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### i. before choosing courses: things to consider

#### degree requirements

This chart is a quick reference for the minimum requirements for your degree (either Honours Bachelor of Science, Honours Bachelor of Arts, or Bachelor of Commerce). Be sure to look it over!

<table>
<thead>
<tr>
<th></th>
<th>Honours Bachelor of Arts/ Honours Bachelor of Science</th>
<th>Bachelor of Commerce</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Credits</strong></td>
<td>20.0—at least 10.0 FCEs must be offered by the Faculty of Arts and Science</td>
<td></td>
</tr>
<tr>
<td><strong>Level of Credits</strong></td>
<td>Maximum 6.0 100-level At least 6.0 300/400-level</td>
<td>Maximum 6.0 100-level At least 6.0 300/400-level, including at least 1.0 400-level A minimum of 8.0 RSM/MGT courses, 8.0 other A&amp;S courses</td>
</tr>
<tr>
<td><strong>Program Requirements</strong></td>
<td>1 Specialist, or 2 Majors*, or 1 Major + 2 Minors* * must consist of 12.0 different FCEs</td>
<td>Management, Finance &amp; Economics, or Accounting Specialist</td>
</tr>
<tr>
<td><strong>Cumulative Grade Point Average</strong></td>
<td>1.85</td>
<td></td>
</tr>
<tr>
<td><strong>Breadth Requirements</strong></td>
<td>The Breadth Requirement can be completed in one of two ways: (a) at least 1.0 FCE in each of 4 of the 5 categories below, or (b) at least 1.0 FCE in each of any 3 of the 5 categories below, and at least 0.5 FCEs in each of the other 2 categories. 1. Creative and Cultural Representations 2. Thought, Belief, and Behaviour 3. Society and Its Institutions 4. Living Things and Their Environment 5. The Physical and Mathematical Universes</td>
<td></td>
</tr>
</tbody>
</table>

Additional information about degree requirements is available here: [https://fas.calendar.utoronto.ca/degree-requirements-hba-hbsc-bcom](https://fas.calendar.utoronto.ca/degree-requirements-hba-hbsc-bcom)
Program: A group of courses in a specific discipline. Can be either a major, minor, or specialist.

You do not enroll in programs until the end of your first year, but it’s important to think about which program(s) you are planning to enroll in, so you can be sure to take any first-year courses that may be necessary for program entry.

Check out program requirements in the Arts and Science Calendar: https://fas.calendar.utoronto.ca/listing-program-subject-areas

To meet your degree requirements, you will need to have a minimum program combination of:
   a. 1 specialist OR
   b. 2 majors OR
   c. 1 major and 2 minors

You can have a maximum of three programs, only two of which can be specialists or majors.

FYI: you can change your program enrollment in subsequent years — just be sure to pay attention to the requirements! If you change your program too often, it may take longer for you to complete all required courses.

Explanation of Symbols:
These may appear when you are looking at your program requirements.
   • The comma (,) semi-colon (;) ampersand (&) and plus sign (+) mean “AND”
   • The slash (/) means “OR”
breadth requirements

You are required to complete the breadth requirement as part of your degree requirements.

The breadth categories are:

1. Creative and Cultural Representations
2. Thought, Belief, and Behaviour
3. Society and Its Institutions
4. Living Thing and Their Environment
5. The Physical and Mathematical Universes

To complete your breadth requirement, you will either need to complete 1.0 FCE (Full-Course Equivalent) in four of the five categories above; OR complete 1.0 FCE in three of the five categories + 0.5 FCE in each of the remaining two categories.

If a course falls into a breadth category, you will find this written at the end of the course description in the course calendar, e.g. BR=1.

Some courses fit into multiple categories, e.g. a 1.0 FCE course that is BR=1+3 counts for a 0.5 FCE in category 1 and a 0.5 FCE in category 3.

Here’s a resource to help you choose your breadth requirement courses: http://learning.artsci.utoronto.ca/index.php/home/choosing-great-breadth-courses/

FYI: You may see “Distribution Requirement” or “DR” in some course descriptions. You can disregard this as the requirement only applies for students who began their degrees prior to September 2010.

FYI: Though you may choose to do so, it is not necessary for you to complete your breadth requirement in first year. Just be sure to complete the requirement before you intend to graduate.
maximum 100-level credits

You can take up to 6.0 FCEs at the 100-level for credit over the course of your degree.

FYI: 5.0 FCEs is typical in first year. You need at least 20.0 FCEs to graduate.

Each additional course taken at the 100-level, beyond 6.0 FCEs, will be designated as an ‘EXTRA’ course on your transcript. What that means:

- Extra courses are NOT included in your GPA or total credit count.
- Extra courses CAN be used to satisfy program requirements, prerequisites, co-requisites, and breadth requirements.
- For more information about extra courses, please visit: [https://fas.calendar.utoronto.ca/course-enrolment#extra-courses](https://fas.calendar.utoronto.ca/course-enrolment#extra-courses)

FYI: Keeping track of how many 100-level courses you complete is especially important if you are expecting to receive high school transfer credits (e.g. IB, AP, etc.). Generally, courses are counted to your degree in the order you complete them, which means that, because your transfer credits arrived on you record first, they won’t be marked "extra."

the faculty of arts & science calendar

It’s not actually a calendar! But it does contain lots of useful information about degree requirements, program overviews, course descriptions, rules and regulations, important dates, and resources. Find it here: [https://fas.calendar.utoronto.ca/](https://fas.calendar.utoronto.ca/).
registration instructions

Find the Registration Instructions at:
https://www.artsci.utoronto.ca/academics/course-enrolment

- Follow the steps posted here to make sure you are properly registered for the upcoming academic session.

timetable

Find the 2019-20 Fall/Winter Timetable at:
https://www.artsci.utoronto.ca/dates-deadlines/course-timetables

- Please note: a preliminary timetable is posted in May, and the final timetable, which includes much more information, will be available in June.

- When planning your courses, be sure to check for any instructions specific to an individual course. For example, some classes have labs (practical sections) that only meet on alternate weeks. Some courses ask you to enrol in specific tutorial sections depending on which lecture section you have chosen. Don’t forget to read the fine print!
how to read a course code

Let’s use MAT133Y1Y as an example and break it down:

- **MAT** – departmental designator. In this case, MAT means the course is offered by the Math Department.
- **133** – the first digit indicates the level of instruction (first year, second year, etc.).
- **Y** – course weight (Y = 1.0 FCE and H = 0.5 FCE)
- **1** – campus (1 means a St. George campus course)
- **Y** – section code. There are 3 types:
  - **Y** = full year (i.e. course runs from September – April)
  - **F** = first term (i.e. course runs from September – December)
  - **S** = second term (i.e. course runs from January – April)

the course listing

In the timetable, a course listing will include the following information:

- **Meeting sections**: Each course will be delivered in one or more of the following ways:
  - **L** = lecture sections (e.g. LEC0101)
  - **P** = practical sections (e.g. PRA0302)
  - **T** = tutorial sections (e.g. TUT0201)
  
  FYI: If a course has lectures, practicals, and tutorials listed, you must choose one of each.

- **Time**: When the course/section is scheduled to meet
  - FYI: We operate on “U of T Time” – all classes begin 10 minutes after the hour!

- **Room & Instructor**: Where the class is & who will be teaching it
  - Don’t worry if these fields are blank — classrooms and professors are usually finalized closer to the start of term.
the course listing (cont’d)

- **Pre-requisites**: a course (or other qualification) that is required to be completed as preparation for entry into the course.
- **Co-requisites**: another course that must be taken concurrently.
- **Exclusions**: You cannot receive credit for this course if you have already taken another course listed as an exclusion.
- **Waiting lists**: indicates whether the course will have a waitlist if it becomes full.
  - Sept 13 – Waitlists for F/Y section courses are turned off.
  - Jan 16 – Waitlists for S section courses are turned off.
  - There are 3-4 days of course enrolment on a first-come, first-served basis after waitlists are turned off.
- **Enrolment controls**: If a course listing has a yellow box labelled “Enrolment Controls,” be sure to click on it as there are restrictions to which students can add these courses and when:
  - **P**: Only specific groups of students can enrol during the priority enrollment period. After a certain date, the course is opened up so everyone can enroll.
  - **R1**: The course is restricted to a specific group of students at ALL TIMES.
  - **R2**: The course is restricted to a specific group of students until a certain date. Then some space is made available to other students.
  - **E**: Students must be enrolled by the department that offers the course. These courses must also be cancelled at the department or the Registrar’s Office. These courses cannot be added or cancelled by the student on ACORN.
maximum course load & priority period

The maximum course credit load that students may enroll in during the priority period will be 5.0 FCEs for full-time students (check the finalized timetable in June for the exact dates of the priority enrolment period).

After the priority enrollment period ends, students may enroll in up to 1.0 more FCE to a maximum total course load of 6.0 FCEs. Although you are permitted to enroll in up to 6.0 FCEs, it is recommended that first-year students only take a maximum of 5.0 FCEs.

Make sure you enroll in courses for both the Fall (F-term) AND Winter (S-term) when you complete your course enrolment in July.

Maximum term load of 6 classes is allowed in each of the Fall and Winter terms.

Ideally, your terms should be balanced, with five classes per term, and add up to 5.0 FCEs across the entire Fall-Winter session.
### iii. other useful things to know

### Credit/No-Credit (CR/NCR)

**CR/NCR:** a mechanism that allows you to take a course without having a specific grade recorded on your transcript — you will either receive a credit (designated “CR” on your academic record) if you pass the course with 50% or higher, or no credit (designated “NCR”) if you receive 49% or lower.

CR/NCR courses are NOT able to satisfy program requirements and do not count towards your GPA. However, they CAN be used for breadth requirements or to count towards your degree credit count.

You can select up to 2.0 FCEs to be CR/NCR throughout your degree.

This option is not available for all courses (exceptions include 199 seminars, Ones Program courses, Rotman Commerce courses, etc.).

You must designate the course as CR/NCR on ACORN by the last day to cancel the course (the “drop deadline”).

More information is available here: [https://fas.calendar.utoronto.ca/course-enrolment#cr-ncr](https://fas.calendar.utoronto.ca/course-enrolment#cr-ncr)
late withdrawal (lwd)

LWD: designation given to a course that you drop after the official deadline to drop courses without academic penalty.

The course will still show up on your transcript, but with a notation of “LWD” instead of a grade, and will not be factored into your GPA.

You have up to 3.0 FCEs’ worth of LWDs to use throughout your degree.

Come to the Registrar’s Office to make an LWD request. The deadline is the last day of classes before final exams.

More information is available here: https://fascalendar.utoronto.ca/course-enrolment#lwd

ACORN is U of T’s online student information service, where you can:
- Add, drop, modify, and CR/NCR courses; check enrolment time
- View your fees invoice or defer payment
- See your class schedule
- Update your contact and banking information
- View your academic history, order transcripts, and print enrolment confirmation letters
- Plan your degree, find campus resources, and more!

Find it here: www.acorn.utoronto.ca

degree explorer

Use this tool to track your degree progress, plan future courses, and experiment with hypothetical programs: www.acom.utoronto.ca/degree_explorer.php
iv. paying your fees

fee payment & registration

In mid-July, you will be able to check your fees invoice on ACORN to find your “Minimum Payment Required to Register”. Your fees invoice will be posted on ACORN even though you haven’t yet enrolled in courses. This is because all students are initially charged a Program Fee regardless of course load. See here for more information on fees, what they mean, and how to pay them: https://www.artsci.utoronto.ca/academics/course-enrolment#registration-instructions-accordion-6

Payments are usually made through your Canadian banking institution – you can also use online or telephone banking. Please see here for options if you are paying from outside of Canada: http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/20195+Summer/payment.pdf

Your payment will take a few days to process, but keep checking your status on ACORN - once it switches from “invited” to “registered”, your payment has been received by the University and your place in your classes is secured.

IMPORTANT: Students must enroll in courses AND pay or officially defer the first installment of tuition fees to complete their registration—otherwise they will be REMOVED from their courses.
fee deferral

You can defer your first installment of tuition fees if you will be receiving funding through OSAP or another provincial financial aid program, or if you will be receiving a major scholarship from the University of Toronto. Be sure to apply to OSAP early in the summer so that your application can be processed in time for you to defer your fees!

OSAP deferrals are done on ACORN, or through the Registrar’s Office if you require assistance.

To defer on the basis of scholarships and government loans from other Canadian provinces, please contact the Registrar’s Office at registrar@trinity.utoronto.ca. You will need to provide proof of your provincial loan or scholarship in order to defer.

payment deadlines

The minimum payment to register will be due in late August. The exact date will be posted at https://www.artsci.utoronto.ca/academics/course-enrolment#registration-instructions-accordion-6 in June.

Your full Fall term fees balance is due by September 30th. Your Winter term fees are due by November 30th, unless you have a provincial loan deferral, in which case Winter term fees are due by January 31st.

After these deadlines, interest will start to accrue on unpaid fee balances.

For more details on paying your fees, visit https://www.artsci.utoronto.ca/academics/course-enrolment#registration-instructions-accordion-6.
residence fees

1st deposit of $600 due is by June 3rd.

2nd deposit of $1,000 is due by August 1st — this confirms your space in residence.

Residence deposits are paid through the StarRez portal.

Outstanding balance for Fall term residence is due by September 30th.

Outstanding balance for Winter term residence is due by November 30th.

Residence balances are paid through ACORN using any of the methods by which you pay tuition.

Questions about residence fees? Contact the Trinity College Office of the Dean of Students at deanofstudents@trinity.utoronto.ca.
v. important next steps

1. Use the Calendar to check any first-year course requirements for the programs you are most interested in.

2. Review the registration instructions and finalized Timetable when they are posted later in June, and plan your course enrollment. Especially, note the date that your course enrollment start time will be posted on ACORN and the date that your minimum fees payment to register is due.

3. Check your course enrollment start time on ACORN in mid-July.

4. Enroll in courses for both the Fall and Winter terms on your course enrollment date, beginning at your assigned start time.

5. Make your minimum payment to register by the deadline date, to confirm your place in your classes.
still have questions?

E-mail us: registrar@trinity.utoronto.ca

Call us: 416-978-2687

Make an appointment to see us:

Summer office hours: Monday through Friday, 10:00am – 1:00pm and 2:00pm – 4:00pm.

Send us an email or call us to set up a meeting time! You can also sign up for a Skype appointment through the Newly Admitted Students’ Hub.

Check out our website: www.trinity.utoronto.ca

Follow us on Twitter: @fortrinstudents (We post reminders of important dates throughout the year!)