Fall/Winter Session
Course Enrollment

getting started

course enrollment resource guide

PREPARED BY THE TRINITY COLLEGE REGISTRAR'S OFFICE

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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!

	Honours Bachelor of Arts/ Honours Bachelor of Science	**Bachelor of Commerce**
Number of Credits (Full Course Equivalents/FCEs)	20.0—at least 10.0 FCEs must be offered by the Faculty of Arts and Science	
Level of Credits	Minimum of 13.0 at the 200/300/400-level At least 6.0 at the 300/400-level	Minimum of 13.0 at the 200/300/400-level At least 6.0 at the 300/400-level, including at least 1.0 at the 400-level A minimum of 8.0 RSM/MGT courses, 8.0 other A&S courses
Program Requirements	1 Specialist, or 2 Majors*, or 1 Major + 2 Minors* * must consist of 12.0 different FCEs	Management, Finance & Economics, or Accounting Specialist
Cumulative Grade Point Average	1.85	
Breadth Requirements	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	

Additional information about degree requirements is available here: https://fas.calendar.utoronto.ca/degree-requirements-hba-hbsc-bcom

programs

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 (the third program is always a minor).

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 from the Faculty of Arts & Science and your breadth requirement: https://sidneysmithcommons.artsci.utoronto.ca/what-is-a-breadth-requirement/

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.

Minimum 13.0 credits at the 200-level or higher

Out of your 20.0 credits to graduate, you need to make sure that 13.0 of those credits are at the 200-level or higher.

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.). While these high school transfer credits will help you get to 20.0 credits faster, you still have to make sure you have at least 13.0 credits at the 200-level or higher.

The easiest way to think about this is, if you have more than 7.0 credits at the 100-level, you're likely going to graduate with more than 20.0 credits, because you need a minimum of 13.0 credits at the 200-level or higher.

Don't worry — if you're not sure about this, just check with any of the academic advisors through your Office of the Registrar. We'll help you sort it out!

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/.

ii. registration instructions & timetable

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

- Normally, a preliminary timetable is posted in May, and the final timetable, with more information, in June. Due to the pandemic, the F20/W21 timetable will not be available until late June.
- To familiarize yourself with the tool, we suggest looking at the F19/W20, and S20 timetables **AS EXAMPLES** until the F20/W21 timetables are available.
- 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. 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.
- **1**33 – the first digit indicates the level of instruction (100-level, 200-level, 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 session (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" – classes begin10 minutes after the hour...so don't worry about back to back classes!
- **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 18 – Waitlists for F/Y section courses are turned off.
  - Jan 14 – 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.
  - Sept 24 is last the day to add F/Y section courses.
  - Jan 17 is last the day to add S section courses.

- **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

maximum course load & priority

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 (normally 2.5 in each term).**

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 complete degree.
- This option is not available for all courses (exceptions include 199 seminars, Ones Program courses, Rotman Commerce courses, etc.). Full list found at link below.
- 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

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.

- Contact 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://fas.calendar.utoronto.ca/course-enrolment#lwd

acorn

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.acorn.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/faculty-registrar/fees

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 and deadline to defer your payment is **September 2nd, 2020**.

Your full Fall term fees balance is typically due by the **end of September**. Your Winter term fees are typically due by the **end of November**, unless you have a provincial loan deferral, in which case Winter term fees are due by the **end of January**. Please watch for final deadlines dates as they become available.

After these deadlines, interest will start to accrue on unpaid fee balances on the 15th of each month.

For more details on paying your fees, visit https://www.artsci.utoronto.ca/faculty-registrar/fees

residence & residence fees

Residence is an important part of the university experience and we're excited to be welcoming students to campus this fall. If you applied to live in residence, your experience will be a little different than what you imagined, but our goal is to make your residence life as fulfilling as possible and to support you every step of the way.

As Residence Life plans for 2020-2021 continue to take shape in the current circumstances, the best resource for up-to-date information can be found at:

https://www.viceprovoststudents.utoronto.ca/covid-19/

We would like to draw your attention specifically to the section entitled "**For Students Applying to Residence for Fall 2020**". This will be updated as we move forward, but gives a baseline of answers to questions about residence in general.

Residence Deposits need to be paid directly to your StarRez account.

Later on, 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. Get connected to the TRIN1010 Summer program on QUERCUS!

2. Activate your UTORid (University of Toronto ID) by following the instructions listed at the TCard Office.

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

4. 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.

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

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

7. Make your minimum payment to register by the deadline date, to confirm your place in your classes.

8. Connect with the Office of the Registrar registrar@trinity.utoronto.ca with any questions or concerns!

still have questions?

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

Make an appointment to see us:

Office hours: Monday through Friday, 10:00am – 1:00pm and 2:00pm – 4:30pm.

Send us an email to set up a meeting time! You can also sign up for an online 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!)