



UNIVERSITY OF TORONTO  
FACULTY OF MUSIC

# ADVANCED CERTIFICATE IN PERFORMANCE

GUIDE FOR NEW STUDENTS

2023-24

## IMPORTANT DATES

July 14th	Tuition fees invoice available on ACORN
August 8th	Course Enrolment begins
August 30th	Recommended date for Minimum Payment/ Tuition deferral for Automatic Registration
September 5 - 7th	Major Ensemble Placement Auditions
September 7th	First Day of Classes - Fall Session
September 13th	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've chosen to attend the University of Toronto and hope that this will be an exceptional educational and musical experience for you.

The Registrar's Office at the Faculty of Music is your "reliable first stop" for information and advice. This office is also responsible for the administrative operations of the undergraduate program including student records, course administration, convocation, examinations, marks, scholarships, and bursaries, as well as the policies on academic regulations. Academic and personal counselling is provided by the office, along with appropriate referrals to other services within the University. The office also administers access to practice facilities and booking of space in both of our buildings – Faculty of Music, North (Edward Johnson Building) and Faculty of Music, South (90 Wellesley Street West).

Please take the time to read all the materials we provide. University life is an exciting and demanding endeavour. Some of the procedures and rules will be new to you. In addition to reading this guide, do not hesitate to reach out to help you become familiar with how things work around the Faculty and the University.

Best wishes for a successful year!

*Nalayini Balasubramaniam*  
Registrar

*Dawn Pascoe*  
Assistant Registrar, Student Services

*Andrea Nussey Atherley*  
Student Service Administrator

*Jennifer Panasiuk*  
Admissions & Recruitment Officer

*Calista Biermans-Tunney*  
Student Services Coordinator

## REGISTRAR'S OFFICE

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

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

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

Stay up-to-date with SharePoint:  
<https://utoronto.sharepoint.com/sites/music/registrar>  
Follow us on Instagram! @UofTMusicReg



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# 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 email 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 address on your ACORN record (which is our automated web service, find more information on [page 10](#)). 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. All correspondence sent from the University of Toronto will only be sent to this address. Your UTmail also gives access to the Information Commons, library, and the internet.

## Get to know ACORN

ACORN is the University of Toronto's user-friendly and intuitive student web service. You can use it to enrol in courses, access your grades, order transcripts, determine how much you owe on your fees account, update your personal contact information, and much more. You can access ACORN before setting up your University accounts using your JOINid and password (<https://www.utorid.utoronto.ca>). Your JOINid was included in your offer of admission. Your JOINid becomes your UTORid after activation. Once you have activated your UTORid, your UTORid and password become your new login information. More information is outlined later in this guide (see page 10).

The best way to become familiar with this system is to use it: [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)





## Get to know the Programs and Services offered by the Division of Student Life

The mission of these services is to offer all students support in reaching your academic goals while finding community and belonging. This includes preparing you for university academics, by introducing available resources, teaching time management skills and effective learning and study habits. They're here to support your mental and physical health, with virtual and in-person appointments, workshops to teach you wellness skills, and peer support in a range of areas. They can also help you with accessibility and accommodations issues. Student Life provides all kinds of resources to help with your career, from work-study positions and on-campus jobs to resources to help you develop resume and interview skills. For international students, they provide a range of supports from information about immigration, health coverage and work permits, to advice on transitioning into Canadian life. **Refer to page 11 for further details.**

For more information, please refer to [www.studentlife.utoronto.ca](http://www.studentlife.utoronto.ca)

## Register with Accessibility Services

Students who have a documented disability may be able to receive special accommodations to enhance their study at the University of Toronto by being registered with this service. An accommodation is any change that enables students with disabilities to participate equally in the environment and activities of either a particular class or university life in general. This includes making changes to course delivery, assessment methods, the types of resources provided, and physical access to a class. It involves removing barriers of all kinds. 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 (if appropriate) in place before classes begin. **July 14th** is the registration deadline for accommodations to be in place before the start of the school year.

For more information, please refer to <https://www.studentlife.utoronto.ca/as/new-registration>





## Prepare for Ensemble Placement Auditions

Major Ensemble Placement Auditions will be done in-person September 5th - 7th, 2023. All excerpts, along with individual placement audition dates and times, and tips on how to prepare are available on the Performance Office webpage: <https://performance.music.utoronto.ca/major-ensembles/>. If you intend to participate in a major ensemble, please contact Amanda Eyer Haberman at [performance.music@utoronto.ca](mailto:performance.music@utoronto.ca) to be scheduled for a placement audition.

## Practice Rooms at the Faculty of Music

Students will gain access to practice facilities during the first week of September for both the Faculty of Music North (Edward Johnson Building) and Faculty of Music South (90 Wellesley St. W.). Access to these buildings is administered through a fob system. Fobs are distributed and administered by the Registrar's Office. You must order your fob and pay the \$28 deposit online with a credit card before you can pick it up.

The online fob order form for 2023-2024 will be sent to you via email during the month of August. Information about when to pick up your fob will be communicated later in August. You will need to bring the following when you come to pick up your fob in September:

- Your TCard

Some instrumentalists have access to the use of storage and specialized practice rooms. These students will be required to pay a non-refundable fee of \$20.00 for the key and use of these specialized rooms, if applicable. (Specialized instrument rooms are for the following majors: Harp, Bassoon, Double Bass, Percussion, Tuba, Jazz Double Bass, Jazz Drums.)

Similarly, students wanting to practice in the studios of their respective teachers will be required to get authorization and pay a non-refundable fee of \$20.00 for the special access, at the discretion of their teachers. In both of these cases, you must order and pay online before you can pick up a key / receive the special access.

The online key/studio access order form for 2023-2024 will be sent to you via email during the month of August.

# COURSE SELECTION

All students in the Advanced Certificate in Performance program are required to be enrolled in a full time course load for the academic year. A range of 3.0 credits to 5.0 credits constitutes a full time load. Students must successfully complete at least 3.0 credits (including required course(s)) in order to satisfy the requirements of the program. Required courses (\*) indicated below, cannot be dropped. All students will be enrolled in PMA485Y Applied Music & Recital by the Registrar's Office.

## Program Requirements (excluding the Baroque Option):

*Applied Music & Recital	1.0 Credit
Ensemble	0.67 Credit and/or
Chamber Music	0.33 Credit
Music Electives	Variable – minimum 2.0 required

## Program Requirements (Baroque Option):

*Applied Music & Recital	1.0 Credit
*HMU elective	0.5 Credit**
*Ensemble	0.67 or 0.50 Credit
*Chamber Music	0.33 Credit
Music Electives	Variable – minimum 0.5 required

\*\* This could also be an Independent Study (HMU499H1); refer to the [HMU499H Application Form](#) and contact us at [registrar.music@utoronto.ca](mailto:registrar.music@utoronto.ca) should you have more questions about pursuing this option.

## Course Selection – The Basics

Course selection requires using both the Academic Calendar and Timetables of the Faculty of Music. There are a number of tools available to help you choose your courses:

### Academic Calendar:

Outlines Program Requirements & Course Descriptions

<https://music.calendar.utoronto.ca/>

### Timetable:

Lists course codes and modes of delivery/times/rooms for all classes being offered for the 2023-24 session

Visit <https://music.utoronto.ca/student-services-resources.php>

### Timetable Builder:

Timetable Builder is U of T's official visual timetable building tool. Search for courses by keyword or filter by department, day of the week, and more:

<https://ttb.utoronto.ca/>

# Decoding the Timetable

## COURSE CODE

3 letters denoting the division/department

3 numbers denoting the level (100, 200, 300, 400)

H = runs for one term only; Y = runs for both terms

1 number indicating the campus (1 = St. George Campus)

Example:

EMU130Y1 is a Music Education course at the 100-level that runs from September to April and is taught at the St. George campus.

## SECTION CODE

F = Fall session (September to December)

S = Winter session (January to April)

Y = Fall and Winter sessions (September to April)

## CREDITS

Music courses vary in weight, mostly from 0.17 - 1.0 credits. Arts & Science courses are worth either 0.5 (Half Course) or 1.0 (Full Course) credits.

## TITLE

Abbreviated version of the full title of the course given in the Academic Calendar.

## MEETING SECTION

The letter indicates the nature of the course.

LEC or L = Lecture

PRA or P = Practical

TUT or T = Tutorial

A course may be offered at more than one time during the week, which will be indicated with different numbered meeting sections (e.g. P0101, P0201). Students have the option of choosing the meeting section that best fits the rest of their schedule.

## HOURS

The letter corresponds to the same legend used for meeting sections. The number refers to the number of hours this course meets a week. For instance, 2L means the course is a lecture and meets for a total of 2 hours each week.

## DAY/TIME

M = Monday

R = Thursday

T = Tuesday

F = Friday

W = Wednesday

S = Saturday

Where more than one letter is used for the day, classes meet on each day indicated. Classes begin at 10 minutes after the hour and finish on the hour. For example, a class with time of "TR10" meets on both Tuesday and Thursday, beginning at 10:10 and ending at 11:00. A class with a time of "M3-5" meets on Monday from 3:10 to 5:00.

## BUILDING/ROOM

The mode of delivery is also included within this column. All courses are in the Edward Johnson Building unless specified otherwise.

## NOTES

Additional details about the course that you need to be mindful of.



# Steps to Choosing Your Courses

**STEP 1: Look through the timetable to determine courses of interest. Check the [Academic Calendar](#) for course descriptions and any conditions for enrolment.** Create a plan for what your weekly schedule will look like using Timetable Builder:

<https://ttb.utoronto.ca/>

Remember to leave room for a Major Ensemble (if you are intending to be in one). For those not in the Early Music program, you will be assigned to one in September, if you have indicated your intent and are scheduled for a placement audition. Ensembles include: Soprano/Alto Chorus, MacMillan Singers, Tenor/Bass Chorus, Chamber Choir, Wind Ensemble or Symphony, Guitar Orchestra, Symphony Orchestra and Contemporary Music Ensemble. All major ensembles are scheduled between 3pm and 5pm. Once the placements have been finalized by the Performance Office, usually during the first week of classes, the Registrar's Office will enrol you in the course.

Besides the required courses for the program, you are able to enrol in any course(s) (subject to space availability) that will help you attain your learning objectives for the year. Feel free to consult with the appropriate Area Head for guidance:

Brass	Anita McAlister	<a href="mailto:anita.mcalister@utoronto.ca">anita.mcalister@utoronto.ca</a>
Guitar	Jeffrey McFadden	<a href="mailto:jeffrey.mcfadden@utoronto.ca">jeffrey.mcfadden@utoronto.ca</a>
Percussion	Aiyun Huang	<a href="mailto:aiyun.huang@utoronto.ca">aiyun.huang@utoronto.ca</a>
Piano	Lydia Wong	<a href="mailto:lydia.wong@utoronto.ca">lydia.wong@utoronto.ca</a>
Strings	Mark Fewer	<a href="mailto:mark.fewer@utoronto.ca">mark.fewer@utoronto.ca</a>
Voice	Monica Whicher	<a href="mailto:monica.whicher@utoronto.ca">monica.whicher@utoronto.ca</a>
Woodwinds	Eric Hall	<a href="mailto:ericm.hall@utoronto.ca">ericm.hall@utoronto.ca</a>
Historical Performance	Daniel Taylor	<a href="mailto:daniel.taylor@utoronto.ca">daniel.taylor@utoronto.ca</a>

Students can also reach out to the [Registrar's Office](#) for course counselling.

**STEP 2: Once you have selected all your courses, add up the credit weights.** Total course load must be between 3.0 to 5.0 credits for full-time enrolment. You can choose any number of courses as long as the total credit weight is in this range.

**STEP 3: Use ACORN to request the courses and sections you want.** Enrolment begins at 6:00am EDT August 8th. Enrolment in "F" and "Y" section code courses ends on September 20th. The deadline to enrol in "S" section code courses is January 21st. Courses will fill up quickly, so the earlier the better!

# HOW TO USE ACORN

## ACCESSIBLE CAMPUS ONLINE RESOURCE NETWORK



Student Web Services

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



ACORN/ROSI



COURSE FINDER



COURSE EVALUATION



DEGREE EXPLORER



TRANSFER EXPLORER



MY RES



CO-CURRICULAR  
RECORD



CAREER LEARNING  
NETWORK

Login at [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca) with your UTORid and password.

## Using the Student Web Service: ACORN

ACORN is your main tool for accessing course registration, student account information and student life resources. You will use your UTORid (JOINid) and password to login to ACORN.

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
- 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, grade point averages and your academic status
- View your tuition and residence fees invoice
  - Print T2022A 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 ACORN 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](http://www.help.acorn.utoronto.ca/how-to)

# 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. You may be eligible for specific accommodations, such as:

- Deadline flexibility
- Note-taking services & peer mentoring
- Test & exam accommodations

### ***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 14** at 5 p.m. Visit [uoft.me/asregister](https://uoft.me/asregister)

## Academic Success

Sign up for University Prep workshops offered in August. Develop & practice the skills you need to succeed academically & artistically.

### Workshops include:

- Intro to academic resources & supports
- Effective learning & study habits
- Time management & organization for university life
- Academic Q & A for International students
- Preparing your bundle: Taking an academic journey with an Indigenous learning strategist
- Foundations for University Learning Mini Course

***Registration opens in early August.***

## Career Exploration and Education

Career Exploration and Education offers career development guidance through workshops, job shadowing programs and individual appointments, as well as employment, internship and volunteer listings, resume clinics and practice interviews. The Faculty of Music, in partnership with this service, offers a series of workshops and one-on-one career advising appointments with a career educator to support students with their career goals.

Students do not have to look far at the University to find part-time work. The CLNx is an online service bringing together opportunities and resources for career advising, research, mentorship, and co-curricular experiences. The CLNx lists thousands of on-campus and off-campus work, work-study, and volunteer positions.



## **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 as well.

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

The Faculty of Music also has an on-location Health and Wellness counsellor, with whom students can explore concerns, learn about resources and identify next steps. Referrals are made, as appropriate, to either within U of T or in the community. Some of the centrally accessible resources include:

### **Better Coping Skills Workshops**

### **Information about Same Day Counseling and other workshops**

### **Mental health care - U of T Student Life ([utoronto.ca](https://utoronto.ca))**

### **Health & Wellness peer support - U of T Student Life ([utoronto.ca](https://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](#)

### ***Housing Videos***

URent: Finding a Place: <https://youtu.be/-rh1hEhGSIQ>

## **Centre for International Experience (CIE)**

The CIE provides an array of services for international students and global learning opportunities for all 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/jhSNiIYmRzM>

Immigration Orientation Webinars: <https://studentlife.utoronto.ca/program/immigration-workshops-and-info-sessions/> under Program Registration, 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 Undergraduate Association

The FMUA is the official undergraduate organization in the Faculty of Music. The objective 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

**Mentorship** from upper-year students - Gain insight and support from your peers. [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](http://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 student 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.

# REGISTRATION

Registration is triggered by payment of the minimum payment or arrangement for a fee deferral. The minimum payment to register (MPR) is equivalent to any Arrears + 100% of Fall tuition fees and is indicated on the Fees Invoice that students can view in ACORN. There is no in-person registration. You become “Registered” once you have made your minimum fees payment or have made arrangement for a fee deferral. To be automatically registered for the fall-winter session, you must pay at least the minimum first instalment of your fees (or officially defer them) by August 30th.

If you pay after August 30th and by September 13th, you are required to provide the Registrar’s Office with the proof of payment. If you have not presented the proof of payment, or deferred your fees by 4:00pm on September 13th, you will be removed from all your courses. You can check to see if you are “Registered” by logging into ACORN; your status is displayed on the main page. Check your registration for 2023 Fall-Winter. If your status is “Invited” you are at risk of being removed from your courses.

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

## Fees

Compulsory fees for Registration consist of academic, incidental and ancillary fees. All students in the Advanced Certificate in Performance program are charged a program fee for the year of study. A program fee is a set fee for the fall-winter session regardless of a student’s course load, provided the load falls within a defined range (3.0-5.0 credits).

Details on Fees assessment, and Refund schedule is available online: <https://studentaccount.utoronto.ca/>

## Paying your fees

You are required to view the instructions on the Student Accounts website (<https://studentaccount.utoronto.ca/>), view your account on ACORN, and then make the payment. It is recommended that you make the minimum payment indicated on your Fees Invoice by August 30th to ensure your registration is complete by the first day of classes. Those who pay after August 30th and by September 13th, are required to produce their proof of payment to the Registrar’s Office by 4:00pm on September 13th, at the latest. Students who have applied for OSAP/their provincial loan program on time and are not otherwise able to make the minimum payment, may be able to defer the fees payment to a later date as long as you 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 13th of September will be removed from all their courses. Re-registration requires approval and a financial penalty, and does not guarantee a spot in previously enrolled courses.



# How to pay

Students have the following options to pay fees:

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

Please note that payments are not made in person at 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.
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 numbers. Make sure you keep your bank verification/confirmation number. This will be your proof of payment.
3. You can make a payment on your credit card, with a convenience fee, 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 course; check your status again in a few days to make sure your payment or deferral request was successfully received.

## Deadlines & Billing Dates

August 30	Recommended deadline to pay the Minimum Fees or defer your fees by; Minimum fees will be on your Fees Invoice and is equivalent to Arrears + 100% of Fall tuition fees
September 13	Registration Deadline
September 30	Payment Deadline for Unpaid Fall term Tuition & Non-Tuition fees
November 30	Payment Deadline for Unpaid Winter term Tuition fees for all students 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 those who have a 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. All payments are applied to the charges on your account according to the algorithm of “oldest first”. This means that the oldest outstanding charge in the oldest session will be cleared first; there is no distinction between the type of charge, e.g. residence fees, academic fees, etc.

# Deferring Tuition Fees

If you are expecting to receive OSAP (Ontario Student Assistance Program) or another provincial government loan and are unable to pay the first instalment of fees with your own funds, a deferral is the opportunity to officially postpone the fee payment until your 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.
- If you do not receive any assistance from OSAP, you are still responsible for paying your fees.

There are two ways you may officially defer your payment: online and in person. To defer online, log onto ACORN and select “Tuition Fee Deferral” under the Finances menu and follow the directions. After completing the online deferral, you should check to ensure your Registration is complete. Alternatively, the deferral can be completed in the Registrar’s Office, by September 13th. Bring in the confirmation that you are eligible for OSAP or other government loan funding. If you have applied but have not yet received confirmation, you must go to Enrolment Services, 172 St. George Street, to request a deferral before the recommended August 30th deadline.

# Scholarship or Billing to a Third Party

If you are receiving a scholarship from the Faculty of Music/University of Toronto, or an external establishment that is required to go towards your fees, your fee payment may be deferred. The award will be credited towards your tuition fees for the 2023-2024 academic year, once you have registered for the session. In order to register, you must notify the Registrar’s Office by August 30th of your intent to defer your fees payment with the scholarship(s). If the value of the scholarship(s) does not cover the minimum tuition fees payment, you will be required to pay the difference prior to requesting a fee deferral using the scholarship. Even if your scholarship covers or exceeds the minimum tuition fees payment, you must notify us by the deadline of your intent to defer your fees payment.

**The request to defer your fees should be sent to the Registrar by email ([registrar.music@utoronto.ca](mailto:registrar.music@utoronto.ca)) and should include:**

- **your full name**
- **your student number**
- **scholarship details (name and value)**
- **payment details (if applicable) - the amount paid and confirmation number.**

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



# FINANCIAL AID & SCHOLARSHIPS

## Financial Aid Policy

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

## Student Financial Planner

Students can use the Financial Planning Calculator (<https://www.acorn.utoronto.ca/financial-planning-calculator/>) for U of T students, a publicly available online tool to help explore how much it will cost to study at U of T for one academic year. Students can also create a budget and browse helpful resources!

## OSAP (Ontario Student Assistance Program)

The OSAP applications are available at [www.osap.gov.on.ca](http://www.osap.gov.on.ca). Students are encouraged to apply as soon as possible. Within 4-6 weeks of applying and submitting all required documentation, students are advised of their eligible funding for the academic year. Funds are released directly to the University in two different instalments; 60% of the entitlement in September and 40% in January.

## Residents of Other Provinces/Territories

Students must initiate financial aid with their home province. They are advised to apply well in advance and prior to the start of the session for which they need financial aid. The student is responsible for following the deadlines, policies, and application steps of their home province. U of T Enrolment Services will assist students with completing any Confirmation of Enrollment processing that the student requires in order for their funding to be received. See: <https://future.utoronto.ca/finances/financial-aid/osap-and-other-government-aid/>

Enrolment Services at the University of Toronto is responsible for assisting with all aspects of loan administration. At the portal, <https://www3.adm.utoronto.ca/OOP/index.php> students can submit government student funding forms that require information to be completed by the University, view their requests statuses and receive important notifications and communication updates on their requests.



## Bursaries

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

Applications will be available in the Registrar's Office one month before the deadline. Students are considered for bursaries on the basis of financial need and must apply for OSAP/their provincial/territorial assistance program first. Students are notified of the decision via email. Grants will be applied to your financial account on ACORN to reduce your outstanding fees. If your fees have been paid in full at the time the grant is awarded, the balance of the grant will be issued via direct deposit to your personal bank account.

**Ontario Students:** if you have requested to receive only the grant funding from OSAP, an application for a bursary will not be considered.

## Collaborative Pianist Grant

The Faculty of Music provides supplementary support to undergraduate students for expenses related to collaborative pianists (accompanists, coaches). Students in any undergraduate program and year of study are eligible to apply. The funding can be used to support the use of pianists in any curricular activity (e.g., applied lessons, juries, recitals, performance classes). Students may receive up to a maximum of \$400 in support per year. There are two rounds of applications administered by the Performance Office. November 1st is the deadline for fall applications, and February 1st for winter applications. Students will be notified when applications become available online.



# 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 gymnasias, strength training apparatus, and saunas: [physical.utoronto.ca](http://physical.utoronto.ca)

Those who thrive on competition can join the University's Varsity Blues: [www.varsityblues.ca](http://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. [www.ulife.utoronto.ca](http://www.ulife.utoronto.ca)

## Student Media

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



The Varsity

The Newspaper

CIUT - FM

[www.thevarsity.ca](http://www.thevarsity.ca)

[thenewspaper.ca](http://thenewspaper.ca)

[www.ciut.fm](http://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](http://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, consult the Student Handbook of the Faculty of Music that will be made available in mid-August, or visit [www.studentlife.utoronto.ca](http://www.studentlife.utoronto.ca)

## Student Government

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

UTSU: [www.utsu.ca/about-the-utsu/](http://www.utsu.ca/about-the-utsu/)

FMUA: [www.fmua.ca/about-us](http://www.fmua.ca/about-us)



# SESSIONAL DATES

BEFORE CLASSES START	
Aug 8-Sept 20	Course Enrolment begins at 6am EDT on ACORN
Aug 30	Deadline for Automatic Registration; those who pay after this date and by Sept 13 are required to present their proof of payment to the Registrar's Office
Sept 4	Labour Day - UNIVERSITY CLOSED
Sept 5-7	Major Ensemble placement auditions
Sept 5-9	Orientation Activities
FIRST SEMESTER	
Sept 7	FIRST DAY OF CLASSES - Fall Session; classes with F & Y section codes begin
Sept 13	Students who have not paid or deferred their fees will be removed from all their courses
Sept 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 7	Make-up Day; Monday classes meet, Thursday classes do not meet
Dec 8	Study Day
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 21	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 19	Last day to CANCEL Y section code courses
Mar 11	Last day to CANCEL S section code courses; Last day to WITHDRAW from the Faculty of Music with no academic penalty
Mar 29	Good Friday - UNIVERSITY CLOSED
Apr 5	Last regular day of classes - Winter Session; all term work in S and Y courses must be submitted
Apr 8	Make-up Day; Friday classes meet, Monday classes do not meet
Apr 9	Study Day
Apr 10-30	Examination Period