

2024

# NEW STUDENT ENROLMENT WORKBOOK



---

OFFICE OF THE REGISTRAR

# TABLE OF CONTENTS

<b>3</b>	WELCOME TO UTM!
<b>4</b>	IMPORTANT WEBSITES
<b>5</b>	UNDERSTANDING DEGREE REQUIREMENTS
<b>7</b>	COURSE ENROLMENT FOR NEW STUDENTS
<b>8</b>	TRANSFER CREDIT INFO HUB
<b>9</b>	ENROLMENT TIPS FOR TRANSFER STUDENTS
<b>10</b>	CHOOSING COURSES
<b>14</b>	BUILDING YOUR SCHEDULE
<b>15</b>	FAQ
<b>16</b>	FINAL TIPS & ADVICE
<b>17</b>	WEBINARS & EVENTS
<b>18</b>	CONTACT US

# WELCOME TO THE UTM FAMILY!

---



We are so excited to welcome you to the University of Toronto Mississauga! There is so much for you to discover and explore during your first year and beyond.

This workbook was designed with you in mind. Follow along with us by watching short videos, and plan your first year through guided exercises.

We also left room for you to make this book your own. Take notes or write down questions to ask us during our live events, which you can register for through the [New Students website](#).

Together, we will help you plan for your first year at UTM, so let's get started!

# IMPORTANT WEBSITES

---



## ACORN

[ACORN.UTORONTO.CA](https://acorn.utoronto.ca)

- Add/drop and manage your courses
- View your tuition invoice
- Order e-transcripts
- Update your personal contact information



## FALL-WINTER GUIDE

[UTM.UTORONTO.CA/REGISTRAR/FWGUIDE](https://utm.utoronto.ca/registrar/fwguide)

- Important dates and deadlines
- Course enrolment information and policies
- How to register by paying or deferring your fees
- Tips on managing your CGPA



## CALENDAR

[UTM.CALENDAR.UTORONTO.CA](https://utm.calendar.utoronto.ca)

- Academic policies and regulations
- Program entry and program completion requirements
- Course descriptions and requirements
- Note: Courses listed are not always offered every term



## TIMETABLE

[TTB.UTORONTO.CA](https://ttb.utoronto.ca)

- Use this website to confirm if a course is being offered in the current/upcoming session and, if so, find course scheduling details
- Check if your course has enrolment controls listed (see page 13 for an example)



## OFFICE OF THE REGISTRAR

[UTM.UTORONTO.CA/REGISTRAR](https://utm.utoronto.ca/registrar)

- Resources and support for registration, academic planning, finances, scholarships and awards, final exams, graduation, and more
- Events and workshops to support your academic planning throughout your time at UTM



## DATES & DEADLINES

[UTM.UTORONTO.CA/REGISTRAR/IMPORTANT-DATES](https://utm.utoronto.ca/registrar/important-dates)

- Find all dates and deadlines related to registration, fees, sessional dates, university closures, exam periods, and more



Bookmark these pages for easy reference!

# DEGREE REQUIREMENTS

YOUR U OF T DEGREE | 9 MIN



In this video: Learn about the types of degrees offered at UTM, the credits required to complete your degree, selecting your program of study, essential tools, and more. For more detailed information, [attend a webinar this summer](#).

What type of degree do you hope to graduate with?

In order to graduate, how many total credits do you need to complete?

NOTES/QUESTIONS TO ASK:

## Program options at UTM

Use the [UTM Programs Chart](#) for a quick overview of your options. For program entry and completion requirements, visit the [Academic Calendar](#). To learn more about programs of study at UTM and how they fit into your degree planning, [watch this video](#).

To graduate, you'll need to complete one of the following program combinations:



### Which programs are you interested in?

Below, select up to 3 programs that you are interested in. You will use this to help you choose your courses in the next exercise.

	Program name	Specialist, Major, or Minor?	Type 1, 2, or 3?
1			
2			
3			



Check out [Program Plans](#)! Each unique plan will give you an overview of the academic and co-curricular opportunities at UTM and help you navigate your way to success! It is packed with tips and resources to help you develop essential skills from Year 1 - 4.

### NOTES/QUESTIONS TO ASK:

# COURSE ENROLMENT 101

CHOOSING COURSES FOR NEW STUDENTS | 9 MINUTES



In this video: Get familiar with the course selection process with a guide to reading course codes, key dates for course selection, and a walk-through demo of how to enrol in your courses. For more information about degree planning, [attend a webinar this summer](#).

NOTES/QUESTIONS TO ASK:

A large, empty light gray rectangular area provided for students to take notes or list questions.

# TRANSFER CREDIT INFO HUB

---

## EXPLAINING THE TRANSFER CREDIT PROCESS



Transferring made easy: Your step-by step guide to a seamless application process. Explore how to read a transfer credit assessment, how to submit required documents, frequently asked questions, and more.

### NOTES/QUESTIONS TO ASK:



# TIPS FOR TRANSFER STUDENTS

TRANSFER STUDENT SCENARIOS | 6 MINUTES



In this video: If you're a transfer student, learn how to proceed with course enrolment based on the outcome of your transfer credit assessment and get tips for interpreting the terminology around transfer credits.

NOTES/QUESTIONS TO ASK:

A large, empty light gray rectangular area provided for students to take notes or ask questions.

# CHOOSING COURSES

NOW THE FUN BEGINS!

For each program that you listed on page 6, find the first year required courses in the [Calendar](#).

Here is an example.



### Anthropology Programs

Anthropology - Specialist (Arts)

**Anthropology - Specialist (Arts)**

**Enrolment Requirements:**

*Limited Enrolment* – Enrolment in this program is limited. To qualify, students must have completed 4.0 credits and achieved a GPA of at least 2.0 in ANT101H5 and ANT102H5 and ISP100H5. Students applying to enrol after second year must have completed 8.0 credits (including ANT101H5 and ANT102H5 and ISP100H5), and achieved a GPA of at least 2.0 in all ANT courses (including JAL and HSC courses) as well as ISP100H5.

**Completion Requirements:**

10.5 credits are required.

**First Year:** ANT101H5 and ANT102H5 and ISP100H5

**Second Year:**  
 1. (ANT200H5 and ANT201H5) or (1.0 credit from ANT202H5 or ANT203H5 or ANT220H5)  
 2. ANT204H5 and ANT206H5 and ANT207H5

**Higher Years:**  
 6.5 additional ANT credits. At least 4.0 credits must be at the 300/400 level, including 1.0 credit at the 400 level.

**NOTE:** JAL253H5 and JAL353H5 and JAL355H5 are social science credits and can be used to fulfill ANT program requirements.

ERSPE1775

Some programs have one required first year 100-level course, while others have multiple, as we can see in the example above. Read the Academic Calendar carefully, and list your required 100-level courses below. By starting with your required courses first, you will then see how many electives or distribution requirements you have room to take.

Program name	Program name	Program name



You can choose one program, or combine up to three programs. It's up to you! You do not have to fill in every blank box that you see above. Use the spaces as you need them. If you chose one program, you can move on to exploring your electives!

# CHOOSING COURSES

---

## What electives are you interested in?

Electives are courses that are NOT a part of your program. For example, Psychology would be an elective for a student studying an English Specialist.

Use the spaces below (as many or as few as you need) to list electives that you would like to take that are outside of your program(s) of interest.

Course code and title	Rank




On course enrolment day (July 17 for Year 1 students), this list can be useful as a list of back-up courses to take if another course is full. If that happens, just refer back to your list, and type the code into ACORN for a stress free, quick-action solution!



If you rank your electives by which ones you most want to take, you will know exactly which ones to try adding first. If your first choice is full on July 17, you can move on to the next course, etc. You should also consider your ranking by how well the course fits into your weekly timetable. For example, it should not conflict with other courses (especially required ones!)

Once you have a list of courses that you have to take or are interested in, you can move on to building your weekly schedule! Search each course code in the [UTM Timetable](#).


Here, you'll find if/when the course is offered, who is teaching it, the delivery mode, and whether or not there are any enrolment controls.






View University of Toronto Mississauga Legend

[More Course Information](#) ▼ Add Course to Plan

**Lectures**

**LEC0101** [View Syllabus](#) 

Day/Time	Location	Instructor(s)	Availability	Waitlist	Enrolment Controls	Delivery Mode
Monday 3:00 PM - 4:00 PM	<a href="#">IB110</a> 	TBA	400 of 400	0 Students	Yes (P)	In Person
Wednesday 3:00 PM - 4:00 PM	<a href="#">IB110</a> 				<a href="#">Hide</a> <a href="#">Explanation</a> 	

Priority is given to certain groups of students to enrol first and then the course becomes available to other UTM students on July 27, 2022 at 6 am. August 5, 2022 at 6 am is the first day UTM students can add St. George/UTSC courses, and St. George/UTSC students can add UTM courses.

The following groups of students are given priority access:

- All students in the Honours Bachelor of Arts
- All students in the Honours Bachelor of Science

### Do any of the courses that you chose have an enrolment control?

If a course that you are interested in has an enrolment control listed, read it carefully. If you cannot add it right away, are you eligible to try again at a later date/time? If so, make note of this below:

Course code

Enrolment control - when can you add it?




If you cannot add a course right away on the day of your start time, you may need to find some back-up courses to add instead while you wait for the priority enrolment to lift. If you are able to enrol in the course you originally wanted at a later time, you can drop your back-up course(s).

## What are enrolment controls and why are they important?

13

Enrolment controls limit initial enrolment to a group of eligible students who meet very specific criteria when course enrolment first begins.

This does not necessarily mean that you cannot enrol in the course at all – it may simply mean that you can try again at a later date!

Read this information carefully to avoid disappointment and confusion when you are enrolling in courses on ACORN.

### Give it a try!

Visit [ttb.utoronto.ca](http://ttb.utoronto.ca) and search for ANT101H5 S.

Enrolment controls can be found on the right hand side; click “Show Explanation” to read all the details. Here's what you should see:

#### ANT101H5 S: Introduction to Biological Anthropology and Archaeology

Campus: University of Toronto at Mississauga

Session: Winter 2025 (S)

[View University of Toronto Mississauga Legend](#)

[More Course Information](#)

[Add Course to Plan](#)

##### Lectures

**LEC0101** [View Syllabus](#)

Day/Time	Location	Instructor(s)	Availability	Waitlist	Enrolment Controls	Delivery Mode
Monday 3:00 PM - 4:00 PM Wednesday 3:00 PM - 4:00 PM	Online	TBA	400 of 400	0 Students	Yes (P) <a href="#">Hide Explanation</a>	Online Synchronous

Priority is given to certain groups of students to enrol first and then the course becomes available to other UTM students on July 24, 2024 at 6 am. August 2, 2024 at 6 am is the first day UTM students can add St. George/UTSC courses, and St. George/UTSC students can add UTM courses.

- All students in the Honours Bachelor of Arts - Upper Year Transfer
- All students in the Honours Bachelor of Science - Upper Year Transfer
- All students in year of study 1 in the University of Toronto Mississauga

[Add to Timetable](#)



### Is your enrolment blocked?

If your start time has already begun, but you're not able to add a course, don't panic!

Search the course on the Timetable website, and check the enrolment controls. If you are not eligible to add the course when your start time begins, you may be able to enrol in it at a different date/time. You can add a back-up course in the meantime.

# BUILDING YOUR SCHEDULE

## REPEAT THIS STEP FOR YOUR FALL AND WINTER CLASSES

On the Timetable website, you can click on the [+ Add to Plan](#) button to create a draft version of your weekly timetable for the Fall term, and another for the Winter term.

Since elective courses are not required for your program, you have more flexibility to decide what day and time works best for you. For example, if the course starts at 8am, but you prefer afternoon classes, you can decide whether to enrol in the course, or find a different elective to take.

Here's an example of what a schedule may look like for a life science student. Notice that there are no conflicts in their schedule. They also have time for breaks, and other commitments and obligations such as family, personal, academic, social, health, work, volunteering, and other activities!

Fall 2023

	Monday	Tuesday	Wednesday	Thursday	Friday
8 AM					
9 AM	CHM110H5 LEC0101 F @110	BIO122H5 LEC0101 F CC1080	CHM110H5 LEC0101 F @110	BIO122H5 LEC0101 F CC1080	CHM110H5 LEC0101 F @110
10 AM				SPA100Y5 TUT0102 Y CC2134	MAT122H5 LEC0108 F DV2082
11 AM	SPA100Y5 LEC0101 Y DH3000	BIO100H5 LEC0102 F CC1080		BIO100H5 LEC0102 F CC1080	
12 PM		CHM110H5 TUT0114 F MN3150			BIO122H5 TUT0101 F CC1080
1 PM					
2 PM	BIO122H5 PRAG101 F DV2084	CHM110H5 PRAG114 F DV3075B	MAT122H5 LEC0109 F CC1143		
3 PM					
4 PM			MAT122H5 TUT0101 F MN3070		
5 PM				Block Off Time	MAT122H5 LEC0108 F ZZTBA
6 PM					

# FREQUENTLY ASKED QUESTIONS

---

## How many courses should I take?

This is up to you! A standard course load in the Fall-Winter is 5.0 credits, if you wish to complete your degree in 4 years. You are considered a full-time student if you enrol in 3.0 credits or more in the Fall-Winter session. If you are taking 0.5 – 2.5 credits, you are considered a part-time student.

If you're an international student, dropping below 3.0 credits in Fall-Winter may have implications. Please consult an Academic Advisor and [Immigration Advisor](#).

## What courses should I take?

Our best advice is to consider your interests and academic strengths, and don't be afraid to try something new! Your first year is a great time to explore the options that are available to you at UTM. Pay close attention to the required courses for the program(s) you hope to pursue!

## When do I choose a program?

Students typically apply for a program after first year. You can choose to complete 1 Specialist program, or combine programs (2 Majors, or 1 Major and 2 Minors). Review [Your U of T Degree](#) with Dray.

## What do you do if a course I want to take is full?

Add yourself to the waitlist. This is a virtual line-up that will let us know that you're interested in a course that was full at the time you tried to enrol. Alternatively, you can choose a different course with spaces available. Delete unwanted courses right away to avoid any fees! Your spot on the waitlist will change throughout the Summer, and September. Please be patient!

## Is it okay to have conflicts in my schedule?

Simply put, you cannot be in two places at once! If you have a conflict, ACORN will flag this for you in RED when you view your Fall or Winter timetable. Every effort should be made to finalize your courses by the end of the first week of classes. If you choose to keep a conflict on your schedule, you risk missing important work, course content, and even in-class tests!

# FINAL TIPS & ADVICE

---

## Course meeting section - LEC, TUT, PRA

Each course has a lecture (LEC), where U of T faculty bring course material to life! Some lectures meet multiple times a week, or once a week. The Timetable will tell you when and where each meeting section is held.

You may also see tutorial (TUT) or practical (PRA) offered as part of your course. These are mandatory meeting sections that provide you with an opportunity to work in smaller groups, ask questions, have in-depth discussions with other students, or get hands-on experience.

If a course has a lecture, tutorial, and practical, make sure to enrol in one of each.

## Making changes to Your Weekly Schedule

Throughout the summer, and before classes begin, you can add, drop, or modify your weekly course schedule as you need.

You can make changes to F and Y courses on ACORN until **September 16, 2024**. For S courses, you can continue to make changes until **January 19, 2025**.

Once classes begin, there are academic and financial deadlines that are important for you to keep track of. You are responsible for any fees and academic responsibilities associated with a course – even if you do not attend.

If you decide that you no longer want a particular course, drop it on ACORN immediately using the Courses screen. Click the gear next to the course title, and select “Drop course” from the drop down menu that appears.

Visit the Office of the Registrar website for a list of important dates and deadlines: [utm.utoronto.ca/registrar/important-dates](https://utm.utoronto.ca/registrar/important-dates)



# JOIN US FOR WEBINARS & EVENTS

## Ask a Student: Enrolment 101

Join current UTM students to chat about course enrolment, student life, and anything else you might be wondering about our campus! Have fun meeting new friends, and be entered for a chance to win a \$25 gift card to the U of T Bookstore!



## Enrolment Day Live Chat

On the day of course enrolment, we'll be online all day with you for immediate support as you need it. Chat with an Academic Advisor and your Peer Leaders on Zoom, and ask us any questions about enrolling into your first-year courses.

## Course Enrolment & Degree Planning Webinars

Meet your Academic Advisors who will help you understand your U of T degree and guide you through the enrolment process. During the Q&A period, you can ask questions to your Advisor and Peer Leaders.

## Academic Advising Check-ins

Connect with an Academic Advisor and your Peer Leaders to ask questions or get advice about your plan for your first year at UTM! These sessions will take place throughout the summer - before and after course enrolment day.

[Register now](#)



# CONTACT US

---

[UTM.UTORONTO.CA/REGISTRAR](http://utm.utoronto.ca/registrar)



**From registration to graduation, the Office of the Registrar is here for you, every step of the way.**

**We look forward to meeting you soon!**

---

Office of the Registrar  
Room 1235, Innovation Complex  
University of Toronto Mississauga  
3359 Mississauga Road, Mississauga, ON L5L1C6

Tel: 905-828-5399 | Fax: 905-569-4301  
[www.utm.utoronto.ca/registrar](http://www.utm.utoronto.ca/registrar)  
Instagram & X: @UTMRegistrar