



UNIVERSITY OF TORONTO  
FACULTY OF MUSIC

# NEXT STEPS GUIDE

## FOR NEWLY ADMITTED STUDENTS

2023-2024



## IMPORTANT DATES

July 10th	First round of Course Enrolment begins - Music Courses Only
July 14th	Tuition fees invoice available on ACORN
August 2nd	Second round of Course Enrolment begins – Music and Arts & Science courses
August 30th	Recommended date for Minimum Payment/Tuition deferral for Automatic Registration
September 5-7th	Major Ensemble Placement Auditions
September 7th	First Day of Classes - Fall Session (F & Y courses begin)
September 13th	Registration Deadline

# WELCOME TO THE FACULTY OF MUSIC

Congratulations on your admission to the Faculty of Music, University of Toronto. We're glad that you have chosen to attend the University of Toronto and hope that this will be the beginning of an exceptional educational and musical experience for you.

The Registrar's Office at the Faculty of Music is your "reliable first stop" for information and advice. This office is also responsible for the administrative operations of the undergraduate program including student records, course administration, convocation, examinations, marks, scholarships, and bursaries, as well as the policies on academic regulations. Academic 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

*Dawn Pascoe*  
Assistant Registrar, Student Services

*Andrea Nussey Atherley*  
Student Services Administrator

*Jennifer Panasiuk*  
Admissions & Recruitment Officer

*Calista Biermans Tunney*  
Student Services Coordinator

*Alex Bowie*  
International Recruitment Officer

## 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](mailto: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 Instagram! @UofTMusicReg



# WHAT'S INSIDE

<b>GETTING A HEAD START .....</b>	<b>4</b>
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	
<b>CHOOSING YOUR COURSES .....</b>	<b>8</b>
Course Load	
Course Selection – The Basics	
Reading the Academic Calendar	
Decoding the Timetable	
Steps to Choosing Your Courses	
TimeTable Builder	
Waiting Lists	
<b>HOW TO USE ACORN .....</b>	<b>18</b>
<b>OPTIONS WITHIN YOUR DEGREE .....</b>	<b>19</b>
<b>INTERNATIONAL OPPORTUNITIES AND CAMPUS RESOURCES .....</b>	<b>20</b>
<b>TRANSFER CREDITS &amp; EXEMPTIONS.....</b>	<b>24</b>
<b>REGISTRATION.....</b>	<b>27</b>
Fees	
Deadlines & Billing Dates	
Claiming your RESP funds	
Deferring Tuition Fees	
Scholarship or Billing to a Third Party	
Dependent Waiver	
<b>FINANCIAL AID &amp; SCHOLARSHIPS.....</b>	<b>30</b>
Financial Aid Policy	
OSAP (Ontario Student Assistance Program)	
Work Study Plan	
Bursaries	
Scholarships	
Awards by Application	
<b>MAKING THE MOST OUT OF YOUR UNIVERSITY EXPERIENCE.....</b>	<b>32</b>
<b>SESSIONAL DATES.....</b>	<b>34</b>

# 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.

The first step is to submit your identity and legal status documentation online: <https://tcard.utoronto.ca/get-your-utorid-tcard/>. After your identity and legal status documentation have been approved, you will receive an email with instructions about activating your UTORid (see below). You may then make an appointment to pick up your TCard on campus.

<https://tcard.utoronto.ca/get-your-utorid-tcard/>



## Activate your U of T E-mail and UTORid

After your identity and legal status documentation have been submitted and approved, you will receive an email with instructions on how to convert your JOINid to a 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 18). U of T 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.

Fall 2023 students can begin the process of getting their UTORid and TCard now!

### 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.

## 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 18).

The best way to become familiar with this system is to use it: [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)

# Sign up for Orientation & Attend Information Sessions

You will receive an invitation to register for Orientation Week organized by the Faculty of Music Undergraduate Association (FMUA). In addition to the FMUA's events, which are scheduled from September 5th-9th, the Registrar's Office will be hosting a number of information sessions. These will be scheduled for the mornings of September 5th and 6th 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 these services is to offer all students support in reaching your academic goals while finding community and belonging. This includes preparing you for university academics, by introducing available resources, teaching time management skills and effective learning and study habits. They're here to support your mental and physical health, with virtual and in-person appointments, workshops to teach you wellness skills, and peer support in a range of areas. They can also help you with accessibility and accommodations issues. Student Life provides all kinds of resources to help with your career, from work study positions and on-campus jobs to resources to help you develop resume and interview skills. For international students, they provide a range of supports from information about immigration, health coverage and work permits, to advice on transitioning into Canadian life. They also have all the information you'll need about study abroad programs.

Make sure you familiarize yourself with these services, in order to take advantage of the opportunities!

For more information, please refer to page 21 or [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 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 - July 14

In order to have accommodations in place for the start of the Fall 2023 term you must submit your intake package by July 14 at 5 p.m. Visit [uoft.me/asregister](https://uoft.me/asregister)

You can still register at any point during the school year but your accommodations will begin after the start of the Fall 2023 semester.



## 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 (rather than a two-hour tutorial) for TMU130H1 (Music Theory I) may write a placement test. The last opportunity to successfully complete the U of T Harmony test is offered through a placement test on September 6th, 2023 from 9am-10am in Rm 216. For information on exempting from first year Theory/Skills courses, please see pg. 25.

### 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 7th. 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 in person September 5th - 7th, 2023. All excerpts, along with individual placement audition dates and times, and tips on how to prepare will be available in early July on the Performance Office [webpage](#). 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](mailto:performance.music@utoronto.ca).

## Practice Rooms at the Faculty of Music

Students will gain access to practice facilities during the first week of September for both the Faculty of Music North (Edward Johnson Building) and Faculty of Music South (90 Wellesley St. W.). Access to these buildings is administered through a fob system. Fobs are distributed and administered by the Registrar's Office. You must order your fob and pay the \$28 deposit online with a credit card before you can pick it up.

The online fob order form for 2023-2024 will be sent to you via email during the month of August.

Information about fob pick-up times will be communicated later in August. You will need to bring the following when you come to pick up your fob in September:

- Your TCard

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.

The online key/studio access order form for 2023-2024 will be sent to you via email during the month of August.

# 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 (Sept 16) following the first full week of classes. Students will be enrolled in Major Ensembles between the 18th to the 20th of September by the Registrar's Office, pending results of placement auditions.

DATES	COURSE LOAD ACCEPTED	NOTES
July 10 - 28 (First Round of Enrolment)	5.0 credits	Music Courses only; excluding Major Ensemble
August 2 - September 20 (Second Round of Enrolment); Note - Enrolment closed on August 3rd	6.0 credits	Includes Arts and Science courses, allows for "shopping Period" Major Ensemble has not yet been added
September 18 - September 20	5.33 credits	Major Ensemble will be added by the Reg Office

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/>

<https://artsci.calendar.utoronto.ca/>

## Timetable Builder:

Timetable Builder is U of T's official visual timetable building tool. The Timetable Builder is an explorative tool that lets you search for courses and build potential timetables. Search for courses by keyword or filter by department, day of the week, and more:

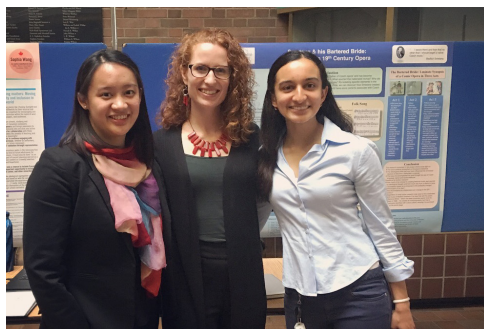
<https://ttb.utoronto.ca/>

## Timetable (Music only):

Lists course codes and modes of delivery/times/rooms for all classes being offered for the 2023-24 session. Visit <https://music.utoronto.ca/student-services-resources.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 2023-24 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 2023-24, will follow the specific program requirements of their chosen specialization from the 2023-24 Academic Calendar.



## OPTIONS AVAILABLE AFTER A COMMON YEAR:

Comprehensive Studies

Classical Composition\*

Music Education

Classical History, Culture & Theory

Performance\*

\*Specific admission requirements

## 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 Studies, 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:

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

**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 21st 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

# Decoding the Timetable

Course Code	Sec.	Credit	Title	Meeting Section	Hrs	Day/ Time	Bldg/Rm	Instructor	Enrolment Indicator & Controls
<b>EDUCATION</b>									
EMU130Y1	Y	0.67	Intro to Music Education	L0101	2L	T1-3	BN/130/120	Dolloff	P Education, Comprehensive
EMU150H1	F	0.17	Instrumental-Violin	P0101	1P	W10	116	Charles	P Education
EMU150H1	S	0.17	Instrumental-Violin	P0101	1P	W10	310	Charles	P Education
EMU151H1	F	0.17	Instrumental-Clarinet	P0101	1P	T10	BN	Stoll	P Education
				P0201	1P	T11	BN	Stoll	P Education
EMU151H1	S	0.17	Instrumental-Clarinet	P0101	1P	T10	209	Stoll	P Education
EMU152H1	F	0.17	Instrumental-Trumpet	P0101	1P	T11	120	McAlister	P Education
EMU152H1	S	0.17	Instrumental-Trumpet	P0101	1P	T11	120	McAlister	P Education
				P0201	1P	T10	120	McAlister	P Education

## 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.



Course Code	Sec.	Credit	Title	Meeting Section	Hrs	Day/ Time	Bldg/Rm	Instructor	Enrolment Indicator & Controls
<b>EDUCATION</b>									
EMU130Y1	Y	0.67	Intro to Music Education	L0101	2L	T1-3	BN/130/120	Dolloff	P Education, Comprehe
EMU150H1	F	0.17	Instrumental-Violin	P0101	1P	W10	116	Charles	P Education
EMU150H1	S	0.17	Instrumental-Violin	P0101	1P	W10	310	Charles	P Education
EMU151H1	F	0.17	Instrumental-Clarinet	P0101	1P	T10	BN	Stoll	P Education
				P0201	1P	T11	BN	Stoll	P Education
EMU151H1	S	0.17	Instrumental-Clarinet	P0101	1P	T10	209	Stoll	P Education
EMU152H1	F	0.17	Instrumental-Trumpet	P0101	1P	T11	120	McAlister	P Education
EMU152H1	S	0.17	Instrumental-Trumpet	P0101	1P	T11	120	McAlister	P Education
				P0201	1P	T10	120	McAlister	P Education

## 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.

Once you are familiar with the variables used in the Timetable, you are able to use the Timetable Builder to come up with your schedule for the upcoming year.



# Steps to Choosing Your Courses

## STEP ONE

**Choose your Music Courses first.** The first step to consider are the times for your BASIC MUSIC courses. Create a plan for what your weekly schedule will look like using the [Timetable builder](#). Start by scheduling in your BASIC MUSIC courses first.

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 Orchestra, Vocal Jazz Ensemble or 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 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 or Timetable Builder 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 or Timetable Builder 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:** <https://artsci.calendar.utoronto.ca/>

**Arts and Science Timetable:** <https://ttb.utoronto.ca/>

Please note the enrolment instructions in the Timetable Builder for Arts & Science courses. 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.

Enrolment for Arts & Science courses is available from August 2nd – September 20th (no access on August 3rd). Second term (S) course enrolment is available until January 21st, 2024. You will have one day of prioritized access ahead of students from UTM and UTSC to enrol in these courses. There will be no Arts & Science course enrolment on August 3rd; course enrolment will resume on August 4th. You are strongly urged to take advantage of this one-day opportunity on August 2nd.

Note that Faculty of Music students are also able to enrol in courses at the University of Toronto, Mississauga and the University of Toronto, Scarborough. The sessional dates (i.e. start and end of classes, exam periods) might vary from that of the Faculty of Music.

## STEP FIVE

**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.

## STEP SIX

**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 10th until July 28th, and then enrol in Arts & Science electives during the specified period (6:00am EDT August 2nd – September 20th). 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 your personal timetable from ACORN.



# Sample Course Enrolments

## a) Music Education - Classical

HMU111H1 - 0.5
HMU126H1 - 0.5
MMU100H1
TMU130H1 & TMU131H1 - 1.0
TMU132H1 & TMU133H1 - 0.67
TMU105Y1 / TMU107Y1 - 0.33
PMU184Y1 – 0.5
PMU1**Y1 (Major Ensemble) - 0.67
EMU130Y1 – 0.67
EMU150H1, EMU151H1, EMU152H1 – 0.5
<b>Total Credits: 5.33</b>

## b) Voice Performance

HMU111H1 - 0.5
HMU126H1 - 0.5
MMU100H1
TMU130H1 & TMU131H1 - 1.0
TMU132H1 & TMU133H1 - 0.67
TMU107Y1 - 0.33
PMU185Y1- 1.0
PMU1**Y1 (Major Ensemble) - 0.67
PMU135Y1
PMU128H1, PMU129H1
<b>Total Credits: 5.33</b>

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

HMU111H1 - 0.5
HMU126H1 - 0.5
MMU100H1
TMU130H1 & TMU131H1 - 1.0
TMU132H1 & TMU133H1 - 0.67
TMU105Y1 / TMU107Y1 - 0.33+
PMU184Y1 - 0.5
PMU1**Y1 (Major Ensemble) - 0.67
Arts & Science Elective – 1.0
<b>Total Credits: 5.17</b>

## d) String/Brass/Woodwinds Performance

HMU111H1 - 0.5
HMU126H1 - 0.5
MMU100H1
TMU130H1 & TMU131H1 - 1.0
TMU132H1 & TMU133H1 - 0.67
TMU107Y1 - 0.33+
PMU185Y1- 1.0
PMU1**Y1 (Major Ensemble) - 0.67
PMU105Y1 – specific to instrument
<b>Total Credits: 5.0</b>

## e) Jazz Performance

HMU111H1 - 0.5
HMU126H1 - 0.5
MMU100H1
JMU100Y1 - 0.67
JMU101Y1 - 0.67
JMU104Y1 - 0.33
JMU185Y1 - 1.0
JMU1**Y1 (Major Ensemble) - 0.67
JMU191Y1 - 0.5
JMU192Y1 - 0.5
<b>Total Credits: 5.33</b>

## f) Common Year - Intending to Pursue Composition

HMU111H1 - 0.5
HMU126H1 - 0.5
MMU100H1
TMU130H1 & TMU131H1 - 1.0
TMU132H1 & TMU133H1 - 0.67
TMU105Y1 / TMU107Y1 - 0.33+
PMU184Y1- 0.5
PMU1**Y1 (Major Ensemble) - 0.67
TMU112H1, TMU113H1 - 1.0
<b>Total Credits: 5.17</b>

# Timetable Builder

A brief overview of the [Timetable Builder](#):

In Timetable Builder, select your Faculty & Session.

- In the Faculty/Division field, select the appropriate Faculty; Faculty of Music, when looking at Music courses, and Faculty of Arts & Science, University of Toronto, Mississauga and University of Toronto Scarborough for Arts & Science courses.
- In the Session field, select the terms for the courses you are interested in taking. Note: If you select Fall 2023 (F) and Winter 2024 (S), you will not see Fall-Winter 2023-2024 (Y) courses. You have to select all three terms to see F, S and Y courses.

## Session (Required)



- Under the Search for Courses section, you can search for courses using keyword (e.g. music education, piano), course name or course code found in the Academic Calendar or Timetable. Please leave the Department field blank.
- Use the **Show more filters** link to further narrow your search, for electives.
  - Course level: Select the course level to find courses offered at the 100-level, 200-level, etc.
  - Delivery mode: For Arts & Science courses, select one or more of the four delivery modes offered by Arts & Science — In Person, Hybrid, Online synchronous, Online Asynchronous.
  - Day preference: Select your day preference to see courses offered on a particular day of the week.
  - Time preference: It is recommended to leave this field blank as this filter may not provide accurate results.
  - Credit weight
- Review the search results. Please note, courses are sorted alpha-numerically, not by year of study. You may find third-year courses at the top of the list and first-year courses towards the end of the list.
- Review the course information and click on **More Course Information** for additional details including enrolment controls.

- Select **Show Explanation** in the Enrolment Controls column to check the enrolment controls of a particular course, including priority enrolment or any restrictions.
- At the bottom of your list of courses, select **Generate Timetable** to build a mock timetable. Click on Add Course to Plan for all the courses you are considering and a new section will appear at the bottom of your screen with the courses listed.
- Once you have your initial list of courses, you have the option to select your schedule time preference. Select early, balanced or late depending on when you want most courses to be scheduled. You can also lock the course, block off time you are not available, or remove the course from the list. When you are satisfied with your selections, click on Add to Timetable under each course to create your mock timetable.
- Update your Enrolment Cart in ACORN: If you are adding courses into the enrolment cart, we suggest you use the “check availability” feature in the cart for each of your courses the day before your enrolment date in order to obtain the most recent information.
- Read the course information: It is important to refer to the course information in Timetable Builder for up-to-date delivery instructions ahead of and during the 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.**

## 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 15th for F and Y section code courses, and January 16th 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



Student Web Services

[U of T Home](#) | [Portal](#) | [Contacts](#) | [Maps](#) | [A-Z](#)



Login at [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca) with your UTORid and password.

## Using the Student Web Service: ACORN

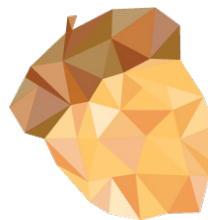
ACORN is your main tool for accessing course enrolment, student account information and student life resources. You will use your UTORid(JOINid) and password to login to ACORN. Prior to enrolling in courses, please ensure that you have planned your schedule using the various tools and resources. ACORN 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:

<https://www.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](http://www.help.acorn.utoronto.ca/how-to)

# OPTIONS WITHIN YOUR DEGREE

## 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.

# INTERNATIONAL OPPORTUNITIES

## Why consider one...

- Become a global citizen. Expand your world view and understand cultural differences.
- Boost your self-confidence and independence and strengthen adaptability, communication and team-building skills.
- Enhance your career opportunities. You will add an international perspective to your education and relate classroom study to real-world situations abroad.
- Create lifelong friendships.
- It's a once in a lifetime experience!

## (a) Exchanges

Students are able to go on an exchange to any institution that the University of Toronto has an agreement with. Refer to the comprehensive list at:

<https://learningabroad.utoronto.ca/>

This is an amazing opportunity to develop your academic and professional skills and gain valuable international experience, in a country of your choice! All exchanges are administered by the Centre for International Experience. They also provide need-based funding to facilitate your study abroad.

The Faculty of Music currently has agreements with the following institutions:

Sibelius Academy,  
Tartini Conservatory,  
Danish National Academy of Music,  
Royal Northern College of Music,  
Royal Welsh College of Music & Drama

It is recommended that students consider doing an exchange in Year 3 or 4 of their program, once they have successfully completed the core curriculum. An exchange can be for one term, or both terms. During an exchange, students pay tuition to the University of Toronto.

## (b) Summer Study Abroad

Complete a full-year arts and science elective in 3 to 6 weeks over the summer. Learning is not limited to the classroom! Locations become the “living textbook” and you will be completely immersed in the language, history, culture, art, religion, business and politics of the host country. The classes are relatively small classes and are taught by U of T professors or faculty from the host university.

<https://summerabroad.utoronto.ca/> for more details.



# 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 2023 term you must submit your intake package by **July 14** at 5 p.m. Visit [uoft.me/asregister](https://uoft.me/asregister)

## Academic Success

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

### **Workshops include:**

- The University Pre 3-part Micro-Course
- A Panel: Ask the Expert about Learning at U of T
- Q & A Sessions for International students
- Learning at U of T: A Guide for Parents and Supporters

## Career Exploration and Education

Career Exploration and Education offers career development guidance through workshops, job shadowing programs and individual appointments, as well as employment, internship and volunteer listings, resume clinics and practice interviews. The Faculty of Music, in partnership with this service, offers a series of workshops and one-on-one career advising appointments with a career educator to support students with their career goals.

Students do not have to look far at the University to find part-time work. The CLNx is an online service bringing together opportunities and resources for career advising, research, mentorship, and co-curricular experiences. The CLNx lists thousands of on-campus and off-campus work, work-study, and volunteer positions.

Work-study opportunities are also available to students in the Faculty of Music. The work-study program is an excellent opportunity to build skills while working in one of the many offices, departments or libraries on campus. At Music, there are also opportunities to work with individual faculty members in an administrative capacity. Potential positions will be posted on the CLNx in August.

## **Health & Wellness**

The Health & Wellness Centre offers medical care, mental health services and programs that help you reach your personal and academic best. This includes same day counselling support as well.

- 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

The Faculty of Music also has an on-location Health and Wellness counsellor, with whom students can explore concerns, learn about resources and identify next steps. Referrals are made, as appropriate, to either within U of T or in the community. Some of the centrally accessible resources include:

### **Better Coping Skills Workshops**

### **Information about Same Day Counselling and other workshops**

### **Mental health care - U of T Student Life ([utoronto.ca](https://utoronto.ca))**

### **Health & Wellness peer support - U of T Student Life ([utoronto.ca](https://utoronto.ca))**

## **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>

## **Centre for International Experience (CIE)**

The CIE provides an array of services for international students and global learning opportunities for all students. Some of the services include:

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

### ***CIE videos***

How to apply for a Canadian Study Permit - University of Toronto: <https://youtu.be/jhSNilYmRzM>

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

## Faculty of Music Undergraduate Association

The FMUA is the official undergraduate organization in the Faculty of Music. The objective of the FMUA is “to promote the interests of undergraduates in the Faculty of Music, cultivate relations between the faculty and the student body in University activities, and to further goodwill among the members themselves.” Officers are elected annually, and along with appointed committee chairpersons, form the Executive Committee. Various standing committees are responsible for planning and coordinating a number of student functions. Edward Johnson Building, Room 312

**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](http://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.

**Student Organization Portal** 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.

# TRANSFER CREDITS & EXEMPTIONS

## Courses that may possibly transfer:

- IB
- AP
- CEGEP
- College / University level courses

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

To be considered for transfer credits, all students (including those transferring from another Faculty within the U of T) 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, when the passing mark in these courses is 50%. 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 (TMU130H1 Music Theory I, TMU131H1 Music Theory II, TMU132H1 Musical Skills I & TMU133H1 Musical Skills II) on **Wednesday September 6th, 2023**. You are not required to sign up for these tests – just show up at the scheduled time and place.

**FIRST YEAR**  
**TMU130H1, TMU131H1, TMU132H1, TMU133H1.....Wednesday, September 6th, 9am-1pm; Rm 215** (Harmony and dictation tests. Based on the proficiency demonstrated on these tests, students may be scheduled to come for sight singing exemption tests on Thursday, Sept 7th between 9-10am)  
**TMU105Y – Keyboard Harmony, Rm. 320.....During First Scheduled Class**  
**TMU107Y – Keyboard Skills, Rm. 320..... During First Scheduled Class**

**KEYBOARD MAJORS** who have successfully completed RCM Intermediate Keyboard Harmony or equivalent may be exempted from Keyboard Harmony (TMU105Y). An Official RCM transcript needs to be in your file **by July 30, 2023** 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, 2023** 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, 2023** 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, 2023 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/transferecredit>

## 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, 2023 and you will receive a response prior to or by the first week of classes.

Applications will not be considered after October 1, 2023. 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  
Calista Biermans Tunney in the Registrar's Office

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

(416) 978-4889

# 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 10th, however you only become “Registered” once you have made your minimum fees payment or made arrangement for a fee deferral. To be automatically registered for the Fall-Winter session, you must enrol in courses and pay at least the minimum first instalment of your fees (or officially defer them) by August 30th.

If you pay after August 30th and by September 13th, you are required to provide the Registrar’s Office with the proof of payment. If you have not presented the proof of payment, or deferred your fees by 4:00pm on September 13th, you will be removed from all your courses. You can check to see if you are “Registered” by logging into ACORN; your status is displayed on the main page. Check your registration for 2023 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 30th. 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](http://www.fees.utoronto.ca)), view your account on ACORN, and then make the payment. Fees charges will be available on ACORN on July 14th. It is recommended that you make the minimum payment indicated on your Fees Invoice by August 30th to ensure your registration is complete by the first day of classes. Those who pay after August 30th and by September 13th are required to produce their proof of payment to the Registrar’s Office by 4:00pm on September 13th at the latest.

Students who have applied for OSAP/their provincial or territorial 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 13th of September will be removed from all their courses. Re-registration requires approval and a financial penalty, and does not guarantee a spot in previously enrolled courses.

# How to pay

Students have the following options to pay fees:

- On a sessional basis (both Fall and Winter together) by the Fall term payment deadline, or
- By term (separate Fall and Winter term payments)

Please note that payments are not made in person at U of T. 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 digits of your student number. Make sure you keep your bank verification/confirmation number. This will be your proof of payment.
3. You can make a payment on your credit card, with a convenience fee on ACORN. “Make A Payment” under Finances. Click on “Make a Payment by Credit Card” and follow the instructions. Note: a convenience fee of 1.75% will be levied on all payments made by credit card.

Check ACORN to see if your payment has been received or your deferral has been processed. In the “Academics” box on your ACORN dashboard, you will see your registration status for the Fall/Winter Session:

- *Registered* = Your registration is complete; no further action is necessary.
- *Invited* = You risk being removed from your courses, Check your status again in a few days to make sure your payment or deferral request was successfully received.

## Deadlines & Billing Dates

August 30	Recommended deadline to pay the Minimum Fees or defer your fees by; Minimum fees will be on your Fees Invoice and is equivalent to Arrears + 100% of Fall tuition fees
September 13	Registration Deadline
September 30	Payment Deadline for deferred Unpaid Fall term Tuition & Non-Tuition fees
November 30	Payment Deadline for Unpaid Winter term Tuition fees for all students without a fee deferral
January 31	Payment Deadline for Unpaid Winter term Tuition for Students who have a deferral
April 30	Payment deadline for Unpaid Fall and Winter term tuition & Non-tuition fees (including for those who have a scholarship/sponsorship/tuition waiver based deferral)

Beginning October 17th, a monthly service charge of 1.5% will be added on to your outstanding balance until it is completely cleared. All payments are applied to the charges on your account according to the algorithm of “oldest first”. This means that the oldest outstanding charge in the oldest session will be cleared first; there is no distinction between the type of charge, e.g. residence fees, academic fees, etc.

## Claiming your RESP funds

In order to release your RESP funds, your provider will require verification of enrolment. In order to obtain verification, you will need to submit the form from your RESP provider to the Registrar’s Office, which will subsequently be completed and sent directly to your provider. Prior to submitting this form, ensure that you have signed and filled out all 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](mailto:reception.music@utoronto.ca)

## Deferring Tuition Fees

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

There are two ways you may officially defer your payment: online and in person. To defer online, log onto ACORN and select "Tuition Fee Deferral" under the Finances menu and follow the directions. After completing the online deferral, you should check to ensure your Registration is complete. Alternatively, the deferral can be completed in the Registrar's Office, by September 13th. Bring in the confirmation that you are eligible for OSAP or other government loan funding. If you have applied but have not yet received confirmation, you must go to Enrolment Services, 172 St. George Street, to request a deferral before the recommended August 30, 2023 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 2023-2024 academic year, once you have registered for the session. In order to register, you must notify the Registrar's Office by August 30th, 2023 of your intent to defer your fees payment with the scholarship(s). If the value of the scholarship(s) does not cover the minimum tuition fees payment, you will be required to pay the difference prior to requesting a fee deferral using the scholarship. Even if your scholarship covers or exceeds the minimum tuition fees payment, you must notify us by the deadline of your intent to defer your fees payment. **The request to defer your fees should be sent to the attention of the Registrar, [registrar.music@utoronto.ca](mailto:registrar.music@utoronto.ca) and should include: 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 U of T Human Resources (416) 978-2015.

# FINANCIAL AID & SCHOLARSHIPS

## Financial Aid Policy

The University of Toronto's policy on Student Financial Support states that "No student offered admission to a program at the University of Toronto should be unable to enter or complete the program due to lack of financial means." This policy applies only to Canadian citizens, permanent residents and protected persons. Financial support programs of the University of Toronto are designed to guarantee that each student has access to the resources necessary to meet their needs. Financial need will be assessed based on provincial/territorial funding entitlement. In order to have their financial needs determined, students should apply for government student assistance. Students are expected to rely on OSAP or their provincial/territorial assistance, up to the level of the maximum entitlement. Assessed need that remains unmet above the OSAP or their provincial/territorial maximum will be met by the University as a UTAPS grant.

Many awards at the Faculty of Music and University of Toronto have Ontario residency and financial need as a 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 for students to gain meaningful work experience by working part-time on campus. In most cases, the job offers more than the financial benefits by providing practical experience related to the student's program of study. The Work Study program is open to both full-time and part-time undergraduate students (i.e. domestic and international students), and graduate students.

**Students do not need to be OSAP eligible to apply for Work Study.**

Fall-Winter 2023-2024 Work Study will run from September 2023 through March 2024.

Refer to <http://www.future.utoronto.ca/finances/financial-aid/work-study-program> for more details.

Beginning early August, the Fall-Winter jobs for 2023-2024 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.

Students from other provinces or territories are advised to apply to their government's financial aid program by the appropriate deadlines. Refer to <https://registrar.utoronto.ca/finances-and-funding/provincial-territorial-student-aid-programs/> for more details.

## Bursaries

Bursaries (also called grants) are non-repayable sums of money awarded to assist students who have first explored all other avenues of financial assistance and who still encounter financial difficulties or are experiencing a sudden change in their financial situation. Bursaries are a source of help in covering modest, and often unexpected shortfalls of income rather than as a principal resource. There are two rounds of bursary applications. November 1st is the deadline for fall applications, and February 1st for winter applications.

Applications will be available in the Registrar's Office one month before the deadline. Students are considered for bursaries on the basis of financial need and must apply for OSAP/their provincial/territorial assistance program first. Students are notified of the decision via email. Grants will be applied to your financial account on ACORN to reduce your outstanding fees. If your fees have been paid in full at the time the grant is awarded, the balance of the grant will be issued via direct deposit to your personal bank account.

**Ontario Students:** if you have requested to receive only the grant funding from OSAP, an application for a bursary will not be considered.

## Collaborative Pianist Grant

The Faculty of Music provides supplementary support to undergraduate students for expenses related to collaborative pianists (accompanists, coaches). Students in any undergraduate program and year of study are eligible to apply. The funding can be used to support the use of pianists in any curricular activity (e.g., applied lessons, juries, recitals, performance classes). Students may receive up to a maximum of \$400 in support per year. There are two rounds of applications administered by the Performance Office. November 1st is the deadline for fall applications, and February 1st for winter applications. Students will be notified when applications become available online.

## Entrance Scholarships

These are awarded on the basis of your entrance audition and academic achievement, on admission. 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 late-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 in the Academic Calendar.

The scholarships are credited to a student's ACORN account in early October. It will first be applied to your outstanding tuition fees to help you pay down your outstanding balance. If the value of your scholarship is greater than your outstanding balance, the remaining credit will be refunded to you via direct deposit if you have opted-in to this option on ACORN.

## Awards by Application

Awards made by the Faculty of Music that require an application are listed in the [Academic Calendar](#). All applications become available on February 1st on the Registrar's SharePoint site; students are also advised of the opportunities through the Registrar's list serve. The deadline for applications is May 1st.

A number of the awards provide assistance to students who want to continue their study of Music over the summer. Students have the option of participating in various summer programs/private study/internships both within the country and outside. Students are encouraged to take advantage of these opportunities to enhance their artistic growth!



# MAKING THE MOST OUT OF YOUR UNIVERSITY EXPERIENCE

University life isn't all classes, textbooks and practicing. The best way to ensure a fulfilling experience as a university student is to get involved in campus life.

## Athletic Centre

All students have automatic membership at the athletics facilities. The Athletic Centre boasts 10 squash courts, a 200-metre indoor running track, four multi-purpose courts, two swimming pools, an indoor golf range, badminton and tennis courts, dance studio, several gymnasiums, strength training apparatus, and sauna: [physical.utoronto.ca](http://physical.utoronto.ca)  
Those who thrive on competition can join the University's Varsity Blues: [www.varsityblues.ca](http://www.varsityblues.ca)  
The University of Toronto also has a comprehensive intramural sports program: <https://kpe.utoronto.ca/join-intramurals>



## Clubs and Associations

There are over 500 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. [Student Organization Portal](#)

## 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  
The Newspaper  
CIUT - FM

[www.thevarsity.ca](http://www.thevarsity.ca)  
[thenewspaper.ca](http://thenewspaper.ca)  
[www.ciut.fm](http://www.ciut.fm)





## Hart House

Hart House is a refuge for the mind, body and soul. All registered students are members. Within Hart House are a full service athletic facility, serene common rooms with fabulous fireplaces, two restaurants, an art gallery and a library.

There are more than 30 groups to join at Hart House. Learn photography, make a film, test your debating skills or hone your talent as a writer or artist.

For more details, please visit:  
[harthouse.ca](http://harthouse.ca)



## Student Services at U of T

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](http://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/](http://www.utsu.ca/about-the-utsu/)

FMUA: [www.fmua.ca/about-us](http://www.fmua.ca/about-us)

# SESSIONAL DATES

BEFORE CLASSES START	
July 10 - July 28	First Enrolment Period for Music Courses beginning at 6am EDT on ACORN
Aug 2- Sept 20	Second Enrolment Period for All courses beginning at 6am EDT on ACORN (includes Arts & Science courses as well as Music courses; no access to A&S courses on Aug 3)
August 30	Deadline for Automatic Registration; those who pay after this date and by Sept 13 are required to present their proof of payment to the Registrar's Office
Sept 4	Labour Day - UNIVERSITY CLOSED
Sept 5-7	Major Ensemble - Placement Auditions
Sept 5-9	Orientation Activities
FIRST SEMESTER	
Sept 7	FIRST DAY OF CLASSES - Fall Session; classes with F & Y section codes begin
Sept 13	Students who have not paid or deferred their fees will be removed from all their courses
Sept 15	Waiting Lists for Arts & Science F & Y section code courses turned off at the end of the day
Sept 20	Last day to ADD or change sections for F & Y courses
Oct 9	Thanksgiving Day - UNIVERSITY CLOSED
Nov 6	Last day to CANCEL F section code courses
Nov 6-10	Fall Reading Week (NO CLASSES)
Dec 6	Last day of classes - Fall Session; all term work in F section code courses must be submitted
Dec 7	Make-up Day; Monday classes meet, Wednesday classes do not meet
Dec 8	Study Day
Dec 9-20	Examination Period (Term tests may be held in some Y section code courses)
Dec 21 - Jan 2	December Break - UNIVERSITY CLOSED
SECOND SEMESTER	
Jan 8	FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume
Jan 16	Waiting Lists for Arts & Science S section code courses turned off at the end of the day
Jan 21	Last day to ADD or change sections for S section code courses
Feb 19	Family Day - UNIVERSITY CLOSED
Feb 19-23	Winter Reading Week (NO CLASSES)
Feb 19	Last day to CANCEL Y section code courses
Mar 11	Last day to CANCEL S section code courses; Last day to WITHDRAW from the Faculty of Music with no academic penalty
Mar 29	Good Friday - UNIVERSITY CLOSED
Apr 5	Last day of classes - Winter Session; all term work in S and Y courses must be submitted
Apr 8	Make-up Day; Friday classes meet, Monday classes do not meet
Apr 9	Study Day
Apr 10-30	Examination Period