The Faculty of Music, University of Toronto

Edward Johnson Building
80 Queen’s Park
Toronto, Ontario
M5S 2C5

416-978-3750

The Registrar’s Office
Room 145, Edward Johnson Building

416-978-3740
registrar.music@utoronto.ca

Hours:
Monday to Friday, 9am - 4:30pm*

The Performance Office
Room 107, Edward Johnson Building

416-978-3746
performance.music@utoronto.ca

Hours:
Monday to Friday, 9am - 5pm*

*Please note the offices are closed on all University recognized statutory holidays and during the December University closure.

Photos: George Kash, Sophia Wang, Danielle Sum, Jason Krygier-Baum
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Information from
The Registrar’s Office
The Registrar’s Office

Your first reliable stop for information on all matters.

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

All services provided are confidential.

Hours:
Monday - Friday
9:00am - 4:30pm

Room 145
Edward Johnson Building

registrar.music@utoronto.ca
(416) 978-3740

Follow us on Twitter!
@UofTMusicReg

Be sure to visit our page on SharePoint for the most up-to-date information!

VISIT US FOR …

- Academic advising
- Degree Requirements
- Course Enrolment
- Transfer Credits
- Referrals & Confidential Counselling
- Petitions & Appeals
- Financial Matters - Scholarships, Bursaries, OSAP
- Exams and Final Grades
- Registration
- Room Bookings
- Lost and Found
- Assignment pick-up and drop-off
- General Inquiries

Nalayini Balasubramaniam
Registrar

Dawn Pascoe
Student Services Coordinator:
Registrarial

Keely Hicks
Student Services Administrator

Jennifer Panasiuk
Admissions & Recruitment Officer

Calista Biermans-Tunney
Student Services Coordinator: Admissions

Rebecca Orsini
Office Assistant

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Be sure to visit our page on SharePoint for the most up-to-date information!
What’s New

Blackboard to Quercus
Blackboard is being replaced with a new learning management system, Quercus, as of August 31st, 2018. However, the new system is not able to support Organizations such as the Registrar’s Office on its interface. New systems have been put in place to replace the pre-existing Registrar’s Office page, and Performance Office page. Read on for more information.

Quercus
Quercus is the new learning management system for all course pages. You will now be able to access course information for your classes (for those instructors who will use this online feature) via Quercus.

Link: https://q.utoronto.ca/

SharePoint
Sharepoint will be the new system for all administrative pages at the Faculty of Music. Students will be able to access information from the Registrar’s Office and Performance Office via SharePoint.

The Registrar’s Office: http://utoronto.sharepoint.com/sites/music/registrar
The Performance Office: http://utoronto.sharepoint.com/sites/music/performance
Program Reminders

Assignment Weights & Return Dates: Faculty of Music-Specific Rules

The University Assessment and Grading Practices Policy requires that instructors return at least one piece of marked term work, worth at least 10% of the final grade, before the last date to drop the course. The deadline for dropping F courses is in early November; for Y courses in February before Reading Week; and for S courses in early March. The Faculty of Music Undergraduate Education Committee has endorsed the following policy for the Faculty of Music grading practices, beginning in the 2017-18 session:

- Instructors must return by the deadline one or more assessments worth a combined total of at least 10% of the final mark for F/S courses and 20% for Y courses. This regulation applies to all courses, including courses that are performance-based.

- The deadline for returning graded assessments will be the last regularly-scheduled class prior to the Drop Date, with one exception: for Y courses, the deadline shall be the last regularly-scheduled class during the first week of classes in January. This earlier deadline for Y courses will give students the option of not only dropping the course but also picking up a course for the second term.
“Virtual” Day

Virtual Monday compensates for the Monday classes missed due to the Thanksgiving holiday:

Thursday, December 6th, 2018 - Virtual Monday
• All Monday classes meet; Thursday classes do not meet

Important: Regarding Course Curriculum Changes and Requirements

Students admitted prior to 2017-18:
• Maximum of 7.0 credits per year
• Follow the program requirements from the Academic Calendar corresponding to the year you were admitted to the Faculty of Music
• Ensemble credits will remain at 1.0 credits
• Other courses will now be weighted as reflected in the 2018-19 Timetable (eg. EMU240 will now receive 0.5 credits and not 0.33 credits; WME will now receive 0.33 credits)

Students admitted in 2017-18 or after:
• Maximum of 6.0 credits per year
• Follow the program requirements from the Academic Calendar corresponding to the year you were admitted to the Faculty of Music
• Credit weight will be the same as what is outlined in your program requirements and in the Timetable
Important Notices

The following section outlines important information relevant to all students and notices pertaining to students new to the Faculty of Music in 2018-2019.
Notices for Incoming Students

Orientation Sessions
The following sessions have been organized as part of Orientation week. They are intended to help you make a successful transition to a new and exciting learning environment at the Faculty of Music, and are highly recommended.

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<tbody>
<tr>
<td>Boyd Neel Room</td>
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<tr>
<td>9:00 - 9:30 am</td>
<td>Library 101</td>
<td>Room 130, Edward Johnson Building</td>
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<tr>
<td></td>
<td>Tim Neufeldt</td>
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<tr>
<td>9:30 - 10:00 am</td>
<td>Your Transition to University Life</td>
<td>Room 130, Edward Johnson Building</td>
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<tr>
<td></td>
<td>Rose Lin</td>
<td></td>
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<tr>
<td>10:00 - 10:30 am</td>
<td>How to survive Academic Courses</td>
<td>Room 130, Edward Johnson Building</td>
</tr>
<tr>
<td></td>
<td>Professor Robin Elliott</td>
<td></td>
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<tr>
<td>10:00 - 10:30 am</td>
<td>Expectations in Performance Courses &amp; Ensembles</td>
<td>Room 130, Edward Johnson Building</td>
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<tr>
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<td>Professor Gordon Foote</td>
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<tr>
<td>10:30 - 11:00 am</td>
<td>Your Rights &amp; Responsibilities</td>
<td>Room 130, Edward Johnson Building</td>
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<td>Nalayini Balasubramaniam &amp; Dawn Pascoe</td>
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<tr>
<td>10:30 - 11:00 am</td>
<td>Community Safety</td>
<td>Room 130, Edward Johnson Building</td>
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<tr>
<td>9:00 - 9:30 am</td>
<td>Health and Wellness</td>
<td>Room 130, Edward Johnson Building</td>
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<tr>
<td>10:00 - 10:30 am</td>
<td>Parade prep</td>
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Theory Placement Tests

Classical Students:
Newly Admitted Students in the Classical Program who have not successfully completed RCM Level 9 Harmony (formerly Basic Harmony) will be required to take an extra hour of theory tutorial each week in the fall semester. The last opportunity to successfully complete the UofT Harmony Test is offered through a placement test on September 5th, 2018 from 9:00-10:00 am in Rm 330.

Jazz Students:
All New Students will be required to do a Placement Test on Sept 4th in the Upper Jazz Studio; the Materials Placement test will be at 9:30am and the Ear Training Placement test at 11:00am. Students who perform well on the assessment tests will be exempt from the weekly tutorial for JMU100Y1 Jazz & Trad Materials and/or JMU101Y1 Jazz Ear Training. Students who perform at an exceptional level will be offered the opportunity to exempt from the courses entirely, by taking a subsequent test at a later date. Students who are exempted from course(s) will be required to make up the weight of those courses with other music electives.

NOTE: Alternative sittings of these exams are not available.

Advanced Standing Theory Tests
Newly admitted students wanting to be exempt from TMU130H, TMU131H1, TMU132H1, and TMU133H1, are eligible to write the respective exemption test. This is NOT an option for students who have previously attempted these courses at the Faculty of Music.

Advanced Standing Theory Tests:
Wednesday, September 5th, 2018
You are not required to sign up for these tests - just show up at the scheduled time and place.

First Year
TMU132H1 Musical Skills I 9am - 10am; Rm 216
TMU133H1 Musical Skills II 10am - 11am; Rm 216

(based on the proficiency demonstrated, students will be scheduled for sight singing exemptions on Thursday, September 6th between 9am - 10am)

TMU130H1 Music Theory I 11am - 12noon; Rm 216
TMU131H1 Music Theory II 12 noon - 1pm; Rm 216

TMU105Y - Keyboard Harmony During First Scheduled Class
TMU107Y - Keyboard Skills During First Scheduled Class
Fob Pick Up

All incoming students are required to pick-up a fob, which serves as your access key into practice room locations at the Edward Johnson Building and 90 Wellesley. Your fob is programmed specifically under your name, and is not transferable to others for any reason. It will be your access into practices spaces for the duration of your study at the Faculty of Music.

New students will be issued their fobs at the “fob pick-up” window in the main lobby of the Edward Johnson Building at the following days/times:

To pick up your fob, please bring:
• Your TCard
• $25 Cash deposit
• Completed fob form*

Tues, Sept 4th: 10am-12noon & 2pm-4pm  
Wed, Sept 5th: 10am-12noon & 2pm-4pm  
Thurs, Sept 6th: 10am-12noon  
Fri, Sept 7th: 10am-12noon

* Fob forms can be found in the hallway by the Registrar’s Office, room 145, or on the Registrar’s Office SharePoint.

Any questions concerning fobs may be directed to the Registrar’s Office. Lost fobs must be reported to Reception immediately, at which time you may request a replacement.

When returning your fob at the end of your study, please note the $25 cash deposit will be refundable under the following circumstances:
• The fob has been returned in good working order, and;
• The fob returned is registered under the student’s name, and;
• The student has met all degree requirements, for which a refund will be available until August 15th of the same year (for both June and November graduates), or;
• The student has formally withdrawn or been suspended from the program, for which the refund will be available for one month following the effective date.

Please see the Practice Facilities section for more details on practice spaces including how to reserve practice rooms, and the specialized facilities available for instruments requiring accommodation.
Notices for All Students

Locker Sign Out
Locker sign out begins September 4th, 2018 at 9:00am in the lobby of the Edward Johnson Building. Lockers will be continue to be given out weekdays 9:00am - 4:00pm on a first-come-first-served basis until they are no longer available.

The cost for a locker is $40.00. A card machine will be available, but cash is preferred. Locks are provided. Please note that lockers are not administered through the Registrar’s Office. If there are any issues, please contact the Building Manager, Joe Lesniak, in Room 108, EJB.

Instrument Sign Out
If you have enrolled in an EMU instrumental course (Violin, Trumpet, etc.), you should sign out instruments from the Instrument Room (EJB 088) during the first week of classes to ensure that you are ready at the first class. Times that the Instrument Room will be open will be posted on the Performance Office SharePoint and the boards outside rooms 145 and 107 in the EJB.

Specialized Room Keys
Students requiring specialized practice facilities for their instruments will be able to pick up a key in the beginning of September. The following instruments have specialized studios:

- Bassoon
- Double Bass
- Harp
- Harpsichord
- Oboe
- Organ
- Percussion
- Tuba/Euphonium

Please refer to page 67 for which of these spaces require a key versus a fob. When picking up a key, students must place a non-refundable $20 cash fee and have a signed Specialized Studio Practice Key Form, which is available on the Registrar’s Office SharePoint under ‘Forms’, or in the hallway by Room 145. Please note when you receive your key for the year that this key becomes your responsibility and you are agreeing to the following:

- Key privileges may be revoked if policies and procedures are not adhered to;
- Keys are not transferable for any reason;
- Music stands are not provided for practice, lessons, or chamber music rehearsals
- No smoking, food, or drink is allowed in any of the rooms; and
- Rooms, and contents must be maintained in good order, and contents must not be removed or re-arranged.

Lost keys must be reported immediately to Reception and will require a $20 replacement fee. For more information, please see the section on Practice Facilities.
Course Meetings

Accompanying
(EMU355Y)
All students registered for EMU355Y1 must attend their first class (Thurs Sept 6 or Mon Sept 10, depending on which section the student is registered in). Students will be expected to play 2-3 minutes of solo repertoire (Gr. 9 and above) as well as sight-read duets with classmates. Pieces do not need to be memorized.

Feel free to contact the instructor directly (mia.bach@utoronto.ca) if you have questions or concerns.

Chamber Music
(PMU191Y1, 291Y1, 391Y1, 491Y1)
Students are encouraged to contact the Chamber Coordinator of the area they are interested in, before the first class.

Brass: Jeffrey Reynolds
Strings: Annalee Patipatanakoon
Woodwinds: Eric Hall
Saxophone: Wallace Halladay
Percussion: Aiyun Huang
Viol Consort: Joëlle Morton
Chainsaw: Gregory Oh
Hybrid: Andrew Downing

Piano-Instrumental Master Class
(PMU251Y, 351Y, 451Y, 354Y, 454Y)
Please note that this course is for solo instruments.

Please send the following information to Michael Lee (lee.michael90@gmail.com) by Monday, August 20, 2018:
• Pianist Name, E-mail, Year/Program
• Instrumentalist Name, Instrument, E-mail, Year/Program
• Repertoire selection for the Fall Term
• Class Time Preference (be flexible!).

If you are a pre-formed duo only one person needs to send this information. If you do not have a partner, please still send your information to Michael and you will be assigned a pianist if there is one available. Instrumental enrolment in this course depends on the number of pianists in the Performance Program.

Jazz Studies
All students enrolled in any Jazz Program must attend a mandatory meeting on Friday, September 7, 2018. All students must attend as indicated:

Undergraduates: 3:15pm, UJS
General Reminders

Maintaining Current Information on ACORN

Important correspondence is sent throughout the year to the Mailing Address/University issued e-mail address recorded on ACORN. It is very important that you keep this information up to date. As part of the Official Policy on Correspondence with Student, you are required to have an email address with the UTOR identification. Here are the steps to have an e-mail address issued:

1. Go to https://www.utorid.utoronto.ca
2. Click on the “Create” text under first time users.
3. Enter your LIB# found above the barcode on your T-Card.
4. Enter your Student Number.
5. Follow the instructions; and contact the Information Commons Help Desk at 978-HELP (4357) or help.desk@utoronto.ca should you encounter problems

Once you have obtained a new email address, do not forget to update ACORN!

TCards

All students must have a T-Card (University of Toronto student/library card) with a photograph for positive identification. A valid card is required to write final examinations, to use the libraries and athletic facilities, and to vote in student elections.

New students must bring a current government issued documentation that verifies your citizenship and identity as well as a current university document with your name and student number to the T-Card Office located in the Koffler Student Service Centre, 214 College St., First floor.

For more information, please refer to http://tcard.utoronto.ca

Registration

Your registration is triggered when you make the minimum first payment of fees or make arrangements for a fee deferral (based on scholarship(s) or government assistance). August 29th is the deadline for automatic registration. Students who pay after August 29th and before September 13th, are required to provide their proof of payment to the Registrar’s Office by 4:00pm on September 13th, at the latest.

Students who have not paid or deferred their fees by the 13th of September will be removed from courses. Re-registration requires approval and a financial penalty, and does not guarantee a spot in previously enrolled courses.

August 29th
Recommended date for minimum payment/tuition deferral for automatic registration

September 13th
Last day to submit proof of payment; Registration Deadline

NOTE: Payment cannot be done in person at any University Office.
**Fees**

Compulsory fees for Registration consist of academic, incidental and ancillary fees. Academic fees vary depending on the program of study and year of admission to the Faculty of Music. All students in the Degree program are charged a program fee for each of the four years of study. Students in the Artist Diploma are charged a program fee for each of the three years of study. A program fee is a set fee for the fall-winter academic session regardless of a student’s course load, provided the load falls within a defined range (4.0-7.0 credits for students admitted prior to 2017-18; 4.0-6.0 credits for students admitted 2017-18 and onwards).

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(s). Students who intend to have a course load (for the fall-winter session) that will make you eligible for part-time status must notify the Registrar by e-mail before the 29th of August.

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.

**Students have two 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)

**How to Pay**

**Option 1.**
You can pay your fees at any one of the chartered banks using a printout of the ACORN account in invoice format.

**Option 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.**

**Option 3.**
You can make a payment on your credit card, with a convenience fee on ACORN. “Make A Payment” under Finances. Click on “Make a Payment by Credit Card” and follow the instructions. **NOTE: A convenience fee of 1.75% will be levied on all payments made by credit card.**

Once the payment has been received, your status on the ACORN homepage should be “Registered” for the 2018-19 Fall-Winter session. Note that it will take 3-5 business days for a payment to be posted to your account. If you check your account using the Student Web Service and do not see the payment posted to your account, check again in a few days. There are daily updates from the bank to the University.
Fees Deadlines

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<th>Date</th>
<th>Description</th>
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<tr>
<td>August 29th</td>
<td>Recommended deadline to pay the Minimum Fees or defer your fees by;</td>
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<tr>
<td></td>
<td>Minimum fees will be on your Fees Invoice and is equivalent to Arrears + 100% of Fall tuition fees</td>
</tr>
<tr>
<td>September 13th</td>
<td>Registration Deadline</td>
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<tr>
<td>September 30th</td>
<td>Payment Deadline for Unpaid Fall term Tuition &amp; Non-Tuition fees</td>
</tr>
<tr>
<td>November 30th</td>
<td>Payment Deadline for Unpaid Winter term Tuition fees for all students except those who have OSAP or Other Government loan based deferral</td>
</tr>
<tr>
<td>January 31st</td>
<td>Payment Deadline for Unpaid Winter term Tuition for Students who have OSAP or Other Government based deferral</td>
</tr>
<tr>
<td>April 30th</td>
<td>Payment deadline for Unpaid Fall and Winter term tuition &amp; Non-tuition fees (including for those who have a scholarship/sponsorship/tuition waiver based deferral)</td>
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All payments are applied to the charges on your account according to the algorithm of ‘oldest first’. This means that the oldest outstanding charge in the oldest session will be cleared first; there is no distinction between the type of charge, e.g. residence fees, academic fees etc.

Claiming Your RESP Funds
In order to release your RESP funds, your provider will require verification of enrolment. In order to obtain verification, you will need to submit the form from your RESP provider to the Registrar’s Office, which will subsequently be completed and sent directly to your provider. Prior to submitting this form, ensure that you have signed and filled out all necessary fields regarding your account. Alternatively, you may request a confirmation of enrolment letter from the Registrar’s Office to be sent directly to your RESP provider. When submitting this request, please include the contact information of your RESP provider, including the fax number if possible. If you would like this letter sent elsewhere, there will be an $8 charge payable by cash or personal cheque to the Registrar’s Office.

When submitting your verification request, please note the following:
- Only requests submitted directly by the student requiring access to their RESP fundswill be accepted
- Please send verification of enrolment requests to reception.music@utoronto.ca

Deferring Your Fees with OSAP
A deferral is the opportunity, if you are expecting to receive OSAP/another provincial government loan and are unable to pay the first installment of fees with your own funds, to officially postpone the fee payment until your loan documents/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.
• Even if you do not receive any assistance from OSAP, or the funds do not cover your minimum payment required to register, 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 until the funds become available (beginning the week before classes start).

Defer your fees online by heading to your Financial Account page on ACORN and following the directions. After completing the deferral, you should check to ensure your registration is complete (your status will indicate “Registered”).

Alternatively, if you are unable to defer your fees online it can be completed in the Registrar’s Office by September 13th, or you will be removed from your courses. To defer in person, please bring proof of your OSAP Notice of Assessment to the Registrar’s Office.

OSAP Funds
Each term, OSAP funding will be redirected to the student’s ACORN account to pay for tuition and other fees, unless the OSAP funding amount is less than $100 on the Confirmation of Enrolment date. The amount transferred to the student’s ACORN account will be based on the unpaid fees on that date. OSAP will deposit any excess funds to the student’s bank account. Students can view the amount to be redirected to the University on the Net Cost screen on ACORN.

You will receive 60% of your entitlement in September, and the remaining 40% in January.

Deferring Your Fees with a Scholarship
If you are receiving a scholarship from the Faculty of Music/ the 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 from your University of Toronto email address to the attention of the Registrar (registrar.music@utoronto.ca). The message must include:

- Your full name
- Your student number
- Scholarship details (name & value)
- Payment details (if the scholarship does not cover the full minimum tuition fees payment): amount paid & confirmation number

Please note the following:
- 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.
- All requests to defer tuition fees must be made directly by the student. Requests made by a third party will not be accepted.

**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, please contact the UofT Human Resources (416) 978-2015.

Once you have either paid or deferred the Minimum Payment to Register (MPR), check ACORN to see that the payment has been received or if 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.
Course Enrolment

Students Admitted Prior to 2017-18
All degree students admitted to the Faculty of Music, prior to the 2017-18 academic year are permitted to be enrolled in a maximum of 7.0 credits for the academic year. This includes the Major Ensemble and Arts & Science elective(s).
• During the first round of enrolment, students were eligible to enrol in a maximum of 5.0 credits; this excludes Major Ensemble and the Arts & Science elective(s).
• During the second round of enrolment, students are able to enrol in up to 7.0 credits (excluding Major Ensemble).
• The total load must not exceed 6.0 credits by the end of September 15th (for students who are required to take Major Ensemble). Students will be enrolled in Major Ensembles between the 16th to the 19th of September by the Registrar’s Office.

Students Admitted in 2017-18 and onwards
All degree students admitted to the Faculty of Music in 2017-18 and onwards, 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 were 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 September 15th. Students will be enrolled in Major Ensembles between the 16th to the 19th of September by the Registrar’s Office.
Checking Your Timetable
View/print your personalized timetable on ACORN (www.acorn.utoronto.ca)
• If a course you enrolled in during the first round of enrolment is not on your timetable, you have been removed from it. If this is the case, you would have received an e-mail explaining the reason.
• Major Ensemble enrolments will be finalized after the placement auditions in September.
• Make sure that you are enrolled in the correct courses for your program:
  - Are you in the correct Applied Music course?
  - Are you in all the required Basic Music Courses for your year?
  - Are you enrolled in Basic Music Courses that you failed the previous session?

How to Make Course Changes
You may make courses changes on ACORN (adds/cancellations) until the 19th of September for “F” and “Y” courses, and to the 20th of January for “S” courses. This does not apply to your Basic Music Courses. Students continue to change courses throughout the enrolment period, so the class/section you want may be full at one point, and have spaces open later.

The deadlines are as follows:
To ADD Y, F section code courses    Sept 19, 2018
To CANCEL F section code courses    Nov 5, 2018
To ADD S section code courses       Jan 20, 2019
To CANCEL Y section code courses    Feb 18, 2019
To CANCEL S section code courses    Mar 17, 2019

Waiting Lists
Waiting lists for F and Y section code Arts & science courses will be turned off at the end of the day on the 14th of September, and on the end of the day on January 17th for S section code courses. If the course(s) you were wait listed for are not listed in the section called Approved on ACORN, you were not enrolled in the course(s) through the waiting list process.

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

From September 14-19th (For F and Y section code courses), and January 17th-20th (for S section code courses), enrolment in courses that previously had waiting lists become accessible on a first-come, first serve basis on ACORN.
Employment Opportunities

A number of employment opportunities are available through the University of Toronto. This section includes all student jobs available specific to the Faculty of Music and provides more information about on-campus jobs and work-study positions.
Student Ambassador Team
Are you a motivated, people oriented, enthusiastic, dependable Music Student who would like the opportunity to create a positive experience for prospective applicants to the Faculty of Music? The Faculty of Music Admissions Office is now accepting applications to the Student Ambassador Program.

These are paid student casual work positions (also includes some volunteer hours).

Responsibilities include:

• Attending training sessions
• Representing the Faculty of Music and providing information about our programs at various events (eg. Ontario Universities Fair, Fall Campus Days, March Break activities, etc.)
• Giving tours of the Faculty to prospective applicants and their families (group or one on one)
• Undergraduate Auditions - includes: set-up and tear down of audition space; welcoming prospective students and their families and guiding them through the audition process while keeping to the audition time schedule
• Attending fundraising events and welcome events throughout the academic year, as required

Submit your updated resume to Jennifer Panasiuk, Undergraduate Admissions & Recruitment Officer by email undergrad.music@utoronto.ca, or drop it off in the Registrar’s Office, Rm 145 by Thursday, September 6th, 2018.
Ensemble Managers

Ensemble Managers liaise between the Performance Office and the ensemble. Duties can include: set up and tear down of rehearsal space, attendance, concert logistics, collection of music and assistance to ensemble director. You must be a member of the ensemble to be the manager.

If you are responsible, cooperative and willing to do some physical work, please send an e-mail to Eddy Aitken at edna.aitken@utoronto.ca with a short note about yourself once the ensemble placements have been posted. Positions will be filled by September 10, 2018.

Positions available may include:

- University of Toronto Symphony Orchestra (4 positions)
- Wind Ensemble (3 positions)
- Wind Symphony (3 positions)
- UT Chamber Orchestra (1 position)
- MacMillan Singers (1 position)
- Women’s Chamber Choir (1 position)
- Women’s Chorus (2 positions)
- Men’s Chorus (1 position)
- Vocal Jazz Ensemble (1 position)
- University of Toronto Jazz Orchestra (2 positions)
- 11 O’clock Jazz Orchestra (2 positions)
- University of Toronto 12tet (2 positions)

Ushering

The Faculty of Music hosts numerous concerts and events throughout the year. For students interested in becoming an usher, please contact the Building Manager, Joe Lesniak: joe.lesniak@utoronto.ca, Room 108.

Student Library Jobs

The Library Student Job Site includes student jobs available within the University of Toronto Libraries (including the Faculty of Music library). These jobs are covered by the (CUPE 1230) Student Casual Collective Agreement.

Please visit https://onesearch.library.utoronto.ca/student-jobs for more information.

Work Study Program

Student Eligibility

To be eligible, a student must:

- Be registered in an undergraduate or graduate program (includes Ontario residents, students from other Canadian provinces/territories and international students)
- Be taking at least 40% of a full course load for the entire fall/winter period of study - no course load averaging is permitted

Students do NOT have to be OSAP eligible.

Work-Study position postings can be viewed at Career Learning Network (https://cln.utoronto.ca/home.htm), beginning the Aug 8th to Sept 21st.

NOTE: Students are only permitted to accept one Work Study position per academic year.
The Rules & Your Rights

The University of Toronto offers an abundance of resources to support its students and to ensure that an environment conducive to learning continues to flourish. As with any large community, the University has rules and policies to guide students and to help them make the most of the opportunities that are available to them. The information and links below outline many of the expectations the University has for its students.

It is your responsibility to understand these policies and to seek more information when you need it.

Key Policies

By being students at the University, students assume certain responsibilities and are guaranteed certain rights and freedoms. All of these are documented in various policies which have been formulated by the University and which serve, ultimately, to benefit all of the members of the community and to preserve the academic integrity of the institution.

Key policies are listed below; others are available through the Governing Council website: http://www.governingcouncil.utoronto.ca/Page4.aspxpolicy

Cheating & Plagiarism

Cheating and plagiarism are taken very seriously at the University of Toronto. Academic offences are treated as a threat to the integrity of the institution as a whole and the penalties can be quite severe. These offences are outlined in the Code of Behaviour on Academic Matters, which is available at: http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf

Offences include:
- Using unauthorized aids on an exam or test
- Looking at someone else’s answers during an exam or test
- Falsifying documents or grades
- Making up sources or facts for an essay or any assignment
- Submitting the same work in more than one course (without permission from instructor)
- Submitting another’s work/ideas as your own
To assist in the detection of plagiarism, the University enlists the services of a software provider (Turnitin). Each submitted paper is checked for textual similarity using millions of resources stored in the database. Students must be informed at the start of the course if the instructor will be using Turnitin.com. All students will be asked to submit all papers to the instructor via Turnitin.com, unless there are extenuating circumstances, which will be considered on a case-by-case basis. Not only are cheating and plagiarism prohibited but you can also be penalized for helping someone else commit such an offence. For example, if you write an essay for someone else or let someone copy your answers of an assignment or during a test or exam, you may face the same penalties as the student you assisted.

If you are suspected of having committed an academic offence, your instructor will request to meet with you. Based on the weight of the piece of work in question, you may then be required to meet with the Coordinator and/or the Dean’s Designate of the Faculty. If you admit to the offence, the Coordinator or the Dean’s Designate may impose sanctions. If you do not, you may be required to participate in a hearing of the University Tribunal. Tribunal decisions for academic offences are made by a panel which includes both students and faculty.

Sanctions imposed for academic offences vary according to the severity of the offence as well as other factors but can include resubmission of the piece of work (for minor offences), a mark of zero for the piece of work or the entire course and, in severe cases, suspension or expulsion from the University.

**Grading**

You can expect some uniformity in grading practices between courses. Your instructors must meet some minimum requirements in setting out the grading scheme for a course and in evaluating your work. These requirements are set out in:


2. The Grading Procedures for The Faculty of Music.

All instructors (with the exception of Applied Instructors) are required to provide students with a Course Grading Scheme & Course Outline as early as possible and no later than the last date to enroll in courses.

**The Course Outline must include:**

- Methods of evaluation (essays, tests, performances, final exam etc.)
- Relative weights
- Timing of each component
- Lateness penalties

Once announced, these may not be changed, unless approved by a majority of the students attending the class at which a vote is taken. Majority is shown by a vote at a regularly scheduled class, which should be announced no later than in the previous class meeting.
Returning Work Before the Drop Deadline
It is a University Regulation that instructors must assign, grade and return at least one piece of work worth at least 10% of the final mark before the last date to drop the course. This regulation applies to courses that are performance based as well. In such cases, at least one performance based assessment should be done and students informed of their grades prior to the drop date.

It is required by the Faculty of Music that instructors return by the deadline one or more assessments worth a combined total of at least 10% of the total course mark for F/S courses, and 20% for Y courses. For Y courses, the work must be returned by the last regularly-schedule class during the first week of classes in January.

Missed Term Tests
Students who miss a term test/performance assessment will be assigned a mark of zero, unless they missed the test/assessment for reasons entirely beyond their control, and within one week of the missed test, are able to submit to the instructor or the Registrar appropriate documentation to warrant special consideration. Absences due to medical reasons should be documented on a University of Toronto Verification of Illness or Student Injury Form.

If the request is accepted by the instructor, the student will be entitled to the following:
- In courses where there is no other term work as part of the evaluation scheme, a makeup test/performance assessment must be given.
- In other courses, the instructor may choose to either to give a makeup test/performance assessment or increase the weighting of other graded work by the amount of the missed component.

A student who misses a term test/performance assessment cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that they had no term work returned before the drop date.

Student Conduct
The University of Toronto assumes no general responsibility for the moral and social behaviour of its students. There are cases, however, in which the University’s interest is unique and not adequately recognized by the wider justice system. For such instances, the University has its own set of internal offences and procedures - called the Code of Student Conduct.

The purpose of the Code of Student Conduct is to deal fairly and expediently with charges that involve the safety or freedom of others while participating in University activities or programs, or living in University housing. The University prohibits assault, sexual assault, threats, intimidation, endangering the health and safety of others, damage to others’ property and criminal harassment (commonly known as “stalking,” defined in detail in the Code). Offences under this code are dealt through hearing procedures within the Faculty, and sanctions range from a formal reprimand to denial of access to activities or services. In the most serious cases, the sanction can be expulsion from the University. Please note that students living in University residences may be subject to additional policies designed specifically to create a positive residence environment.
**Intellectual Property Rights Violation**

Lectures and course materials prepared by the instructor are considered by the University to be an instructor’s intellectual property covered by the Canadian Copyright Act. Students wishing to record lectures or other course material in any way are required to have written permission from the instructor to do so. Such permission, if granted, is only for their own study purposes and does not include permission to “publish” them in any way. Students with disabilities are granted permission to record lectures by Accessibility Services, as an appropriate accommodation.

Failure to comply with this policy will initiate formal action and may jeopardize your status as a student in the University.

**Freedom of Speech**

The right to free speech is integral to the University’s mission as an institution devoted to the pursuit of truth, advancement of learning and dissemination of knowledge. It is only when the freedoms of others are jeopardized that the University places any limits on what can be said. The important exceptions to the right of free speech - such as threats, disruption or harassment - are described below, but in general, students are encouraged to express their opinions and to contribute to the discussions and debates that characterize campus life.

Defined in the University’s [Statement on Freedom of Speech](#), the right to free speech includes the right to examine, question, investigate, speculate and comment on any issue, as well as the right to criticize the University, to form groups and the right of such groups to express themselves.

**Disruption**

Students have the right to peacefully protest any University activity. However, that right does not extend to the point of disruption of an activity or to an extent where a member of the University’s freedom of speech is jeopardized. For example, picketing outside a classroom may be acceptable. Shouting or otherwise preventing a lecture from taking place is not. Disruption is an offence under the University’s Code of Student Conduct and charges are dealt with through its procedures.

**Discrimination**

There are several policy documents that confirm the University’s commitment to acting against discrimination. The Statement on Human Rights clearly states that the University:

“acts within its purview to prevent or remedy discrimination or harassment on the basis of race, gender, sexual orientation, age, disability, ancestry, place of origin, colour, ethnic origin, citizenship, creed, marital status, family status, receipt of public assistance or record of offence.”
Though you are, for the most part, free to express your opinions, no matter how controversial, there is a point at which the right to free speech is limited. You are not entitled to target individuals with vexatious comments based on human rights grounds. If you do so, and your conduct is known to be unwelcome, this is defined as “discriminatory harassment” and is an offence under the University’s Code of Student Conduct.

**Sexual Violence & Harassment**

Sexual violence and harassment is defined in the [Policy on Sexual Violence & Sexual Harassment](#).

The Sexual Violence and Sexual Harassment Policy covers all members of the University community - staff, students, and faculty. Sexual violence and sexual harassment is unwanted sexual attention or unwanted emphasis on your sex, sexual orientation, gender identity or gender expression. It includes any unwelcome pressure for sexual favours, any comments, gestures or other conduct which places an offensive focus on the sex, sexual orientation, gender identity or gender expression of another person, and any gender-based conduct that is directed at you and that creates an intimidating, hostile or offensive working or learning environment for you.

The University has established the University of Toronto Sexual Violence Prevention and Support Centre [“the Centre”] with a tri-campus presence. The Centre has a mandate to conduct intake, accept Disclosure and Reporting of Sexual Violence, and provide support to individual members of the University community who have experienced sexual violence. The Centre will also provide education and training to members of the University community with respect to how to respond to disclosures of sexual violence and how to support complainants.

**Online Harassment**

Electronic communication that is unwanted, and that is persistent, repeated, abusive, obscene or otherwise unwelcome may be harassment and may be actionable under University policy. The Enough Web site ([www.enough.utoronto.ca](http://www.enough.utoronto.ca)) provides advice on when and how to respond and how to take action against electronic harassment.

**The University Ombudsperson**

The University Ombudsperson investigates complaints from any member of the University not handled through regular University channels, offers advice and assistance and can recommend changes in academic or administrative procedures where this seems justified. The Ombudsperson has access to all relevant files and information and to all appropriate University officials. All matters are held in strict confidence, unless the individual involved approves otherwise. The Ombudsperson is independent of all administrative structures of the University and is accountable only to the Governing Council. The Ombudsperson is available by appointment at all three U of T campuses.

For an appointment, call (416) 978-4874 or e-mail [ombuds.person@utoronto.ca](mailto:ombuds.person@utoronto.ca)
Accommodations for Religious Observances
It is the policy of the University of Toronto to arrange reasonable accommodation for the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. Please note that students have the responsibility to alert members of the teaching staff in a timely fashion to upcoming religious observances and anticipated absences.
The University provides a wide range of services to students to help them receive the right support to succeed during their years at the University of Toronto and beyond. The following section outlines the services available as well as policies and procedures surrounding academic matters.

Supports

Academic Success Centre
The Academic Success Centre offers workshops and individual support for the development of learning skills including time management, study skills, exam preparation, note-taking, and stress management. Appointments are recommended for students who wish to achieve academic success in their university studies, and develop life-long learning skills.

www.asc.utoronto.ca

Career Exploration & Education
The Career Centre offers career development guidance through workshops, job shadowing programs and individual appointments, as well as employment, internships and volunteer listings, resume clinics and practice interviews.

uoft.me/careers

Health and Wellness Centre
The Health and Wellness Centre provides individual counselling/psychotherapy, group therapy and workshops to help students with a broad range of issues such as adjusting to university life, anxiety, depression, relationship problems, sex and gender concerns, building resiliency, and other personal difficulties. Visit http://www.studentlife.utoronto.ca/hwc for details.

A Counsellor will continue to be available to students by appointment at the Faculty of Music (day/time to be confirmed) and will offer a number of workshops over the course of the year to address the unique challenges and needs of the students. Details will be sent out shortly.
Writing Assistance
Faculty of Music students have access to the Victoria College Writing Centers for assistance with written work. Writing Centers provide free individual instruction in different kinds of writing done at the University of Toronto. Students can work individually with a trained instructor to develop their ability to plan, organize, write, and revise academic papers in any subject. Alternatively, students in residence should also be able to use the writing lab of the college. All students are encouraged to use these services.

Go to the following link for instructions on how to book an appointment:
http://www.vic.utoronto.ca/students/tutorialservices/Writing_Centre.htm

Guidelines for Grade Review
Re-marking Pieces of Term Work
An individual item of term work:
A student who believes that an individual item of term work has been unfairly marked may ask the instructor who marked the work for re-evaluation, within one month from the date of return of the item. In cases where the work was graded by a teaching assistant, the re-evaluation must be requested with the instructor. This process applies to any Music coursework completed during the term, including the following: mid-term tests, quizzes, presentations and assignments. The request to be re-evaluated must explicitly state the part(s) of the evaluation where they think additional marks are warranted and provide a rationale to support the request. The student must do more than simply assert that, “I disagree with the marking”, or that “I believe I deserve more marks”. The instructor’s re-evaluation may involve the entire piece of work and can result in a raised mark, a lowered mark or no change.
Broader complaints about all the work and the instructor of the course:
Any concerns beyond the instructor of the course for an individual item of term work, or for one that concerns the pedagogical relationship of the instructor and the student, are made by the student to the Committee on Academic Standing within 30 days of the final mark being released.

In cases of requesting a re-evaluation of an assessment, students will be asked to state explicitly the part(s) of the evaluation where they have evidence that additional marks are warranted and to provide a rationale for the request. In addition, the petition must include a summary of all previous communications with the marker and/or instructor. The Committee on Academic Standing will solicit an independent reader for the re-evaluation. In this case, the independent reader will be given a clean, anonymous copy of the work and will not know the mark previously assigned. The independent reader’s evaluation will be carried out in accordance with the marker/instructor’s original grading scheme and take into account the nature and level of the course. The independent reader’s evaluation will involve the entire piece of work and can result in a raised mark, a lowered mark or no change. The Committee on Academic Standing then has discretion in determining how this additional evaluation will be used in determining the final mark for the assessment in question.

A parallel process is followed for petitions related to the mark in Recitals. The independent adjudicator’s evaluation can result in a raised mark, a lowered mark or no change. The Committee on Academic Standing then has discretion in determining how this additional evaluation will be used in determining the final mark for recital.

**Missed Term Tests**
Students who miss a term test/performance assessment will be assigned a mark of zero, unless they missed the test/assessment for reasons entirely beyond their control, and within one week of the missed test, are able to submit to the instructor or the Registrar appropriate documentation to warrant special consideration. Absences due to medical reasons should be documented on a University of Toronto Verification of Illness or Student Injury Form.

If the request is accepted by the instructor, the student will be entitled to the following:
- In courses where there is no other term work as part of the evaluation scheme, a makeup test/performance assessment must be given.
- In other courses, the instructor may choose to either to give a makeup test/performance assessment or increase the weighting of other graded work by the amount of the missed component.

A student who misses a term test/performance assessment cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that they had no term work returned before the drop date.
Final Examinations
Students are able to view their final Music exams by request, in the Registrar’s Office, once the grades have been released.

Request a Reread
If a student believes that there is evidence to support the awarding of additional marks to their final examination, they may request a re-read. The student must first complete the Request for Reread of Final Examination form (available on the Registrar’s Office SharePoint). On this form, the student is asked to demonstrate that their answers substantially warrant additional marks by citing specific instances of disagreement; these may be supported, by such documentary evidence as course handouts, course readings/textbooks, lecture notes. The student must do more than simply assert that, “I disagree with the marking”, or that “I believe I deserve more marks”.

The Request for Re-read of Final Examination form must be submitted to the Registrar’s Office within six months of the posting of the final grade on the student web service. A re-read may result in a grade being lowered, raised or not changed. In submitting this request, the student acknowledges that no further requests to re-evaluate this work will be considered by the instructor.

As the final step in the grade review process, if the student is not satisfied with the re-read by the course instructor, they may petition to the Committee on Committee Standing. The student must explicitly state the part(s) of the evaluation where they have evidence that additional marks are warranted and provide a rationale for the request. In addition, the mark appeal must include a summary of all previous communications with the marker and/or instructor. The Committee on Academic Standing will solicit an independent reader for this purpose. The independent reader will be given an anonymous copy of the work and will not know the mark that was assigned originally. The re-evaluation will be carried out in accordance with the marker/ instructor’s original grading scheme and take into account the nature and level of the course. The re-evaluation will involve the entire piece of work and can result in a raised mark, a lowered mark or no change. The Committee on Academic Standing then has discretion in determining how this additional evaluation will be used in determining the final mark for the assessment in question.

Petitions
Students who wish to request an exception to the normal requirements or procedures relating to degree requirements, academic regulations, exams, and administrative rules, should consult with the Registrar to determine the feasibility of the request and for advice on completing the Petition Form (available within the Registrar’s Office SharePoint). While student negligence is not grounds for a petition, the Faculty will entertain a petition from a student with genuine difficulties in complying with a particular regulation. A reasonable case for a petition involves events beyond the student’s control that are an obstacle to the successful completion of their academic responsibilities. Most of these situations concern illness, personal problems, accidents, or family difficulties. Personal convenience (e.g. travel plans) and work commitments are not normally acceptable reasons for a petition.
Official documentation of pertinent evidence must be submitted in support of the petition. If medical reasons are being cited for the petition, the University of Toronto’s Verification of Illness or Student Injury Form must be completed by a Physician, Surgeon, Nurse Practitioner, Registered Psychologist, Social Worker or Dentist.

NOTE: Doctor’s notes with “student was not able to attend” or similar messages on prescription pads will not be accepted. It is also very important that the medical certificate indicates that the doctor diagnosed and treated you when you were ill; it cannot just report what you told the doctor.

Note the following deadlines for some of the common petitions:

<table>
<thead>
<tr>
<th>Petition</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Extensions on Term Work:</td>
<td>Last day of the relevant exam period</td>
</tr>
<tr>
<td>Missed Examinations (Music + Arts &amp; Sci):</td>
<td>Within one week of the end of the exam period; end of the first week of classes in January for the December exam period.</td>
</tr>
<tr>
<td>Withdrawal from a course:</td>
<td>Last day of the relevant exam period</td>
</tr>
<tr>
<td>Final Mark/Academic Standing:</td>
<td>Within 30 days of the release of final grades</td>
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</tbody>
</table>

Transfer or Withdrawal from the Faculty of Music

Transferring into the Bachelor of Music in Performance Degree Program (Classical) from the Bachelor of Music (Classical)

Transfers from the Bachelor of Music to the Bachelor of Music in Performance (Classical only) should be made at the end of first year. Transfers at the end of the second year even though possible, are normally not recommended. Transfers into the Performance program beyond the end of second year are not possible. Placement year in the Performance program is based on the decision of the adjudication panel of the audition/jury. Note that it is possible to be placed a year behind and not laterally, based on the performance level demonstrated. In these cases, the duration of the program will be increased.
To apply: Submit a letter of intent to audition for the Performance program (Classical) by March 15th to the Performance Office. A letter of recommendation from the applied teacher must also be submitted to the Performance Office. There are no exceptions to the deadline.

Please e-mail your letter to: performance.music@utoronto.ca

The process: The student is required to prepare 40 minutes of repertoire at the Performance level corresponding to their year of study. The student will be scheduled for a 20 minute jury/audition during the Spring exam period and be adjudicated at the Performance level corresponding to the year of study being completed.

NOTE: students wishing to transfer into the Piano Performance program must prepare and perform a fast tempo etude.

The results are conveyed to the student in writing by the Performance Office in early May. The student must send an e-mail to the Registrar’s Office by the 30th of June, confirming their acceptance/placement in the Performance program, in order to complete the transfer.

Students who have been placed a year behind, based on their audition, are not able to challenge this decision nor request exemption from a year of study, at a later date.

Transferring into the Bachelor of Music in Performance Degree Program (Jazz) from the Bachelor of Music (Jazz)

Transfers from the Bachelor of Music, Jazz Education/Comprehensive to the Bachelor of Music, Jazz Performance should be made at the end of first year. Transfers at the end of the second year even though possible, are normally not recommended. Transfers into the Jazz Performance program beyond the end of second year are not possible. The placement year in Jazz Performance is based on the adjudication panel’s assessment of the audition/jury. Note that it is possible to be placed a year behind and not laterally, based on the performance level demonstrated. In these cases, the duration of the program will be increased.

To apply: Submit a letter of intent to audition for Jazz Performance by March 15th to the Performance Office. A letter of recommendation from the applied teacher must also be submitted to the Performance Office. There are no exceptions to the deadline.

Please e-mail your letter to: performance.music@utoronto.ca

The process: A first year student is required to prepare 20 tunes and a second year 40 tunes. The student will be scheduled for a 20 minute jury/audition during the Spring exam period and be adjudicated at the Jazz Performance level corresponding to the year of study being completed.
The results are conveyed to the student in writing by the Performance Office in early May. The student must send an e-mail to the Registrar’s Office by the 30th of June, confirming their acceptance/placement in the Jazz Performance program, in order to complete the transfer.

Students who have been placed a year behind, based on their audition, are not able to challenge this decision nor request exemption from a year of study, at a later date.

**Transferring from Classical to Jazz, or Jazz to Classical**

Students wishing to transfer into the Jazz Performance program from the Bachelor of Music/Bachelor of Music in Performance (Classical) or vice versa, are required to apply through the Admissions Officer of the Faculty of Music, by submitting a Music Questionnaire available at: [https://music.utoronto.ca/applying-auditions.php](https://music.utoronto.ca/applying-auditions.php)

**Deadline: January 10, 2019**

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**Withdrawing from the Faculty of Music**

You are required to complete a Withdrawal Form, with the required signatures, in order to withdraw from the Faculty without academic penalty. The deadline for withdrawal is March 14, 2019.

Please consult with the Registrar’s Office, room 145 EJB, prior to completing a Withdrawal form.
Information from
The Performance Office
The Performance Office

For all your performance needs

Edward Johnson Building
Room 107
Monday - Friday
9am - 5pm*

90 Wellesley
Room 385
Wednesdays
9:30am - 5pm*

* Hours are subject to change

Website:
https://performance.music.utoronto.ca

SharePoint:
https://utoronto.sharepoint.com/sites/music/performance

VISIT US FOR …

• Applied Lessons
• Recitals
• Juries
• Ensembles
• Chamber Music

Eddy Aitken
Performance Administrator
(416) 978-3733
edna.aitken@utoronto.ca

Amanda Eyer Haberman
Performance Assistant
(416) 978-3746
performance.music@utoronto.ca

This section is to familiarize students with the procedures followed in the Performance Office throughout the academic year.

Please read it carefully as it will answer most questions about performance courses. Knowing this information will prevent problems during your years of study at the Faculty of Music.
Applied Music

All undergraduate students in the first two years of study are required to take Applied Lessons. Applied Lessons becomes optional for students in year 3 & 4 in Comprehensive, Composition, and History & Theory, but remain a requirement for Performance and Music Education students in their upper years.

Students registered in the Bachelor of Music in Performance (excluding those in the Jazz Program) who do not achieve a final mark of at least 70% in PMU285Y1 Applied Lessons, will be required to transfer into the Comprehensive stream within the Bachelor of Music.
Code of Conduct for Applied Music Instruction

Individual instruction in the student’s major performance medium is an integral part of the core curriculum at the Faculty of Music. Outlined below are the requirements, obligations and expectations to be respected by both the teacher and the student to ensure learning outcomes are successfully accomplished. Direct your inquiries to Eddy Aitken (Performance Administrator) at edna.aitken@utoronto.ca or (416) 978-3733.

- Each academic year, students and teachers are required to complete 24 one-hour lessons (18 for students in the Opera Diploma Program); lessons should be divided equally between the terms.

- The student is provided with a Teacher Assignment Form in August before the start of the academic year, to initiate contact with the teacher. This form must be signed by the teacher and submitted to the Performance Office by the date indicated on the form.

- Agreement on a schedule of lessons must be established with all the flexibility required on the part of both the teacher and the student to ensure the completion of twelve (nine for the Opera Diploma Program) lessons each term. Ideally, lessons should be scheduled on a weekly basis. If the sessional instructor and student cannot resolve scheduling conflicts, the Associate Dean of Performance will reassign the student to another instructor.

- Students who are unable to attend a scheduled lesson and do not inform the teacher at least 24 hours in advance of the missed lesson, are required to provide appropriate documentation to the teacher to explain their absence, in order for a makeup lesson to be scheduled. Absences due to illness or injury must be verified on a University of Toronto Medical Certificate.

- If a teacher is unable to reschedule a lesson within the term, then he or she must arrange for a suitable substitute in consultation with the Associate Dean of Performance. The substitute must be a current Faculty member, and the teacher will be responsible for paying the substitute at a rate not higher than the teacher’s own hourly rate of pay.

- If the student arrives 15 minutes after the scheduled time, or later, and no contact has been made with the teacher, the student will forfeit the lesson. A forfeited lesson will result in a 10% penalty applied to the term mark by the Performance Office.

- If the teacher arrives 15 minutes after the scheduled time, or later, and no contact has been made with the student, the student must contact the Performance Office to ensure a makeup lesson is scheduled.

- Interim and final reports are sent to teachers at the end of the first term and second term respectively. Evaluations are expected to be based on the progress of study over 12 (9 for the Opera Diploma Program) lessons each term. The Performance division has created a rubric that provides a description of the University grade scale from a performance perspective. The Guidelines for Applied Term Work Evaluation, found in the Faculty of Music Academic Calendar, should be used in the evaluation process.

- The Performance Office is available for clarification and discussion of issues of any kind which may arise concerning applied lessons.
Teacher Assignments

Teacher Requests
All applied music teacher assignments are at the discretion of the Associate Dean, Performance. Incoming students may have requested a particular applied music teacher on their acceptance form.

If that teacher has not been assigned, it could be due to one of the following reasons:
a) The teacher has a full teaching load.
b) The teacher requested does not teach students within their program.

Contacting Your Teacher
The Teacher Assignment Form will have the name and contact information of your applied teacher. It is the student’s responsibility to contact the teacher to set up lessons times.

Confirmation of Teacher - “Teacher Assignment Form”
The Teacher Assignment Form must be taken to the first lesson to be completed and signed by the teacher. The form should be returned by the student to the Performance Office by the date indicated on the form. If this is not done by the posted deadline, the student’s name will be removed from the teacher’s list and the student will be in danger of failing Applied Music (PMU/JMU 184Y/185Y, etc.)

NOTE: Students are required to submit a Teacher Assignment Form every year in which Applied Music is taken.

Teacher Assignments and Changes
Students in 2nd, 3rd, or 4th year will be assigned to the same teacher unless a request for a change has been made by the teacher or student.

Applied music teacher changes occur rarely. If a change is necessary, students must complete a Teacher Change Form in consultation with the Area Chair. Please drop by or contact the Performance Office, room 107, performance.music@utoronto.ca with your questions/concerns.

Teacher change requests require the Change form to be signed by the current teacher and the new teacher as well as the Area Chair and Associate Dean, Performance to assure a respectful dialogue has taken place regarding the switching of studios.

Grading
The Faculty has in place a standardized system to calculate the final applied grade. All students will receive an Interim Report in December that will provide a numerical grade worth half the term mark in the final calculation of the applied grade. The report will also include comments on your progress.
Classical Applied Music Evaluation Procedures
All classical undergraduate students in their first two years will complete a jury on their major instrument scheduled during the April exam period. Students in Music Education, Comprehensive, Composition, and History & Theory will complete a jury in years 3 and 4 if enrolled in Applied Lessons. Students in Performance will complete a recital in years 3 and 4.

PMU184/284/384/484Y1
Common Year, Music Education, Composition, Comprehensive, History & Theory

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Jury Length</th>
<th>Material Prepared</th>
<th>Jury Mark</th>
<th>Term Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>15 min</td>
<td>30 min</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>3</td>
<td>20 min</td>
<td>30 min</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>4</td>
<td>20 min</td>
<td>40 min</td>
<td>40%</td>
<td>60%</td>
</tr>
</tbody>
</table>

PMU185/285/385/485Y1
Performance Program

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Jury Length</th>
<th>Material Prepared</th>
<th>Jury Mark</th>
<th>Term Mark</th>
<th>Recital Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15 min</td>
<td>40 min</td>
<td>40%</td>
<td>60%</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>20 min</td>
<td>40 min (Piano 45 min)</td>
<td>40%</td>
<td>60%</td>
<td>-</td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>

PMU185/285/385Y1
Artist Diploma

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Jury Length</th>
<th>Material Prepared</th>
<th>Jury Mark</th>
<th>Term Mark</th>
<th>Recital Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 min</td>
<td>40 min (Piano 45 min)</td>
<td>40%</td>
<td>60%</td>
<td>-</td>
</tr>
<tr>
<td>2 &amp; 3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>

PMA485Y1
Advanced Certificate in Performance

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Term Mark</th>
<th>Recital Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>
Classical Jury

Jury Repertoire forms for classical students are e-mailed to teachers in March of the academic year. These forms are to be filled out in consultation with the student and handed in to the Performance Office by the teacher, by the deadline. *Any changes to the repertoire, once submitted, must come from the Applied Teacher.*

**Repertoire**

- Questions about repertoire selection should be brought to the Area Chair. When permissions of the Area Chair are required, approval must be submitted in writing to the Performance Office.

- All examination programs must include at least three contrasting styles.

- Teachers and students are strongly urged to include repertoire by Canadian composers.

- Insufficient preparation of material required or disregard of memorization regulations, where applicable, will adversely affect jury evaluations.

- **Voice** students should include works in at least two languages other than English.

- **Piano** students will perform solo repertoire only. Duets, other chamber music and concerti will not be acceptable. An Étude of fast tempo must be included on all juries, for Performance students it must be by a major composer.

- **Percussion** students should include: snare drum, timpani, marimba (1st yr - both 2 & 4 mallet pieces), vibraphone (2nd yr) and multi percussion. Performance students in 2nd yr should include a concerto with piano.

**Memorization**

- **Winds, Brass** - memorization is not required.

- **Percussion** - at least one piece should be memorized.

- **Strings, Voice** - all music except instrumental sonatas with piano & contemporary music, must be memorized.

- **Guitar** - a maximum of 20% of the required playing time of the jury program may be played from the score, i.e. 8 minutes of a 40-minute program.

- **Organists** - should memorize one major work.

- **Piano Performance** - memorization is mandatory except for contemporary music.

- **Piano Common Year/Music Education/Composition/Comprehensive/History & Theory** - may perform works with the score and receive a penalty of 2 marks per piece to a maximum of 5% off their jury grade (contemporary music need not be memorized).

Copies of all music must be supplied to the jury adjudication panel.
Jazz Applied Music Evaluation Procedures
All jazz undergraduate students in their first two years will complete a jury on their major instrument scheduled during the April exam period. Students in Music Education or Comprehensive will complete a jury in years 3 and 4 if enrolled in Applied Lessons. Students in Performance will complete a recital in years 3 and 4.

**JMU185/285/385/485Y1**
Jazz Performance Program

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Jury Length</th>
<th>Material Prepared</th>
<th>Jury Mark</th>
<th>Term Mark</th>
<th>Recital</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 min</td>
<td>20 tunes</td>
<td>40%</td>
<td>60%</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>20 min</td>
<td>40 tunes</td>
<td>40%</td>
<td>60%</td>
<td>-</td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>

**JMU184/284/384/484Y1**
Jazz Comprehensive and Music Education Programs

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Jury Length</th>
<th>Material Prepared</th>
<th>Jury Mark</th>
<th>Term Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15 min</td>
<td>10 tunes</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>2</td>
<td>15 min</td>
<td>20 tunes</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>3</td>
<td>15 min</td>
<td>30 tunes</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>4</td>
<td>15 min</td>
<td>40 tunes</td>
<td>40%</td>
<td>60%</td>
</tr>
</tbody>
</table>
Jazz Jury

Applied Jazz teachers, in consultation with their students and coordinated with their improvisation courses, create repertoire lists of 20 tunes per year of study for Jazz Performance and 10 tunes per year for Jazz Comprehensive/Music Education. Each student will create their personal “fakebook” of lead sheets. This fakebook will constitute the repertoire on which the student will be tested on their jury examination and is a cumulative list, i.e., 20 (10) tunes in first year, 40 (20) tunes in second year and so on. The student’s yearly list should contain a maximum of one blues and one rhythm changes tune. A numbered table of contents must be provided and signed by the applied teacher.

Students are responsible for arranging to have their own accompaniment. Copies of their fakebook must be available to accompanists for the jury. Wind instruments and vocalists must use a trio (comping, bass, and drums). Rhythm section players may perform in a trio or quartet format.

Each year a minimum of 3 tunes will be selected for examination from the student’s fakebook. Examination programs must include at least three contrasting styles/tempos (e.g. swing, bebop, ballad, even 8ths, blues, etc.).

Students should be thoroughly familiar with melody, form and chord progression of each tune in their fake book. Insufficient preparation of material required will adversely affect jury evaluations. All material must be memorized. A 10% penalty will be assessed for each tune selected by the jury panel that cannot be performed by the student.

NOTE: Drummers will be expected to be able to describe the form of all repertoire (e.g. AABA, binary, through-composed) and be familiar enough with harmony to describe key modulations/key areas. They should also be thoroughly familiar with the melodies of all tunes to the point where they can perform a melody-based improvised solo.

Copies of all music must be supplied to the jury adjudication panel.
Guidelines for Applied Music Evaluation
The Performance division has created a rubric that provides a grade description of the university grade scale from a performance perspective. Two sets of guidelines have been created:

a) Guidelines for Term Work Evaluation in Applied Music
b) Guidelines for Jury/Recital evaluations

These guidelines will be used in the respective assessments.

Please see the rubrics on the following pages.
# Guidelines for Term Work Evaluation in Applied Music

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A- to A+</td>
<td>90 - 100%</td>
<td>Excellent&lt;br&gt;Exceptional performance at a near-professional level; technical mastery, musical maturity and expressiveness. Outstanding progress in lessons. Assigned work completed and thoroughly mastered.</td>
</tr>
<tr>
<td></td>
<td>85 - 89%</td>
<td>Outstanding performance; considerable polish, depth of understanding with technical prowess, superior performance values such as tone, intonation, rhythmic integrity and voicing, as applicable. Significant progress shown in lessons. Assigned work completed at a very high standard.</td>
</tr>
<tr>
<td></td>
<td>80 - 84%</td>
<td>Very strong musically and technically, demonstrating excellent performance values. Consistent progress throughout the year, and assigned work completed very well.</td>
</tr>
<tr>
<td>B- to B+</td>
<td>77 - 79%</td>
<td>Good&lt;br&gt;Evidence of good preparation with technical and musical competence; some imaginative understanding of the repertoire, but lacking the consistent polish of near professional standard. Generally good progress throughout the year.Assigned work undertaken with generally good results.</td>
</tr>
<tr>
<td></td>
<td>73 - 76%</td>
<td>A good performance overall with technical and musical competence; some imaginative understanding of the repertoire, but with some technical roughness and inconsistency. Generally good progress throughout the year.</td>
</tr>
<tr>
<td></td>
<td>70 - 72%</td>
<td>Reasonable standard of performance with some evidence of a good grasp of the musical and technical challenges but with technical and musical lapses. Good progress overall in lessons, but lacking in consistent improvement. Weekly assignments addressed fairly well.</td>
</tr>
<tr>
<td>C- to C+</td>
<td>67 - 69%</td>
<td>Adequate&lt;br&gt;Although this is an adequate standard of performance, there are inherent technical issues which mar the presentation and limited musical expressiveness and communication. The student does not work consistently week to week, not always achieving a good standard on assigned work. The improvement is very inconsistent.</td>
</tr>
<tr>
<td></td>
<td>63 - 66%</td>
<td>Adequate but inconsistent performance lacking technical or tonal polish and without a deeper grasp of the music. Some improvement but no steady growth in performance standard. Assigned work often not completed satisfactorily.</td>
</tr>
<tr>
<td></td>
<td>60 - 62%</td>
<td>This is a barely adequate performance, with some sign of musical expression but marred by poor technique. There is only a small amount of improvement in the performance standard. Assigned work only sometimes completed.</td>
</tr>
<tr>
<td>D- to D+</td>
<td>57 - 59%</td>
<td>Marginal&lt;br&gt;A very weak performance with marginal musical expressiveness and limited technique. Marginal improvement in the standard of performance. Very little progress from lesson to lesson.</td>
</tr>
<tr>
<td></td>
<td>53 - 56%</td>
<td>Extremely weak standard of performance with only minimal musical expression and technique. Only marginal improvement shown.</td>
</tr>
<tr>
<td></td>
<td>50 - 52%</td>
<td>This is a bare pass with a marginal performance standard. There is almost no improvement in the performance standard and no indication of a serious effort.</td>
</tr>
<tr>
<td>F</td>
<td>0 - 49%</td>
<td>Inadequate&lt;br&gt;Little or no evidence of even superficial musical or technical grasp of the repertoire. No discernible effort made by the student to complete assigned tasks and no progress shown.</td>
</tr>
</tbody>
</table>
Guidelines for Jury & Recital Evaluation

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A- to A+</td>
<td>90 - 100%</td>
<td>Excellent</td>
<td>Exceptional performance at a near-professional level; technical mastery, musical maturity and expressiveness.</td>
</tr>
<tr>
<td></td>
<td>85 - 89%</td>
<td></td>
<td>Outstanding performance; considerable polish, depth of understanding with technical prowess, superior performance values such as tone, intonation, rhythmic integrity and voicing, as applicable.</td>
</tr>
<tr>
<td></td>
<td>80 - 84%</td>
<td></td>
<td>Very strong musically and technically, demonstrating excellent performance values.</td>
</tr>
<tr>
<td>B- to B+</td>
<td>77 - 79%</td>
<td>Good</td>
<td>Evidence of good preparation with technical and musical competence; some imaginative understanding of the repertoire, but lacking consistent polish.</td>
</tr>
<tr>
<td></td>
<td>73 - 76%</td>
<td></td>
<td>A good performance overall with technical and musical competence; some imaginative understanding of the repertoire, but with some technical roughness and inconsistency.</td>
</tr>
<tr>
<td></td>
<td>70 - 72%</td>
<td></td>
<td>Reasonable standard of performance with some evidence of a good grasp of the musical and technical challenges but with some technical and musical lapses.</td>
</tr>
<tr>
<td>C- to C+</td>
<td>67 - 69%</td>
<td>Adequate</td>
<td>Although this is an adequate standard of performance, there are inherent technical issues which mar the presentation; limited musical expressiveness and communication.</td>
</tr>
<tr>
<td></td>
<td>63 - 66%</td>
<td></td>
<td>Adequate but inconsistent performance lacking technical and tonal polish and without a deeper grasp of the music.</td>
</tr>
<tr>
<td></td>
<td>60 - 62%</td>
<td></td>
<td>This is a barely adequate performance, with some sign of musical expression but marred by poor technique.</td>
</tr>
<tr>
<td>D- to D+</td>
<td>57 - 59%</td>
<td>Marginal</td>
<td>A very weak performance with marginal musical expressiveness and limited technique.</td>
</tr>
<tr>
<td></td>
<td>53 - 56%</td>
<td></td>
<td>Extremely weak standard of performance with only minimal musical expression and technique.</td>
</tr>
<tr>
<td></td>
<td>50 - 52%</td>
<td></td>
<td>This is a bare pass with a performance standard only marginally around the pass/fail line.</td>
</tr>
<tr>
<td>F</td>
<td>0 - 49%</td>
<td>Inadequate</td>
<td>Little or no evidence of even superficial musical or technical grasp of the repertoire.</td>
</tr>
</tbody>
</table>
Accompanists
Students are responsible for supplying their own accompanists for final exams and recitals.

A list of accompanists is available in the Performance Office.

Accompanists also advertise on the bulletin board between rooms 107 & 108.
Recitals

Both 3rd and 4th year Recitals are adjudicated, and included in the Applied Music course (PMU385Y1, PMU485Y1, JMU385Y1, or JMU485Y1 as appropriate). 60% of the grade for Applied Music will be given by the Applied teacher for term work, and 40% by the adjudicators of the Recital.

Recitals are adjudicated Performance exams. The University has policies governing the completion of such requirements. Students unable to perform their Recital for medical or other extenuating documented circumstances are required to:

- Inform the Performance Office and their Applied Instructor immediately.
- Undergraduate Students must file a petition to the Committee on Academic Standing, through the Registrar, requesting a deferral.
Scheduling
Recitals take place in February, March, and April for undergraduates. Scheduling is published by the Performance Office in October.

Third year recitals take place at Father Madden Hall. Fourth year recitals take place in Walter Hall. Jazz recitals are held in the Upper Jazz Studio at 90W. Organ students are responsible for arranging their own church recitals during the same period.

Students will have one week after the schedule is published to request a change to their date using the form provided by the Performance Office. Submitting a form does not guarantee that recital dates will be changed - reasons given must be deemed valid by the Associate Dean of Performance. Once a recital is booked, it is firm and considered equivalent to a final exam date.

Recordings
All required recitals are recorded. Walter Hall and off-site recital recordings may be available directly following the recital; off-site recitals may take up to a week. Jazz students must liaise with the Sound Technician to get a copy of the recording. If you do not receive a recording, contact the Performance Office.

Receptions
Receptions during recital intermissions are not allowed. Post-recital receptions are only permitted on the third floor of the Edward Johnson Building (no alcohol permitted) or at an off-site facility (eg. Restaurant, pub, etc.). There are no exceptions to this policy.

Dress Rehearsals
Starting the first week of classes in the winter term, one hour (undergraduates) and two hour (graduates) dress rehearsals can be booked through the Performance Office. Dress Rehearsals are booked in-person, on a first-come-first-serve basis.

Dress Code
These are public performances and you are expected to look your best. Coat and/or ties for men. No jeans, shorts, tank tops, sandals or sneakers. Present yourselves as people who take their art seriously.
Recital Programs
A template will be provided as well as a guide to the correct formatting of a music program will be available on SharePoint. Timings MUST be within the guidelines specified below.

• Programs MUST be emailed by your teacher to the Performance Office four weeks before your recital date to indicate your preparedness to do your recital. The Performance Office will reproduce 50 copies of your program (up to one page, double-sided). The Faculty does not type vocal translations.

• Students may opt to create their own programs, but the official template recital program form must still be submitted to the office. Use of the UofT Faculty of Music or Jazz logo is not permitted when printing your own programs. Deadlines still apply.

• Programs that are not prepared and submitted, or poorly presented (spelling, format, accuracy, etc.) will result in a deduction of up to 3%.

• For recitals scheduled in the EJB, programs will be given to the house manager by the Performance Office. For off-site recitals, students must pick up the programs from the Performance Office.
Classical Recitals - Undergraduate
PMU385Y1-485Y1, PMA485Y1

Recital Length
Recitals that go over the maximum or under the minimum time will result in a grading penalty (deduction of 5% if under and 3% if over).

3rd year Performance and 2nd year Artist Diploma:
• 35 - 45 minutes (Piano and Strings only: 45 - 55 minutes) including time between pieces
• No intermission
• No encore is allowed

4th year Performance, 3rd year Artist Diploma & Advanced Certificate in Performance:
• 50 - 75 minutes (Piano & Strings only: 70-80 minutes, Advanced Certificate in History Performance only: 50-70 minutes) including time between pieces & an intermission
• Intermission should be no longer than 10 minutes
• No encore is allowed

Repertoire & Requirements
(for all Undergraduate, Art Dip, ACP, ACHP regardless of instrument/voice)

• Students wishing to perform with an ensemble must request permission in writing from the Associate Dean of Performance well in advance of the recital date. This differs from playing with a Chamber Group.
• Repertoire by Canadian composers is strongly encouraged.
• Questions about repertoire selection should be brought to the Area Chair.
• When permissions of the Area Chair or Associate Dean of Performance are required, approval must be submitted in writing to the Performance Office.
• Two copies of all music (part + score) must be supplied to the recital adjudication panel.

Undergraduate, Artist Diploma and Advanced Certificate in Performance

• Repertoire that appeared in your undergraduate juries or a previous recital should not be performed.
• All recital programs must include three or more contrasting styles.
• Strings - All programs must include a complete concerto (with piano accompaniment) or one sonata. Only sonatas and contemporary music need not be memorized. All concerti, concert pieces and solo suites must be memorized. Chamber music is NOT accepted.
• Piano - All programs must include a complete sonata or comparable piece. An artistically balanced program is encouraged. All repertoire, except contemporary music, must be memorized. Chamber music is NOT accepted.
• Voice - Repertoire in three of the four major languages (Eng, Fre, Ger, Ita) must be represented. All repertoire, except contemporary music, must be memorized. Duets and vocal ensembles are NOT permitted. Chamber music is NOT accepted in 3rd year Undergrad/2nd year Art Dip, 4th year Undergrad/3rd year Art Dip/ACP may present one work with permission of Applied Instructor and Area Chair (can include piano as well as up to two other instruments (not voices)). For Opera Arias, confirm selection(s) with the Voice Area Chair. The use of props or costumes is not permitted.
• **Guitar** - Memorization is required. No more than 20% of the maximum allowed playing time may be performed from the score, totaling no more than one complete piece or one movement of a multi-movement piece. Ex, in a maximum 45-minute recital this amounts to a maximum of 9 minutes which may be performed from the score. Any chamber music included in the program may be performed from the score, but if it is, all the remaining music in the program must be played from memory. One chamber work may be included provided the recitalist is featured prominently within that work and it does not comprise more than one quarter of the total playing time.

• **Winds, Brass** - Memorization is not required. With permission of the Area Chair, one chamber work may be included provided the recitalist is featured prominently within that work and it does not comprise more than one quarter of the total playing time.

• **Percussion** - At least 1 piece should be performed from memory. 3rd year recitals should primarily be a solo recital, including snare, timpani, mallets and multi percussion. 4th year and ACP recitals should include 1 Canadian work and chamber music, in addition to snare, timpani, mallets and multi percussion.

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**Advanced Certificate in Historical Performance**

- Repertoire that appeared in your undergraduate juries/recitals should not be performed in the ACHP recital.

- **Instrumental** - All recital programs must include two or more contrasting styles. Memorization is not required. Chamber music is accepted with selections to be approved by the Applied Instructor and the Area Chair of Historical Performance.

- **Voice** - Repertoire in three languages must be represented. All repertoire, except contemporary music, must be memorized. 50% of the repertoire must be from composers before 1800, including Haydn and Mozart. A maximum of 8 minutes of duets, a maximum of 20 minutes of Opera Arias and a maximum of 22 minutes of chamber music (solo voice) is allowed with selections to be approved by the Applied Instructor and the Area Chair of Historical Performance.

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*In Walter Hall, the McConica Steinway must be requested TWO WEEKS prior from the Performance Office.*

*A Harpsichord or any multi-media content requires FOUR WEEKS notice to the Performance Office.*
Jazz Recitals - Undergraduate  
JMU385Y1-485Y1

**Recital Length**
Recitals that go over the maximum or under the minimum time will result in a grading penalty (deduction of 5% if under and 3% if over).

**3rd year:**  
- 40 - 50 minutes  
- No intermission

**4th year:**  
- 60 - 75 minutes  
- No intermission

Third year students will share a recital day, with each being responsible for a performance based on the timing above. Fourth year students will have sole responsibility for a single recital.

**Repertoire & Requirements**
- All material **must be memorized**. In the case of full arrangements, parts may be read, but music should not be needed for solos and heads.
- **3rd year**: original material is encouraged, but not required.
- **4th year**: A minimum of one tune must be original. More is encouraged.
- The student is expected to demonstrate his or her performance ability on their major instrument, within a jazz context and be the featured soloist; limit solo frequency and length from other members of the group.

**Ensemble Size**
Ensembles are not to exceed nine performers. NO EXCEPTIONS. While rotating musicians in and out of the lineup helps increase the variety of the program, utilizing completely different bands is discouraged.

**Copies of all music must be supplied to the recital adjudication panel.**
Major Ensembles

All undergraduate students participate in a Major Ensemble in their first two years of study. Similar to Applied Music, only students in Performance or Music Education are required to take a Major Ensemble beyond Year 2.
Placement Auditions
Students must audition for placement in a major ensemble; auditions are held during Orientation Week. Students wishing to take a Major Ensemble, but are not required to by their program (3rd and 4th year Comprehensive, History & Theory, Composition) will need to send an email to Amanda Eyer Haberman at performance.music@utoronto.ca to secure an audition time.

For your audition date/time and requirements go to the appropriate link at: http://performance.music.utoronto.ca/major-ensembles

NOTE: Harp and guitar majors are not required to audition.

Assignment to a Major Ensemble
Ensemble placements will be posted on the Performance Notice Board on the Friday of Ensemble Placement Week after 3:00pm. Please check the Board for specifics. Once placements are posted, students should note the rehearsal schedules also posted on the Notice Board. Take special note of extra rehearsals planned the week before each concert and to accommodate a short turnaround time between some performances. Look ahead in the schedule to be prepared for off-cycle rehearsals. Please also note the location of rehearsals as these change during the year. Rehearsals and performances are mandatory and students should arrange their schedules to ensure full attendance.

Ensemble Grading Procedures
Each ensemble director will present a course outline/syllabus with guidelines for marking, based on the following:

Attendance & Punctuality 40%
Musicianship & Preparation 40%
Participation 20%

Attendance & Punctuality
Attendance is mandatory for all scheduled rehearsals and concerts. Absences for medical reasons and outside engagements must be reported in advance to the Ensemble Conductor. Appropriate documentation must be submitted to support the absences. Absences on medical grounds must be documented with a University of Toronto Medical Certificate. You will still be responsible for making sure your music arrives at the rehearsal/sectional. Please check with the individual Ensemble Conductor regarding their policy on substitute players. Unexcused absences may result in loss of credit or loss of assigned part.

Inability to perform due to physical problems does not excuse anyone from attending rehearsals. Students must be present to observe the rehearsal even if unable to play or sing.

A professional standard of punctuality is expected; ensemble members are to be seated (and tuned if applicable), ready to begin at the scheduled start time.
Musicianship & Preparation
It is understood that performers are to come prepared to every rehearsal, including the first one. It is at the discretion of the Conductor to evaluate that this is so. The Ensemble Conductor will evaluate musicianship and preparation on an ongoing basis.

Participation
Evaluation of the quality of student’s contribution will be at the discretion of the Ensemble Conductor. Performing ensembles are not, and should not be, considered in the same light as other university classes. Since the Faculty of Music is a professional school of music, it is appropriate that all ensemble groups be treated like professional organizations. A casual approach to attendance is unacceptable and the necessity of teamwork, mutual dependency within the ensemble, and a strong sense of responsibility to one’s colleagues as well as the ensemble as a whole, is essential.

Music
Music for all major ensembles will be available before the first rehearsal of each ensemble from Karen Wiseman in the Performance Collection in the basement of the Library (Room E016). Please make note of her hours posted on her door, as she is usually available only in the afternoons.

Music must be returned immediately following the ensemble’s concert. Ensemble manager/librarians should outline procedures for returning music.
Responsibility for Music
Students are responsible for all music signed out and will be charged the full replacement cost for any lost parts (whether U of T owned or rental). In the case of late returns of rental music, students will be charged a monthly fee until parts are returned. If at the end of the year parts are still outstanding, final marks will be withheld until that account has been settled.

Concert Attire
Concert dress for men is a black tuxedo; female instrumentalists should wear all black; choir members and Jazz students should consult with their Ensemble Conductor. All attire should be professional.

Performance Notice Boards
There are notice boards located outside Room 107 on the east and west walls. It is the responsibility of each student to read these boards twice a day. This is often the only way we have of communicating information and changes on a daily basis.

The board on the west wall is used to post schedules and rehearsal times and locations for large ensembles (orchestras, choirs, etc.), orchestral studies, etc. The boards on the east walls are used to post chamber master class information, recital/jury schedules and information, and messages to individual students. A bulletin board relating to the jazz program is also located on the east wall.

It is important to check the notice boards at the beginning of the day and again before afternoon rehearsals in case of changes to rehearsal times or locations. If a message is overlooked and a rehearsal is missed it can result in loss of credit.

It is the student’s responsibility to check the notice boards and know the schedules and repertoire required for each rehearsal. Do not telephone the Performance Office for this information.

To access ensemble, recital and jury information, forms, announcements and more, please visit the Performance Office website at http://performance.music.utoronto.ca.
# Grading Guidelines for Major Ensemble, Chamber, & All Performance Courses

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A- to A+</td>
<td>90 - 100%</td>
<td>Excellent</td>
<td>This is a brilliant performer. Excellent intonation, rhythmic accuracy, clear articulation (and diction for singers), strong and expressive tone production and musical phrasing are displayed, along with a strong sense of style. The preparation and deportment of this student are at a very high, even inspired level. Clearly this level of performer is very rare.</td>
</tr>
<tr>
<td>85 - 89%</td>
<td></td>
<td>Outstanding level of performance; considerable polish, depth of understanding with technical prowess. Significant progress, leadership and ensemble skills shown in classes, rehearsals and concerts. Repertoire very well prepared early in the course of rehearsal cycle. A model student.</td>
<td></td>
</tr>
<tr>
<td>80 - 84%</td>
<td></td>
<td>Strong musically and technically, demonstrating very good tone and intonation. Consistent progress throughout the year, and repertoire prepared very well, with conscientious attention to all aspects of performance. Very good ensemble skills and deportment.</td>
<td></td>
</tr>
<tr>
<td>B- to B+</td>
<td>77 - 79%</td>
<td>Good</td>
<td>Evidence of good preparation with technical and musical competence; some imaginative understanding of the repertoire, but lacking consistent polish. Good progress at rehearsals and classes throughout the year, with good preparation of the repertoire and good ensemble skills. The deportment is more than acceptable, but not at the level of an 80-plus student.</td>
</tr>
<tr>
<td>73 - 76%</td>
<td></td>
<td>A good performance overall with technical and musical competence; but with some technical roughness and inconsistency. Generally good progress throughout the year, and overall good ensemble skills, but not always well-prepared, although not an impediment to the ensemble or class.</td>
<td></td>
</tr>
<tr>
<td>70 - 72%</td>
<td></td>
<td>Reasonable standard of performance with some evidence of a good grasp of the musical and technical challenges but with technical and musical lapses. Good progress overall in rehearsals and classes, but lacking in consistent improvement. Repertoire prepared fairly well. Minor deportment issues may have arisen.</td>
<td></td>
</tr>
<tr>
<td>C- to C+</td>
<td>67 - 69%</td>
<td>Adequate</td>
<td>Although this is an adequate standard of performance, there are inherent technical issues which mar the presentation and limited musical expressiveness and communication. The student does not work consistently week to week. The improvement is very inconsistent. There could be occasional deportment issues.</td>
</tr>
<tr>
<td>63 - 66%</td>
<td></td>
<td>Adequate but inconsistent performance lacking technical competence. Some improvement but no steady growth in performance standard. Quite often parts not adequately prepared. Deportment creates problems at times.</td>
<td></td>
</tr>
<tr>
<td>60 - 62%</td>
<td></td>
<td>This is a barely adequate performance, with poor technique. There is only a small amount of improvement in the performance standard. Parts not prepared. Inconsistent deportment.</td>
<td></td>
</tr>
<tr>
<td>D- to D+</td>
<td>57 - 59%</td>
<td>Marginal</td>
<td>A very weak performance with lapses in technique, tone and intonation. Marginal improvement in the standard of performance. Very little progress from rehearsal to rehearsal or class to class.</td>
</tr>
<tr>
<td>53 - 56%</td>
<td></td>
<td>Extremely weak standard of performance with many technical flaws and no demonstration of musicality. Basic note mistakes and rhythmic errors. Only marginal improvement shown, if any.</td>
<td></td>
</tr>
<tr>
<td>50 - 52%</td>
<td></td>
<td>This is a bare pass with a marginal performance standard. There is almost no improvement in the performance standard and no indication of a serious effort. A lack of respect for the music and ensemble might characterize this person’s attitude, or an extremely low level of ability.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0 - 49%</td>
<td>Inadequate</td>
<td>Little or no evidence of even superficial musical or technical grasp of the repertoire. No discernible effort made by the student to prepare the repertoire and no progress shown. Poor deportment, possibly even creating disruption in the ensemble or class and certainly an impediment to overall progress.</td>
</tr>
</tbody>
</table>
Chamber Music

Students who are required to take Chamber Music (PMU 191Y+) should contact the appropriate coordinator to receive instructions on the formation of chamber groups and rehearsal times. Specific requests for chamber groups may be brought to the relevant Chamber Music Coordinator for consideration; however, it should be noted that formation of groups and assignment of coaches is at the discretion of the Chamber Music Coordinators and the Performance Division. A list of chamber music groups will be posted on the Performance Board when assignments are finalized. Priority will be given to those students who have an academic requirement for Chamber Music as part of their program.
Requirements Applicable to all Brass, Woodwinds, Strings & Other Miscellaneous Groups

In general, students enrolled in Chamber Music are required to:

- Rehearse a minimum of two hours per week (one hour with and one hour without their coach)
- Give at least one public performance per term
- Attend masterclasses
- Submit reports to the Chamber Music Coordinator

Note that this is the minimum requirement. Please consult with the Coordinator of your instrument in order to be advised of specific grade assessment guidelines.

Chamber Music Assessment is Based on the Following

1. Regular attendance at rehearsals and coachings - one hour of rehearsal per week (24 weeks) and one hour of coaching per week. Missed rehearsals or coachings will result in loss of credit if not documented by medical certificate.
2. The level of preparation of material by the individual performers.
3. The development of communication and performance skills by the individual within the group.
5. Participation (as both performers and observers) in master classes.
Other Information

Performance Engagements Outside the FoM
All students are reminded of the regulations regarding performing engagements not connected with the Faculty of Music as stated in the Faculty of Music Calendar (page 69). This policy will be strictly enforced.

Masterclasses
Masterclasses are given throughout the year by a variety of internationally known musicians. Please check the Performance Notice Boards regularly for details.

Recording
Any student performance at the Faculty of Music may be recorded (video and audio) for the purpose of archival and/or promotional use. Should a featured student (soloist, composer, or conductor) wish to arrange for their own video recording of the performance at their own expense, a written request must be submitted to the Performance Office no later than one week before the performance for Divisional approval.
Student Resources & Facilities
Practice Facilities

Practice facilities are for the use of currently registered Faculty of Music students only. Facilities include classrooms, and two levels of practice rooms at the Edward Johnson Building, and practice rooms on the 3rd and 4th floor at 90 Wellesley.
Policies

• The maximum amount of reserved practice time in classrooms/practice rooms is 2 hours/day, between both buildings.

• All spaces are reserved on the hour and have a 10 minute holding period; after 10 minutes, the room becomes available until the next booked hour.

• Access to the practice rooms at the Edward Johnson Building and 90 Wellesley St is administered through a fob system.

• The fob is a programmed key, issued by the University of Toronto Campus Police, and tied to the user. Students use the same fob for the duration of their study at the Faculty of Music. Keys and fobs are not transferable for any reason.

• A $25 deposit is required from all new students to pick up their fob; the deposit is refunded upon graduation or withdrawal from the program. Access will continue until August of the year of graduation.

• A $25 non-refundable fee is charged to replace a lost fob, and will take a minimum of 1-2 weeks to arrive.

• Music stands are not provided for practice. No food or drink is allowed in any of the rooms. Rooms and contents must be maintained in good order, and contents must not be removed or re-arranged.

• Students should be aware that the Edward Johnson Building is considered an open access building on the university campus. Members of the public move through the building on a daily basis. Although every effort is made to provide a safe and secure environment, students should not allow instruments or possessions to be left unattended at any time.

• The purpose of having the fob system is for security reasons; students should not leave the doors propped open as it invites unauthorized people to be loitering in the practice areas, compromising safety and security.

• The 90 Wellesley building is accessible by having an authorized fob. In order to not compromise safety and security, students must not let individuals without fobs enter the facility.

Holiday Hours
The Edward Johnson Building is closed during both statutory and the December holidays.

90 Wellesley is typically open during statutory holidays. However, more information will be sent out via email regarding 90 Wellesley’s hours over the December holiday.
Practice Facilities at the Edward Johnson Building

The hours of the building during are Monday to Friday 7:00am - 11:00pm; Saturday and Sunday 9:00am - 11:00pm. All rooms must be vacated by 11pm. All reserved spaces have a 10 minute holding period; after this period the room is available until the next booked session.

Classrooms

Students have access to classrooms for practicing, whenever they are not in use for classes. This includes classrooms on the first and second floor of the building. All classrooms have grand pianos; however, the stereo equipment is for instructor use only.

Sign-out for classrooms is posted on the board outside of Room 145, every weekday morning at 8:45am. Sign out for weekends is posted at 4:30pm on Friday. These bookings are made on a first-come, first-served basis. Bookings must be made on the hour, up to a maximum of 2 hours. As a courtesy to other students, we ask that students refrain from bookings rooms for others.

Practice Rooms (upper and lower basement)

The following rooms are available for practicing and are accessed by using the fob. Please see below on how to reserve these spaces. All practice rooms have upright pianos:

Room numbers for Lower Level:
0055, 0059, 0060, 0062, 0064, 0066, 0068, 0069, 0070, 0072

Room numbers for Upper Level:
099, 0100, 0101, 0102, 0103, 0104, 0106, 0107, 0108, 0109, 0110, 0111, 0112

An online Reservation system is used to sign out practice rooms. Please log in at http://ace.utoronto.ca/rrslite with your UTORid and password.
• Students will be eligible to sign up for practice time beginning at 12:01am for the day of, and the following day. Booking can be made until the beginning of the hour, and throughout the day; a confirmation e-mail will be sent to your UTmail account.

• All bookings are in increments of one hour. Students can sign up for a maximum of two one-hour bookings per day between both locations (Edward Johnson Building and 90 Wellesley).

• Students are able to add, delete, and make additional bookings, as long as it is within the permitted time allotment.

**Studios**

Prof. Parker (253), Prof. Orlov (252), Prof. Rolston (227)

A limited number of Faculty members make their studios available for student practicing. In order to practice in your instructor’s studio, you must have your instructor sign a form (forms are available outside the Registrar’s Office Rm #145, and on the Registrar’s Office SharePoint), giving you permission. This applies only to piano and string majors.

The cost for studio keys is $20.00, which is non-refundable. It is in the student’s best interest to pay fees (if required) at the beginning of the year (preferably before October), as fees cannot be prorated. The replacement fee for lost keys will be $20.00. The rooms will be accessed by key from September until approximately mid-August of 2019.

The same guidelines apply to studio keys as specialized studio/facility keys:

• Key privileges may be revoked at any time if policies and procedures (regarding keys) are not adhered to

• Keys are not transferable for any reason

• Music stands are not provided for practice, lessons or chamber music rehearsals

• No smoking, food, or drink is allowed in any of the rooms

• Rooms, and contents, must be maintained in good order, and contents must not be removed or re-arranged

**Special Facilities - Instrumental Rooms**

Practice facilities for the following instruments require a fob and/or key. The special facilities accessed with a key will require a non-refundable deposit of $20 for the key; keys will be made available during the first week of September. For fob pick-up dates, please check the Important Information section.

<table>
<thead>
<tr>
<th>Specialized Facility</th>
<th>Room Number(s)</th>
<th>Key/Fob Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bassoon</td>
<td>326 90W</td>
<td>Key &amp; Fob</td>
</tr>
<tr>
<td>Double Bass</td>
<td>0074, 0075, 0076 EJB</td>
<td>Key &amp; Fob</td>
</tr>
<tr>
<td>Harp</td>
<td>050, 0113 EJB</td>
<td>Key &amp; Fob</td>
</tr>
<tr>
<td>Harpsichord</td>
<td>0073 EJB</td>
<td>Fob</td>
</tr>
<tr>
<td>Oboe</td>
<td>0071 EJB</td>
<td>Fob</td>
</tr>
<tr>
<td>Organ</td>
<td>327 EJB</td>
<td>Fob</td>
</tr>
<tr>
<td>Percussion</td>
<td>0051, 0054, 0056, 0058, E047, 080, 085 EJB</td>
<td>Key &amp; Fob</td>
</tr>
<tr>
<td>Tuba/Euphonium</td>
<td>0115 EJB</td>
<td>Key &amp; Fob</td>
</tr>
</tbody>
</table>
The rooms will be accessible until the middle of August 2019. It is in the student’s best interest to pay fees at the beginning of the year (preferably before October), as fees cannot be prorated. The use of these rooms is negotiated among the users. All reserved spaces have a 10 minute holding period; after this period the room is available until the next booked session.

The fees charged for studios and special facilities cover the use of facilities from September 6th to mid-August 2019. There will be no access to keyed rooms while doors are being re-keyed in late August.

**Practice Facilities at 90 Wellesley**

Practice rooms will be available for sign-up Monday to Sunday 7:00am - 11:00pm. Since the building is accessible 24/7, students have the option of practicing outside of these times. However, students are urged to have a “buddy system” in place to ensure that they are safe.

All reserved spaces have a 10 minute holding period; after this period the room is available until the next booked session.

The following rooms on the 4th floor are available for practicing; the building access is through the fob. The practice room may have a grand or an upright piano, or have none. The sign out for these rooms is accessed through the same online system for practice rooms at the Edward Johnson Building, and are indicated by ‘JP’.

### Grand Piano
- 406, 407, 408, 410, 411, 412, 422, 425 (available only to Piano majors)

### Upright Piano
- 321, 323, 325, 327, 423, 424, 429

### No Piano
- 329, 331, 333, 335, 421, 426, 427

The following rooms are only available for Jazz students:

The use of these rooms is negotiated among the users, on a first-come-first-served basis. Maximum reserved practice time is 2 hrs/day. This is not in addition to practicing in the other facilities, but is part of the total eligible allotment/day.

- **Jazz** 90W - 358, 361, 362, 363, 364, 365, 367
- **Jazz Drums** 90W - 357, 351
- **Jazz Clasrooms** 90W - LSJ, 151, 280, 380
Guide to Student Services

Student Services at the University of Toronto assists student learning while promoting the academic mission of the University. Services provided are appropriate to and developed in partnership with the diverse student communities. The services and programs aim to build the confidence and skills necessary for students to succeed in their personal, academic and professional lives.
Academic and Personal Counselling

Students may seek advice and help from many sources within the Faculty and the University. The Registrar’s Office at the Faculty is your “reliable first stop” for information and advice. In the Faculty of Music, the Registrar is available to speak with students on any matter of concern; academic, emotional, financial, domestic or personal problems. Referrals are made, where necessary to appropriate services within the University.

Students having difficulties with any course should not hesitate to bring this to the attention of the instructor and/or teaching assistant. The Divisional Coordinators are available to provide additional assistance with academic problems.

The Registrar’s Office, Edward Johnson Building, Room 145
(416) 978-3740 | registrar.music@utoronto.ca

Faculty of Music Counsellors on Location

The Faculty of Music offers counsellors on location; these personnel are embedded counsellors who are able to assist you while providing convenience service close to the Faculty of Music. More information will be posted on SharePoint.

Academic Success

Located on the main floor of the Koffler Student Services Centre, Academic Success is home to a variety of specialized services designed to help students succeed in their studies at the University of Toronto. Lectures, workshops and individual consultations with a learning strategist are offered (by appointment). Workshops focus on effective learning & study habits, time management, skills to improve concentration and memory, and how to manage anxiety.

Student Success, Koffler Student Services Centre, 214 College Street, 1st Floor
(416) 978-7970 | mail.asc@utoronto.ca | uoft.me/asc

Accessibility Services

The University will make every attempt to provide reasonable and appropriate accommodations to persons who have documented disabilities. Faculty and staff carry a responsibility for creating and maintaining an inclusive environment in their teaching and work settings and responding appropriately to requests for accommodation of a disability. Accessibility Services provides support and advice for faculty and staff regarding appropriate accommodations, information about disabilities, and community resources.

University Commitment

The University, in its statement of institutional purpose states: “The University of Toronto is dedicated to fostering an academic community in which the learning and scholarship of every member may flourish with vigilant protection for individual human rights, and a resolute commitment to the principles of equal opportunity.”
Responsibilities of Students who have Disabilities
Students who request accommodations for their academic programs and related activities at the University are obligated to disclose their disabilities to Accessibility Services, and request accommodations in a timely manner to facilitate the implementation of support and services. It is vitally important that students discuss their needs as early as possible with the Service in order to put accommodations in place. Students must present relevant and up-to-date documentation, as outlined on the website, from an appropriate health care professional.

Support Services for Students
Accessibility Services provides services and programs for students with a documented disability, be it physical, sensory, a learning disability, or a mental health disorder. Students with a temporary disability (i.e. broken arm or leg) also qualify. The service provides a wide range of support, including: accommodation advice; assessments (i.e. learning disability, adaptive technology); adaptive equipment; learning strategy support; test and examination accommodations; note-taking services; sign language interpreters; computer note-taking; scribes; attendant care; advice and information on disability issues; liaison with university faculty and staff and off-campus agencies.

Anti-Racism & Cultural Diversity Office
This office provides complaint management and resolution for issues related to discrimination or harassment based on race, ancestry, place of origin, religion, colour, ethnic origin, citizenship or creed. You are also welcome contact the office if you are seeking a forum to discuss ideas that will strengthen U of T’s diverse community and its commitment to an equitable environment.

215 Huron Street, Room 603B
(416) 978-1259  |  www.antiracism.utoronto.ca

Career Exploration & Education
Career Exploration & Education has a team of professional career counsellors and support staff ready to assist, coach, guide, encourage, and counsel U of T students and recent graduates so that students can:

- Learn how to make career choices that are right for them
- Learn about careers and how to develop the kinds of work experience needed by employers
- Increase job search and interview confidence

Back to the Top
Services Available

- Career counselling and coaching for students who are undecided or unsure about their career future
- Assistance in career exploration and gaining work experience
- Extensive career planning and job search resources in the Career Library
- Job shadowing of career professionals through the Extern program
- Access to part-time, summer, volunteer jobs and full-time work for graduating students and recent graduates
- Resume critiques, practice interviews, and work search techniques assistance
- Employer supported industry panels, career fairs, mock interviews, podcasts, and information sessions

Centre for Community Partnerships
The Centre for Community Partnership (CCP) coordinates sustained course-based and co-curricular partnerships between the University and the community. The CCP offers tools and workshops to prepare students for community work and to facilitate reflection on the meaning of their experience. They work collaboratively with community organization staff to ensure that both the needs of the organization and the learning goals for students are met. The CCP promotes an academic culture that values community expertise and supports students to become socially-engaged citizens.

569 Spadina Ave, #315
(416-978-6558 | www.ccp.utoronto.ca/index.htm

Centre for International Experience (CIE)
The World Could Be Yours!

Faculty of Music students have the option of participating in the international and Canadian study abroad opportunities offered through the Centre for International Experience’s Student Exchange Program. These exchanges allow students to experience new cultures and languages in an academic setting while earning credits towards the U of T degree. Exchanges may be for one term or a full year or summer, and most are open to both undergraduate and graduate students.

The cost of an exchange includes the U of T tuition plus incidental fees, along with the cost of living and studying abroad. While on exchange, students may still eligible to receive government assistance such as OSAP. CIE itself administers a needs-based bursary program.

In general, undergraduate or graduate U of T students who have completed at least one year of full-time studies, with a minimum CGPA of 2.25, are eligible to apply. Students must also achieve a minimum annual GPA of 2.5 for the year during which you apply. A few exchange programs do have higher GPA cutoffs, and others have special language requirements.
Application: Applications for most programs are due mid-January to late February, but you should always check the CIE website regarding the specific exchanges that interest you.

Note that students participating in an exchange through the Centre for International Experience will have their credits finalized for transfer upon return. However, students are strongly advised to at least have a preliminary assessment completed with the Registrar’s Office, to minimize the risk of credits not transferring. Course outlines may be required, in addition to calendar descriptions to complete an assessment. Students are eligible to participate in up to three terms of exchange.

The Centre for International Experience also provides services and programs for international students and any students with cross-cultural interests. Services and programs include: information on visas and work permits; University Health Insurance Plan (UHIP); income tax filing; English conversation program; cross-cultural counselling; Work and Study Abroad Resource Centre; and social, cultural, and recreational programs designed to promote Canadian and World cultures.

Cumberland House, 33 St. George Street
416-978-1800 | www.cie.utoronto.ca

Community Safety Office
This office addresses personal and community safety issues for students, staff and faculty. The office provides assistance to students, staff and faculty who have had their personal safety compromised. The office also develops and delivers educational initiatives addressing personal safety, promotes and delivers self-defense courses on campus, and coordinates and responds to critical incidents on campus.

21 Sussex Ave, 2nd floor
(416) 978-1485 | www.communitysafety.utoronto.ca

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

Edward Johnson Building, Room 312
(416)978-0313 | www.fmua.ca | fmua@utoronto.ca
Family Care Office
Many students balance family obligations with their studies. The University of Toronto is committed to fostering a family-friendly learning environment. The Family Care Office embraces an inclusive definition of family, and can assist students who require information on child care (facilities, programs, or subsidies), elder care, and other family matters.

Services include:
- Information, guidance, referrals, educational programming, and advocacy for the University of Toronto community
- Family events, discussion, and support groups
- Workshops including “Choosing Child Care that Works for Your Family” and “Financial Survival for Student Families”
- A resource centre containing practical material on family issues ranging from pregnancy and infant care to lesbian and gay parenting and caring for elderly family members
- All services are free and confidential

Koffler Student Services Centre, 214 College Street
416-978-0951  |  www.familycare.utoronto.ca

First Nations House
Office of Aboriginal Student Services & Programs

First Nations House provides culturally supportive student services and programs for Aboriginal students and the general university community.

Services include:
- Academic and personal counselling;
- Financial aid information;
- Housing, daycare, and employment referrals;
- Tutoring
- A resource centre
- Numerous cultural events throughout the academic year

Borden Building North, 563 Spadina Avenue, 3rd Floor
(416) 978-8227  |  www.fnh.utoronto.ca

Health & Wellness
The Health and Wellness Centre offers students the same services as a family doctor’s office and more. The Health and Wellness team includes family physicians, registered nurses, counsellors, psychiatrists, a dietician, and support staff. They provide confidential, student-centred health care, including comprehensive medical care, immunization, sexual health care, counselling and referrals. Services are available to all full- and part-time students who possess a valid TCard and have health insurance coverage.
Services:
- One Intake Office for Students’ Mental and Physical Healthcare Services
- Individual Psychotherapy and Pharmacotherapy
- General Practitioner Testing, Diagnosis and Medical Care
- Prescription and Documentation Services
- Assault Counselling & Education
- Academic Practicums & Internships
- Professional & peer-led events and workshops

Koffler Student Services Centre, 214 College Street
(416) 978-8030 | www.healthandwellness.utoronto.ca

Housing
The University of Toronto Student Housing Service is a year-round source of up-to-date housing information for off-campus, single-student residence, and student family housing. Our online registry of off-campus housing is available to U of T students, providing listings for both individual and shared accommodations. Students interested in learning more about their housing options are encouraged to contact the Student Housing Service or visit the website.

Student Success, Koffler Student Services Centre, 214 College Street, 1st Floor
(416) 978-8045 | housing.services@mail.careers.utoronto.ca | uoft.me/housingservice

Multi Faith Centre
The Multi-Faith Centre exists to support the spiritual well-being of students, staff, and faculty and to increase our understanding and respect of religious beliefs and practices. It does so by providing facilities for members of the community to worship, pray, meditate, contemplate, reflect, teach, and learn; programs and events that invite interfaith dialogue; and opportunities to interact with the members of the Campus Chaplains’ Association.

Koffler Institute, 569 Spadina Ave
416-978-6056 | www.multifaith.utoronto.ca

Office of Student Life
The Office of Student Life is dedicated to connecting students to opportunities for co-curricular engagement and learning, to developing student leadership and building an inclusive and vibrant community on campus. Programs include:

Ulifel
Your central source of information on opportunities to get involved at U of T. Find mentorship programs, community service opportunities, student groups, and more listed in a searchable database at www.ulife.utoronto.ca.
Sexual Violence Prevention & Support Centre
The Centre has a mandate to conduct intake, accept disclosure and reporting of sexual violence, and provide support to individual members of the university community who have experienced or been affected by sexual violence. The Centre will also provide education and training to members of the university community.

702 Spadina Avenue, Toronto, ON M5S 2J2
416-978-2266

Summer Abroad Program
Prepare yourself for a future in the global village by participating in one of the highly rated Faculty of Arts & Science Summer Abroad Programs. These programs are designed to enrich students’ academic lives by providing an exciting and educational international experience.

Courses
Students take specially designed University of Toronto undergraduate degree credit courses, relevant to the location, for a period of 4 to 6 weeks. The courses have field trips that complement and highlight the academic materials. Courses are taught predominantly by University of Toronto professors and, with the exception of language courses, are offered in English. Typically, full-year second and third year courses are offered in disciplines such as history, political science, management, literature, architecture, fine art, religion, and languages. Most courses do not have prerequisites. All Summer Abroad courses and grades show on students’ transcripts as regular U of T credits and are calculated into CGPA.
Application

All University of Toronto students in good standing are eligible to apply. Applications are available in early January. The application deadline for most programs is March 1, but spaces in some programs fill up well in advance. Late applications will be accepted if space and time permit.

Financial aid is available for most programs.

119 St. George Street, 3rd Floor
416-978-8713  |  www.summerabroad.utoronto.ca

Walk Smart

Walk smart is a police or student escort service where you can request that someone walk with you at night to locations on the U of T Campus such as between campus buildings, to parking lots, and TTC transit stops near the campus. To request an escort, please call 416-978-7233 (SAFE).

When dialing this number your call will be received promptly by the Walk Safer dispatcher, they are available Monday to Friday, 7:00pm to 12:00am from September through April.

www.campuspolice.utoronto.ca/safety/walkSmart.htm
Academic Administrators

Dean & Chair of Graduate Department
Don McLean
dean.music@utoronto.ca
Rm 238  978-3761

Acting Associate Dean, Academic & Student Affairs
Robin Elliott
robin.elliott@utoronto.ca
Rm 232  946-8622

Associate Dean, Performance
Gordon Foote
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Rm 107  978-3615

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Sherry Lee
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Rm 226  978-0647

Associate Dean, Graduate Education
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midori.koga@utoronto.ca
Rm 52A  978-4798

Assistant Dean, Operations
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Rm 141  978-4052

Coordinators

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Rm 235  978-1842

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Rm 375 90W  946-5541

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Cam Walter
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Rm 206  978-5775

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Rm 208  978-5776

Composition
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Rm 131  978-1742

Theory
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mark.sallmen@utoronto.ca
Rm 220  978-3562

Performance Area Chairs

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Jeffrey Reynolds
j.reynolds@utoronto.ca
Jeffrey McFadden
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wendy.nielsen@utoronto.ca

Woodwinds
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wallace.halladay@utoronto.ca

Opera
Sandra Horst
sandra.horst@utoronto.ca

Jazz
Jim Lewis
jim.lewis@utoronto.ca

Historical Performance
Daniel Taylor
temadmin@hotmail.com

Choirs
Lori Dolloff
ldolloff@chass.utoronto.ca

Large Instrumental Ensembles
Gillian MacKay
gillian.mackay@utoronto.ca
Administrative Staff

The Registrar’s Office

Nalayini Balasubramaniam
Registrar
nalayini.maheswaran@utoronto.ca
Registration, Marks, Academic regulations; Timetable; Exams; Petitions; Scholarships; Bursaries; Student counselling & space coordination
Rm. 145  978-3740

Dawn Pascoe
Student Services Coordinator:
Registrarial
dnialayini.maheswaran@utoronto.ca
General inquiries, student counselling & transfer credits; class lists, course evaluations-undergrad & graduate
Rm. 145  978-3740

Keely Hicks
Student Services Administrator
reception.music@utoronto.ca
General inquiries, room bookings, keys & office supplies
Rm. 145  978-3740

Rebecca Orsini
Office Assistant

The Performance Office

Eddy Aitken
Performance Administrator
edna.aitken@utoronto.ca
Ensembles, applied music, recitals
Pay-roll for part-time instructors
Rm. 107  978-3733

Amanda Eyer Haberman
Performance Assistant
performance.music@utoronto.ca
Front-line to ensembles, applied music recitals, juries, instrument rentals
Rm. 107  978-3746

Admissions & Recruitment Office

Jennifer Panasiuk
Admissions & Recruitment Officer
undergrad.music@utoronto.ca
Admissions/recruitment; auditions;
Entrance scholarships; school visits & liason;
Rm. 145  978-3741

Calista Biermans-Tunney
Student Services Coordinator;
Admissions
undergrad.music@utoronto.ca
Admission inquiries & processing, audition scheduling;
recruitment events; tours
Rm. 144  978-4889

The Graduate Office

Iliana Sztainbok
Graduate Administrator
gradadmin.music@utoronto.ca
Graduate administration
Rm. 143  978-5772

Calista Biermans-Tunney
Student Services Coordinator
grad.music@utoronto.ca
Admission inquiries & processing; audition scheduling;
recruitment events; external grad awards
Rm. 144  978-4889

Lisa Jack
TA Coordinator
ta.music@utoronto.ca
All matters relating to Teaching Assistants
<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Role</th>
<th>Office Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Dean’s Office</td>
<td>Mary-Beth Campbell</td>
<td>Assistant to the Dean; payroll for full-time faculty</td>
<td>Rm. 237</td>
<td>978-3761</td>
</tr>
<tr>
<td>The Development Office</td>
<td>Bruce Blandford</td>
<td>Alumni relations and events, fundraising, Donor relations</td>
<td>Rm. 122</td>
<td>946-3145</td>
</tr>
<tr>
<td></td>
<td>Tyler Greenleaf</td>
<td>Alumni relations and events, fundraising</td>
<td>Rm. 121</td>
<td>946-3580</td>
</tr>
<tr>
<td>Business/Finance Office</td>
<td>Jeff Huh</td>
<td>Financial administration: Budgeting, Accounts payable, purchase order requests</td>
<td>Rm. 123</td>
<td>978-0814</td>
</tr>
<tr>
<td>Room 108</td>
<td>Mary Ann Griffin</td>
<td>Supervises concert production, rental contracts, Theatre used by faculty, payroll for casual staff, Photocopiers</td>
<td>Rm. 108</td>
<td>978-0492</td>
</tr>
<tr>
<td></td>
<td>Joe Lesniak</td>
<td>Liases with facilities &amp; Services; front of house staff; audio/visual equipment</td>
<td>Rm. 108</td>
<td>978-6427</td>
</tr>
<tr>
<td></td>
<td>Natasha Smith</td>
<td>Oversees publicity and marketing</td>
<td>Rm. 108</td>
<td>978-0491</td>
</tr>
<tr>
<td>Music Booking Office</td>
<td>John Jasavala</td>
<td>Manages &amp; Coordinates professional engagement for students</td>
<td>Rm. 111</td>
<td>971-2665</td>
</tr>
<tr>
<td>Theatre Operations</td>
<td>Ian Albright</td>
<td>Supervises all events in MacMillan Theatre; &amp; technical staff</td>
<td>Rm. 096</td>
<td>978-6437</td>
</tr>
<tr>
<td>IT Support</td>
<td>Marek Semeniuk</td>
<td>Issues related to computers, network access, Printers</td>
<td>Rm. 114</td>
<td>978-8455</td>
</tr>
<tr>
<td>Piano Assistance</td>
<td>TBD</td>
<td>Maintenance and tuning of all FoM pianos</td>
<td>Rm. 74</td>
<td>978-2240</td>
</tr>
</tbody>
</table>
## Important Dates

### Before Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3 - July 31</td>
<td>First Enrolment Period for Music Courses beginning at 6:00am on ACORN</td>
</tr>
<tr>
<td>Aug 8 - Sept 19</td>
<td>Second Enrolment Period for All Courses beginning at 6:00am on ACORN (includes Arts &amp; Science courses as well as Music courses; no access to A&amp;S courses on Aug 9)</td>
</tr>
<tr>
<td>Aug 29</td>
<td>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</td>
</tr>
<tr>
<td>Sept 3</td>
<td>Labour Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Sept 4-6</td>
<td>Ensemble Placement Auditions</td>
</tr>
</tbody>
</table>

### First Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 6</td>
<td>FIRST DAY OF CLASSES - Fall Session; classes with F &amp; Y section codes begin</td>
</tr>
<tr>
<td>Sept 13</td>
<td>Students who have not paid or deferred their fees will be removed from all their courses</td>
</tr>
<tr>
<td>Sept 14</td>
<td>Waiting Lists for Arts &amp; Science F &amp; Y section code courses turned off at the end of the day</td>
</tr>
<tr>
<td>Sept 19</td>
<td>Last day to ADD or change sections for F &amp; Y courses</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Thanksgiving Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Last day to CANCEL F section code courses</td>
</tr>
<tr>
<td>Nov 5-9</td>
<td>Fall Reading Week (NO CLASSES)</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Last day of classes - Fall Session; all term work in F section code courses must be submitted</td>
</tr>
<tr>
<td>Dec 6</td>
<td>Virtual Monday; Monday classes meet, Thursday classes do not meet</td>
</tr>
<tr>
<td>Dec 7</td>
<td>December Study Day</td>
</tr>
<tr>
<td>Dec 8-21</td>
<td>Examination Period (Term tests may be held in some Y section code courses)</td>
</tr>
<tr>
<td>Dec 22-Jan 6</td>
<td>December Break - UNIVERSITY CLOSED</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 7</td>
<td>FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume</td>
</tr>
<tr>
<td>Jan 17</td>
<td>Waiting Lists for Arts &amp; Science S section code courses turned off at the end of the day</td>
</tr>
<tr>
<td>Jan 20</td>
<td>Last day to ADD or change sections for S section code courses</td>
</tr>
<tr>
<td>Feb 18</td>
<td>Family Day - UNIVERSITY CLOSED</td>
</tr>
<tr>
<td>Feb 18-22</td>
<td>Winter Reading Week (NO CLASSES)</td>
</tr>
<tr>
<td>Feb 18</td>
<td>Last day to CANCEL Y section code courses</td>
</tr>
<tr>
<td>Mar 17</td>
<td>Last day to CANCEL S section code courses; Last day to WITHDRAW from the Faculty of Music with no academic penalty</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Last day of classes - Winter Session; all term work in S &amp; Y section code courses must be submitted</td>
</tr>
<tr>
<td>Apr 6-30</td>
<td>Examination Period</td>
</tr>
<tr>
<td>Apr 19</td>
<td>Good Friday - UNIVERSITY CLOSED</td>
</tr>
</tbody>
</table>
The Faculty of Music, University of Toronto

Edward Johnson Building
80 Queen’s Park
Toronto, Ontario
M5S 2C5

The Registrar’s Office
Room 145, Edward Johnson Building
(416) 978-3740  |  registrar.music@utoronto.ca
https://utoronto.sharepoint.com/sites/music/registrar

The Performance Office
Room 107, Edward Johnson Building
(416) 978-3746  |  performance.music@utoronto.ca
https://utoronto.sharepoint.com/sites/music/performance