



ESSENTIAL INFORMATION FOR RETURNING STUDENTS 2018-2019



IMPORTANT DATES

July 3rd
July 16th

August 8th

August 29th

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

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

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

Recommended date for Minimum Payment/Tuition deferral for Automatic Registration

Ensemble Placement Auditions
First Day of Classes - Fall Session (F & Y courses begin)
Registration Deadline

WELCOME BACK TO THE FACULTY OF MUSIC

This booklet contains information pertaining to everything you need to be aware of as you enrol in courses for the upcoming session. It needs to be used in conjunction with the Academic Calendars and Timetables of both the Faculty of Music and the Faculty of Arts & Science. Keep in mind that the Registrar's Office at the Faculty of Music is able to provide you with reliable information and advice you may need in making your choices. Our Office is also responsible for the administrative operations of the undergraduate program including student records, course administration, convocation, examinations, marks, scholarships, bursaries and financial aid as well as the policies on academic regulations. Academic as well as personal counselling is also provided by our Office, along with appropriate referrals to other services within the University. We also administer the access to practice facilities and booking of space in both our locations - the Edward Johnson Building and 90 Wellesley.

Kindly take your time to read through this guide, and do not hesitate to get in touch with one of us for any further clarification you might need. While this guide will get you started with information you need to enrol and register for the next academic session, please be sure to also read through the Student Handbook, available on Portal in mid-August, as that will provide more detailed explanations of the rules and regulations of the University, and resources available to help you succeed.

Best wishes for a successful year!

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Registrar

Jennifer Panasiuk
Admissions & Recruitment Officer

Dawn Pascoe
Student Services Coordinator: Registrarial

Calista Biermans-Tunney
Student Services Coordinator: Admissions

Keely Hicks
Student Services Administrator



REGISTRAR'S OFFICE

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

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

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

Follow us on Twitter! @UofTMusicReg

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GENERAL REMINDERS

Fees Invoice

Fees charges will be available on ACORN on July 16th, 2018. You are required to read the instructions on the Student Accounts website (www.fees.utoronto.ca), view your account on ACORN, and then make at least the minimum payment by the Registration deadline.

Registration Deadline

Students who have not paid or deferred their fees by September 13th, 2018 will be removed from courses. Those who pay after August 29th and by September 13th are required to present their proof of payment to the Registrar's Office by 4:00pm on September 13th. Re-registration requires approval and a financial penalty and does not guarantee a spot in previously enrolled courses.

Choosing a Specialization

Students who were enrolled in the Common Year during the 2017-18 academic session, are required to complete a Program Request Form (that was e-mailed to you and is available on Portal), indicating your program of study and return it to the Registrar's Office by the June 22nd. Failure to do so will prevent you from enrolling in courses with enrolment restrictions for the program of your choice. For example, students wishing to pursue Music Education will not be able to enrol in Instrumental courses in the first round of enrolment, if you do not submit the Program Request Form by the deadline.

Optional Applied Lessons

Applied lessons are an option to students in years 3 & 4 of the Composition, History & Theory and the Comprehensive program; they will count towards Music Electives in each of the programs. Students in these programs wanting to continue with their lessons should complete the Optional Applied Lessons form and submit it to the Registrar's Office by the June 22nd. Forms are available on the Portal. Late submissions will not be accepted.

Please note: You will not be able to enrol in this course on ACORN.





Day of Priority Access - Arts & Science

On the August 8th at 6:00am, you will be able to begin enrolling in Arts & Science courses. You will have one day of prioritized access ahead of students from UTM and UTSC to enrol in these courses. This access will end at the end of this day, and then resume on the 10th. There will be no Arts & Science course enrolment on August 9th. You are strongly urged to take advantage of this one-day opportunity.

Completing a Minor

Students who are interested in completing a minor from the Faculty of Arts & Science must follow the requirements listed within the Faculty of Arts & Science Academic Calendar by discipline. In order to have this reflected on your transcript, students are required to submit the Minor Declaration form (available on the Portal) to the Registrar's Office after the last day to drop courses in the winter term of the final year of study. Successful completion of the minor will be reflected with an annotation on the academic transcript.

Ensemble Placements

All excerpts will be available on the Performance Office website at performance.office.utoronto.ca on July 3rd, for you to download. Information on the time and date of your placement audition along with specific instructions will also be posted. Please note that if you are not required by your program but wish to take a Major Ensemble, you will need to contact Amanda Eyer Haberman at performance.music@utoronto.ca before June 30th to receive an audition date & time. If you are interested in auditioning for an additional ensemble, or have any questions, please contact the Performance Office.



Accessing Practice Facilities

Access to the practice facilities at both our locations is administered through the fob. Students who were enrolled at the Faculty for the 2017-18 session and have a fob will be able to continue accessing both facilities for the 2018-19 session. Students enrolled for the 2017-18 session who did not request a fob from the Registrar's Office, will be able to do so during regular office hours. Students who were not enrolled for the 2017-18 session will be able to request a fob from the Registrar's Office in September 2018.

There is no charge for students who use the classrooms and the practice rooms (both upper and lower basement) at both the Edward Johnson Building and 90 Wellesley. Double bass, percussion, harp, and organ majors will be required to pay a non-refundable fee of \$20.00 for the key and use of the specialized rooms. Students wanting to practice in the studios of their respective teachers will also be required to get authorization and pay a non-refundable fee of \$20.00 for the key.

Please note that students with previous keys to specialized practice spaces will not have access to the rooms at the end of August while the rooms are re-keyed for the year. Students will be able to purchase a new key in September. Please refer to the Student Handbook, available mid-August, for more information about key and fob pick-up times.

To troubleshoot any fob issues, or to report missing or stolen keys and fobs, please visit the Registrar's Office Reception, or email reception.music@utoronto.ca.

T-Cards

All students must have a T-Card (University of Toronto student/library card) with a photograph for positive identification. You should continue to use the card that was issued to you previously; you do not need to get a new card every year. A valid card is required to write final examinations, use the libraries and athletic facilities, and to vote in student elections. If you have lost your T-Card you will need to have it replaced (\$20.00) at the T-Card Office (Koffler Centre, 214 St George Street, First Floor; www.tcard.utoronto.ca)

Policy on Official Correspondence

Students are responsible for maintaining and advising the University, on ACORN, of a current and valid postal address as well as the address of a University-issued e-mail. All correspondence sent from the University of Toronto will only be sent to this address.

Students can create an account or modify an existing one at www.utorid.utoronto.ca, using their T-Card. Failure to do so may result in you missing important information or deadlines.

By-Laws Affecting Petitions & Appeals

In effect since 2016-17

Petitions relating to Final Marks & Academic Standing are now considered by the Committee on Academic Standing. These petitions were previously ruled on by the Academic Appeals Committee. Students have 30 days from the release of final grades to file a petition to the Committee on Academic Standing, and will be notified in writing of the decision.

A negative ruling by the Committee can be re-petitioned to the Committee on Academic Standing within 30 days of the first decision, on the submission of further evidence. In the event that the original decision is upheld, it may be appealed within 30 days of the second decision to the Academic Appeals Committee. There has been no change to the protocol associated with the Academic Appeals Committee. Refer to the Academic Calendar for further details.



COURSE SELECTION & ENROLMENT REFRESHERS

Program Requirements

Students are required to follow the Academic Calendar applicable to the year they were admitted into the program. The 2018-19 Academic Calendar also includes the program charts of those following degree requirements prior to the 2017-18 academic year, for easy reference.

Course Loads and Enrolment

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. Students who are placed a year behind due to a program transfer, are required to be registered in a full-time course load for four years in the new degree program.

- For students admitted prior to the 2017-18 academic year, a credit range of 4.0-7.0 credits constitutes a full-time course load. Students are permitted to be enrolled in a maximum of 7.0 credits for the academic year.
- For students admitted in 2017-18, a credit range of 4.0-6.0 credits constitutes a full-time course load. Students are permitted to be enrolled in a maximum of 6.0 credits for the academic year.

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.

Students who are required to be enrolled in a full-time course load who drop below the minimum required credits become ineligible for scholarships. Full-time students with reduced course loads are still required to pay the full-time program fee, and will not be entitled to any tuition fee refunds.

During the first round of enrolment, students are eligible to enrol in a maximum of 5.0 credits; this excludes Major Ensemble and Arts & Science elective(s). During the second round of enrolment, students are able to enrol in up to 7.0 credits or 6.0 credits - depending on the year you were admitted (see above). Please keep in mind that this excludes Major Ensemble.

DATES	COURSE LOAD ACCEPTED	NOTES
July 3 - July 31 First round of enrolment	5.0 credits	
Aug 8 - Sept 19 Second round of enrolment	7.0 cr: admitted prior to 2017-18 6.0 cr: admitted 2017-18 or after	Includes A&S, allows for “shopping period”; Major Ensemble has not yet been added
Sept 16 - Sept 19 For students requiring Major Ensemble	6.0 cr - admitted prior to 2017-18 5.33 cr - admitted 2017-18 or after	Major Ensemble will be added at this time

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.

The Basics of Course Selection

Course selection requires using both the Academic Calendars and Timetables of the Faculty of Music and the Faculty of Arts & Science. There are also several valuable resources available to help you choose your courses according to your degree requirements:

Academic Calendar:

Outlines program requirements, course descriptions, and rules and regulations of the Faculty. Use the Calendar to determine which courses you would like to take in order to fulfill your program/degree requirements, and whether you are eligible to take the course (note any pre-requisites, co-requisites, exclusions). Visit www.music.utoronto.ca > Degrees & Programs > Student Services & Resources

Timetable:

Lists course codes and dates/times/rooms for all classes being offered for the 2018-19 session, as well as special enrolment instructions, if applicable. Use the Timetable to figure out when your courses take place and put together your own weekly schedule. Make note of any special enrolment instructions or procedures! Visit www.music.utoronto.ca > Degrees & Programs > Student Services & Resources

Course Finder:

The University of Toronto's online service allows you to browse Music and Arts & Science courses that are being offered by various parameters. As a supplementary aid to the Academic Calendar and Timetable, use Course Finder to search for courses by keyword and filter by department, day of the week, and more. Available online through www.rosi.utoronto.ca/course_finder.phpv

Degree Explorer:

Login with your UTORid and password to Degree Explorer (<https://degreeexplorer.utoronto.ca>). This service is designed to complement the course advising sessions you may have with the Registrar's Office. It is intuitive; there are three tabs at the top of the page:

Current status - gives you an assessment of the degree requirements, and the courses that have been used towards each category along with what your imminent status is, towards meeting degree requirement (incomplete - more courses required, pending - eligible to graduate upon successful completion of courses). This table also keeps a record of exceptions, substitutions and waivers.

Planner - is where you have the option of doing "what if" scenarios to see how things will work out. It also does prerequisite checks.

Academic History - is an unofficial copy of your transcript.

Don't forget!

The Registrar's Office at the Faculty of Music is able to provide you with reliable information and advice that you may need in making your choices.

If you have any questions, please call the Registrar's Office at (416) 978-3740 Monday - Friday, 9:00am-4:30pm, or send in your questions to registrar.music@utoronto.ca.



Steps to Choosing your Courses

Follow these steps to ensure you choose the right courses:

STEP ONE

Choose your Music courses first.

Follow the charts in the Academic Calendar (corresponding to the year you were admitted into the program) for your program of study.

a) You must enrol in Basic Music Courses in the year specified. These courses are listed in bold in the respective charts. Basic Music courses are mandatory - you may not drop or defer them.

If you fail a Basic Music course you must enrol in it for the next academic session in which you register. Please note that some of the Basic Music courses will be automatically added to your course enrolment:

Year 1	Year 2	Year 3	Year 4
HMU111H1	HMU225H1	Applied Lessons	Applied Lessons
HMU126H1	JMU210H1 &	(only for Music	(only for Music
TMU130H1	JMU215H1 (Jazz	Education &	Education &
TMU131H1	only)	Performance majors)	Performance majors)
Applied Lessons	Applied Lessons		

Please note you will be assigned to a MAJOR ENSEMBLE once the placement auditions are completed. The Registrar's office will enrol you in the Major ensemble during the second week of classes, once results are available.

b) Choose courses that are required for your Program of Study; it is recommended that you enrol in the appropriate number of courses/credits indicated under your year of study in the chart. Refer to the Course Timetable to establish the times, and locations for these electives, by selecting the appropriate meeting section. Remember to check that you meet any relevant conditions for course enrolment:

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

c) Choose Music Electives of interest. A Music Elective is a course that is not required as part of your specialization. Every program requires the completion of a specific number of music electives, in order to provide breadth within music.

STEP TWO

Choose Arts & Science electives of interest.

Check the Arts & Science Calendar and Timetable (available online: www.artsandscience.utoronto.ca/ofr/calendar and www.artsandscience.utoronto.ca/ofr/timetable/winter). Please note the enrolment instructions and enrolment indicators in the Arts & Science Timetable; some courses may have additional enrolment procedures. Faculty of Music student may enroll in any Faculty of Arts & Science course listed in the Arts & Science Calendar, subject to limited enrolment restrictions and to pre- and co-requisite requirements.

Music students are NOT permitted to enrol in courses with the MUS prefix.

Enrolment in Arts & Science courses is available from August 8th - September 19th with the exception of August 9th. Second term course enrolment is available until the January 20th, 2019.

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STEP THREE

Use ACORN at www.acorn.utoronto.ca to enrol in your Music courses first, followed by your Arts & Science courses.

ACORN identifies you by your UTORid and password. 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.

Please be aware that pre-requisites and co-requisites are not checked by ACORN in real time, but they will be checked. If you do not meet them, you will be removed from the course(s). This can happen at any time, even after classes have started. In addition, ACORN does not check for conflicts in course times, so plan your schedule carefully.

ACORN Enrolment Cart

Before your course enrolment start date, you can use the ACORN Enrolment Cart feature to plan out the courses that you intend to enrol in later. Keep the course sections you'd like to take, including any back-up course choices, in the Enrolment Cart and then on your start date, click the Enrol button to officially add the courses. Note that this feature is not available to Music students for their Arts & Science courses.

On your enrolment start date

If you placed courses in your enrolment cart before your start date, click the Enrol button to officially add the courses. You'll find out immediately whether your enrolment is successful.

STEP FOUR

Check the Student Handbook mid-August, for updates, available mid-August.

Updates to course offerings, as well as the Student Handbook, will be made available during the week of August 13th on Portal and sent out via email. Make sure to monitor your utoronto e-mail account periodically over the summer months to keep up-to-date.



Faculty of Music Timetable

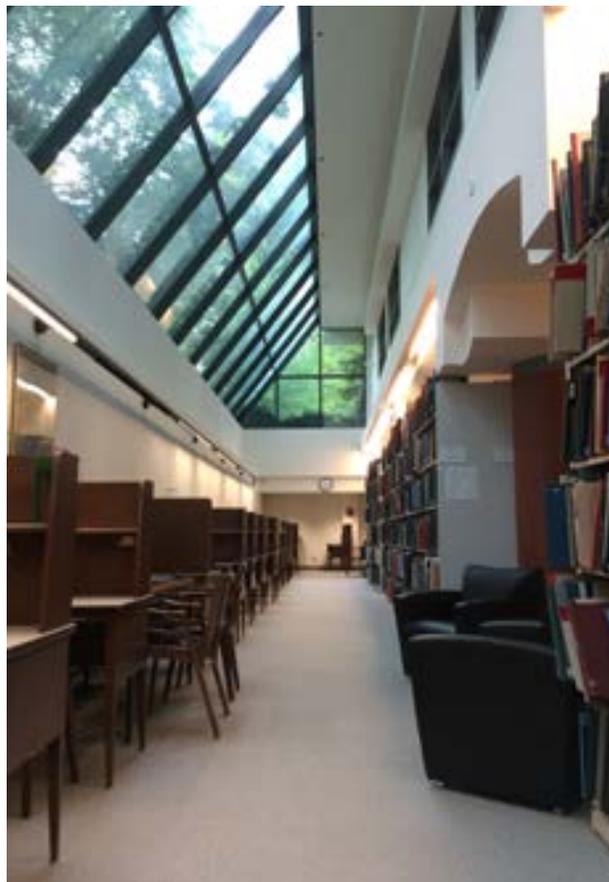
In order to clearly indicate enrolment conditions, on a course-by-course basis, enrolment indicators and enrolment controls are used in the timetable (last column on the right). Courses that have enrolment conditions have enrolment indicators, and enrolment controls beside them. Courses that do not have enrolment indicators or controls are open to all students, as long as students have the appropriate pre-requisites as listed in the Faculty of Music Academic Calendar.

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

P - Students enrolled in the specific programs/year indicated will receive priority during the first round of enrolment (July 3-31). During the second round of enrolment, the remaining spaces, if any, will be available to all students.

R- The course is restricted to students in the specific program/year indicated at all times. Enrolment for others is only an option by obtaining written permission from the instructor of the course. Instructors may require an audition/interview prior to giving permission.

E - 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/year of study, a placement audition, or approval of a proposal.



Waiting Lists

The Faculty of Arts & Science has waiting lists as a function of course enrolment. This is beneficial as it will remove 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 full-course equivalents.

It is important to note that ACORN does not enrol students from the waiting lists into courses in real-time; instead, the enrolments are done in batches. This means that there is no need to check ACORN many times per day to see if you've been enrolled from a waiting list. Please also note that being on the waiting list does not guarantee you a space in the course.

Please note that there are no waiting lists for music courses.

WHAT'S NEW: COURSES & PROGRAMS

This is a quick summary of the courses that are being added, and removed, and otherwise changed by Division. Remember to refer to the Academic Calendar for course descriptions, and the timetable for schedules.

MUSIC EDUCATION

Program Changes:

EMU207Y1 Piano Skills for Professional Musicians/Teachers and EMU355Y1 Accompanying will count as Mus Ed Electives.

New Courses:

EMU425H1 Music and Urban Development with Youth in Detention
EMU435H1 Internship in Music Education

Courses with changes to content, and learning outcomes:

EMU207Y1 Piano Skills for Professional Musicians/Teachers
EMU478H1 Seminar: Representation of Otherness in Music Teaching and Learning

Offered:

EMU371H1 Multimodal Approaches - Mus Training

Not Offered:

EMU475H1 Seminar: Music & Social Movements



HISTORY & CULTURE

Offered:

HMU300H1 Music of J.S. Bach
HMU324H1 Music in Japan
HMU345H1 Global Popular Musics
HMU354H1 Beethoven
HMU360H1 Hindustani Music
HMU425H1 Topics: Medieval Music
HMU426H1 Topics: Renaissance Music
HMU431H1 Topics: Romantic Music
HMU435H1 Topics: Ethno-Current Voices

Not Offered:

HMU303H1 Mus World's Indigenous Peoples
HMU304H1 Film Music: 1980-2010
HMU312H1 Balinese Gamelan
HMU340H1 Music in North America
HMU352H1 Chamber Music
HMU430H1 Topics: Classical Music
HMU432H1 Topics: 20th Century Music
HMU435H1 Topics: Baroque Music

JAZZ

Program Changes:

Students going into Year 3 of the program will no longer be required to complete JMU301Y1 Jazz & Traditional Ear Training. They will be required to complete an additional 0.67 cr of music electives to substitute for this requirement.

New Courses:

JMU302H1 Advanced Ear Training and Harmony

JMU303H1 Rhythm for Improvisers



PERFORMANCE

New Course:

PMU474H1 Improvisation for Strings

Offered:

PMU357Y1 Improvisation - Organ

PMU388Y1 Harpsichord and Organ

PMU420H1 Fretboard Harmony

PMU425H1 Guitar Pedagogy

Not Offered:

PMU325Y1 History & Lit of Guitar

PMU350Y1 Sing Interpretation

PMU477Y1 Organ Literature

THEORY & COMPOSITION

New Course:

TMU414H1 Score Analysis for Composers and Conductors

Offered:

TMU307H1 Analysis I

TMU308H1 Analysis II

Not Offered:

TMU127H1 Musical Acoustics

TMU315H1 Music for Silent Film

TMU401H1 Intro to Schenkerian Analysis

MUSIC & HEALTH SCIENCES

Not Offered:

SMU401H1 Music Psychology

SMU405H1 Health and Music Performance

WORLD MUSIC ENSEMBLES

Offered:

WME262H1 Singing & Drumming - First Nations

Not Offered:

WME260H1 Iranian Music Ensemble



FEES & 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 on ACORN. There is no in-person registration. You will be able to enrol in courses beginning July 3rd; however, you only become “Registered” once you have made your minimum fees payment or made arrangement for a fee deferral.

To be automatically registered for the fall-winter session, you must enrol in courses and pay at least the minimum first instalment of your fees (or officially defer them) by August 29th. If you pay after August 29th and by September 13th, you are required to provide the Registrar’s Office with the proof of payment. If you have not presented the proof of payment, or deferred your fees by 4:00pm on September 13th, you will be removed from all your courses. You can check to see if you are “Registered” by logging into ACORN; your status is displayed on the main page. Check your registration for 2018 Fall-Winter. If your status is “Invited” you are at risk of being removed from your courses.

By being registered, a student thereby agrees to abide by all of the Academic and Non-Academic Policies, Rules and Regulations of the University and Faculty and to ensure that the accuracy of the personal information such as current mailing address and telephone number is maintained.

Fees

Compulsory fees for Registration consist of academic, incidental and ancillary fees. Academic fees vary depending on the program of study and year of admission to the Faculty of Music. All students in the Degree programs 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 September 1st. As a part-time student the last date to cancel a course with no academic penalty is not the same as the last date to be eligible for a refund.

Paying your fees

You are required to view the instructions on the Student Accounts website (www.fees.utoronto.ca), view your account on ACORN, and then make the payment. Fee charges will be available on ACORN on July 16th. It is recommended that you make the minimum payment indicated on your Fees Invoice by August 29th to ensure your registration is complete by the first day of classes. Those who pay after August 29th and by September 13th, are required to produce their proof of payment to the Registrar’s Office by 4:00pm on September 13th, at the latest. Students who have applied for OSAP/their provincial loan program on time and are not otherwise able to make the minimum payment, may be able to defer the fees payment to a later date as long as you don’t owe fees from the previous sessions. Fee deferrals are requested on ACORN. Students who have not paid or deferred their fees by September 13th will be removed from all your courses. Re-registration requires approval and a financial penalty, and does not guarantee a spot in previously enrolled courses.

How to pay

Students have the following options to pay fees:

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

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

1. You can pay your fees at any one of the chartered banks using a printout from ACORN of the Fees Invoice.
2. You can pay using the Telephone or PC Banking service. Call your financial institution's telephone/pc banking service and provide them with the name "University of Toronto" and your account number located on the top right-hand corner of your invoice. Your account number is made up of the first 5 letters of your surname and 10 numbers. Make sure you keep your bank verification/confirmation number. This will be your proof of payment.
3. You can make a payment on your credit card, with a convenience fee.

Refer to http://www.fees.utoronto.ca/making_a_fee_payment.htm for further details.

Deadlines & Billing Dates

August 29	Recommended deadline to pay the Minimum Fees or defer your fees Minimum fees will be on your Fees Invoice and is equivalent to Arrears + 100% of Fall tuition fees
September 13	Registration Deadline
September 30	Payment Deadline for Unpaid Fall term Tuition & Non-Tuition fees
November 30	Payment Deadline for Unpaid Winter term Tuition fees for all students except those who have a OSAP or Other Government loan based deferral
January 31	Payment Deadline for Unpaid Winter term Tuition for Students who have OSAP or Other Government based 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)
Service Billing Dates - 15th of the month or next business day if 15th is a weekend or holiday	
October 17	Service charges on outstanding Fall term tuition fees
November 15	Service charges on outstanding Fall term tuition fees
December 15	Service charges on Fall term tuition term tuition fees for those on OSAP or other Government loan based deferral; Service charges on Fall term tuition term & inter term tuition fees for those not on OSAP or other Government loan based deferral
January 16	Service charges on Fall term tuition term tuition fees for those on OSAP or other Government loan based deferral; Service charges on Fall term & Winter term tuition fees for those not on OSAP or other Government loan based deferral
February 15	Service charges on outstanding Fall & Winter term tuition fees
March 15	Service charges on outstanding Fall & Winter term tuition fees
April 13	Service charges on outstanding Fall & Winter term tuition fees
April 30	Outstanding balance must be cleared

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.

Deferring Tuition Fees

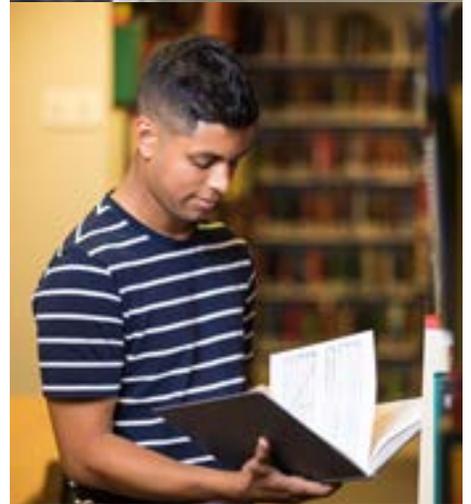
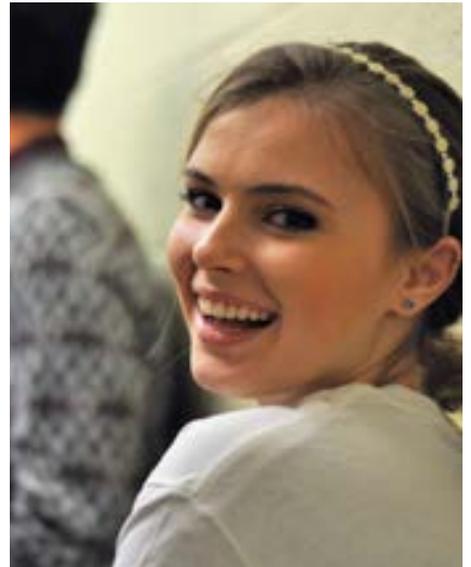
If you are expecting to receive OSAP (Ontario Student Assistance Program) or another provincial government loan and are unable to pay the first instalment of fees with your own funds, a deferral is the opportunity to officially postpone the fee payment until your loan documents arrive.

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.
- As soon as your OSAP funds arrive, you are responsible for paying your tuition fees.
- If you do not receive any assistance from OSAP, you are still responsible for paying your fees.

If you have been assessed as eligible for OSAP/another provincial government loan, you may defer your fees payment until you process your loan documents (beginning the week before classes start). 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. To defer your fees, bring a copy of your OSAP Notice of Assessment to the Registrar’s Office. You can only apply for a deferral if you have cleared all debts from a past registration session.



Scholarship or Billing to a Third Party

If you are receiving a scholarship from the Faculty of Music/University of Toronto or an external establishment that is required to go towards your fees, your fee payment may be deferred. The award will be credited towards your tuition fees for the 2018-2019 academic year, once you have registered for the session. In order to register, you must notify us by August 29th, 2018 of your intent to defer your fees payment with the scholarship(s). If the value of the scholarship(s) does not cover the minimum tuition fees payment, you will be required to pay the difference prior to requesting a fee deferral using the scholarship. Even if your scholarship covers or exceeds the minimum tuition fees payment, you must notify us by the deadline of your intent to defer your fees payment.

The request to defer your fees should be sent to the attention of the Registrar, registrar.music@utoronto.ca and should include your:

- Full Name
- Student Number
- Scholarship Details (Name and Value)
- Payment Details (if applicable) - the amount paid and confirmation number.

Please note: University issued scholarships are typically applied to student accounts in late September. Students should check on ACORN at this time to confirm all funds have been applied appropriately.

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 designated form from your RESP provider to the Registrar's Office, which will be completed by the Registrar and sent directly to your provider. Prior to submitting this form, ensure that you have signed and filled out all necessarily fields regarding your account. Alternatively, you may request a confirmation of enrolment letter from the Registrar's Office to be sent directly to your RESP provider. When submitting this request, please include the contact information of your RESP provider, including the fax number if possible. If you would like this letter sent elsewhere, there will be an \$8 charge payable by cash or personal cheque to the Registrar's Office.

When submitting verification, please note:

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

Dependent Waiver

If payment of your fees is made by Staff/Dependent Waiver, you must pay your non-academic incidental fees at a bank, then submit proof of payment and a copy of the Staff or Dependent Tuition Waiver Request form approved by the Human Resources Department to the Student Accounts Office, 215 Huron St., Toronto, ON, M5S 1A2. For further information, contact the UofT Human Resources (416) 978-2015.



FINANCIAL AID & SCHOLARSHIPS

Financial Aid Policy

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

Many awards at the Faculty of Music and University of Toronto have Ontario residency and financial need as criteria, in addition to academic 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.

OSAP (Ontario Student Assistance Program)

The Ministry of Education is encouraging students to submit online application 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. Funds are released in two different instalments; 60% of the entitlement in September and the remaining portion of the entitlement will be released in January.

Work Study Plan

The University of Toronto Work Study program offers an opportunity for registered students to gain meaningful work experience by working part-time on campus. In most cases, the job offers more than the financial benefits by providing practical experience related to the student's program of study. The Work Study program is open to both full-time and part-time undergraduate students (i.e., domestic and international students), and graduate students.

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

Fall-Winter 2018-2019 Work Study will run from September 2018 through March 2019.

Refer to www.future.utoronto.ca/finances/financial-aid/work-study-program for more details. Work Study positions that are available at the Faculty of Music will be included in your Student Handbook, which will be posted on the Portal, the week of August 13th.

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

Bursaries

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

Applications will be available in the Registrar's Office, one month before the deadline. Students are considered for bursaries on the basis of financial need and must apply for OSAP/their provincial assistance program first.

In-Course Scholarships

The Faculty of Music has a significant number of scholarships awarded to returning students. Students are notified in mid-June regarding any scholarships that they are eligible to receive for the upcoming academic year. In-Course scholarships do not require applications, and are based on a combination of academic and/or musical achievement, depending on the specific award.

A comprehensive list of the scholarships is available at: www.music.utoronto.ca/scholarships-fellowships.php#In-Course > Select program + degree



Awards by Application

The Faculty of Music offers awards to support their music study over the summer. Applications become available on February 1st on the Portal and at the Registrar's Office, and are due May 1st. Awards made by the Faculty of Music that require an application are available at: www.music.utoronto.ca/scholarships-fellowships.php#Awards by Application > Select program + degree.



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 saunas.

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

The University of Toronto also has a comprehensive intramural sports program: www.uoftintramurals.ca



Clubs and Associations

There are over 300 clubs and associations contributing to U of T's intellectual, political, social and cultural diversity and richness.

You can join any number of groups; check out ULIFE, a searchable database of all extracurricular activities on campus. www.ulife.utoronto.ca

Student Media

There are many opportunities for budding journalists to get involved in campus media. The Varsity is Canada's largest student newspaper and is distributed on all three campuses. The Newspaper is U of T's only independent student publication and publishes weekly during the school year. For those who are interested in music and electronic journalism, the University has its own radio station, CIUT-FM.



The Varsity

The Newspaper

CIUT - FM

www.thevarsity.ca

www.thenewspaper.ca

www.ciut.fm



Hart House

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

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

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



Student Services at UofT

From medical emergencies to receiving assistance with written assignments, University of Toronto's student services provide students with the resources they need. These services are included in your fees and we encourage you to take advantage of them.

For a complete listing, consult the Student Handbook of the Faculty of Music that will be made available in mid-August, or visit www.studentlife.utoronto.ca

Student Government

The University of Toronto Students' Union (UTSU) serves all full-time undergraduate students at U of T. Every student is a member of UTSU, and all committees and commissions are open to all students. The Faculty of Music Undergraduate Association (FMUA) serves all undergraduate students of the Faculty of Music.

UTSU: www.utsu.ca

FMUA: www.fmua.ca

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SESSIONAL DATES

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