

*Your guide to
surviving UTSC as a First-Year student!*

First-Year Management Guide **FOR** **DUMMIES**

***A Reference
for the UTSC
Management
Community!***

***Highlights info for
MIB students!***



MIBA

*Management & International
Business Association*

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Chapter 1

The MIB Program

In this chapter, you will learn more about the Management and International Business (MIB) program. You will gain a better understanding about the opportunities available through the MIB program, and be able to have a clear picture of what life is like as an MIB student!

About the Program

Management and International Business (MIB) is the University of Toronto's only undergraduate international business program and the only program in Canada that requires both an international study term and a work term abroad. The MIB degree at U of T Scarborough educates a new generation of leaders to view business through a truly international lens. It provides a solid grounding in core management functions, leadership in cross-cultural contexts, and international language development.

For more information:

<https://www.utoronto.ca/mgmt/management-and-international-business-mib-program-overview>

Glance at Study/Work Abroad

Through University of Toronto's established study exchange agreements with 150 partner universities in 50 countries, students have the chance to study abroad for a semester in preferred destinations such as France, Singapore, and United Kingdom.

Students are required to complete at least one work term outside of Canada. The location of the international placements will vary according to student interest, availability of positions, practicability and safety of an area, as well as established international relationships.

Students are also required to complete one study term outside of Canada, typically in their third year with an approved partner University, and may be required to complete some of the program requirements during this time. Although scholarships may be available, students are expected to budget for the additional costs of studying abroad.

To learn more about study abroad: <https://learningabroad.utoronto.ca>

Life as a First-Year MIB Student

Advancing Your Career Exploration Course (AYCE)

In first year, you will be required to participate in a non-credit, international work term preparation course (AYCE) in addition to a full 5.0 credit course load.

**ADVANCING
YOUR CAREER
EXPLORATION**




This course will cover a variety of topics designed to help students develop the skills and tools needed to secure work placements appropriate to their program of study, and to perform professionally in the workplace. Included in this course are supplementary sessions for international students to be assisted with work permits, and cultural adaptation to the Canadian workplace, etc.

Students must meet all course requirements and assessments laid out in this preparation course before going on work terms.

No academic credit is given for the course, however students who successfully complete the course will receive a "CR" and students who are unsuccessful will receive an "NCR". The fee for this course is included in the Co-op program fee.

Course Selection

The standard course load for a full-time student is 5.0 courses (2.5 credits) per semester. You will be pre-enrolled in the core Management courses for the first year of the MIB program (see below).

FALL SEMESTER		WINTER SEMESTER	
Course Code and Section	Course Title	Course Code and Section	Course Title
MGTA05	Foundations of Business Management	MGIB02 	International Organizational Behaviour
MGEA02	Introduction to Microeconomics: A Mathematical Approach	MGEA06	Introduction to Macroeconomics: A Mathematical Approach
MATA32	Calculus for Management I	MATA33	Calculus for Management II
MGAB01	Introductory Financial Accounting I	MGIA01	International Marketing
COPB13	AYCE I	COPB14	AYCE II

Incoming students will be pre-enrolled in the courses listed above. Do not drop a course in which you have been pre-enrolled unless and until you have consulted with the Academic Director for the MIB program or the First Year Program Advisor [Bobbi McFarlane](#)

Normally, MIB students will be enrolled in MGAB02 (Introductory Financial Accounting II) in the winter term. This course is a stated requirement for going on your first coop term. You may take MGAB02 in the summer term.

Students must take 2.0 credits in a foreign language. Students may take all of these credits in one language if they prefer. Students may take 1.5 credits in one language and 0.5 credits in another if they wish. Students may take 1 credit in one language and 1 credit in another if they wish, with permission of the Academic Advisor.

Several language courses are offered as a full credit (both fall & winter term) at the St. George downtown campus.

To find language/elective courses that are available at UofT:

<https://coursefinder.utoronto.ca>

Please also note, it is suggested that you take MGTA36, Management Communications for Co-op in the Summer of 2022, prior to your 1st work term.

To prepare for course enrolment, set up your access to ACORN (University of Toronto's Course Selection Software) as soon as possible. Here is a link to sign in to ACORN and access other helpful resources: www.rosi.utoronto.ca

Once you have access to ACORN, you will be able to view your timetable so you can plan the completion of your schedule, including selecting your language and/or elective courses as well as your tutorials. These additional courses can be selected in July at a specific time reserved for you. You have the ability to change your pre-enrolled lectures due to a scheduling conflict that you may have.

Note to Transfer Students: If you are coming from a school system for which transfer credits are likely to be awarded, please adjust your course selection accordingly. You should not be enrolled in courses for which you will receive transfer credits or exclusions.

For highschool transfer credit eligibility instructions, please refer to the following link for charts appropriate to your exams or programs:

<https://www.utsc.utoronto.ca/admissions/high-school-secondary-curriculums>

Questions about the transfer credit process and forfeiting transfer credits can be sent to [Admissions & Student Recruitment](#)

Program Requirements

The Program requires the completion of 14.5 to 15.0 credits as part of a 20-credit B.B.A. degree.

1. 8.5 to 9.0 Credits in Management as follows: <ul style="list-style-type: none"> <input type="checkbox"/> MGIA01H3 Principles of International Marketing <input type="checkbox"/> MGTA05H3 Foundations of Business Management or [MGTA01H3 and MGTA02H3] <input type="checkbox"/> MGTA36H3 Management Communications for Co-op <input type="checkbox"/> MGAB01H3 Introductory Financial Accounting I <input type="checkbox"/> MGIB01H3 Global Marketing <input type="checkbox"/> MGAB02H3 Introductory Financial Accounting II <input type="checkbox"/> MGIB02H3 International Organizational Behaviour <input type="checkbox"/> MGAB03H3 Introductory Management Accounting <input type="checkbox"/> MGFB10H3 Principles of Finance <input type="checkbox"/> MGIB12H3 International Human Resources <input type="checkbox"/> MGIC01H3 International Corporate Strategy <input type="checkbox"/> MGIC02H3 International Leadership Skills <input type="checkbox"/> MGOC10H3 Analytics for Decision Making <input type="checkbox"/> MGFC10H3 Intermediate Finance <input type="checkbox"/> MGOC20H3 Operations Management <input type="checkbox"/> MGID40H3 Introduction to International Business Law <input type="checkbox"/> MGID79H3 International Capstone Case Analysis
2. 1.0 Credit in Calculus from: <ul style="list-style-type: none"> <input type="checkbox"/> [MATA32H3 and MATA33H3] strongly recommended, OR <input type="checkbox"/> [MATA30H3/A31H3 and MATA35H3/A36H3/A37H3]
3. 3.0 Credits in Economics for Management Studies as follows: <ul style="list-style-type: none"> <input type="checkbox"/> MGEA02H3 Introduction to Microeconomics: A Mathematical Approach <input type="checkbox"/> MGEA06H3 Introduction to Macroeconomics: A Mathematical Approach <input type="checkbox"/> MGEB02H3 Price Theory: A Mathematical Approach <input type="checkbox"/> MGEB06H3 Macroeconomic Theory and Policy: A Mathematical Approach <input type="checkbox"/> MGEB11H3 Quantitative Methods in Economics I <input type="checkbox"/> MGEB12H3 Quantitative Methods in Economics II
4. 2.0 Credits in Foreign Languages <p>If those courses are taken at UTSC, they would be in either Language (LGG) or French (FRE) courses. For courses taken at UTSC, student language skills will be assessed by the Department of Language Studies before being formally placed in the course. The intent of the requirement is to have gained some proficiency in a foreign language, students should ideally take 2.0 credits in one language or at least 1.5 credits in the same language.</p> <p>Students may, with the permission of the MIB Academic Director, take 1.0 credit in one language and 1.0 credit in another.</p> <p>If courses are taken elsewhere, they should be courses in language proficiency, or if the student already has some proficiency in the language in question, the course should be in the literature of that language and delivered in that language.</p>

Program Requirements can also be found on the [Academic Calendar](#).

The Certificate Program in MIB

The following routes to specialization are optional. Students interested in concentrating in a specific area of study may choose from one of the five areas: Economics, Human Resources, Finance, Marketing, or Strategy.

Economics: Policy development, comparing economic systems, regression analysis, organizational strategies, economic development.

Human Resources: Recruitment and selection, training and development, compensation, health and safety, diversity in the workplace.

Finance: Bond and stock valuations, leasing and purchasing decisions, risk and wealth management strategies, mergers and acquisitions analysis.

Marketing: Advertising and promotion, B2B, market research analysis.

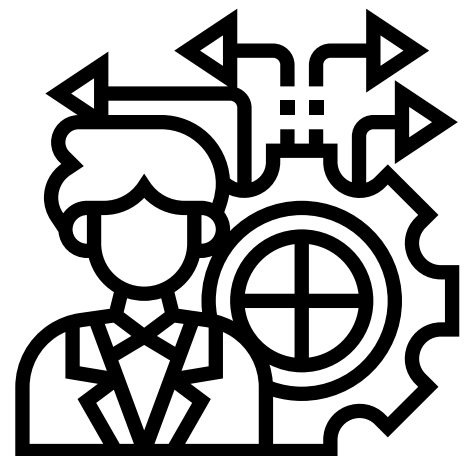
Strategy: Management of policy and strategy, pricing strategies, new venture creation, sales and distribution management.

To learn more about the Certificate Program:

<https://utsc-utoronto-csm.symplicity.com/u/mlTbnEmn>

You can also view the certificate requirements for each area of concentration on the UTSC Academic Calendar:

https://utsc.calendar.utoronto.ca/search-programs?keyword=MIB&field_program_area_value=All&type=All



MIB Program at a Glance

Here is a preview of what your academic schedule could look like throughout your 4-year degree. This sample schedule is designed to provide you with the list of courses that will be taking in the upper years of the MIB program.

	FALL (Sept to Dec)	WINTER (Jan to Apr)	SUMMER (May to Aug)
YEAR 1	Study Term <ul style="list-style-type: none"> • MGTA05 • MGEA02 • MATA32 • MGAB01 • Language 1 • COPB13 	Study Term <ul style="list-style-type: none"> • MGIB02 • MGEA06 • MATA33 • MGIA01 • Language 2 • COPB14 	Study Term <ul style="list-style-type: none"> • MGIB01 • MGTA36 • MGEB02 • MGEB11 • MGAB02
YEAR 2	Domestic Work Term	Study Term <ul style="list-style-type: none"> • MGEB12 • MGFB10 • MGAB03 • MGEB06 • Language 3 	Domestic Work Term
YEAR 3	Study Term <ul style="list-style-type: none"> • MGOC10 • MGIC02 • MGIB12 • MGFC10 • Elective 	Study Term Abroad <ul style="list-style-type: none"> • Elective • Elective • Language 4 • MGOC20 • Natural Science as Elective 	Work Term Abroad
YEAR 4	Study Term <ul style="list-style-type: none"> • MGIC01 • Elective • Elective • Elective • Elective 	Study Term <ul style="list-style-type: none"> • MGID40 • MGID79 • Elective • Elective • Elective 	Graduation!!

Chapter 2

UTSC Management

In this chapter, you will gain a better understanding of UTSC Management. You will learn about the BBA degree requirements, how Management Co-op is structured, and the procedures for applying, and withdrawing from Management Co-op.

Glance at UTSC Management

"The mission of the Department of Management at the University of Toronto Scarborough is to provide our students with the best pre-professional undergraduate management education in Canada. With special emphasis on our Co-op model of education, we aim to provide a coherent set of learning experiences that simultaneously teaches management skills and develops the capacity to think analytically about managerial, economic and societal problems and opportunities. Our faculty engages in nationally and internationally recognized research, which advances the frontiers of knowledge, serves the interests of our community, and brings new insights to our students. We will improve our students' current and future experiences by building and maintaining close links with private and public sector organizations, by helping students to bridge the gap between education and

employment, and by providing a continuing and lively connection among current and former students of the Department."

To learn general information about UTSC Management, and the programs and courses offered through this department, you can check out the [Management](#) section in the UTSC Calendar.

You can also check out the [UTSC Management](#) website.

BBA Degree Requirements

1. Pass a minimum of 20.0 credits

- Of the 20.0 credits, at least 6.0 credits must be at the C- and/or D-level, with at least 1.0 credit at the D-level.
- Of the 20.0 credits, at least 0.5 credit must come from each of the following five breadth categories (breadth categories are identified in course descriptions):
 - Arts, Literature & Language
 - History, Philosophy & Cultural Studies
 - Social & Behavioural Sciences
 - Natural Sciences
 - Quantitative Reasoning
- Of the 20.0 credits, at least 0.5 credit must come from courses designated as work-integrated-learning (work-integrated-learning, or WIL, courses are identified in course descriptions).

2. Programs: complete one of the Specialist programs in Management, or the Specialist in Economics for Management Studies (only programs offered by UTSC may be used to fulfill degree requirements).

3. Earn a CGPA (cumulative grade point average) of at least 2.0*

***Note:** the CGPA requirement to complete certain programs is higher than 2.0. For details see the individual program descriptions.

You can also review the BBA Degree Requirements under [Section 6A.2](#) of the UTSC Calendar.

Management Co-op

The Management Co-op Programs are enriched programs that combine academic studies with paid work experience in public and private enterprises. Depending on their needs and abilities students work in areas such as accounting, public administration, auditing, communications, economic development, finance, human resources/personnel, information systems, marketing, policy, and strategic planning.

To learn general information about [Management Co-op](#), you can check the Management Co-op section in the UTSC calendar, and the [Why Co-op?](#) section in the UTSC Management website.

Status in Management Co-op

Status in a Management Co-op program will be determined at the end of each session (Fall, Winter, and Summer) for students who have attempted at least 4.0 credits since beginning their studies at UTSC, or in other Arts and Sciences Divisions at the University. Students with a cumulative grade point average (CGPA) of 2.5 or higher are considered to be in good standing.

- Students whose CGPA falls below 2.5 and above 2.29 will be placed on probation.
- Students may clear probation by achieving a CGPA of 2.5 or better in the next study session. Where the CGPA is below 2.5, but the sessional grade point average (SGPA) is at least 2.5, students may be granted a second probationary semester.
- Students must clear their probation within a maximum of two study sessions to remain in a Co-op program.
- Students on probation in the Co-op program may not apply for a work term until they have successfully cleared their probation. However, if a student's CGPA falls below 2.5 after having secured a job placement through the recruitment process, the student will be permitted to complete the work term but must clear probation before being permitted to participate in the next recruitment process.

- Students whose CGPA falls below 2.3 will be removed from the Co-op program; students whose CGPA falls below 2.0 will be removed from all B.B.A. programs. A student may request reinstatement to a Specialist Non-Co-op program only, if they complete at least 2.0 credits (none of which can be designated as CR/NCR) in the following session, and raise their CGPA to at least 2.0. This opportunity will be provided only once.

You can also review this information on the [Management Co-op](#) section in the UTSC calendar.

Applying/Switching to Mgmt Co-op

Externally, there are two different ways to apply to Management Co-op: Direct from high school or transferring from another post-secondary institution. For all admissions information including minimum requirements, transfer details and supplementary application forms please visit the [UTSC Admissions](#) site.

For Students who are Currently Studying at UTSC

If you are a registered student at UTSC and want to apply to the Management Co-op program, there are two [admission cycles](#) per year: in April and in July.

To apply to Management Co-op you must do the following:

1. Request a Management Co-op program on ACORN during these time frames.

To do this, you will have to:

Step 1: Login to ACORN

Step 2: Under the Academics menu, click on “Enrol & Manage” and select “Programs”

Step 3: In the search box, type in your program name, select the appropriate UTSC program, and confirm your selection.

2. Also, you must submit the [internal application form](#) (PDF), cover letter, and resume via email to the [Management Co-op Office](#)

Your cover letter, resume, and CGPA will be evaluated on the following:

- Awards and achievements
- Grammar and written communication
- Recent extracurricular, volunteer, and work experience
- Demonstrated leadership and interest in business and the co-op experience

To review the information mentioned in this section, you can check the [Management website](#) and the [Registrar's Office](#).

Withdrawing from Mgmt Co-Op

Students wishing to withdraw voluntarily from the Co-op Program must:

- Meet with the Assistant Director to discuss in person the reasons for requesting withdrawal;
- When the Assistant Director and Academic Director grant approval for the withdrawal, the Co-op Office will inform the Registrar's Office of the change. A student's status on ACORN WILL NOT change from co-op to non-cop without this meeting. Co-op fees will be incurred on the student's financial statement until the Co-op Office confirms the withdrawal with the Registrar's Office.

Withdrawing While on Work Term

The Co-op Office develops jobs for co-op students. It is important that these positions remain open to co-op students only. For this reason, if a student is on a work term or has accepted an offer from a co-op employer, the student is not permitted to drop out of the Co-op Program at that time. He/she must wait until completion of the work term. Students should discuss their intention to drop the Co-op Program with the Assistant Director.

Chapter 3

Work Term Planning

In this chapter, you will learn more about work term sequencing and the sequencing options that are available. By the end of this chapter, you should be able to have a better idea to plan your work terms.

Work Term Sequence

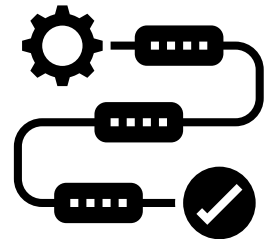
Work terms begin after the completion of three, four, or five study terms. Once the work terms begin, they normally alternate with study terms until all work terms have been completed. Students choose their ideal sequences (see page 19) during the Advancing Your Career Exploration Course. Although every effort is made to provide students with their first choice, some students will be granted their second choice. Students are sequenced such that they will always end their degree on a study term as co-op programs are not permitted to have students end their degree on a work term.

Co-op students are generally sequenced to have one work term in each of the three semesters. This is to maintain fairness between co-op students and to balance the competitiveness between each term. Once a sequence is set, students are expected to plan their studies in advance to meet all graduation requirements. Students with problems selecting their courses should contact the Academic Director of studies.

Sequencing is requested online via [CSM](#). If you were admitted from 1st year at UTSC, you will need to meet with the Assistant Director to arrange your sequencing.

Sequencing Details

- There are three possible terms during which you can go out:
 - Fall: September to December
 - Winter: January to April
 - Summer: May to August
- Sequenced for one work term in each semester
- Not permitted to seek work if more than 18 credits at the start of work term
 - Must end degree with a study term (before 20 credits are done *with exception to the Double Degree Program - please see the Assistant Director for further information)
- Once you decide, we plan to ensure that competition from the other 800+ students in the program is fair. Once you have decided, we commit to keeping things fair and equal. We ask the same commitment from you.
- Therefore, altering your sequencing is something that is done rarely, based on extenuating circumstances (e.g., family emergency, etc.) In those rare instances, altering must be negotiated well in advance of scheduled work term with the Assistance Director, via an in person meeting
- We can adjust sequences to accommodate new job offers, return offers, extension of your work term.
- If you accept an 8-month job for your 1st and 2nd work terms, you will come back to school for 8 months prior to your 3rd work term.



Co-Op Work Term Requirements:

All Co-op students must take [MGTA36H3](#) prior to the commencement of their first work term. Students are advised to consult regularly with the Academic Director, or the Program Advisor if they have questions regarding course selection and scheduling. It is, however, the students' individual responsibility to ensure that they have completed the correct courses to make them eligible for each work term and that they have correctly completed program and degree requirements for graduation.

Students who apply after the first year and are successful in receiving a June offer to any Management Co-op program will be expected to complete a Co-op Advancing Your Career Exploration (AYCE) course beginning in the third week of June, and continuing throughout the summer.

To compete for a work term a student must maintain a 2.5 CGPA, and must have completed:

1st Work Term	<p>a) 7.0 credits, including:</p> <ul style="list-style-type: none"> • MGTA05H3, MGEA02H3, MGEA06H3, MGAB01H3, MGAB02H3, MATA32H3, MATA33H3, MGTA36H3, MGMA01H3 [MGIA01 - MIB students] • <u>Note:</u> [MATA32H3 and MATA33H3] are strongly recommended, however [MATA29H3/A30H3/A31H3 and MATA35H3/A36H3/A37H3] may also be used to satisfy the calculus requirement. <p>b) The Management Co-op Advancing Your Career Exploration (AYCE):</p> <ul style="list-style-type: none"> • Regular Co-op students will take Advancing Your Career Exploration (AYCE) Part I & II (COPB11H3 and COPB12H3) • MIB students will take Advancing Your Career Exploration (AYCE) MIB Part I & II COPB13H3 and COPB14H3. • However, COPB10Y3/(COPD07Y3) is available to all Co-op students during the summer.
2nd Work Term	9.0 credits
3rd Work Term	11.0 credits

Sequencing Options

Note: In the sequences outlined below, WT denotes work term. The assumption is that students will be taking courses in all three trimesters. These plans enable completion of the program within a 4-year time span. For those who choose not to take a full course load in all three study trimesters, the program will take longer than four years to complete.

Sequence A

	Fall	Winter	Summer
Year 1	Study 1	Study 2	Study 3
Year 2	WT 1	Study 4	WT 2
Year 3	Study 5	WT 3	Study 6
Year 4	Study 7	Study 8	Study 9 / Graduate

Sequence B

	Fall	Winter	Summer
Year 1	Study 1	Study 2	Study 3
Year 2	Study 4	WT 1	Study 5
Year 3	WT 2	Study 6	WT 3
Year 4	Study 7	Study 8	Study 9 / Graduate

Sequence C

	Fall	Winter	Summer
Year 1	Study 1	Study 2	Study 3
Year 2	Study 4	Study 5	WT 1
Year 3	Study 6	WT 2	Study 7
Year 4	WT 3	Study 8	Study 9 / Graduate

Work Term Sequence Options For Students With Transfer Credits or Entering Co-op in 2nd Year

Winter Start

	Fall	Winter	Summer
Year 2	Study 3	WT 1	Study 4
Year 3	WT 2	Study 5	WT 3
Year 4	Study 6	Study 7	Study 8 / Graduate

Summer Start

	Fall	Winter	Summer
Year 2	Study 3	Study 4	WT 1
Year 3	Study 5	WT 2	Study 6
Year 4	WT 3	Study 7	Study 8 / Graduate

Work Term Sequence Option - MIB

Note: In the sequence outlined below and on the next page, DWT denotes domestic work term. The assumption is that students will be taking courses in all three trimesters. These sequence options enable completion of the program within a 4-year time span. Students wishing to pursue their Chartered Professional Accountant (CPA) designation after having completed their degree will be required to select the Accounting route (Option C) and fulfill the additional course requirements.

Option A: MIB Recommended Sequence

	Fall	Winter	Summer
Year 1	Study 1	Study 2	Study 3
Year 2	DWT 1	Study 4	DWT 2
Year 3	Study 5	Study 6 (Abroad)	WT 3 (Abroad)
Year 4	Study 7	Study 8	Study 9/Graduate

Option B: MIB Recommended Sequence

	Fall	Winter	Summer
Year 1	Study 1	Study 2	Study 3
Year 2	DWT 1	Study 4	DWT 2
Year 3	Study 5 (Abroad)	WT 3 (Abroad)	Study 6
Year 4	Study 7	Study 8	Study 9/Graduate

Option C: MIB Sequence for Students Interested in Accounting

	Fall	Winter	Summer
Year 1	Study 1	Study 2	Study 3
Year 2	Study 4	DWT 1	Study 5
Year 3	DWT 2	Study 6 (Abroad)	WT 3 (Abroad)
Year 4	Study 7	Study 8	Study 9
Year 5	Study 10	Graduate	

Work Term Plan Changes

Students are expected to follow the work term/study term sequence that they propose during their respective preparation course. Students must meet with the Assistant Director, to request any changes to their work term sequence. Students must make all sequence change requests prior to their scheduled job search process. The Assistant Director will evaluate the request based on individual need and space availability.

Should an employer offer a position to a student for a time other than the student's scheduled work term, the Co-op office will normally alter the work term sequence to allow acceptance of the employment offer, but students should always discuss their particular situation with a Co-op Coordinator before assuming a sequence change.

Additional Work Terms

Students can elect to do an 8-month or 12-month work term depending on the need of the employer and the availability of the student. However, for the purposes of planning/sequencing, students need to assume 4-month work terms.

If a student elects to complete more than the required 12 months (3 work terms) of work experience, each additional 4 months of work will count as an additional work term to the maximum of 5 work terms. For each additional work term beyond the required 3 work terms, a student will be required to complete a work term project and pay an additional co-op work term fee.

For specifics, please visit the website at: <http://www.utscc.utoronto.ca/mgmt/co-op>

Additional Work Term Requirements

12-month work term opportunities are only available to second and third work term students who are still able to end their degree on a study term. Students who wish to complete additional work terms are only permitted to participate in 3 job search cycles.

Students are not permitted to seek a separate fourth or fifth work term within the Co-op Program.



Chapter 4

Office of the Registrar

In this chapter, you will learn more about work term sequencing and the sequencing options that are available. By the end of this chapter, you should be able to have a better idea to plan your work terms.

The Registrar's Office

The Office of the Registrar, most known as the Registrar's Office, supports current undergraduate students with their registration, financial aid, scholarships, awards, exams, graduation, petitions, and TCards. Their team specializes in understanding university policies and procedures to ensure that the quality of the support you receive meets your personalized needs.

COVID-19 Information & Updates

To find the latest COVID-19 information as it relates to UTSC and campus operations:

- <https://www.utsc.utoronto.ca/registrar/covid-19-information-and-updates>
- <https://www.utsc.utoronto.ca/home/utogether>

Important Dates:

Academic Dates

To view all UTSC academic, registration, graduation and course enrolment deadlines:

<https://www.utsc.utoronto.ca/registrar/academic-dates>

Financial Deadlines

To view all tuition and registration deadlines, service charge and financial aid dates:

<https://www.utsc.utoronto.ca/registrar/financial-deadlines>

Registrar's Guide

The [Registrar's Guide](#) is a great starting point to find information and services relating to course registration, payment deadlines, financial support and core information on academic requirements.

Your Degree and Program

To view definitions for your degree, how and when to add and remove programs, transfer credits:

<https://www.utsc.utoronto.ca/registrar/your-uoft-degree-programs>

Course Enrolment

To view more information on how and when to enrol, blocked enrolment, dropping courses and cancelling registration:

<https://www.utsc.utoronto.ca/registrar/course-enrolment-1>

Final Exams

To view more information on exam schedule conflicts, deferred exams and exam petitions:

<https://www.utsc.utoronto.ca/registrar/final-exams>

Tuition Fees

To learn more about tuition fees, how to pay fees, and fee deferrals and refunds:

<https://www.utsc.utoronto.ca/registrar/tuition-fees-1>

Funding

To learn more about financial aid and support such as OSAP, UTAPS, UTSC Grant/Bursary, Ontario First Generation Bursary (OFG) and the Work-Study Program:

<https://www.utsc.utoronto.ca/registrar/funding>

Scholarships & Awards

To learn more about automatic and entry scholarships, applying for awards and receiving payment:

<https://www.utsc.utoronto.ca/registrar/scholarships-awards>

Academics

Academic Calendar

The [Academic Calendar](#) is published online, annually, usually by mid-May. It outlines rules, regulations, and curriculum for the University of Toronto Scarborough (UTSC) only.

Course Timetable

The [Course Timetable](#) provides information on courses that will be offered during the upcoming school year at UTSC, and the delivery of each course.

Course Enrolment

In this section, you can learn more about:

- [Your Registration Status](#)
 - What is a registration status, and why is it important?
- [Eligible Course Loads](#)
 - UTSC course loads for full-time and part-time students, students with deferred exams, and students on academic probation and suspension.
- [Choosing Courses](#)
 - How to add courses, join waitlists, different types of lectures and more.
- [Courses on Other Campuses](#)
 - The University of Toronto is a triple-campus university. Course enrolment for UTM and St. George courses will begin at a later date on ACORN.
- [Dropping Courses](#)
 - No longer interested in a course? Here are the important deadlines to consider.
- [Future Course Offerings](#)
 - Tentative list of courses offered for upcoming semesters.

- [Future Course Offerings](#)
 - Tentative list of courses offered for upcoming semesters.
- [Studying at Other Universities](#)
 - UTSC students interested in taking courses at other universities, and wish to receive credit for their efforts have several opportunities.
- [Inbound Exchange](#)

Programs

In this section, you can learn more about:

- [Choosing a Program](#)
 - When you are expecting to complete 4 credits at the end of your current semester, you will need to declare your program of study on ACORN. You are encouraged to select the program or combination of programs that suit your academic interests.
- [Unlimited and Limited Programs](#)
 - Determine whether your program code is an unlimited enrolment program, or a limited enrolment program. ACORN program codes can also be found on this page.
- [Track Your Progress](#)
 - How to track your degree/program progress on Degree Explorer
- [Program Advisors](#)
 - Each academic department at UTSC has dedicated staff to assist and guide you through your program. They are knowledgeable about the courses you need to complete your program requirements, and can connect you with faculty to support your transition into undergraduate research opportunities, post-graduate studies, or other opportunities.

Academic Standing

In this section, you can learn more about:

- [Academic Standing](#)
 - At the end of each semester, your academic standing is newly assessed based on the courses you have taken.

- [UofT Grading Scheme](#)
 - GPA scale, grades, and percentages defined
- [Checking Your Final Grades](#)
 - Sounds obvious, right? But there's more to it than you think! Your grade point average at the end of a semester can impact your academic standing.
- [Clerical Check](#)
 - If you have strong reasons to believe that your final grade was not calculated correctly, submit a clerical check to have it recalculated.
- [Academic Probation](#)
 - As you get accustomed to the pace of the academic rigor at UTSC, find the right program, and make connections, we hope that you take advantage of services on campus to support your success.
- [Academic Suspension](#)
 - An academic suspension is enforced after a student on academic probation or continuing on academic probation does not achieve a sessional GPA of 1.

Finances

Tuition Fees

In this section, you can learn more about:

- [Tuition Fees Overview](#)
- [Program Fees](#)
- [Financial Deadlines](#)
 - Tuition and registration deadlines, and service charge dates.
- [Paying Your Fees](#)
 - Need to learn how to pay your fees? We've got you covered.
- [Deferring Your Fees](#)
 - We understand that students who will be receiving a student loan or a scholarship for the upcoming session may not have access to their funds by the registration deadline.

- [Refunds](#)
 - The quickest and easiest way to receive a refund from U of T is by opting in to the direct deposit option. The UTSC refund schedule informs you of whether you're eligible to receive a refund.

Ontario Loans and Grants

In this section, you can learn more about:

- [Ontario Loans and Grants Overview](#)
- [Applying for OSAP - Full Time Studies](#)
 - Deadlines, tips, and how to ensure your application is complete.
- [Getting Your OSAP](#)
 - Learn how and when full time OSAP funding is released.
- [Managing Your Loan](#)
 - Need to know how to keep your loan interest free? Or what changes to report to OSAP? Learn all about it here.
- [Summer Funding](#)
 - Planning to study full-time in the Summer? If you're thinking about applying for OSAP, here's what you need to know.
- [Repaying Your Loans](#)
 - Whether you've dropped to part-time, or are planning ahead, make sure you know what will happen when you enter repayment.
- [Part-Time OSAP](#)
 - You are a part time student if your course load is less than 60% for the semester. At UTSC, that is 1.0 credits or less. You may be eligible for student aid funding through Part-Time OSAP.

Other Loans

In this section, you can learn more about:

- [First Nations Students](#)
 - First Nation students can explore funding opportunities at U of T, as well as from the Government of Ontario. The First Nations House is also a wonderful place to stay connected to the community.

- [Out-of-Province Students](#)
 - In addition to your government student loan, take advantage of the financial support from U of T.
- [Students from the US](#)
 - University of Toronto Scarborough degree students who are citizens of the United States may apply for financial assistance from the USA Federal Direct Loan Program.

Scholarships & Awards

In this section, you can learn more about:

- [Get Finished Scholarship](#)
 - This scholarship is intended to support students on their academic journey to complete the courses they need to convocate. The value of the scholarship is the equivalent of the domestic tuition cost of one course (0.5 credit) to be used towards the completion of your degree.
- [Applying for Awards](#)
 - Applying for scholarships is now easier than ever! University of Toronto Scarborough students can submit just one application through the [Awards Profile](#) to be considered for UTSC application-based scholarships and awards.
- [Automatic Awards](#)
 - Outstanding University of Toronto Scarborough undergraduate degree students are automatically considered for in-course awards and scholarships. Eligible students will be notified in August if they have been selected.
- [Award Conditions](#)
- [External Awards](#)

Bursaries

In this section, you can learn more about:

- [UofT Bursary/Grants](#)
 - Bursaries and grants are non-repayable funds given to eligible students who demonstrate financial need through their school year budget. They are non-repayable (read: free money), and are intended to assist you in paying for educational expenses.

- [Government Grants](#)
- [Emergency Aid](#)
 - Registered students at U of T Scarborough who are experiencing financial difficulties due to an unexpected circumstance, and require emergency assistance for food and shelter are highly encouraged to speak with a Financial Aid Advisor in the Registrar's Office.

Financial Aid Advisors

Your [Financial Aid Advisors](#) are available for appointments. Carol, Jeremy, Carlos and Maria can meet with you privately and can help you with matters relating to government student financial assistance programs, such as OSAP, fees and payments, registration, and U of T financial support – bursaries, grants and UTAPS, and much more. You can access our service beginning upon admission to UTSC and throughout your postsecondary studies and beyond. Support is available for all students: undergraduate and graduate (OSAP only).

Examinations

Examinations Overview

<https://www.utsc.utoronto.ca/registrar/examinations>

Examination Schedule

UTSC's final exam schedule is posted here. Click to see when and where your exams are held. Check regularly for updates!

<https://www.utsc.utoronto.ca/registrar/examination-schedule>

Conflicts

Declare your final exam conflicts on eService by the deadline to notify us of the issue.

<https://www.utsc.utoronto.ca/registrar/conflicts>

Deferred Exams

Missed your exam? Learn about the petition process, and the steps to take to request approval to write a deferred exam.

<https://www.uts.utoronto.ca/registrar/deferred-exams>

Exam Support

Final exams are a stressful time for all students. Here are some great support services at UTSC to help get you through the final weeks.

<https://www.uts.utoronto.ca/registrar/exam-support>

Code of Conduct

Plastic water bottles with labels are an academic offense. True or false? For the answer, and more tips for final exams, read on!

<https://www.uts.utoronto.ca/registrar/code-conduct>

Missing an Exam

Students are expected to write their final exams at the end of their courses and are strongly discouraged from missing a final exam.

<https://www.uts.utoronto.ca/registrar/missing-examination>

Order an Exam Copy

Order a copy of your final exam on eService up to 90 days after the relevant exam period. Once your request is received, we will determine whether your exam copy can be provided or if it is a view-only, as some departments do not permit copying of final exams.

<https://www.uts.utoronto.ca/registrar/order-exam-copy>

Technology Issues During an Exam

<https://www.uts.utoronto.ca/registrar/technology-issues-during-exam>

Room Information

This page displays the current schedule for classroom space. Please be aware that the schedule is constantly changing, so check back regularly.

<https://www.uts.utoronto.ca/registrar/room-information>

Graduation

Graduation Overview

<https://www.uts.utoronto.ca/registrar/graduation>

Eligibility

<https://www.uts.utoronto.ca/registrar/eligibility>

Requesting Graduation

<https://www.uts.utoronto.ca/registrar/requesting-graduation>

Convocation Ceremony

<https://www.uts.utoronto.ca/registrar/covid-19-and-convocation>

Records

Your Information

<https://www.uts.utoronto.ca/registrar/your-information>

Transcripts

<https://www.uts.utoronto.ca/registrar/transcripts>

Diploma

<https://www.uts.utoronto.ca/registrar/diploma>

Petitions

Petition Overview

A petition is a formal request made to the University in order to be exempted from an academic rule or policy.

The University is governed by a series of rules and regulations to ensure that all students are treated fairly and equitably. We expect all students to seek support when needed, and make informed academic decisions proactively. We understand that in some instances, students may have valid reasons to ask for special consideration.

While students have the right to petition, the University reserves the right to grant or deny requests. When filing a petition, you authorize the release of relevant aspects of your University record to be reviewed by authorized members of the University (staff and/or faculty). Please be assured that your information is held in the strictest confidence.

<https://www.uts.utoronto.ca/registrar/petitions>

Types of Petitions

In this section, you can learn more about:

- [Types of Petitions Overview](#)
- [Course Registration Error](#)
 - If there is an error with your course registration on ACORN, you may be eligible to submit a petition.
- [Deferred Exams](#)
 - Missed your exam? Learn about the petition process, and the steps to take to request approval to write a deferred exam

- [Withdrawal from a Course](#)
 - If unforeseen circumstances arise that require you to drop a course after the academic deadlines, a petition request to withdraw from it must be submitted on eService.
- [Remarking/Rereads](#)
 - If you believe that you were not evaluated correctly in an assignment or final exam, you can petition for a reread.
- [Defer Academic Suspension](#)
 - If you are on academic suspension, and have a strong reason to justify a request to return to your studies early, find out how the University can support you.
- [Term Work](#)
 - Checking Marks: Term Work During the Semester
- [Late Submission of Final Exam due to Technical Difficulties](#)

Getting Help With Your Petition

<https://www.utoronto.ca/registrar/getting-help-your-petition>

Submit a Petition

<https://www.utoronto.ca/registrar/submit-petition>

Supporting Documents

<https://www.utoronto.ca/registrar/supporting-documents>

Petition Decisions

<https://www.utoronto.ca/registrar/petition-decisions>

Appeals Process

<https://www.utoronto.ca/registrar/appeals-process>

Forms

Financial Aid Forms

In this section, you can learn more about:

- [Change Study Period or Income](#)
 - If you need to make a change to your study period or income information on your OSAP application.
- [Interest Free Status](#)
 - Full-time students who previously received OSAP can submit this form to keep their loans interest free.
- [Fee Deferral](#)
 - Qualifying students can request a fee deferral in order to register.
- [OSAP Application Update](#)
 - Update your OSAP application information such as your course load, your program name, or other relevant information.
- [Reinstatement Form](#)
 - If you dropped to part-time studies in the Fall semester, and will be taking a full-time course load in the Winter semester, use this form to update your record.
- [UTAPS Application](#)
 - Paper application for out-of-province and First Nation students.
- [Canadian Out-of-Province Student Provincial Form Request](#)
 - Institutional Requests: Students may have a paper document supplied by their home province with which the institution must provide program and tuition cost information.
- [Co-Op & OSAP Forms](#)
 - These forms may be used by Co-op students to apply for OSAP during a Work Term

General Forms

In this section, you can learn more about:

- [Breadth Requirements](#)
 - Other U of T campuses have different breadth requirements. If you have taken a course at another campus, you may request to have a UTSC breadth requirement assigned to it.
- [Change of Name or Gender Request](#)
 - Formal request to change your name on ACORN.
- [Letter Request](#)
 - Request an official letter from the University to confirm your enrolment, or graduation candidacy.
- [Re-Enrolment Request](#)
 - If you are returning to your studies after a suspension, or after an absence of 12 months or more, complete this form.
- [Request to Enrol in 3.5 Credits](#)
 - Request an exception to the standard course load in order to take additional credits
- [Supervised Study Form](#)
 - A Supervised Study course is an excellent method of research and learning opportunity offered by a majority of programs. These courses allow students to conduct an extensive examination of a selected topic, or perform laboratory and/or field work in their area of study. In order to qualify for a Supervised Study course, students must locate a professor who will agree to supervise the course.
- [Verification of Illness or Injury](#)
 - U of T's official medical form to document illness or injury.
- [Waive Course Load Restriction](#)
 - If you wish to waive your course load restriction due to a deferred exam, submit this form.

Services

TCard

Learn what a TCard does and how to get one.

www.utsc.utoronto.ca/registrar/tcard

Service Fees

Special requests, such as deferred exams and enrolment letters, are subject to fees.

www.utsc.utoronto.ca/registrar/service-fees

Contact Us

If you have a General Question:

- Use our Live Chat from 10 a.m. to 4 p.m. (ET) Monday to Thursday and Fridays from 10 a.m. to 3 p.m. Start a chat by clicking on the green ["Live Chat" button on our homepage.](#)
- Send us a DM on [Facebook](#) or [Twitter](#).

If you have a Specific Question to your Account/Record:

- Email askRO.utsc@utoronto.ca from your UofT email address with your name and student number, or use this [form](#). Responses can take up to 10 business days.
- If you do not have a UofT email address and are need information specific to your account or record, include a close-up picture of yourself holding valid photo ID (excluding provincial health card) beside your face.

Chapter 5

Additional Resources & Support

In this chapter, you will learn more about the support that is available for you. From campus facilities and services to academic support and employment opportunities, we got you covered!

Academic Advising

Did you know that you can meet one-on-one with a program advisor to ask for help and guidance?

- They can assist you with all curriculum concerns or needs, including:
 - Choosing the right courses
 - Sorting out enrolment issues
 - Checking to make sure you are on track to graduate
 - Connecting you to other resources on campus

First Year Program Advisor

Bobbi McFarlane

sam.mcfarlane@utoronto.ca

(416) 208-4831

IC256

Office Hours for Fall 2021 (all times are in EDT):

- Individual / 1-on-1 Virtual Appointments to be held on the following days:
MO: 1:30-3:30 p.m.
TU: 11:00 a.m.-1:00 p.m.
WE: 11:30 a.m.-1:00 p.m.
TH: 9:30 a.m.-11:30 a.m.
- Please [visit this form](#) to set-up a virtual appointment on Microsoft Teams).



Program Advisor (Second Year and Up)

Betty Walters

mgmtss.uts@utoronto.ca

(416) 208-4818

IC254

Office Hours for Winter 2021 (all times are in EDT):

- 1-on-1 Virtual Appointments to be held on the following days:
MO: 1:00-3:00 p.m.
WE: 10:00-12:00 p.m.
TH: 11:00-1:00
- Please [visit this form](#) to set up a virtual appointment (on Microsoft Teams).
- Alternative Office Hours (email for appointment & include student number)
 - TU: 4:00-6:00 p.m.



Academic Director, International Business

Professor Hugh Laurence

Academic Director, International Business

hugh.laurence@utoronto.ca

(416) 287-7568

IC268



Office Hours Fall 2021

- Virtual Office Hours via Microsoft Teams on Wednesdays 10:00 a.m. to 12 noon.
Please send a request at this specific time.
- Please [email me](#) with your full name and student number detailing the request. Also include your phone number and the best time to reach you, in case I need to call.

First-Year Academic Support

First-Year Learning Integration Program (FLIP)

The First-Year Learning Integration Program (FLIP) is a co-curricular program offered to all incoming first-year Bachelor of Business Administration (BBA) Management students. It is intended to help make your first-year transition smoother, easier, and more successful by helping you develop academic, personal, and career skills, build connections and support systems, and learn strategies for success.

For more information on the FLIP Program:

www.utoronto.ca/mgmt/first-year-learning-integration-program-flip

Peer Tutors & Exam Prep Facilitators

Do you need help understanding your first-year course content? Not to worry! The Department of Management offers a free service for first-year students to participate in a Peer Tutor Program to help you with your core courses. Start early to build smart study skills and make new friends in the upper year.

For more information on the Peer Tutor Program:

www.utoronto.ca/mgmt/peer-tutors-and-exam-prep-facilitators

MIB Support

Tracey Klinkhammer

Coordinator, Management and International Business

tracey.klinkhammer@utoronto.ca

(416) 287-7006

IC182

**Nicole Amiri**

Coordinator, Management and International Business

nicole.tzimas@utoronto.ca

(416) 208-5101

IC190



Other UTSC Resources

Ulife

Ulife is a one-stop website listing 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, and research opportunities and awards.

<https://ulife.utoronto.ca>

SCSU (Scarborough Campus Students' Union)

The Scarborough Campus Students' Union (SCSU) is committed to providing effective advocacy, enriching the undergraduate student body's university experience, and addressing student needs and interests through the delivery of exemplary, cost-saving services.

SCSU operates and manages the Student Center, owns the Rex's Den restaurant, and provides a range of services including bursaries, discount movie passes, fax service, graduation photos, the Health & Dental Plan, lockers, photocopying service, and SCSU prizes. We also organize events such as the official UTSC first year frosh, cultural mosaic, the year end spring formal, as well as many spirit days and student-focused campaigns.

<https://www.scsu.ca>

UTSC Admin & Support Services

Services including emergency, personal support, and campus admin.

<https://www.utsc.utoronto.ca/home/admin-support-services>

