

# Get Started 2013

## Glossary of Terms

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**12 Distinct Credits:** One of the degree requirements necessary to graduate. If you are using a combination of programs, you must complete a total of at least 12.0 different credits to satisfy program requirements. For example, if you are completing a double major in Psychology and Neuroscience – Neuroscience requires 8.0 credits and Psychology requires 7.0 credits to complete program requirements, making a total of 15.0 credits. After applying the 12 Distinct Credits requirement, a student completing this double major could have 3.0 credits ( $15.0 - 12.0 = 3.0$ ) of overlap between Neuroscience and Psychology program requirements.

- A resource sheet to help you determine if you meet the 12.0 Distinct Credit rule can be found on the Academic Advising & Career Centre's website at [webapps.utsc.utoronto.ca/aaccweb/images/stories/AcademicTipsheet/12distinctcredit.pdf](http://webapps.utsc.utoronto.ca/aaccweb/images/stories/AcademicTipsheet/12distinctcredit.pdf).

*See also:* Program

## A

**AA&CC:** AA&CC stands for the Academic Advising & Career Centre, a team of professionals who advise, counsel and coach individuals with their learning and career development. Visit our website for further information on our services: [www.utsc.utoronto.ca/aacc](http://www.utsc.utoronto.ca/aacc).

**Academic and Learning Strategist:** a professional staff member who advises, counsels and coaches you on various issues, including:

- Program and degree requirements
- Course and program selection
- Academic standing requirements
- Study skills, time management skills and goal-setting
- Petitions, appeals and other administrative processes
- Graduate and professional school admission
- Interpretation of university rules and regulations

*See also:* Peer Coaches

**Academic Standing:** This is your overall standing as determined by the cumulative grade point average (CGPA) for all your courses. The first standing is assessed after *attempting* (not earned) 3 credits. For many of you, this will be at the end of your first year. "Attempted" includes failed courses.

### **Examples of Academic Standing:**

1. In good standing: Students who maintain a CGPA of 1.6 or better are said to be in "good standing".
2. On probation: Students who have attempted at least 3 credits and have a CGPA of LESS than 1.6 are placed on probation.
3. Suspension: A suspension can occur, if while on academic probation, the student is unable to achieve a sessional (term) minimum requirement of 1.6 GPA. If suspended, you begin with a 4-month suspension. If you are suspended a second time, it will be for 12 months. A suspension of 36 months will follow a 12-month suspension should you be suspended a third time. For more information, please review the Academic Calendar:

[http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Overall\\_standing.html](http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Overall_standing.html)

*See also:* GPA

## B

**Blackboard Portal:** An online UofT community to access information relating to your courses, class announcements and notes. You can also participate in online discussions, do online quizzes, and access an electronic copy of the course syllabus. You can find it here: [portal.utoronto.ca](http://portal.utoronto.ca)

**Breadth Requirements:** One of your degree requirements. The aim of breadth requirements is to help you gain knowledge and understanding across a broader range of disciplines; it enables you to develop insight, experience, and new way of thinking in areas distinct from your main fields of study. Each course, listed in the Academic Calendar, is designated a breadth requirement. There are five areas that you are required to fulfill with at least 0.5 credits by the time they graduate. They include the following:

- Arts, Literature, and Language
- History, Philosophy, and Cultural Studies
- Social and Behavioural Sciences
- Natural Sciences
- Quantitative Reasoning

For information on your complete degree requirements, please refer to:

[www.utsc.utoronto.ca/~registrar/calendars/calendar/Degrees.html#Degree\\_Requirements](http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Degrees.html#Degree_Requirements)

See also: Degree

## C

**Calendar:** The Academic Calendar is produced on a yearly basis outlining the rules, regulations, curricula and programs for UTSC. It contains a detailed list of the course descriptions as well. You have the option of following any Academic Calendar from the year that you select your subject POST (also known as program of study) and any subsequent calendars for your program requirements. A different year of calendar may be selected for different programs. However, you must follow one Calendar for one program. For example, if you are doing a Specialist in Neuroscience, you must follow the requirements in one Calendar from the year that you were admitted into the program or any subsequent calendar, and only that one. For example, if you start school at UTSC in 2013 but select your program in 2014, you will be required to follow the program requirements for Neuroscience from the 2014/15 calendar, not 2013 because your program became 'active' during the release of the 2014/2015 calendar. As a result, it is important for students to be mindful of changes that may occur in their program of interest from the year they entered. If you wish to take a course at the St. George or Mississauga campus, you should consult their calendars for a complete description of their course offerings. An online version of the UTSC Academic Calendar can be found online at:

[www.utsc.utoronto.ca/~registrar/calendars/calendar/](http://www.utsc.utoronto.ca/~registrar/calendars/calendar/)

**Career Centre Online:** Career Centre Online is a website designed exclusively for currently enrolled University of Toronto students and recent graduates offering a full range of services including access to current job postings, job search and employment information, career information guides, podcasts and other e-resources. Career Centre Online can be accessed here with your UTORid at: [www.careers.utoronto.ca/st/welcome.aspx](http://www.careers.utoronto.ca/st/welcome.aspx)  
*See also:* UTORid

**Career Counsellor:** Careers Counsellors are staff members within the AA&CC who can provide you with support regarding your career and employment needs. Areas that Careers Counsellors can help you with include:

- Discovering your strengths, skills and interests to generate career options
- Developing a plan to gain volunteer and work experiences, exploring professional or graduate school opportunities
- Discussing employment related issues and develop job-search techniques
- Practicing interviews for employment, professional or graduate school

*See also:* Employment Coach, Peer Coaches

**Co-op Programs:** Allow you to alternate practical work placements with your study terms. If engaged in a Co-op Program, you can gain up to 12 months of work experience while completing your degree. To learn more about Co-op Programs at UTSC as well as how to apply, visit: [www.utoronto.ca/~askcoop/uoftcoop/](http://www.utoronto.ca/~askcoop/uoftcoop/)

**Corequisite:** A course you must take at the same time (in the same semester or academic year) as the course you are considering. For example, MGSC07 has a corequisite of MGMA01 and MGAB02. You must either have already passed the corequisite course, or must enrol in it at the same time as they take the course listing a corequisite.

*See also:* Prerequisite, Exclusion

**Course Finder:** Course Finder is the University of Toronto's official publicly available list of undergraduate courses for the Faculty of Arts & Science - St. George, Faculty of Applied Science and Engineering, University of Toronto Mississauga and University of Toronto Scarborough. The Course Finder can be linked to from here: [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

**Course Load:** The standard course load per term for a full-time student is 2.5 full credits. However, it is possible to take less courses if you want. When you take 1.5 full credits or more per term you are considered a full-time student. If you decide to take less than 1.5 full credits you are considered a part-time student.

*See also:* Credit

**Credit (half and full):** Courses carry a credit value of either 1.0 credit and are identified by a "Y" in its course code (e.g. BIOB10Y); or they carry a value of 0.5, aka "half credit," and are identified by an "H" in the course code (e.g. BIOA01H). Most of the courses offered at UTSC carry a half-credit value. To graduate with a UTSC Bachelors Degree, you must acquire 20 credits, which is equivalent to 40 half credits.

*See also:* Degree

## D

### Deferred/Deferral:

1. Fee deferral: an arrangement made by you and the university to pay fees after the deadlines. For more information, please visit: [www.utoronto.ca/~registrar/financial\\_aid/fee\\_payment\\_deferrals#deferral](http://www.utoronto.ca/~registrar/financial_aid/fee_payment_deferrals#deferral)
2. Exam Deferral: to rewrite a final exam after submitting a petition with supporting documentation. If you are successful with your petition, you will write your exam in the next available exam session. A notation of "SDF" will be on ROSI for this course until you have written the exam. Please see STANDING DEFERRED for more information.

*See also* Standing Deferred

**Degree:** UTSC offer you three degrees; they are: Honours Bachelor of Arts (HBA), Honours Bachelor of Science (HBA) and the Bachelor of Business Administration (BBA). All degrees require the completion of 20credits, which includes the completion of one or a combination of programs. For a full description of these degrees, please review the UofT degree requirements section in the Academic Calendar at:

[www.utoronto.ca/~registrar/calendars/calendar/Degrees.html#Degree\\_Requirements](http://www.utoronto.ca/~registrar/calendars/calendar/Degrees.html#Degree_Requirements)

*See also:* Credit, Academic Standing, Program

**Degree Explorer:** A web-based academic audit and advising system which is accessed through the ROSI website. You can use it to:

- Check your progress towards your degree and program completion
- Plan your upcoming semesters and assess how the courses count towards your degree

- Check different sets of program requirements

All student information in Degree Explorer comes from ROSI. There may be instances where some students have concerns about their academic audit. Should this happen, we encourage you to use the “Contact Us” option in Degree Explorer. You can find Degree Navigator here: [www.rosi.utoronto.ca/](http://www.rosi.utoronto.ca/)

**Dropping a Course:** Refers to removing a course that you are currently enrolled in, either in the current semester or the next. When dropping a course, you should be aware of the various deadline dates (academic and financial). For more information about the different deadline dates for dropping a course, see the Registration Guide. You can find it online here:

[www.uts.utoronto.ca/~registrar/resources/pdf\\_general/registration\\_guide.pdf](http://www.uts.utoronto.ca/~registrar/resources/pdf_general/registration_guide.pdf)

If you miss the academic deadline dates, speak to an Academic and Learning Strategist about a Late Withdrawal. *See also:* Late Withdrawal

## E

**Electives:** Courses that are non-program requirements (e.g. 20 credits are required for graduation - a specialist in Neuroscience requires 14 credits - the remaining 6 credits would be electives or breadth requirements). Electives encourage you to achieve both breadth and depth of knowledge across disciplines in a particular chosen subject area. You are free to choose electives from different departments, as long as you possess the prerequisites.

*See also:* Breadth Requirements, Credit, Prerequisites

**Employment Coach:** A staff member at the AA&CC who can support you in your job search as well as managing your career. The Employment Coach can assist you with:

- Identifying career related employment, volunteer, and internship opportunities
- Developing your resume, cover letter, interview
- Job search skills
- Enhancing your understanding of the transition from university to working life

*See also:* Career Counsellor

**eService:** eService, provided by the Office of the Registrar, is a system that allows you to petition, request a fee deferral, make appointments to see Financial Aid Counsellors, submit a variety of forms, and pay for services using a secure and convenient ePayment system. You need your UTORid to login. It is accessible at:

[www.uts.utoronto.ca/~registrar/general/eservice](http://www.uts.utoronto.ca/~registrar/general/eservice)

*See also:* UTORid

**Exclusion:** If a course is listed as an exclusion to a course that you are currently taking, then you are not permitted to take that excluded course for credit either simultaneously or in the future. If you do take an excluded course, then only the first course will be accepted for degree credit. The excluded course will be deemed an extra (on ROSI, an “EXT”) and the grade will not contribute to the GPA. To prevent any mistakes *always* check the course description in the Academic Calendar for pre-requisites and exclusions.

*See also:* Corequisite, Prerequisite

**Extern Job Shadowing:** The Extern Job Shadowing Program allows you to explore a career by visiting with professionals in the workplace. Extern participants shadow their sponsor, observing daily work activities, touring a number of departments, and/or meeting with staff to discuss the industry. You can apply after completing first year, through the Academic Advising & Career Centre.

## G

**GPA:** GPA stands for Grade Point Average. It is calculated by adding up all the grade points you have earned in all the courses you have attempted, divided by the number of courses you have attempted. See the Academic Calendar for more information here:

[www.utsc.utoronto.ca/~registrar/calendars/calendar/Overall\\_standing.html](http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Overall_standing.html).

**CGPA:** The cumulative grade point average. It is calculated based on all the courses you have taken that have a grade point value for since your first semester at UofT.

**SGPA:** The sessional grade point average. It is calculated based on all the courses you have taken in a single session (summer, fall, winter) that have a grade point value.

**Graduate School:** If you want to obtain a graduate degree (Master's and PhD) after you complete your undergraduate studies, you will need to attend graduate school. Many universities offer graduate studies, however, the specific programs offered by universities vary. Research is often a major component of graduate studies and many graduate programs require you to complete and defend a thesis. Entrance requirements for graduate school vary by program and university. Graduate school does not necessarily train you for a specific career, so it is important to consider your career options prior to engaging in graduate studies. You can meet with a Career Counsellor to discuss your options and if graduate school is a good fit for you.

*See also:* Career Counsellor, Professional School

## I

**Intranet:** The Scarborough Intranet is the primary official communications medium of the campus. It is the campus portal and learning content management system (LCMS) used by Scarborough faculty, staff and students for secure academic and administrative information-sharing. You need your UTORid to login. The intranet can be accessed here: [intranet.utsc.utoronto.ca/home.php?login=1](http://intranet.utsc.utoronto.ca/home.php?login=1)

*See also:* UTORid

## J

**Joint Program:** These programs are offered in collaboration with Centennial College, offering both the academic strength of university and the technical and practical aspects of college. You have the opportunity to earn an applied diploma or certificate from Centennial College and a UofT degree. The joint programs offered at UTSC are:

- Journalism
- New Media Studies
- Paramedicine

For more information, visit: [www.utsc.utoronto.ca/jtprogs](http://www.utsc.utoronto.ca/jtprogs)

*See also:* Program

## L

**Late Withdrawal (LWD):** A request to remove a course after the academic deadline to drop a course has passed. Before putting in the request, you are advised to book an appointment with an Academic and Learning Strategist at the AA&CC. For more information about LWD, please visit the Registrar's Office:

[www.utsc.utoronto.ca/~registrar/current\\_students/courses#lwd](http://www.utsc.utoronto.ca/~registrar/current_students/courses#lwd)

*See also:* Dropping a Course

**Lecture:** Lectures (LEC) are the formal sections of a course. They are led by a Professor/Instructor and are where the bulk of the course content is delivered. Some courses offer multiple lecture sections; you may enrol in the one that best fits your schedule. Lecture sections for courses are listed in the Online Course Timetable, found here: [www.utsc.utoronto.ca/timetable](http://www.utsc.utoronto.ca/timetable)

*See also:* Tutorial/Practical

## O

**On Probation ("Admitted on Probation"):** In certain circumstances, students who do not meet normal admission requirements may be admitted to UTSC "on probation." The academic status of such students and additional information, can be found in the Academic Calendar here:

[www.utsc.utoronto.ca/~registrar/calendars/calendar/Overall\\_standing.html](http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Overall_standing.html)

## P

**Peer Coaches (Study Skills and Employment):** Individual appointments you can book on the Intranet to meet with senior students who have been fully trained in one of two areas:

- *Employment Peer Coaches:* help you prepare effective resumes and cover letters.
- *Study Skills Peer Coaches:* help you with study skills including time management, taking lecture notes, test preparation and test writing.

*See also:* Academic and Learning Strategist, Career Counsellor

**Petition:** A petition is a formal request where you can ask for an exception (e.g. missed exams due to illness). Petitions require strong supporting documentation. Petitions are not always granted despite exceptional circumstances. The student is advised to discuss their situation with the AA&CC before the submission of a petition. Some situations cannot be petitioned; for more information, visit the Registrar's Office website and the Academic Calendar: [www.utsc.utoronto.ca/~registrar/current\\_students/petitions](http://www.utsc.utoronto.ca/~registrar/current_students/petitions)

**Pre-Program (Management):** a category that includes students who intend to apply for one of the Management programs after their first year of study at UTSC. Pre-Program students who subsequently enter a Management BBA program will not be behind pre-existing Management students. Admittance into Management programs is based on a variety of factors (e.g. GPA). For more information visit:

[www.utsc.utoronto.ca/~registrar/calendars/calendar/Management.html](http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Management.html)

**Prerequisites:** A required course you have to take and pass in order to enrol in a more advanced course. The prerequisite course usually teaches the foundational information necessary to succeed in the more advanced course. If you register in a course without meeting its prerequisite, you may be withdrawn from the course at any time without warning. If you decide to take a prerequisite after taking the more advanced course, this will be shown on your transcript as an Extra course ("EXT" in ROSI).

*See also:* Corequisite, Exclusion



**Professional School:** Prepares you for a specific profession (e.g. medical school, dental school, law school, pharmacy and optometry). To apply to professional school, you may or may not be required to have completed an undergraduate degree. For example, some medical schools allow you to apply after you have complete three full years of study or 15 full credits. Entrance requirements for professional schools vary, so it is very important to conduct research early to ensure you complete the appropriate coursework and gain the right experiences to be a competitive applicant. You can meet with a Career Counsellor to discuss your options and if graduate school is a good fit for you.

See also: Career Counsellor, Graduate School

**Program:** a package of courses designed to provide you with direction in a particular academic area. You need to fulfill a specific combination of Subject POSTs as a part of your degree requirements – for more information on the combination of programs, please visit:

[http://www.utsc.utoronto.ca/registrar/calendars/calendar/Degrees.html#Degree\\_Requirements](http://www.utsc.utoronto.ca/registrar/calendars/calendar/Degrees.html#Degree_Requirements).

A program is also referred to as a Subject POST (POST = Program Of Study).

#### **Types of Programs**

- *Specialist program:* programs that normally consist of 12 to 18 full credits, including at least four credits at the C- and/or D-level, of which one credit must be at the D-level. They are designed to provide depth and intensity of study within a limited area defined as a discipline, a group of disciplines, or a particular theme or area of study.
- *Major program:* programs that normally consist of 7 to 8.5 credits, including at least two credits at the C- and/or D-level. They are designed to provide concentration in an area of study defined as a discipline, a group of disciplines or a particular theme or area of study.
- *Minor program:* programs that consist of 4 or 5 credits, including at least one credit at the C- and/or D-level. They are designed to provide study in a specific area for students desiring wide-ranging but coherent programs in different areas of the curriculum.

See also: Subject POST

**Program Supervisor:** A program supervisor is a professor who is in charge of a specific program(s). They are able to assist you with information about the program of study. Program supervisors are often referred to when you have transfer credits and need them to sign off on a program exception form for certain credits or to modify program requirements (program exception form is available at the Registrar's office). An updated list of program supervisors can be found on the Intranet ([intranet.utsc.utoronto.ca/](http://intranet.utsc.utoronto.ca/)) under the 'Directory' tab → 'Supervisor of Studies' (at left).

## **R**

**Registration Guide:** A booklet published annually by the Registrar's Office containing all of the basic information you need to register for your courses and programs. Step-by-step instructions, checklists and important dates sections make it an important reference tool for all students. It should be used in conjunction with the Academic Calendar and Online Course Timetable. It is available online at the Registrar's Office website:

[http://www.utsc.utoronto.ca/registrar/resources/pdf\\_general/registration\\_guide.pdf](http://www.utsc.utoronto.ca/registrar/resources/pdf_general/registration_guide.pdf)

See also: Calendar, Timetable

**ROSI:** The Repository of Student Information. It is the system that you use to enrol in your courses and apply to your programs (Specialists, Majors, Minors). ROSI also contains information relating to your academic performance at the University of Toronto, and provides your financial account information. You will need your student number and a 6-digit pin to access ROSI. To log into ROSI, visit [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

## S

**Standing Deferred / SDF:** A notation on ROSI after you have successfully petitioned to rewrite an exam or submit coursework after the last day of classes. This course will not affect your GPA until you have written your exam or submitted your coursework, but your GPA will still be calculated for the current semester. After you have written your exam or submitted your coursework, your GPA will be reassessed.  
*See also:* Deferred/Deferral

**Subject POST:** Also known as a Program, a Subject POST is the accompanying ROSI code for your program. You can view all Subject POSTs for a given academic year here:  
[http://www.utsc.utoronto.ca/~registrar/current\\_students/subject\\_post\\_codes](http://www.utsc.utoronto.ca/~registrar/current_students/subject_post_codes)

There are 2 types of Subject POSTs:

- *Unlimited Subject POST* – a program that has no enrolment requirements and can be added at any time on ROSI.
- *Limited enrolment Subject POST* – a restricted program that you compete for based on specific courses, grades and, sometimes, other criteria (e.g. interview, resume, etc.). You apply for these Subject POSTs by the published deadlines. For more information about Subject POSTs, specific requirements, and deadlines, visit:  
[http://www.utsc.utoronto.ca/%7Eregistrar/current\\_students/subject\\_post\\_codes](http://www.utsc.utoronto.ca/%7Eregistrar/current_students/subject_post_codes)

*See also:* Program

**Syllabus:** A syllabus is a detailed outline of topics to be covered in a course. It provides additional information on grading policies, class locations and times, instructor and teacher assistant contact information, required textbooks or other equipment, outside resources for additional subject material assistance, important dates for tests and assignments, and objectives of the course.

## T

**Timetable:** The Online Course Timetable outlines all of the course offerings for each academic term. The course timetable identifies when the course will be offered and any special details, such as any controls and instructions, that relate to the course. You should use the Timetable in combination with the Academic Calendar. It can be found on the Registrar's website:

<http://www.utsc.utoronto.ca/~registrar/scheduling/timetable>. Each campus produces its own Timetable. If you wish to take a course at either the St. George campus or the Mississauga campus, you should consult their course timetables.

*See also:* Calendar, Registration Guide

**Tip sheets:** They are documents provided by the AA&CC about a variety of topics. They are: Academic and Learning Skills, Career & Employment, Preparing for Professional & Graduate School, and Program Specific. Print copies are available in the AA&CC Resource Centre or on our website:

<http://webapps.utsc.utoronto.ca/aaccweb/index.php/career-planning/career-tip-sheets>

**Transfer Credits:** Students who have completed work at other universities, colleges, or hold an International Baccalaureate Diploma (IB) may be eligible for transfer credits. After the Admissions & Student Recruitment Office has completed a full evaluation of your prior studies, you will be provided with a letter of assessment detailing your transfer credits that will be applied to your degree at UTSC. It is important that you do not enrol in courses that duplicate (either fully or partially) prior studies.

*See also:* Credit

**Tutorial/Practical:** Some courses have tutorial and/or practical components to them, which you must enrol in along with your lecture. They are led by Teaching Assistants or Professors and provide you with applied experience with the course content. If your course offers both a tutorial and a practical, you must enrol in both. Tutorial and Practical sections for courses are listed in the Online Course Timetable, found here:

[www.utoronto.ca/timetable](http://www.utoronto.ca/timetable)

*See also:* Lecture

## U

**UTORid:** Your UTORid is your official ID at the University of Toronto. It allows you to gain access to a variety of services, such as:

- Intranet: the Scarborough news and information system
- Wireless Internet access for your laptops and portable devices
- Blackboard Portal
- UTOReMail: your personal University of Toronto email account
- UTOReWeb: your personal web-space for website hosting
- eService

## W

**Work-Study Program:** If you are an undergraduate and graduate student (i.e., domestic and international students) registered in at least 40% of a full course load – (2.0 credits over the fall/winter terms and 1.0 credit in the summer) you can apply for Work-Study positions which provide part-time job opportunities created by U of T faculty and staff for in a wide variety of offices throughout the campus. These jobs are academic or career related (not clerical in nature) and offer you the opportunity to explore career options or gain experience in your field of study. Many research positions are funded through this program. The Work Study program is a great way to build experience. You can view the work study jobs through your [Career Centre Online](#) account.

*See also:* Career Centre Online