



NEXT STEPS GUIDE

FOR

NEWLY ADMITTED STUDENTS

2024-2025



IMPORTANT DATES

- | | |
|---------------|---|
| July 9 | • First round of Course Enrolment begins - <i>Music courses only</i> |
| July 15 | • Tuition fees invoice available on ACORN |
| July 31 | • Second round of Course Enrolment begins – <i>Music and Arts & Science courses</i> |
| August 27 | • Deadline for Automatic Registration by making the minimum fee payment or tuition deferral |
| September 3 | • First day of classes - Fall Session (F & Y courses begin) |
| September 3-6 | • Major Ensemble Placement Auditions |
| September 11 | • 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

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REGISTRAR'S OFFICE

Room 145, Edward Johnson Building
Hours: Monday - Friday, 9:00am - 4:30pm
(416) 978-3740 | registrar.music@utoronto.ca

 @UofTMusicReg

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

**Your Reliable First Stop
for Information & Advice on All Matters**



WHAT'S INSIDE

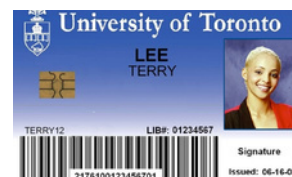
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GETTING A HEAD START

Get your TCard

Your TCard is your official University of Toronto photo identification. It will be your library card, access pass to athletic facilities, and general ID card for when you write exams and pick up official documents.

The first step is to submit your identity and legal status documentation on the [TCard website](#). After your identity and legal status documentation have been approved, you will receive an email with instructions about activating your UTORid (see below). You will then pick up your TCard on campus.



Fall 2024 students can begin the process of getting their UTORid and TCard now! Beat the rush and submit your documents before August 9!

Activate your UTORid and UT Email

You will need to **convert your JOINid to a UTORid** by following the instructions provided in the email received once your documentation has been processed through the TCard Office. UTORid and password provide access to online services like email (UTmail+), some course content on Quercus, library resources, Microsoft365 (including Word, Excel, PowerPoint), [WiFi](#) on campus, and more.

You will also be required to enrol in **UTORMFA** (U of T's multi-factor authentication system) within two weeks of converting to the UTORid, otherwise you will not be able to login to any services until this is resolved.

You will also be issued a university e-mail address but **it is your responsibility to activate your account**. Be sure to add your new UTMail address on ACORN. 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.

Get to know ACORN & Quercus

[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 credentials.

[Quercus](#) is U of T's online learning management platform. It helps organize your courses in one place and allows you to connect with your classmates and instructors online (for courses where the instructor chooses to use this platform). See more information on page 17.

Note on Name Changes: The University of Toronto has a way for students to have their first name changed on their academic records and ACORN. If you use a different name than the one indicated on your photo ID and legal status documentation, contact the Music Registrar's Office to request the *Change of Name or Gender Request Form*.

New students must complete this step *before* beginning the UTORid activation process.

For more information and detail on the name change process, please visit the [U of T Identification](#) page on the [Sexual & Gender Diversity Office](#) website.

Sign up for Orientation & Attend Information Sessions

Orientation activities will take place between **August 26-30!**

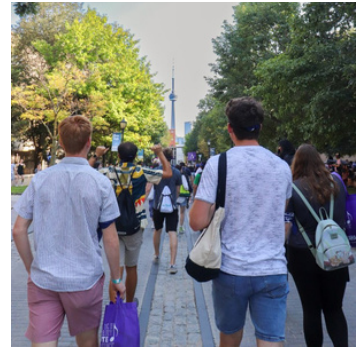
You will receive an invitation to register for Orientation Week organized by the Faculty of Music Undergraduate Association (FMUA) which is filled with fun social activities and city-adventures!

In addition to the FMUA's events, the Registrar's Office will be hosting a number of helpful information sessions. These will be scheduled for the mornings of **August 28-30**; no registration is 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 topics may include:

- *Your Rights and Responsibilities*
- *Expectations in Performance Courses & Ensembles*
- *Library 101: the Basics of Library Resources*
- *Health & Wellness*
- *Career Exploration & Education*

Attendance is strongly recommended as 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 Division of Student Life's Programs and Services

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 accommodation 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 20 or www.studentlife.utoronto.ca

Register with Accessibility Services

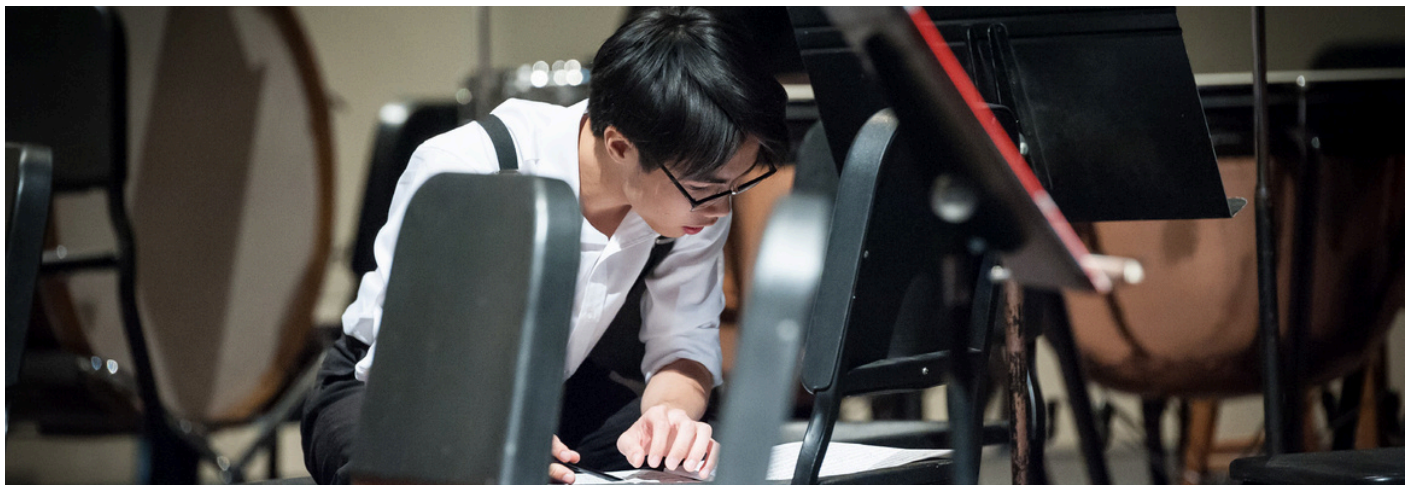
Students who have a documented disability may be able to receive special accommodations to enhance their study at the University of Toronto by being registered with Accessibility Services. An accommodation is any change that enables students with disabilities to participate equally in the environment 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.

In order to have accommodations in place for the start of classes you must submit your intake package by **July 12** at 5 p.m. Visit uoft.me/asregister

You are urged to initiate the process immediately and submit your intake package no later than July 12 at 5p.m. in order to have the necessary accommodations (if appropriate) in place before classes begin.

You can still register at any point during the school year but your accommodations will begin after the start of the Fall 2024 semester.

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



Write the Theory Placement Test

CLASSICAL

Classical students who have not completed RCM Level 9 Harmony (Basic Harmony) but have studied harmony concepts may choose to take the Theory Placement Test. If you receive a passing grade, you will be placed in a one-hour tutorial (rather than a two-hour tutorial) for TMU130H1 (Music Theory I). The Theory Placement Test will take place in-person on **Friday August 30 from 9-10am in room 216 (EJB)**; no pre-registration is required.

For information on exempting from first year Theory/Skills courses see page 27.

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 4**. 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

All students are required to participate in a Major Ensemble for at least the first two years of study. Major Ensemble Placement Auditions will be done in-person during the first week of classes to determine in which ensemble you will be placed (September 3-6).

Major Ensembles include: Soprano/Alto Chorus, MacMillan Singers, Tenor/Bass Chorus, Chamber Choir, Wind Ensemble or Symphony, Guitar Orchestra, Symphony Orchestra, and Contemporary Music Ensemble. Jazz students will be placed in the Jazz Orchestra, Vocal Jazz Ensemble, Hybrid Ensemble or Small Jazz Ensembles.

Note that classical pianists, organists and accordionists will be assigned a choir audition. Alternatively, any keyboard major who is proficient on another instrument is eligible to also audition for one of the instrumental major ensembles. If successful, the instrumental major ensemble would fulfil the ensemble requirements for the given academic year.

The Performance Office provides excerpts that you will prepare for the audition. These excerpts, along with individual placement audition dates/times, and tips on how to prepare will be available on the [Performance Office website](#) in early July. 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

Students will gain access to practice facilities during Orientation Week for both the Faculty of Music North (Edward Johnson Building) and Faculty of Music South (90 Wellesley St. W). Access to these buildings, including practice spaces, is managed through a **fob system** which is administered by the Registrar's Office.

To obtain a fob you must place an order and pay the \$29 deposit online with a credit card *before* you can pick it up. Information about fob ordering and pick-up times will be communicated later in August. You will need to **bring your TCard** with you when you come to pick up your fob and any other keys in September. You will keep your fob for the duration of your studies at music.

Specialized Practice Spaces: Some instrumentalists have access to the use of specialized storage and/or practice rooms; these instruments include: Harp, Bassoon, Double Bass, Percussion, Tuba, Jazz Double Bass, and Jazz Drums. These students will be required to pay a non-refundable fee of \$20.00 for the key and use of these specialized rooms each academic year, if applicable.

Private Studio Access: Some applied teachers permit the use of their private studios by students for practice space. Students will be required to get authorization from the respective teacher and pay a non-refundable fee of \$20.00 for special access during the academic year, at the discretion of their teacher.

Fob and key order forms will be sent out in August; your UTORid must be activated in order to access the forms. You must order and pay online before you can pick up a fob/key.

CHOOSING YOUR COURSES

Course Load

All students in the Faculty of Music working towards a degree program are required to be registered in a full-time course load for all four years of study. A range of **4.0 – 6.0 credits** constitutes a full-time course load. Students who have completed four years of full-time study are eligible to be enrolled in a part-time course load for any additional years of study. A load less than 4.0 credits for the fall-winter session constitutes a part-time course load.

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

Students registered with Accessibility Services, that qualify for a reduced course load as an accommodation are eligible to register as a part-time student, regardless of their year of study. The course load is determined on a case by case basis, in consultation with the Registrar and their accessibility advisor.

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 enrolment period. Students will be enrolled in Major Ensembles by the Registrar's Office, pending results of placement auditions.

DATES	COURSE LOAD ACCEPTED	NOTES
July 9-28 (1st Round of Enrolment)	5.0 Credits	Music Courses only; excluding Major Ensemble
July 31 - September 12 (2nd Round of Enrolment); Note: Enrolment closed on August 1)	6.0 Credits	Includes Arts & Science courses, allows for "Shopping Period"; Major Ensemble has not been added
September 13-16	5.33 Credits	Major Ensemble will be added by Reg Office

Diagnostics will run 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 Faculty of Arts & Science. There are a number of tools available to help you choose your courses:

Academic Calendar:

Outlines Program Requirements & Course Descriptions

[Faculty of Music Academic Calendar](#)

[Faculty of Arts & Science Academic Calendar](#)

Timetable Builder:

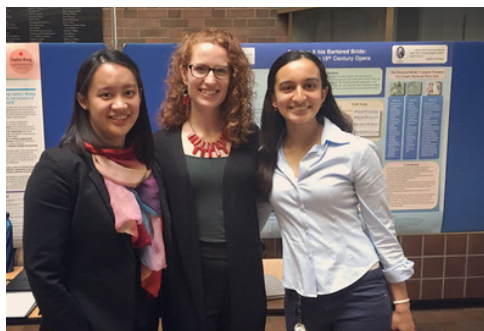
[Timetable Builder](#) is U of T's official visual timetable building tool. The Timetable Builder is an explorative tool that lets you search for courses and build potential timetables. Search for courses by keyword or filter by department, day of the week, and more. A guide for using Timetable Builder is on page 16.

Timetable (Music only):

Lists course codes and modes of delivery/times/rooms for all classes being offered for the 2024-2025 session through the Faculty of Music. Posted on the [Student Services Resources Page](#).

Reading the Academic Calendar

In the Faculty of Music Academic Calendar 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. 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). Students who complete the Common Year in 2024-25, will follow the specific program requirements of their chosen specialization from the 2024-25 Academic Calendar.



OPTIONS AVAILABLE AFTER A COMMON YEAR

(applicable only to classical students):

- Comprehensive Studies
- Composition*
- Music Education
- History, Culture & Theory
- Performance*

*by competitive process

Bachelor of Music

Composition, Comprehensive Studies, Music Education, or History, Culture & Theory:

Refer to the [Program specific charts](#) in the Academic Calendar for requirements.

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

All other Bachelor of Music students 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.

Bachelor of Music in Performance

Refer to the [Instrument specific charts](#) in the Academic Calendar for requirements.

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 of 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	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*	JMU185Y1 - 0.5*
PMU1**Y1 (Major Ensemble) - 0.67**	JMU1**Y1 (Major Ensemble) - 0.67**	JMU1**Y1 (Major Ensemble) - 0.67**
	JMU191Y1 - 0.5	
	JMU192Y1 - 0.5	
TOTAL: 4.17 or 4.67 credits	TOTAL: 5.33 credits	TOTAL: 3.83 credits

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

+ 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 in late September.

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:

CMU = Composition courses

MMU = General Music courses

DMU = Technology courses

PMU = Performance courses

EMU = Music Education courses

SMU = Music & Health Science courses

HMU = History & Culture courses

TMU = Theory courses

JMU = Jazz courses

Decoding the Timetable

Course Code	Sec. Credit	Title	Meeting Hrs	Day/Section	Time	Bldg/Rm	Instructor	Enrolment Indicator & Controls	Notes
EDUCATION									
EMU130Y1	Y	0.67	Intro to Music Education	L0101	2L	T1-3	BN/130/120	Hamilton	
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	T11	BN	Stoll	P Education
EMU151H1	S	0.17	Instrumental-Clarinet	P0101	1P	T10	BN	Stoll	P Education
				P0201	1P	T11	215	Stoll	P Education
EMU152H1	F	0.17	Instrumental-Trumpet	P0101	1P	T11	120	McAlister	P Education
				P0201	1P	T10	120	McAlister	P Education
EMU152H1	S	0.17	Instrumental-Trumpet	P0101	1P	T11	215	McAlister	P Education
EMU154H1	S	0.17	Instrumental- Guitar	P0101	1P	W11	310	Katz	P Education
EMU207Y1	Y	0.33	Piano Skills-Professional Mu/teachers	P0101	1P	R10	320	John	P Education, Comprehensive
				P0201	1P	R9	320	John	P Education, Comprehensive

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.

NOTE: 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. This is referred to as "U of T Time".

BUILDING/ROOM

The mode of delivery is also included within this column. All music courses are in the Edward Johnson Building unless specified otherwise.

Course Code	Sec.	Credit	Title	Meeting Hrs	Day/Section	Time	Bldg/Rm	Instructor	Enrolment Indicator & Controls	Notes
EDUCATION										
EMU130Y1	Y	0.67	Intro to Music Education	L0101	2L	T1-3	BN/130/120	Hamilton		
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	T11	BN	Stoll	P Education	
EMU151H1	S	0.17	Instrumental-Clarinet	P0101	1P	T10	BN	Stoll	P Education	
				P0201	1P	T11	215	Stoll	P Education	
EMU152H1	F	0.17	Instrumental-Trumpet	P0101	1P	T11	120	McAlister	P Education	
				P0201	1P	T10	120	McAlister	P Education	
EMU152H1	S	0.17	Instrumental-Trumpet	P0101	1P	T11	215	McAlister	P Education	
EMU154H1	S	0.17	Instrumental- Guitar	P0101	1P	W11	310	Katz	P Education	
EMU207Y1	Y	0.33	Piano Skills-Professional Mu/teachers	P0101	1P	R10	320	John	P Education, Comprehensive	
				P0201	1P	R9	320	John	P Education, Comprehensive	

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 of which you need to be mindful.



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 BASIC MUSIC Courses first. The first step to consider is the times for your required BASIC MUSIC courses. Create a plan for what your weekly schedule will look like for these courses using the [Timetable Builder](#).

Remember to leave room for a Major Ensemble! You will be assigned one after the placement auditions in September. All Classical Major Ensembles are scheduled between 3-5pm on weekdays. Large and 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 correct course code.

STEP TWO

Choose courses that are required for your Program of Study. Check the appropriate chart in the [Academic Calendar](#) for your specific program requirements; it is recommended that you enrol in all the courses that have a credit value listed under Year 1. 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.

For students in the Common Year, choose courses from your intended area of 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 your Arts & Science course(s) i.e. breadth electives.

Use the following online resources to help with selection:

Arts and Science [Academic Calendar](#) & [Timetable Builder](#)

Pay attention to the enrolment instructions in the Timetable Builder for Arts & Science courses. Some courses may have additional enrolment procedures. For example, language courses may require a placement test, prior to enrolment.

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. Note: Music students are not permitted to enrol in courses with the MUS prefix.

Faculty of Music students are also able to enrol in courses at U of T Mississauga and U of T Scarborough to complete breadth electives. Note that the enrolment dates may vary for courses on these campuses.

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 9** until July 28, and then enrol in Arts & Science electives during the specified period (**6:00am EDT July 31** – September 16). There is no access to Faculty of Arts & Science courses on August 1. 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.

Note: Second term (S) course enrolment continues until January 17, 2025.

PRIORITY ACCESS DATE

Enrolment for Arts & Science courses is available from July 31 – September 16. **On July 31 you will have one day of prioritized access** ahead of students from UTM and UTSC to enrol in these courses. There will be no course enrolment on August 1; course enrolment will resume on August 2. You are strongly urged to take advantage of this one-day opportunity on July 31.

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 12** for F and Y section code courses, and **January 14** 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.

There are no waiting lists for Faculty of Music courses.

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
Total Credits: 5.33

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
Total Credits: 5.33

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
Total Credits: 5.17

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
Total Credits: 5.0

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
Total Credits: 5.33

f) Common Year - *Intending to Pursue Composition*

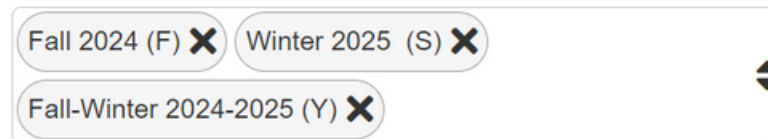
HMU111H1 - 0.5
HMU126H1 - 0.5
MMU100H1
TMU130H1 & TMU131H1 - 1.0
TMU132H1 & TMU133H1 - 0.67
TMU105Y1 / TMU107Y1 - 0.33+
PMU184Y1 - 0.5
PMU1**Y1 (Major Ensemble) - 0.67
CMU112H1, CMU113H1 - 1.0
Total Credits: 5.17

Using 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 or University of Toronto Scarborough for breadth electives.
- In the Session field, select the terms for the courses you are interested in taking. Note: If you select Fall 2024 (F) and Winter 2025 (S), you will not see Fall-Winter 2024-2025 (Y) courses. You have to select all three terms to see F, S and Y courses.

Session (Required)



Fall 2024 (F) X Winter 2025 (S) X

Fall-Winter 2024-2025 (Y) X

- 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. 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 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.

HOW TO USE ACORN

Accessible Campus Online Resource Network

Using the Student Web Service: ACORN

ACORN is your main tool for accessing course enrolment, student account information and student life resources. You will use your UTORid (JOINid) and password to log in 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 in 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. Please note there is no access to the SWS when the University is closed; i.e. Holidays

View helpful [step by step instructions and videos](#) for common transactions made on ACORN . The best way to learn ACORN is to use it! www.acorn.utoronto.ca

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

New students should **add the following** to their ACORN account as soon as possible:

Under *Profile & Settings*:

Add information for your **Emergency Contact** and **U of T email** once activated.

Under *Finances*:

Please add **Direct Deposit Information** to your account to expedite any refunds from the University. You can find your Transit (5 digits), Bank (3 digits) and Account numbers by requesting a blank cheque or a print-out of your banking information from your financial institution.

Quercus

Quercus is your learning management portal. This online tool helps organize your courses in one place and allows you to connect with your classmates and instructors online. Quercus is where you will go to find course syllabi, assignments, online readings and also participate in group discussions. You need your UTORid to access your Quercus profile. You won't see all of your courses in Quercus right away, but don't worry! Your instructor will make your course available closer to the start of classes. Note that not all instructors use Quercus as their learning management tool.

If desired, you can update your [display name](#) on Quercus and some other university systems. Note that this will not update your legal name on U of T records.

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 area of music beyond their designated program and receive an annotation 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.

How to declare a Certificate:

- Complete all of the certificate course requirements according to the Music Academic Calendar.
- Submit the *Declaration of Completion of a Certificate Form* to the Registrar's Office (must be done after the last date to drop courses in the winter term of the final year of study and before the end of term).
- Successful completion of the Certificate(s) will result in an annotation on your academic transcript.

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.

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.

How to declare a Minor or Major:

1. Complete all of the course requirements according to the Arts & Science Academic Calendar.
2. Submit the *Declaration of Completion of a Minor of Major Form* to the Registrar's Office (must be done after the last date to drop courses in the winter term of the final year of study and before the end of term).
3. Successful completion of the Minor/Major will result in an annotation on your academic transcript.

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!



Exchanges

Students are able to go on an exchange to any institution that has an agreement with the University of Toronto. Refer to the comprehensive list at [Learning & Safety Abroad](#)

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 (CIE). They also provide need-based funding to facilitate your study abroad.

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

- Sibelius Academy (Finland)
- Tartini Conservatory (Italy)
- Danish National Academy of Music (Denmark)
- Mozarteum University (Austria)
- Royal Northern College of Music (England)
- Royal Welsh College of Music & Drama (Wales)
- Federal University of Rio Grande do Norte (Brazil)

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.

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 in size and are taught by U of T professors or faculty from the host university.

[Learn about Summer Abroad opportunities](#)



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 2024 term you must submit your intake package by **July 12** at 5 p.m. Visit uoft.me/asregister

Centre for Learning Strategy Support

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](#)
- [Learning How to Learn at U of T](#)
- [Learning at U of T as an International Student](#)
- [Webinars 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 **Career Learning Network (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 also opportunities to work with individual faculty members in an administrative capacity.

See more information on the Work Study Program on page 31.



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 \(utoronto.ca\)](#)

[Health & Wellness peer support - U of T Student Life \(utoronto.ca\)](#)

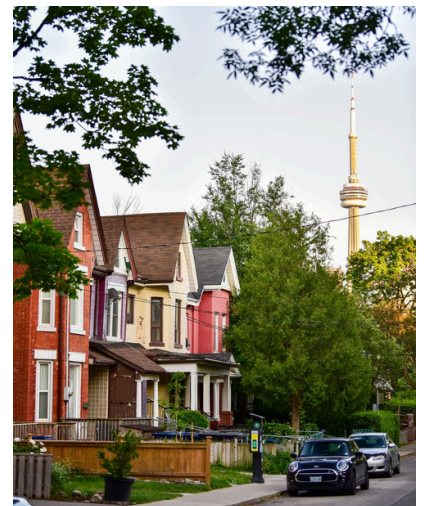
Housing (Off-campus)

Use your UTORid/JOINid to log in to the [Off-Campus Housing Finder](#) and begin your search. You can save and compare your favourite listings, search for a roommate using the Roommate Finder and learn about your rights and responsibilities. Visit housing.utoronto.ca for more help with your housing search.

Explore your off-campus housing options at one of our summer events: [Housing prep workshops](#), [URent workshops](#)

Housing can help you find an off-campus place.

- [Off-campus rental listings](#)
- [Roommate finder](#)
- [Info on tenant rights & responsibilities](#)



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](#)
- [Provincial Attestation Letters \(PAL\)](#)
- [Health coverage \(UHIP\)](#)
- [Help with applications for work permits](#)
- [Advice on transition to life in Canada](#)
- [Global Programs](#): Exchanges - Learning/research abroad opportunities

Student Life & Student Groups

Faculty of Music Undergraduate Association (FMUA)

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 both social and academic in nature.

Location: Edward Johnson Building, Room 312



Mentorship Opportunities

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 registered with Accessibility Services 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.

Student Organization Portal



The Student Organization Portal offers 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. You can search by interest, everything from athletics and arts to social justice and sustainability!

Check out the Clubs Fair during Orientation week!

TRANSFER CREDITS & EXEMPTIONS

Courses that may possibly transfer:

- IB
- AP
- GCE A-Level
- CEGEP
- College / University level courses

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

If you have completed courses at another university or college (including CEGEP), you may be able to receive transfer credit for these courses to apply towards your degree at the Faculty of Music. You may also be eligible for transfer credit for the following secondary school curricula: Advanced Placement (AP), International Baccalaureate (IB) Higher Level, and GCE A-level.

Transfer credits are assessed based on individual course content, grade achieved and equivalency to courses relevant to the student's program at the University of Toronto, Faculty of Music. Please see below for more details on transfer credit eligibility and application process based on your academic background.

Students Coming from High School (AP/IB/GCE A-Level)

Newly admitted students to the Faculty of Music may be eligible to receive transfer credits for courses and exams taken through your secondary school as long as you meet the minimum required score and the courses and exams have been completed before the September of your first year at the University of Toronto.

Newly admitted students that have not taken any post-secondary courses **do not have to apply** for transfer credit from AP/IB/GCE A-level exams but you do need to ensure that your **official final exam results** are sent **directly from the board administering the exams to University Admissions & Outreach (UAO)** at the University of Toronto. Results issued by your school are not acceptable.

Your transfer credits will automatically assessed by the end of September. A maximum of 4.0 credits can be transferred and counted toward breadth electives; music courses are ineligible for transfer.

Advanced Placement (AP): Transfer credit may be granted provided a grade of at least 4 is achieved in each AP exam. Details on how to request your AP scores can be found on the [AP College Board website](#). The school code for the University of Toronto is 0982.

International Baccalaureate (IB) Higher Level: Transfer credit is awarded for Higher Level (HL) exams where a final grade of at least 5 is achieved. Details on how to request your IB transcript can be found on the [IB Website](#).

General Certificate of Education (GCE) Advanced Level and Singapore-Cambridge GCE Advanced Level: Transfer credit is awarded for Advanced Level and H2 Level exams where a final grade of at least 'B' is achieved. No transfer credit is award for Advanced Subsidiary level courses. Check directly with your exam board for instructions on submitting official exam results to the UAO.

Students coming from Post-Secondary and CEGEP

The assessment of previous post-secondary studies for transfer credit is **compulsory and you will be required to apply** for transfer credit. The maximum number of transfer credits you can receive depends on whether you completed your degree/diploma and your placement year at the Faculty of Music.

Eligibility: Normally, a minimum grade of 60% is required for transfer consideration where the passing grade for these courses is 50%. If you have achieved below 60% in a course, you might still qualify for transfer credit if your overall grade point average is above 60%. Only one credit with a grade between 50-59% can be counted for every five credits earned with final grades exceeding 60%. Note that grades obtained at previous institutions do not transfer to your U of T transcript.

Choose the relevant academic background below to learn more transfer credit allowances. **Advanced Standing** students should also review *Additional Notes for Upper Year Transfer Students*.

Students who are eligible to transfer **Basic Music courses** from their previous studies are required to prioritize them in their application. Students who exceed their allotment of transfer credits, may be extended the option of completing additional music electives, to compensate for the surplus of transfer credits. An advising session is encouraged to maximize transfer credits to align with your goals for the program.

CEGEP

If you are admitted to the Faculty of Music from the CEGEP system, you may be eligible to receive transfer credits for CEGEP credits that you have completed with a final grade of 65% or higher.

The maximum number of transfer credits you are eligible for is based on how many CEGEP academic credits you completed, beyond 14.0 credits. *Note:* 109 courses are not considered for academic credits.

CEGEP Credits Completed	Maximum Number of Transfer Credits Awarded
Fewer than 14 academic credits	No credit
Between 14-21 academic credits	Up to 3.0 credits at the 100-level
More than 21 academic credits	Up to 5.0 credits at the 100-level

College Level Courses

The maximum number of transfer credits you are eligible for is based on whether you completed your diploma, and your placement year at the Faculty of Music.

Transfer credits from Ontario Colleges are typically made on a 2:1 course ratio i.e., 2 half courses completed at college are equivalent to one half-course at U of T. Courses completed at colleges in other provinces will be considered for transfer credits based on the practices observed by the universities in that province. Final equivalencies are approved by the Registrar's Office.

Institution/Program Type	Degree/Diploma Status	U of T Status	Maximum Number of Transfer Credits
College (3 year diploma)	Completed	Yr 1 – Degree program	5.0
College (3 year diploma)	Partial	Yr 1 – Degree program	4.0
College (2 year diploma)	Completed	Yr 1 – Degree program	3.0
College (1 year certificate)	Completed	Yr 1 – Degree program	1.0
<i>See Upper Year Transfer Student Chart Below for Years 2+</i>			

University Level Courses:

Students applying from a Canadian university, can check [Transfer Explorer](#) for courses that have been previously assessed for transfer credit (Arts & Science courses). Music courses are assessed within the appropriate division at the Faculty of Music, and are not currently in Transfer Explorer. Transfer Explorer can be used for planning purposes before submitting a transfer credit application. Note that this tool is intended for reference only, and your transfer credit assessment results may differ from what you see on Transfer Explorer.

For courses completed outside of the University of Toronto, course syllabi must be submitted for transfer credit assessments. Notarized translations of transcripts and syllabi must be provided, when these documents are not in English or French.

U of T Courses: If you have completed University of Toronto courses within another division (e.g. Faculty of Arts & Science, UTM, UTSC) you must still submit the transfer credit application form.

Type of Institution	Degree/Diploma Status	U of T Status	Maximum Number of Transfer Credits
University	Completed	Yr 1 – Degree program	5.0
University	Partial	Yr 1 – Degree program	4.0
University	Partial	Yr 1 – Diploma program	4.0
University + College	One Degree Completed + Partial Diploma	Yr 1 – Degree Program	9.0
<i>See Upper Year Transfer Student Chart Below for Years 2+</i>			

Additional Notes for Upper Year Transfer Students

The maximum number of credits eligible for transfer will depend on your placement year. Students must complete a minimum of two full years of study (a minimum of 10 credits) at the Faculty of Music to earn a University of Toronto Degree or diploma.

Students admitted to an upper year will be given transfer credit in Applied Music and Major Ensemble, up to the year they are admitted into. Those who do not qualify for transfer credit for these courses will receive an exemption credit for Applied Music and/or Major Ensemble and will be required to make up the credit value in Music Electives.

Type of Institution	Degree/Diploma Status	U of T Status	Maximum Number of Transfer Credits
University/College	Partial	Yr 2 – Degree Program	8.0
University/College	Partial	Yr 3 – Degree Program	10.0
University/College	One Degree Completed + One Partial	Yr 2 or 3 – Degree Program	10.0
University/College	Partial	Yr 2 – Diploma program	5.0

Remember that Basic Music Courses are prioritized for transfer.

How to Apply for Transfer Credits

Students must apply for transfer credit by completing the following steps:

1. Complete the [Transfer Credit Application Form](#)
 - Full instructions are available on the form linked above.
 - Note: A separate form must be submitted if you are requesting credits from multiple colleges/universities.
2. Pay the \$31.75 transfer credit assessment fee (effective May 1, 2024)
3. For courses completed outside of the University of Toronto you will be required to submit course syllabi to registrar.music@utoronto.ca
4. Ensure that all final official transcripts have been sent directly to University Admissions & Outreach (UAO). Electronic transcripts are preferred; any sent by mail should be directed to:
 - University Admissions & Outreach: 172 St. George St. Toronto, ON M5R 0A3
5. Once you have received your transfer credit assessment, it is recommended to book an advising appointment with the Assistant Registrar regarding course selection.

NOTE: This application process is not required if you are coming directly from high school with AP/IB /GCE A-level courses. It should be used for all other transfer credits requests including U of T courses.

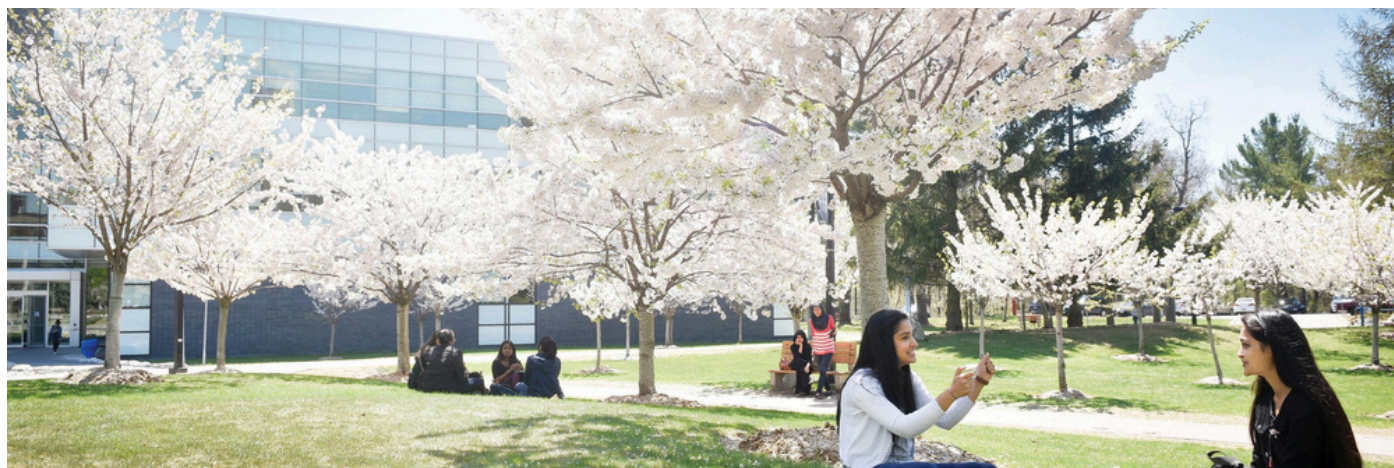
The assessment of previous post-secondary studies for transfer credit is compulsory. Failure to comply with the stated procedures and/or failure to resolve any outstanding obligations within the stipulated deadlines, such as the submission of additional documentation or the completion of divisional interviews, will result in forfeiting of these credits.

DEADLINE: June 24, 2024

Transfer credit applications submitted by the above deadline will be processed within 3-4 weeks. Late application may not be processed prior to the start of classes.

Need help?

If you have any questions about any of the transfer credit process or with your application, contact the Registrar's Office at registrar.music@utoronto.ca. Please begin the subject of your message with "Transfer Credits".



EXEMPTION TESTS (Classical)

Theory and Skills

Students that have studied higher levels of theory/harmony are invited to participate in tests which may exempt them from some of the core theory courses.

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

FIRST YEAR

TMU130H1, TMU131H1, TMU132H1, TMU133H1.....Friday August 30, 9am-1pm; Rm 215
Includes Harmony and dictation tests. Based on the proficiency demonstrated on these tests, students may be scheduled to come for sight singing exemption tests.

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

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

Piano Proficiency

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, 2024** 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, 2024** 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.



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.

REGISTRATION

What is Registration? You will be able to enrol in courses in early July, however, in order to become **registered** you have to pay at least the minimum first installment of your fees *or* officially defer your fees by the posted deadline. Instructions on how to pay fees or defer based on scholarship or financial aid are found on the pages to follow.

The minimum payment to register is equivalent to 100% of Fall tuition fees (plus any arrears on your account) and is indicated on the Fees Invoice on ACORN. 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 27**.

If you make a payment between **August 28 and September 11 at 4pm** you must provide the Registrar's Office with proof of payment in order to ensure that your registration is complete. If you do not present proof of payment or defer your fees by **4:00pm on September 11**, you will be removed from all your courses and will need to contact the Registrar's Office to re-register for the session. Re-registration requires approval and a financial penalty and does not guarantee a spot in previously enrolled courses.

By being registered, you agree 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 your personal information such as current mailing address and telephone number is maintained.

Fees

Annual fees for registration consist of two components: Academic (including instruction and library), Incidental/Ancillary fees (including Athletics, Hart House, Health Service, and Student Organizations). Fees vary depending on the program of study and year of admission to the Faculty of Music. As a Faculty of Music student, you will pay a **program fee** which is a set tuition fee for the Fall-Winter academic session regardless of a student's course load, provided the load falls within a defined range (typically 4.0-6.0 credits). See more [Fees Information](#) in the Academic Calendar.

INVOICES

Your fees invoice is available online through ACORN. The Academic and Incidental/Ancillary fees for the Fall-Winter session are posted annually in mid-July. Once your invoice is available you can make a full payment, arrange for partial payments, or request a fee deferral.

If you do not fully pay the fees for the session at the time of registration, there are separate Fall and Winter term fee payment deadlines for any outstanding payments and monthly service charges will apply. See the Billing Dates Schedule below.

Note: Residence Fees will appear on your invoice, however, these are not associated with your registration and the deadlines for payment will vary. Make sure you review your residence occupancy agreement carefully to see when they are due.

Paying Your Fees

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)

Payments must be made through your financial institution, via a bank machine, in-bank, online or by telephone banking. On Campus payments are not available.

You will need a copy of your ACORN Invoice which includes your Account Number. For online/telephone banking, add “University of Toronto” as a payee. Payment by credit card (Mastercard or Visa) is also available via ACORN; note that a service fee applies.

For more details instructions visit the Fees website which applies to you:

[Making a Fee Payment Within Canada](#) or [Make a Fee Payment from Outside of Canada](#).

Your **Account Number** is displayed on the top-right corner of your ACORN invoice. It consists of the first five letters of your surname (in capital letters) and 10 digits of your student number.

Always keep the bank verification/confirmation number of your payment. This will be your proof of payment.

Be sure to plan enough time for your bank to transfer the funds to the university as this can typically take three-five business days, and up to 10 days for international payments.

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 27	Deadline for Automatic Registration: Recommended date to pay/defer minimum fees; payments after this date will require proof of payment submission to the Registrar’s Office
September 11	Registration Deadline; Proof of Payment required by 4:00PM
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)

Services Charges: Beginning in October, a monthly service charge of 1.5% compounded will be added on to your outstanding balance until your account is paid in full. 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. They may ask for a confirmation of enrolment letter, or they may have a form that needs the registrar’s signature. If your RESP providers asks you to submit a form, please email it to reception.music@utoronto.ca and ensure that you have first signed and filled out all of the 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.

If you would like this letter to be sent elsewhere, please note that there may be a fee for this service.

When requesting verification, please note:

- Only requests submitted directly by the student will be accepted
- Include your U of T student number
- Forms and letter requests will not be accepted until after the first round of enrolment 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

• BY OSAP OR OTHER GOVERNMENT FUNDED FINANCIAL AID

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

Defer Fees through ACORN: To defer fees on ACORN visit the Finance menu, select "Tuition Fee Deferral" and follow the directions. After completing the online deferral, you should check your status to ensure your status is changed to 'Registered'.

Defer Fees through the Registrar's Office: Provide the Registrar's Office with confirmation that you have been approved for OSAP or other government loan funding. If you have applied but have not yet received confirmation, you must go to University Admissions & Outreach (172 St. George Street) to request a deferral before the registration deadline (August 27).

• BY 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 student account once you have registered for the session. In order to register, you must notify the Registrar's Office by **August 27** 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 by scholarship should be sent to registrar.music@utoronto.ca and must include:

- your full name
- UT student number
- scholarship name
- scholarship value
- 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/early October. 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 need determined, students should apply for government student assistance. The University complements this assistance in the form of non-repayable grants. To find out more about **University of Toronto Advanced Planning for Students (UTAPS)** and the eligibility requirements, visit [University Registrar's Office](#).

Many awards at the Faculty of Music and University of Toronto have Ontario residency and financial need as part of the 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](#) 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.

The fall-winter Work Study run from September through March; there are summer work-study opportunities as well for students registered in the summer session.

The Fall-Winter jobs will be posted on the [Career Exploration & Education website](#) in early August.

OSAP (Ontario Student Assistance Program)

The OSAP application usually becomes available in April at 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.

Bursaries

Bursaries, also known as grants, are funds given to students that do not need to be repaid. They are aimed at helping students who have exhausted other financial options and are facing financial challenges or sudden changes in their financial circumstances. Bursaries are meant to cover small, unexpected income gaps rather than be a primary financial resource. There are two rounds of bursary applications: fall applications are due by **November 1**, and winter applications are due by **February 1**.

Students are considered for bursaries on the basis of financial need and must apply for OSAP/their provincial/territorial assistance program first. **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: fall applications are due **November 1**; winter applications are due **February 1**. 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. Scholarship recipients can expect to receive an official letter detailing their scholarship in July/August.

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

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

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

[U of T's Award Explorer](#) tool can also help students explore the diverse U of T funding opportunities that recognize student achievements and financially support their studies.

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 gymnasia, strength training apparatus, and sauna. Those who thrive on competition can join the [University's Varsity Blues](#). The University of Toronto also has a comprehensive [intramural sports program](#).



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
CIUT - FM www.ciut.fm

Clubs and Associations

There are over 700 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](#)



Hart House

Hart House is a refuge for the mind, body, and soul. All registered students are members. Within Hart House you will find 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 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

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 BEGIN	
July 9 - July 28	First Enrolment Period for Music Courses beginning at 6:00AM EDT on ACORN
July 31 - Sept 16	Second Enrolment Period for All courses beginning at 6:00AM EDT on ACORN (includes Arts & Science courses as well as Music courses; no access to A&S courses on Aug 1)
August 27	Deadline for Automatic Registration; those who pay after this date and by Sept 11 are required to present their proof of payment to the Registrar's Office
Aug 28-30	Orientation Activities
Sept 2	Labour Day - UNIVERSITY CLOSED

FIRST SEMESTER	
Sept 3	FIRST DAY OF CLASSES - Fall Session; classes with F & Y section codes begin
Sept 3-6	Major Ensemble Auditions
Sept 11	Registration Deadline: Students who have not paid/deferred fees will be removed from courses
Sept 12	Waiting Lists for Arts & Science F & Y section code courses turned off at the end of the day
Sept 16	Last day to ADD or change sections for F & Y courses
Oct 14	Thanksgiving Day - UNIVERSITY CLOSED
Nov 4	Last day to CANCEL F section code courses
Oct 28-Nov 1	Fall Reading Week (NO CLASSES)
Dec 2	Last day of classes - Fall Session; all term work in F section code courses must be submitted
Dec 3	Make-up Day; Monday classes meet, Wednesday classes do not meet
Dec 4-5	Flex Days
Dec 6-21	Examination Period (Term tests may be held in some Y section code courses)
Dec 24 - Jan 3	Winter Break - UNIVERSITY CLOSED

SECOND SEMESTER	
Jan 6	FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume
Jan 14	Waiting Lists for Arts & Science S section code courses turned off at the end of the day
Jan 17	Last day to ADD or change sections for S section code courses
Feb 14	Last day to CANCEL Y section code courses
Feb 17	Family Day - UNIVERSITY CLOSED
Feb 17-21	Winter Reading Week (NO CLASSES)
Mar 10	Last day to CANCEL S section code courses; Last day to WITHDRAW from the Faculty of Music with no academic penalty
Apr 4	Last day of classes - Winter Session; all term work in S and Y courses must be submitted
Apr 7-8	Flex Days
Apr 9-30	Examination Period
Apr 18	Good Friday - UNIVERSITY CLOSED