# NEXT STEPS GUIDE FOR NEWLY ADMITTED STUDENTS 2021-2022

## IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 13th</td>
<td>First round of Course Enrolment begins - Music Courses Only</td>
</tr>
<tr>
<td>July 19th</td>
<td>Tuition fees invoice available on ACORN</td>
</tr>
<tr>
<td>August 4th</td>
<td>Second round of Course Enrolment begins – Music and Arts &amp; Science courses</td>
</tr>
<tr>
<td>September 1st</td>
<td>Recommended date for Minimum Payment/Tuition deferral for Automatic Registration</td>
</tr>
<tr>
<td>September 1st</td>
<td>Ensemble Placement Audition Recordings due</td>
</tr>
<tr>
<td>September 9th</td>
<td>First Day of Classes - Fall Session (F &amp; Y courses begin)</td>
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<td>September 16th</td>
<td>Registration Deadline</td>
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</table>
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 Faculty of Music is planning for mostly in-person learning and on-campus activity for the upcoming academic year, as permitted by public health guidelines. We are hopeful that the 2021-22 academic year will be different from the past year, with its numerous challenges. As we continue to navigate unprecedented times, we thank students for their flexibility 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. University life is an exciting and demanding endeavour. Some of the procedures and rules will be new to you. In addition to reading this guide, do not hesitate to reach out to help you become familiar with how things work around the Faculty and the University.

Best wishes for a successful year!

Nalayini Balasubramaniam
Registrar

Jennifer Panasiuk
Admissions & Recruitment Officer

Dawn Pascoe
Assistant Registrar, Student Services

Andrea Nussey Atherley
Student Services Administrator

Calista Biermans-Tunney
Student Services Coordinator

Eric Chow
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.

Stay up-to-date with SharePoint: https://utoronto.sharepoint.com/sites/music/registrar
Follow us on Twitter! @UoftMusicReg
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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’s goal for Fall 2021 is to resume in-person learning as much as possible. The Faculty of Music is planning a combination of mostly in-person and some online delivery of courses. The Faculty of Arts & Science, where you may be taking your breadth electives will be following a similar approach. Some courses will be offered online, meaning students do not need to be physically present to complete the course. Other courses will have some in-person and some online components; for example, you may be required to do your tutorials in person for a particular course while your lecture is online. The mode of delivery associated with each course will be indicated in the timetable.

Some students might encounter challenges with their plans to return to Canada by the start of classes. These students will be accommodated to begin their studies remotely for the first two weeks. The start date for the Fall Term remains unchanged and classes will begin on Thursday, September 9 as planned. Students who expect they will need to be accommodated for the first two weeks must notify the Registrar’s Office as soon as possible. After September 23, all classes that are identified as taking place in-person will proceed as in-person.

Updates specifically directed towards UofT students appear at: https://www.viceprovoststudents.utoronto.ca/covid-19/. 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.
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.

For the 2021-2022 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. Make a virtual appointment with the TCard Services today - https://tcard.utoronto.ca/how-to-get-your-first-tcard/

You can pick up your TCard when you arrive on campus.

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. Your UTORid and password provide access to online services like email (UTmail+), course content on Quercus, webinars, library resources, Microsoft365 applications, network services for international students, WiFi on campus, and more.

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.

To activate your UTORid and create your UTmail+ account: www.tcard.utoronto.ca

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

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. Students are also urged to add their emergency contact information on ACORN.
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 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 in-person and online, include academic sessions, Q&A panels with professors, online games and more! Visit [https://www.fmua.ca/orientation](https://www.fmua.ca/orientation) (2021 information to be updated shortly) for more information or email [orientation.music@utoronto.ca](mailto:orientation.music@utoronto.ca) if you have any questions.

The Registrar’s Office will also be hosting a number of information sessions for new students. These will be scheduled for Sept 7th & 8th 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 resources and tools that you need in order to be successful in your first year and beyond.

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. Refer to page 19 for further details.

For more information, please refer to [www.studentlife.utoronto.ca](http://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 14th is the registration deadline for all students requesting accommodations through Accessibility Services.

For more information, please refer to [www.studentlife.utoronto.ca/as/new-registration](http://www.studentlife.utoronto.ca/as/new-registration)
**Accessibility Services Deadline**
You can register at any time, but to have accommodations in place for the start of the Fall 2021 term you must submit your intake package by July 14 at 5 p.m. Visit [uoft.me/asregister](uoft.me/asregister)

**Accessibility Services Videos**
Moving Forward: Intro to Accessibility Services: [https://youtu.be/kOcTooMluyc](https://youtu.be/kOcTooMluyc)
Moving Forward: How to Register with Accessibility Services: [https://youtu.be/aFcEtiqpwrU](https://youtu.be/aFcEtiqpwrU)

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**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 27th. Instructions will be sent to students by Tuesday, August 31st 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 15th. 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.
Prepare for Ensemble Placement Auditions
Major Ensemble Placement Auditions will be done via recording. The deadline for submission is September 1, 2021. 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 5th. 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 may be in place for the 2021-22 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. You must order your fob and pay the $26 deposit online with a credit card before you can pick it up. Information about fob pick-up times will be communicated later in August.

Please note that before you can order a fob online, you will need to activate your UTORid through the TCard Office. Please note that this will require booking an appointment with the TCard Office so we encourage you to start the process as soon as possible.

Fob order form and payment: https://ssp.music.utoronto.ca/secure/facilities/1_fob_request_check.html

Use of all practice rooms will be contingent upon public health directives.

Some instrumentalists have access to the use of storage and specialized practice rooms. These students will be required to pay a non-refundable fee of $20.00 for the key and use of these specialized rooms, if applicable. (Specialized instrument rooms are for the following majors: Harp, Bassoon, Double Bass, Percussion, Tuba, Jazz Double Bass, Jazz Drums.)

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. In both of these cases, you must order and pay online before you can pick up a key / receive the special access.

Specialized instrument practice room key order form and payment: Specialized Instrument Room Key Form
Studio access order form and payment: Studio and Other Special Room Key/Fob Access Form
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 22nd 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 13 - 31 (First Round of Enrolment)</td>
<td>5.0 credits</td>
<td>Music Courses only; excluding Major Ensemble</td>
</tr>
<tr>
<td>August 4 - September 22 (Second Round of Enrolment); Note - Enrolment closed on August 5th</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 22</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 2021-22 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 2021-22 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 2021-22, will follow the specific program requirements of their chosen specialization from the 2021-22 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.
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><strong>All Classical Programs</strong></td>
<td><strong>Jazz Performance</strong></td>
<td><strong>Jazz Education/Comprehensive</strong></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>JMU191Y1 - 0.5</td>
<td></td>
</tr>
<tr>
<td>JMU192Y1 - 0.5</td>
<td>JMU192Y1 - 0.5</td>
<td></td>
</tr>
</tbody>
</table>

**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.

+ 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 22nd)

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
Decoding the Timetable

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

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

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

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

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

MEETING SECTION
The letter indicates the nature of the course.
LEC or L = Lecture
PRA or P = Practical
TUT or T = Tutorial
A course may be offered at more than one time during the week, which will be indicated with different numbered meeting sections (e.g. P0101, P0201). Students have the option of choosing the meeting section that best fits the rest of their schedule.

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

DAY/TIME
M = Monday  R = Thursday
T = Tuesday  F = Friday
W = Wednesday S = Saturday
Where more than one letter is used for the day, classes meet on each day indicated. 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
The mode of delivery is also included within this column. All courses are in the Edward Johnson Building unless specified otherwise.

- Room number = in-person delivery
- Online synchronous = remote delivery at the time specified; if a room is included, students have the option of joining the class from this location, if they are on campus.
- Online asynchronous = this component may be completed fully online without requirement for participation in scheduled, real-time activities.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sec.</th>
<th>Credit</th>
<th>Title</th>
<th>Meeting Hrs</th>
<th>Day/Time</th>
<th>Bldg/Rm</th>
<th>Instructor</th>
<th>Enrolment Indicator &amp; Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMU130Y1</td>
<td>Y</td>
<td>0.67</td>
<td>Intro to Music Education</td>
<td>L0101</td>
<td>2L</td>
<td>T1-3</td>
<td>BN/130/120</td>
<td>Dolloff</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>F</td>
<td>0.17</td>
<td>Instrumental-Violin</td>
<td>P0101</td>
<td>1P</td>
<td>W10</td>
<td>116</td>
<td>Charles</td>
</tr>
<tr>
<td>EMU130H1</td>
<td>S</td>
<td>0.17</td>
<td>Instrumental-Violin</td>
<td>P0101</td>
<td>1P</td>
<td>W10</td>
<td>120</td>
<td>Charles</td>
</tr>
<tr>
<td>EMU131H1</td>
<td>F</td>
<td>0.17</td>
<td>Instrumental-Clarinet</td>
<td>P0201</td>
<td>1P</td>
<td>T10</td>
<td>BN</td>
<td>Stoll</td>
</tr>
<tr>
<td>EMU132H1</td>
<td>S</td>
<td>0.17</td>
<td>Instrumental-Clarinet</td>
<td>P0201</td>
<td>1P</td>
<td>T10</td>
<td>BN</td>
<td>Stoll</td>
</tr>
<tr>
<td>EMU133H1</td>
<td>F</td>
<td>0.17</td>
<td>Instrumental-Trumpet</td>
<td>P0101</td>
<td>1P</td>
<td>T11</td>
<td>215</td>
<td>McAlister</td>
</tr>
<tr>
<td>EMU134H1</td>
<td>S</td>
<td>0.17</td>
<td>Instrumental-Trumpet</td>
<td>P0201</td>
<td>1P</td>
<td>T10</td>
<td>120</td>
<td>McAlister</td>
</tr>
</tbody>
</table>
**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 course that you need to be mindful of.
Steps to Choosing Your Courses

STEP ONE

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. 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 the Jazz Orchesta, Vocal Jazz Ensemble or Small Jazz Ensembles. All major ensembles (except the Jazz Ensembles) are scheduled between 3pm and 6pm. 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 enrol you in the course.

STEP TWO

Follow the table 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.

STEP THREE

Choose MUSIC ELECTIVES of interest. A Music Elective is a course that is not required as part of your Program of Study. 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.).

STEP FOUR

Choose the Arts & Science elective(s).

Use the following online resources to help with selection:

- Arts and Science Academic Calendar: artsci.calendar.utoronto.ca
- Arts and Science Timetable: artsci.utoronto.ca/current/dates-deadlines/course-timetables

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</td>
</tr>
<tr>
<td>PMU1**Y1 (Major Ensemble)</td>
<td>0.67</td>
</tr>
<tr>
<td>EMU130Y1</td>
<td>0.67</td>
</tr>
<tr>
<td>EMU150H1, EMU151H1, EMU152H1</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Total Credits: 5.33**

## 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>
</tbody>
</table>

**Total Credits: 5.17**

## c) Voice Performance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMU111H1</td>
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</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>
</tr>
</tbody>
</table>

**Total Credits: 5.33**

## 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>
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</tr>
</tbody>
</table>

**Total Credits: 5.0**

## e) Jazz Performance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HMU111H1</td>
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</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>
</tbody>
</table>

**Total Credits: 5.33**

## f) Common Year - Intending to Pursue Composition

<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>TMU112H1, TMU113H1</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Total Credits: 5.17**
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 EDT July 13th until July 31st, and then enrol in Arts & Science electives during the specified period (6:00am EDT August 4th – September 22nd). 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.

Enrolment for Arts & Science courses is available from August 4th – September 22nd (no access on August 5th). Second term (S) course enrolment is available until January 23rd, 2022. You will have one day of prioritized access ahead of students from UTM and UTSC to enrol in these courses. This priority access will be for one day only. There will be no Arts & Science course enrolment on August 5th; course enrolment will resume on August 6th. You are strongly urged to take advantage of this one-day opportunity.

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 17th for F and Y section code courses, and January 13th 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.

Updates to the course offerings and the Student Handbook will be posted on the Faculty of Music website during the middle of August.

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.
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
Certificates Within the Faculty of Music

Students have the option of completing one or more Certificates in Music while working towards their undergraduate degree. Currently, the following certificates are offered:

- Health Applications in Music
- Music Technology
- Piano Pedagogy
- Popular Music Studies and Ethnomusicology
- Popular Music Studies and Ethnomusicology with Ensemble Option

Certificates are offered in conjunction with either a Bachelor of Music or Bachelor of Music in Performance degree. To obtain a Certificate, students must complete a sequence of courses in the respective area. This opportunity encourages students to explore the intersection between music and another discipline, and broaden their musical perspectives in the process. Certificates also allow students to focus their interest in one or more specific areas of music beyond their designated program and receive accreditation on their academic transcript as a result.

As all degree programs require the completion of a prescribed number of Music Electives, courses completed as part of the Music Elective requirement can be counted towards Certificate requirements. In cases where the Certificate requirements exceed the Music Elective requirements, additional courses must be completed to satisfy the Certificate requirements.

Students who may have completed the requirements of a Certificate(s) must notify the Registrar’s Office by submitting the Declaration of Completion of a Certificate form, available on SharePoint. This must be done after the last date to drop courses in the winter term of your final year of study, and before the end of term. Successful completion of a Certificate(s) will result in an annotation on the academic transcript.

The course requirements for each of the Certificates can be found in the Academic Calendar.

Minor/Major Certification from the Faculty of Arts & Science

Students graduating with a Music degree may be eligible to receive acknowledgment of an Arts & Science Minor or Major upon completion of the appropriate courses with the minimum required grades within the specific discipline. The specific course requirements for the Minor or Major programs may be found in the Arts & Science Calendar, by discipline.

Students who may have completed the requirements of a Minor or Major must notify the Registrar’s Office of the Faculty of Music, by submitting the Declaration of Completion of a Minor or Major form, available on SharePoint. This must be done after the last date to drop courses in the winter term of their final year of study, and before the end of term. Successful completion of the Minor or Major will result in an annotation on the academic transcript.

The students of the Faculty of Music do not receive priority in enrolling in courses of the Faculty of Arts & Science. Therefore, access to courses within some disciplines may be problematic. In addition, certain courses within some disciplines may be restricted to students of the Faculty of Arts & Science. Students are urged to consult the Faculty of Arts & Science timetable to determine the feasibility of completing the desired Minor or Major. Students can also consult with the respective Departments to determine the possibility of successfully completing a Minor or Major.
Resources: to help you get started and beyond...

**Accessibility Services**
Get help navigating your ongoing or temporary disability so you can succeed at U of T. If you have a documented learning disability, mental illness, physical challenges or another accessibility issue, register with Accessibility Services as soon as possible. You may be eligible for specific accommodations, such as:
- Deadline flexibility
- Note-taking services & peer mentoring
- Test & exam accommodations

**Accessibility Services Deadline**
You can register at any time, but to have accommodations in place for the start of the Fall 2021 term you must submit your intake package by **July 14** at 5 p.m. Visit [uoft.me/asregister](http://uoft.me/asregister).

**Accessibility Services Videos**
Moving Forward: Intro to Accessibility Services: [https://youtu.be/kOcTooMluyc](https://youtu.be/kOcTooMluyc)
Moving Forward: How to Register with Accessibility Services: [https://youtu.be/aFcEtiqpwrU](https://youtu.be/aFcEtiqpwrU)
Moving Forward: Who Might Register with Accessibility Services?: [https://youtu/be/om11ml5MjcY](https://youtu/be/om11ml5MjcY)

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

**Workshops** include:
- Intro to academic resources & supports
- Effective learning & study habits
- Time management & organization for university life
- Academic Q & A for International students
- Preparing your bundle: Taking an academic journey with an Indigenous learning strategist
- Foundations for University Learning Mini Course

*Registration opens in early August.*

**Housing (Off-campus)**
Housing can help you find an off-campus place.
- **Off-campus rental listings**
- **Roommate finder**
- Info on tenant rights & responsibilities

**Housing Videos**
URent: Finding a Place: [https://youtu.be/-rh1hEhGSIQ](https://youtu.be/-rh1hEhGSIQ)

**Housing Events**
Virtual Housing Fair Jul 28, 2021 11:00 AM to 01:00 PM. Learn more and register: [https://clnx.utoronto.ca/home/slevents.htm?eventid=32828](https://clnx.utoronto.ca/home/slevents.htm?eventid=32828)
Health & Wellness
The Health & Wellness Centre offers medical care, mental health services and programs that help you reach your personal and academic best.

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

Centre for International Experience (CIE)
The CIE provides an array of services for international students and global learning.

• Immigration advising
• Health coverage
• Help with applications for work permits
• Advice on transition to life in Canada
• Learning/research abroad opportunities

CIE videos
How to apply for a Canadian Study Permit - University of Toronto: https://youtu.be/jhSNiiYmRzM
Immigration Orientation Webinars: https://studentlife.utoronto.ca/program/immigration-workshops-and-info-sessions/ under Program Registration, find links to recorded sessions and registration links for live Question and Answer (Q&A) sessions about the following topics:

• immigration documents, legal obligations and rights of international students
• applying for a study permit from outside Canada
• applying for a study permit extension from within Canada
• applying for a new entry visa
• eligibility criteria for working in Canada
• applying for a post-graduation work permit (PGWP)
• permanent residency, hosted by staff from Immigration Refugees & Citizenship Canada (IRCC)

Student Life & Student Groups
Mentorship from upper-year students - Gain insight and support from your peers. Mentorship catalogue includes programs such as the

• Access Us
• Access & Inclusion Peer Programs
• International Student Experience Ambassadors

Meet with upper-year students who can help you discover belonging, academic and social supports, and more, Mentors provide valuable guidance and challenge you to do your best. Many programs begin this summer, so start now to find a mentorship program that works for you. Visit the mentorship catalogue at clnx.utoronto.ca to get started.
**Access Us**
Students with disabilities can get connected with a peer mentor and a supportive community that includes social events, academic workshops and career development.

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

**International Student Experience Ambassadors**
Connect virtually with an upper-year international student and have your questions answered before arriving on campus in September.

**Ulife clubs** website offer a large and diverse directory of student clubs, organizations, activities and opportunities on all three campuses. The thousands of entries include film appreciation clubs, debating societies, sports teams, social activism, drop-in classes, course unions, and research opportunities and awards.

**First Nations House/Indigenous Student Services** offer services for Indigenous students and opportunities to engage with Indigenous communities.

**Multi-Faith Centre** fosters the spiritual well-being of everyone on campus and offer opportunities to learn from each other. Find places, programs and services for practicing your faith.
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 3rd. These tests will be administered virtually on Wednesday, September 8 (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 7th. 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

**TMU107Y** – Keyboard Skills, Rm. 320

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**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, 2021** 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, 2021** 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 3, 2021** 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 1, 2021 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 3, 2021 and you will receive a response prior to or by the first week of classes. Applications will not be considered after October 1, 2021. 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

(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 13th, 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 1st.

If you pay after September 1st and by September 16th, 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 16th, 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 2021 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 19th. It is recommended that you make the minimum payment indicated on your Fees Invoice by September 1st 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 16th 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td>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</td>
</tr>
<tr>
<td>September 16</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 16th. 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 1, 2021 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 2021-2022 academic year, once you have registered for the session. In order to register, you must notify the Registrar’s Office by September 1st, 2021 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://www.acorn.utoronto.ca/financial-planning-calculator/) for U of T students, a publicly available online tool to help explore how much it will cost to study at U of T for one academic year. Students can also create a budget and browse helpful resources!

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 2021-2022 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#In-Course](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#Awards by Application](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 sauna: physical.utoronto.ca

Those who thrive on competition can join the University’s Varsity Blues: www.varistyblues.ca

The University of Toronto also has a comprehensive intramural sports program: https://kpe.utoronto.ca/join-intramurals

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**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

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**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.ciu7.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/about-the-utsu/

FMUA: www.fmua.ca/about-us
# Sessional Dates

## Before Classes Start

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13 - July 31</td>
<td>First Enrolment Period for Music Courses beginning at 6am EDT on ACORN</td>
</tr>
<tr>
<td>Aug 4- Sept 22</td>
<td>Second Enrolment Period for All courses beginning at 6am EDT on ACORN (includes Arts &amp; Science courses as well as Music courses; no access to A&amp;S courses on Aug 5)</td>
</tr>
<tr>
<td>Sept 1</td>
<td>Deadline for Automatic Registration; those who pay after this date and by Sept 16 are required to present their proof of payment to the Registrar’s Office</td>
</tr>
<tr>
<td>Sept 1</td>
<td>Ensemble Placements &amp; Unified Vocal Audition Recordings due</td>
</tr>
<tr>
<td>Sept 6</td>
<td>Labour Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Sept 7-11</td>
<td>Orientation Activities</td>
</tr>
</tbody>
</table>

## First Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 9</td>
<td>FIRST DAY OF CLASSES - Fall Session; classes with F &amp; Y section codes begin</td>
</tr>
<tr>
<td>Sept 16</td>
<td>Students who have not paid or deferred their fees will be removed from all their courses</td>
</tr>
<tr>
<td>Sept 17</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 22</td>
<td>Last day to ADD or change sections for F &amp; Y courses</td>
</tr>
<tr>
<td>Oct 11</td>
<td>Thanksgiving Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Nov 8</td>
<td>Last day to CANCEL F section code courses</td>
</tr>
<tr>
<td>Nov 8-12</td>
<td>Fall Reading Week (NO CLASSES)</td>
</tr>
<tr>
<td>Dec 8</td>
<td>Last day of classes - Fall Session; all term work in F section code courses must be submitted</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Virtual Monday; Monday classes meet, Wednesday classes do not meet</td>
</tr>
<tr>
<td>Dec 10-21</td>
<td>Examination Period (Term tests may be held in some Y section code courses)</td>
</tr>
<tr>
<td>Dec 22 - Jan 2</td>
<td>December Break - UNIVERSITY CLOSED</td>
</tr>
</tbody>
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## Second Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Jan 10</td>
<td>FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume</td>
</tr>
<tr>
<td>Jan 13</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 23</td>
<td>Last day to ADD or change sections for S section code courses</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Family Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Feb 21-25</td>
<td>Winter Reading Week (NO CLASSES)</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Last day to CANCEL Y section code courses</td>
</tr>
<tr>
<td>Mar 14</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 8</td>
<td>Last day of classes - Winter Session; all term work in S and Y courses must be submitted</td>
</tr>
<tr>
<td>Apr 11-29</td>
<td>Examination Period</td>
</tr>
<tr>
<td>Apr 15</td>
<td>Good Friday - UNIVERSITY CLOSED</td>
</tr>
</tbody>
</table>