the 10th of July.

Given the need for the ensemble leaders to have the greatest amount of flexibility in delivery, and accommodate students who may only be able to participate remotely throughout the entire semester, the Undergraduate Education Committee voted that these courses be graded as Credit/ No-Credit (CR/NCR) for the 2020-21 academic year. This means there will be no numerical grade associated with the final mark for the course.

PMU110/210/310/410Y1, PMA410Y1  Tenor/Bass Chorus
PMU115/215/315/415Y1, PMA415Y1  Chamber Choir
PMU175/275/375/475Y1, PMA475Y1  Soprano/Alto Chorus
PMU182/282/382/482Y1, PMA482Y1  Contemporary Music Ensemble
PMU183/283/383/483Y1, PMA483Y1  Guitar Orchestra
PMU187/287/387/487Y1, PMA487Y1  Collegium
PMU189/289/389/489Y1, PMA489Y1  Schola Cantorum
PMU192/292/392/492Y1, PMA492Y1  MacMillan Singers
PMU190/290/390/490Y1, PMA490Y1  Band
PMU195/295/395/495Y1, PMA495Y1  Orchestra
PMU394/494Y1, PMA494Y1  Opera
PMU445Y1  Oratorio Ensemble

WME261H1  Gospel Choir (Fall)
WME268H1  Klezmer Ensemble (Fall)
WME271H1  Japanese Drumming Ensemble (Fall)
WME264H1  African Drumming and Dancing (Winter)
WME270H1  Latin-American Percussion Ensemble (Winter)
WME272H1  Steel Pan Ensemble (Winter)

Jazz Ensembles

Students in the Jazz programs will complete their ensemble requirements by being assigned to small jazz ensembles. These ensembles will rehearse two hours a week In-Person. All excerpts for the placement auditions, and other details will be available at https://performance.music.utoronto.ca/major-ensembles/
Applied Lessons

Applied lessons will be delivered in a variety of formats in the fall term. Faculty will deliver lessons In-Person, Online, and Hybrid (a mix of In-Person and Online lessons), and the situation is expected to be fluid throughout the term as conditions evolve.

Students will receive their Teacher Assignment from the Performance Office during the week of July 10th. Students will be responsible to initiate contact and ascertain the mode of delivery with their teacher by the 31st of July. Should students have any concerns about the mode of delivery that their teacher intends to use, please let the Performance Office (performance.music@utoronto.ca) know by the 31st of July.

Chamber Music

Chamber coaching for the fall term will be In-Person. The Masterclasses (for Brass, Strings and Woodwinds) delivery will be a mix of In-Person and On-line Synchronous in the fall term. Delivery of both the Masterclasses and coachings are intended to be In-Person for the winter term.

Students are required to provide their Coordinators with their schedule of courses and availability by the 9th of August. This will help facilitate group formation and a scheduling of the coaching for the term. Students will be notified of their coaching time by the end of August.

Coordinators:
Brass: Jeff Reynolds j.reynolds@utoronto.ca
Strings: Annalee Patipatanakoon a.patipatanakoon@utoronto.ca
Woodwinds: Eric Hall erichalbsn@gmail.com
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, transfer credits will not be assessed.

The assessment of previous post-secondary studies for transfer credit is compulsory. Failure to comply with the stated procedures and/or failure to 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 for the degree program 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.
- Candidates for the diploma program 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.
- 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.

**Grades Required**

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.
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). Students interested in taking them must email Prof. Mark Sallmen at mark.sallmen@utoronto.ca by Friday, September 4th. These tests will be administered virtually on Wednesday, September 9 (collectively for the music theory courses; individually for the musical skills courses); specific instructions will be e-mailed to students on or before Tuesday, September 8th. Transfer students with prior theory background are encouraged to attempt 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 may 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.

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 July 30, 2020 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 July 30, 2020 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.
The Transfer Credit Application Process

You must return the completed form(s) by **August 1, 2020** 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 4, 2020 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/transfercredit](http://uoft.me/transfercredit)

**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 to the Registrar’s Office by August 1, 2020 and you will receive a response prior to or by the first week of classes.

Applications will not be considered after October 4, 2020. Until all supporting documentation (course descriptions, transcripts, etc.) are 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 in the Registrar’s Office

[registrar.music@utoronto.ca](mailto:registrar.music@utoronto.ca)  
(416) 978-3740
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 16th, 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 September 2nd. If you pay after September 2nd and by September 17th, 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 17th, 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 2020 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), view your account on ACORN, and then make the payment. Fees charges will be available on ACORN on July 20th. It is recommended that you make the minimum payment indicated on your Fees Invoice by September 2nd, 2020 to ensure your registration is complete by the first day of classes. Those who pay after September 2nd and by September 17th are required to produce their proof of payment to the Registrar’s Office by 4:00pm on September 17th 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 do not owe fees from the previous sessions. Fee deferrals are requested on ACORN. Students who have not paid or deferred their fees by the 17th 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.

<table>
<thead>
<tr>
<th>Deadlines &amp; Billing Dates</th>
<th>Recommended deadline to pay the Minimum Fees or defer your fees by;</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2</td>
<td>Minimum fees will be on your Fees Invoice and is equivalent to Arrears + 100% of Fall tuition fees</td>
</tr>
<tr>
<td>September 17</td>
<td>Registration Deadline</td>
</tr>
<tr>
<td>September 30</td>
<td>Payment Deadline for deferred Unpaid Fall term Tuition &amp; Non-Tuition fees</td>
</tr>
<tr>
<td>November 30</td>
<td>Payment Deadline for Unpaid Winter term Tuition fees for all students without a fee deferral</td>
</tr>
<tr>
<td>January 31</td>
<td>Payment Deadline for Unpaid Winter term Tuition for Students who have a deferral</td>
</tr>
<tr>
<td>April 30</td>
<td>Payment deadline for Unpaid Fall and Winter term tuition &amp; Non-tuition fees (including for those who have a scholarship/sponsorship/tuition waiver based deferral)</td>
</tr>
</tbody>
</table>

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 necessary 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 17th. 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 September 2, 2020 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 2020-2021 academic year, once you have registered for the session. In order to register, you must notify the Registrar’s Office by September 2nd, 2020 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), and if your scholarship does not cover all fees also include the amount you have paid and confirmation thereof.

Please note: University issued scholarships are typically applied to student accounts in late September. 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 Policy
The University of Toronto's policy on Student Financial Support states that “No student offered admission to a program at the University of Toronto should be unable to enter or complete the program due to lack of financial means.” This policy applies only to Canadian citizens, permanent residents and protected persons. Financial support programs of the University of Toronto are designed to guarantee that each student has access to the resources necessary to meet their needs. Financial need will be assessed 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.

Student Financial Planner
Students can use the Financial Planning Calculator (https://planningcalc.utoronto.ca/financialPlanner) for U of T students, a publicly available online tool to help explore how much it will cost to study at U of T for one academic year. Students can also create a budget and browse helpful resources!

Work Study Program
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.


Beginning early August, the Fall-Winter jobs for 2020-2021 will be posted on the Career Exploration & Education website at: https://clnx.utoronto.ca/home.htm
**OSAP (Ontario Student Assistance Program)**
The OSAP application usually becomes available in April at [www.osap.gov.on.ca](http://www.osap.gov.on.ca). New students are encouraged to apply before the end of June. Within 4-6 weeks of applying and submitting all required documentation, students are advised of their eligible funding for the academic year. Funds are released directly to the University in two different instalments; 60% of the entitlement in September and 40% in January.

**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 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, sent to their address listed on ACORN.

**Entrance Scholarships**
These are awarded on the basis of your entrance audition and academic achievement. Students normally receive notification of scholarship(s) with the offer of admission or shortly thereafter.

**In-Course Scholarships**
The Faculty of Music awards a significant number of scholarships 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](http://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](http://www.music.utoronto.ca/scholarships-fellowships.php)#Awards by Application. All applications become available on February 1st on the Registrar’s SharePoint site. The deadline is May 1st.
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 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](http://www.thevarsity.ca)  
[The Newspaper](http://www.thenewspaper.ca)  
[CIUT - FM](http://www.ciu.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: harthouse.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

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16 - July 31</td>
<td>First Enrolment Period for Music Courses beginning at 6am on ACORN</td>
</tr>
<tr>
<td>Aug 5 - Sept 23</td>
<td>Second Enrolment Period for All courses beginning at 6am on ACORN (includes Arts &amp; Science courses as well as Music courses; no access to A&amp;S courses on Aug 6)</td>
</tr>
<tr>
<td>Sept 2</td>
<td>Deadline for Automatic Registration; those who pay after this date and by Sept 17 are required to present their proof of payment to the Registrar’s Office</td>
</tr>
<tr>
<td>Sept 7</td>
<td>Labour Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Sept 8</td>
<td>Ensemble Placements &amp; Unified Vocal Audition Recordings due</td>
</tr>
<tr>
<td>Sept 8 - 10</td>
<td>Choral Placement, live virtual auditions</td>
</tr>
</tbody>
</table>

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 10</td>
<td>FIRST DAY OF CLASSES - Fall Session; classes with F &amp; Y section codes begin</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Students who have not paid or deferred their fees will be removed from all their courses</td>
</tr>
<tr>
<td>Sept 18</td>
<td>Waiting Lists for Arts &amp; Science F &amp; Y section code courses turned off at the end of the day</td>
</tr>
<tr>
<td>Sept 23</td>
<td>Last day to ADD or change sections for F &amp; Y courses</td>
</tr>
<tr>
<td>Oct 12</td>
<td>Thanksgiving Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Nov 9</td>
<td>Last day to CANCEL F section code courses</td>
</tr>
<tr>
<td>Nov 9 - 13</td>
<td>Fall Reading Week (NO CLASSES)</td>
</tr>
<tr>
<td>Dec 10</td>
<td>Last day of classes - Fall Session; all term work in F section code courses must be submitted</td>
</tr>
<tr>
<td>Dec 10</td>
<td>Virtual Monday; Monday classes meet, Wednesday classes do not meet</td>
</tr>
<tr>
<td>Dec 11 - 22</td>
<td>Examination Period (Term tests may be held in some Y section code courses)</td>
</tr>
<tr>
<td>Dec 23 - Jan 1</td>
<td>December Break - UNIVERSITY CLOSED</td>
</tr>
</tbody>
</table>

### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 4</td>
<td>FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume</td>
</tr>
<tr>
<td>Jan 14</td>
<td>Waiting Lists for Arts &amp; Science S section code courses turned off at the end of the day</td>
</tr>
<tr>
<td>Jan 17</td>
<td>Last day to ADD or change sections for S section code courses</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Family Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Feb 15 - 19</td>
<td>Winter Reading Week (NO CLASSES)</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Last day to CANCEL Y section code courses</td>
</tr>
<tr>
<td>Mar 8</td>
<td>Last day to CANCEL S section code courses; Last day to WITHDRAW from the Faculty of Music with no academic penalty</td>
</tr>
<tr>
<td>Apr 2</td>
<td>Good Friday - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Last day of classes - Winter Session; all term work in S and Y courses must be submitted</td>
</tr>
<tr>
<td>Apr 6</td>
<td>Study Day</td>
</tr>
<tr>
<td>Apr 7 - 30</td>
<td>Examination Period</td>
</tr>
</tbody>
</table>