



UNIVERSITY OF TORONTO
FACULTY OF MUSIC

WELCOME GUIDE

FOR

NEW GRADUATE STUDENTS

2023-2024



IMPORTANT DATES

July 17th

August 2nd

August 31st

September 7th

September 15th

Tuition fees invoice available on ACORN

Course enrollment begins on ACORN

Last day to clear conditions of admission

First Day of Classes - Fall Session (F & Y courses)

Registration Deadline

WELCOME TO THE FACULTY OF MUSIC

Congratulations on your admission to the Faculty of Music, University of Toronto!

We're glad that you have chosen to attend the University of Toronto and hope that this will be the beginning of an exceptional educational and musical experience for you.

The Graduate Office at the Faculty of Music is your "reliable first stop" for information and advice. The Office is responsible for the administrative operations of the graduate programs including student records, course administration, marks, funding and scholarships, convocation, as well as implementing the policies on academic regulations from the School of Graduate Studies.

Your graduate education is an exciting and challenging endeavour. Reading the materials we provide to you will help you stay on track. Do not hesitate to reach out and ask how things work around the Faculty of Music and the University.

Best wishes for a successful year!

Todd Will

Graduate Programs Administrator

Victoria Boerner

Graduate Programs Assistant

GRADUATE OFFICE

Room 143, Edward Johnson Building
80 Queens Park

Hours: Monday - Friday, 9:00am - 5:00pm
(416) 978-5772 | gradadmin.music@utoronto.ca

Available for advising by appointment.

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FACULTY of MUSIC

GETTING A HEAD START

Get your TCard

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

The first step is to submit your identity and legal status documentation online: <https://tcard.utoronto.ca/get-your-utorid-tcard/>. After your identity and legal status documentation have been approved, you will receive an email with instructions about activating your UTORid (see below). You may then make an appointment to pick up your Tcard on campus.

<https://tcard.utoronto.ca/get-your-utorid-tcard/>



Activate your U of T E-mail and UTORid

After your identity and legal status documentation have been submitted and approved, you will receive an email with instructions about how to convert your JOINid to a UTORid. Your UTORid and password provide access to online services like email (UTmail+, course content on Quercus, webinars, library resources, Microsoft365 applications, network services for international students, WiFi on campus, and more. All U of T students are given a university e-mail address but **it is your responsibility to activate your account**. Enter this new e-mail on your ACORN record (more information on page 5). U of T uses e-mail to communicate with you. It is your responsibility to update your e-mail on ACORN and to check your UTmail+ account daily.

Fall 2023 students can begin the process of getting their UTORid and TCard now!

Important Note: Policy on Official Correspondence with Students

The University and its divisions may use the postal mail system and/or electronic message services as means for communicating with you. Official correspondence may include, but is not limited to, matters related to your participation in academic programs, scheduling, fees, and other matters concerning the administration and governance of the University.

You are responsible for maintaining and advising the University, on ACORN (the automated web service), of a current and valid postal address as well as the address for a University issued e-mail. Students are also urged to add their emergency contact information on ACORN.

Get to know ACORN

ACORN is the University of Toronto's user-friendly and intuitive student web service. You can access ACORN before setting up your University accounts using your JOINid and password; once you have activated your UTORid, your UTORid and password become your new login information.

The best way to become familiar with this system is to use it: www.acorn.utoronto.ca

HOW TO USE ACORN

ACCESSIBLE CAMPUS ONLINE RESOURCE NETWORK



Student Web Services

[U of T Home](#) | [Portal](#) | [Contacts](#) | [Maps](#) | [A-Z](#)



Login at www.acorn.utoronto.ca with your UTORid and password.

Using the Student Web Service: ACORN

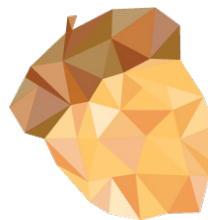
ACORN is your main tool for accessing course enrolment, student account information, personal contact information and student life resources. You will use your UTORid(JOINid) and password to login to ACORN. ACORN has step by step instructions for obtaining information and enrolling in academic activities.

The use of ACORN to enrol in courses means that you agree to abide by all the academic and non-academic rules and regulations of the University of Toronto and the Faculty of Music, and assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto.

After you have successfully logged on you will be brought to the main dashboard. This gives you navigational access to all other parts of ACORN and will show any new notifications alongside a daily calendar, links to key dates, important academic information and basic information about your financial account.

FEATURES ON ACORN

- Find the courses you need by course code or title using an easy search system
- Use an 'enrolment cart' to plan your timetable (for Music courses)
- Add, drop and modify your course enrolments in real-time from a single window
- View and print your timetable
- View your daily schedule and upcoming key dates at a glance
- Access your course grades and your academic status
- View your tuition and residence fees invoice
- Print T2202A tax receipts
- Access information about housing, health and wellness, co-curricular programs and more in one place



For more information, visit:

<https://www.acorn.utoronto.ca/>

Please note there is no access to the SWS when the University is closed; i.e. Holidays

Step by step instructions and videos for common transactions made on ACORN can be found here: www.help.acorn.utoronto.ca/how-to

Orientation Sessions

You will receive an invitation to our Orientation session later in the summer. This is typically scheduled in the first week of September. The School of Graduate Studies (SGS) also hosts a number of information sessions of specific interests and topics.

The goal of the sessions is to assist you with finding University resources and to familiarize yourself with the expectations of the Faculty of Music, and the University at large. First time TA training will also be available at Music's Orientation.

Updated information on these events from the School of Graduate Studies will be posted to: <https://www.sgs.utoronto.ca/orientation/>

Teaching Assistantships (TA)

All incoming students can apply for TA positions in late June-mid July, and hiring decisions will be available in mid-August. TA positions are available on a competitive basis; for the best chance of receiving a position, please apply to all the positions you believe you are qualified for. TA positions are paid at the CUPE 3902 Unit 1 rate (\$47.64/hr). You will receive an email when TA positions are open for application.

If you have questions about the TA process, please email ta.music@utoronto.ca.

Login at <https://ssp2.music.utoronto.ca/tajobs/students> with your UTORid and password.

MA, DMA, and PhD students receiving a stipend will be required to apply for TA positions to receive the full value of the stipend.

Equity, Diversity and Inclusion (EDI)

The Faculty of Music at the University of Toronto is deeply committed to furthering equity, diversity, inclusion, and belonging in our community, city, and the world. We are working to weave these principles throughout the Faculty, in our programs, teaching and learning environments, concerts and performances, committee work, and special events.

The Director of the EDI office at Music is Reshma Dhrodia at edi.music@utoronto.ca

For more information, please refer to: <https://change.music.utoronto.ca>

REGISTRATION

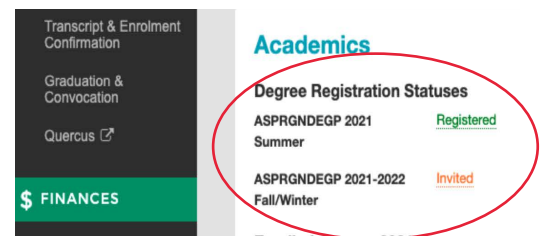
Registration occurs when you make your minimum payment to register (MPR) or arrange a tuition fee deferral. The MPR is indicated at the bottom of your Fees Invoice, which will be available on ACORN as of July 17th. You must pay the MPR or officially defer your fees by **August 31st**. Once you pay the MPR, your status on ACORN will change from "Invited" to "Registered." There is no in-person registration.

You will be able to enrol in courses on ACORN beginning August 2nd. You may enrol in courses while your status on ACORN is "Invited," but if your status is not "Registered" by September, you will be removed from your courses.

To be fully registered for the Fall-Winter Session, you must enrol in courses **and** pay at least the MPR (or officially defer your fees) by August 31.

If you pay the MPR between August 31st and September 15th, you are required to provide the Graduate Office with proof of payment. If you have not presented proof of payment or deferred your fees by 4:00pm on September 15th, you will be removed from your courses.

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



Fees

Compulsory fees for Registration consist of academic, incidental, and ancillary fees. Academic fees vary depending on the degree program and year of admission to the Faculty of Music.

You are required to view the fee payment instructions on the Student Accounts website (www.fees.utoronto.ca), view your Fees Invoice on ACORN, and then make your tuition payment. The Fees Invoice will be available on ACORN on July 17th. It is recommended that you make the minimum payment indicated on your Fees Invoice by August 31st to ensure your registration is complete by the first day of classes.

Students who have applied for OSAP/their provincial loan program on time and are not otherwise able to make the minimum payment may be able to defer the fees payment to a later date as long as you do not owe fees from the previous sessions. Fee deferrals are requested on ACORN. Students who have not paid or deferred their fees by the 15th of September will be removed from their courses.

Re-registration requires approval and a financial penalty, and does not guarantee a spot in previously enrolled courses.

For more information about OSAP, visit
<https://future.utoronto.finances/financial-aid/ontario/.ca>.

How to pay

Students have the following options to pay fees:

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

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

1. You can pay your fees in-person at any one of the chartered banks using a printout of the ACORN account in Invoice Format. **OR**
2. Set up U of T as one of your payee accounts by providing your financial institution with your U of T student account number and the name “University of Toronto”. Your account number is 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 digits of your student number. Make sure you keep your bank verification/confirmation number. This will be your proof of payment. **OR**
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.

Check ACORN to see if your payment has been received or your deferral has been processed. In the “Academics” box on your ACORN dashboard, you will see your registration status for the Fall/Winter Session:

- *Registered* = Your registration is complete; no further action is necessary.
- *Invited* = You risk being removed from your courses. Check your status again in a few days to make sure your payment or deferral request was successfully received.

Deadlines & Billing Dates

August 31	Recommended deadline to pay the Minimum Fees or defer your fees by; Minimum fees will be on your Fees Invoice and are equivalent to 100% of Fall tuition fees
September 15	Registration Deadline
September 30	Payment Deadline for deferred Unpaid Fall term Tuition & Non-Tuition fees
November 30	Payment Deadline for Unpaid Winter term Tuition fees for all students without a fee deferral
January 31	Payment Deadline for Unpaid Winter term Tuition for Students who have a deferral
April 30	Payment deadline for Unpaid Fall and Winter term tuition & Non-tuition fees (including for scholarship/sponsorship/tuition waiver based deferral)

Beginning October 17th, a monthly service charge of 1.5% will be added on to your outstanding balance until it is completely cleared, unless you have deferred your tuition fees. All payments are applied to the charges on your account according to the algorithm of “oldest first”. This means that the oldest outstanding charge in the oldest session will be cleared first; there is no distinction between the type of charge, e.g. residence fees, academic fees, etc.

Deferring Tuition Fees

If you are expecting to receive funding that is more than your minimum amount to register on Acorn (i.e. Fall session fees), you will be eligible to defer your fee payment.

For first-year MA students, PhD, and DMA students: log onto ACORN and select “Tuition Fee Deferral” under the Finances menu and follow the directions. After completing the online deferral, you should check to ensure your Registration is complete.

For MMus students, a Register Without Payment Form is needed. Please complete the form and save/email to gradadmin.music@utoronto.ca before August 31st

By deferring your fees, you are agreeing to the following conditions:

- All outstanding tuition fees have been paid. Your deferral is not valid if you owe tuition fees from a previous session.
- If you do not receive any assistance from OSAP, you are still responsible for paying your fees.

Course Enrolment & Degree Credit Checklist

Course enrolment begins August 2nd in ACORN. Our 2023-24 Course Timetable will be published in early July. You can access the Course Timetable, along with the Course Descriptions and Degree Credit checklists, on our [Graduate Students](#) web page.

Your Degree Credit Checklist outlines, often in chronological order, the course requirements and benchmarks for your degree program. This is your map toward successfully completing your degree on time. Please refer to your degree credit checklist when enrolling in courses.



UNIVERSITY OF TORONTO
FACULTY OF MUSIC

Degree Checklist - MMus Performance – Instrumental Brass, Percussion, Strings, Woodwinds

Requirements: 7.0 full-course equivalents (FCE's) and 2 recitals. It is the student's responsibility to ensure they are enrolled in all their required and elective courses. Check your ACORN account to ensure you are properly enrolled. Courses must be added and/or dropped via ACORN according to the School of Graduate Studies Sessional Dates.

Course weights: "H" = 0.5 FCE's "Y" = 1.0 FCE's

- | | | |
|--------------------------|--|--------------|
| <input type="checkbox"/> | MUS4200Y (Year 1) – Critical Approaches to Music History | Grade: _____ |
| <input type="checkbox"/> | MUS4444Y (Year 1) – Applied Music I | Grade: _____ |
| <input type="checkbox"/> | MUS6666Y (Year 1) – Recital I | Grade: _____ |
| <input type="checkbox"/> | MUS4210H (Year 1) – Introduction to Music Analysis | Grade: _____ |
| <input type="checkbox"/> | MUS4700H (Year 1) – Major Ensemble | Grade: _____ |
| <input type="checkbox"/> | Electives (Years 1 & 2) – 2.0 FCE's | |

Course Code	Course Weight	Grade

- | | | |
|--------------------------|--|--------------|
| <input type="checkbox"/> | ONE of the courses (Year 2): | Grade: _____ |
| <input type="radio"/> | MUS4600H – Performance Practices before 1800 | |
| <input type="radio"/> | MUS4606H – Special Topics in Performance Practice (where there is no theory or literature relevant to instrumental specialization) | |
| <input type="radio"/> | MUS4610H – Analysis & Performance: Music in the 18 th & 19 th C | |
| <input type="radio"/> | MUS4615H – Analysis & Performance: 20 th C. | |
| <input type="checkbox"/> | MUS4445Y (Year 2) – Applied Lessons | Grade: _____ |
| <input type="checkbox"/> | MUS8888Y (Year 2) – Recital II | Grade: _____ |
| <input type="checkbox"/> | MUS4701H (Year 2) – Major Ensemble | Grade: _____ |
| <input type="checkbox"/> | Request to Graduate Submitted – must be submitted at the beginning of your final term | |

Resources: to help you get started and beyond...

Accessibility Services

Get help navigating your ongoing or temporary disability so you can succeed at U of T. If you have a documented learning disability, mental illness, physical challenges or another accessibility issue, register with Accessibility Services as soon as possible. Accommodations are determined based on available information regarding your functional limitations and their impact on your program of study. You are urged to initiate the process immediately, in order to have the necessary accommodations in place before classes begin.

Accessibility Services Deadline

You can register at any time, but to have accommodations in place for the start of the Fall 2023 term you must submit your intake package by **July 14th** at 5 p.m. Visit uoft.me/asregister to register.

Academic Success

Looking to learn tips for academic success, get writing support, or learn strategies to improve your time management skills? Consider joining a Grad Writing Group, Grad Productivity Group, or Grad Learning Group. Or connect with a Learning Strategist or explore Academic Success's grad student workshops and retreats through Academic Success.

Career Exploration and Education

Career Exploration and Education offers specific supports for graduate students that help you explore your options, know yourself, develop a strategy, and take action. Key resources can be found within CLNx (clnx.utoronto.ca/home.htm), where you can also register to participate in the bi-weekly Flexible Futures for Grad Students and Postdocs programming series. Career Exploration and Education also provides individual appointments, resume clinics, and practice interviews.

Family Care Office

Access confidential guidance, support, referrals and resources on family-related issues in the Family Care Office. The Family Care Office can provide support for balancing graduate studies with family responsibilities, provide information on access to childcare and meeting other student parents, assist with arranging family leaves, and more. You can also get advice from fellow student parents through their Peer Mentorship Program.

First Nations House

Are you an Indigenous Student looking for support and community on campus? Visit First Nations House, Indigenous Student Services. Join the FNH Orientation for new students and get connected with social programming throughout the year.

Grad Inventory

Find an inventory of programs, services, and resources at U of T that are specific to graduate students. Opportunities from Student Life, Hart House, the Family Care Office, the School of Graduate Studies, and more all in one place.

Grad Life

Gradlife is a hub for graduate support and finding community that helps registered graduate students (master's and PhD) at the St George campus navigate the grad school experience at U of T. Starting with university orientation and continuing to graduation and beyond, we support active participation in campus life and a broad range of co-curricular involvement opportunities.

Health & Wellness

The Health & Wellness Centre offers medical care, mental health services and programs that help you reach your personal and academic best. This includes same day counselling support.

- On-campus doctors & clinicians
- Mental health services
- Sexual & reproductive health consultations
- Immunizations
- Nutrition counseling & education
- Skills-building workshops & group therapy
- Drop-in mindfulness meditation & yoga

Better Coping Skills Workshops

Information about Same Day Counseling and other workshops

Mental health care - U of T Student Life (utoronto.ca)

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

Housing (Off-campus)

Housing can help you find an off-campus place.

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

SGS Grad Hub

Find information from the School of Graduate Studies (SGS) including FAQs, university-wide awards, awards for international students, confirmation of enrolment forms, the graduate calendar, graduate fee schedules, the Centre for Graduate Professional Development, the Centre for Graduate Mentorship & Supervision, and more.

The Centre for International Experience (CIE)

The CIE provides an array of services for international students. Some of the services include:

- Immigration advising
- Health coverage
- Help with applications for work permits
- Advice on transition to life in Canada
- Exchanges - Learning/research abroad opportunities

CIE videos

How to apply for a Canadian Study Permit - University of Toronto: <https://youtu.be/jhSNilYmRzM>
Immigration Orientation Webinars: <https://studentlife.utoronto.ca/program/immigration-work-shops-and-info-sessions/>. You will find links to recorded sessions and registration links for live Question and Answer (Q&A) sessions about the following topics:

- immigration documents, legal obligations and rights of international students
- applying for a study permit from outside Canada
- applying for a study permit extension from within Canada
- applying for a new entry visa
- eligibility criteria for working in Canada
- applying for a post-graduation work permit (PGWP)
- permanent residency, hosted by staff from Immigration Refugees & Citizenship Canada (IRCC)

Student Life & Student Groups

Faculty of Music Graduate Student Association (MGSA)

The MGSA is the official graduate student organization in the Faculty of Music. The objective of the MGSA is to promote the interests of graduate students in the Faculty of Music, cultivate relations between the faculty and the student body in University activities, and to further goodwill among the student members. 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.

Faculty of Music Anti-Racism Alliance (FoMARA)

The Faculty of Music Anti-Racism Alliance (FoMARA) is a student-run group whose aim is to create an equitable and safe environment within the University of Toronto Faculty of Music and empower the voices of BIPOC members, bringing to light issues surrounding racism, systemic oppression, and colonialism through activism, education and collaborative dialogue with stakeholders in the Faculty of Music and the broader community.

Mentorship from upper-year students - Gain insight and support from your peers. The [Mentorship](#) catalogue includes programs such as the

- Access Us
- Access & Inclusion Peer Programs
- International Student Experience Ambassadors

Meet with upper-year students who can help you discover belonging, academic and social supports, and more. Mentors provide valuable guidance and challenge you to do your best. Many programs begin this summer, so start now to find a mentorship program that works for you. Visit the mentorship catalogue at clnx.utoronto.ca to get started.

Access Us

Students with disabilities can get connected with a peer mentor and a supportive community that includes social events, academic workshops and career development.

Access & Inclusion Peer Programs

Students who are African/Black/Caribbean, Southeast Asian, Latin American or students whose parents/guardians did not complete post-secondary education in Canada (first generation) are paired with experienced upper-year mentors to help navigate potential barriers to success. You can meet with a mentor navigator over the summer or attend one of our summer/orientation events.

International Student Experience Ambassadors

Connect virtually with an upper-year international students and have your questions answered before arriving on campus in September.

Student Organization Portal website offer a large and diverse directory of student clubs, organizations, activities and opportunities on all three campuses. The thousands of entries include film appreciation clubs, debating societies, sports teams, social activism, drop-in classes, course unions, and research opportunities and awards.

MAKING THE MOST OUT OF YOUR UNIVERSITY EXPERIENCE

University life isn't all classes, textbooks and practicing. The best way to ensure a fulfilling experience as a university student is to get involved in campus life.

Athletic Centre

All students have automatic membership at the athletics facilities. The Athletic Centre boasts 10 squash courts, a 200-metre indoor running track, four multi-purpose courts, two swimming pools, an indoor golf range, badminton and tennis courts, dance studio, several gymnasiums, strength training apparatus, and sauna: physical.utoronto.ca
Those who thrive on competition can join the University's Varsity Blues: www.varsityblues.ca
The University of Toronto also has a comprehensive intramural sports program: <https://kpe.utoronto.ca/join-intramurals>



Clubs and Associations

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

You can join any number of groups; check out ULIFE, a searchable database of all extracurricular activities on campus. [Student Organization Portal](#)

Student Media

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



The Varsity
The Newspaper
CIUT - FM

www.thevarsity.ca
thenewspaper.ca
www.ciut.fm



Hart House

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

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

For more details, please visit:
harthouse.ca



Student Services at U of T

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

For a complete listing, visit <https://studentlife.utoronto.ca/program/gradlife/>

Student Government

The University of Toronto Graduate Students' Union (UTGSU) serves all graduate students at U of T. Every student is a member of UTGSU, and all committees and commissions are open to all students. The Music Graduate Students' Association (MGSA) serves all graduate students of the Faculty of Music.

UTGSU: www.utgsu.ca

MGSA: <https://mgsa.sa.utoronto.ca>

SESSIONAL DATES

BEFORE CLASSES START	
Aug 2 - Sept 20	Enrolment Period for all Music graduate courses beginning at 6am EDT on ACORN
August 31	Deadline for Automatic Registration; those who pay after this date and by Sept 15 are required to present their proof of payment to the Graduate Office
Sept 4	Labour Day - UNIVERSITY CLOSED
Sept 5-6	Orientation Activities
FIRST SEMESTER	
Sept 7	FIRST DAY OF CLASSES - Fall Session; classes with F & Y section codes begin
Sept 15	Students who have not paid or deferred their fees will be removed from all their courses
Sept 20	Last day to ADD or change sections for F & Y courses
Oct 9	Thanksgiving Day - UNIVERSITY CLOSED
Nov 6	Last day to CANCEL F section code courses
Nov 6-10	Fall Reading Week (NO CLASSES)
Dec 6	Last day of classes - Fall Session; all term work in F section code courses must be submitted
Dec 11	Virtual Monday; Monday classes meet, Wednesday classes do not meet
Dec 9-20	Examination Period (Term tests may be held in some Y section code courses)
Dec 21 - Jan 2	December Break - UNIVERSITY CLOSED
SECOND SEMESTER	
Jan 8	FIRST DAY OF CLASSES - Winter Session; classes with S section codes begin; Y courses resume
Jan 22	Last day to ADD or change sections for S section code courses
Feb 19	Family Day - UNIVERSITY CLOSED
Feb 19-23	Winter Reading Week (NO CLASSES)
Feb 20	Last day to CANCEL Y and S section code courses
Mar 29	Good Friday - UNIVERSITY CLOSED
Apr 5	Last day of classes - Winter Session; all term work in S and Y courses must be submitted
Apr 12	Virtual Friday; Friday classes meet, Monday classes do not meet
Apr 16-26	Examination Period