Get Started Online Module 3
Course Planning Process

Slide 1
The third module will help you to plan your course schedule. Please make that you watch the first and second modules before watching this module.

Slide 2
To select your courses and programs take a look at the UTSC calendar, which is available on the Registrar’s website. You will find the list of programs, courses, degree requirements, and academic policies. The UTSC calendar is published every year and sometimes the program requirements and the academic policies change, so it is important to review the information in the calendar regularly. You can also find the Registrar’s guide which contains information about deadlines and tips on how to enrol in your courses and programs. The course time table will tell you when the courses are offered.

Slide 3
Now let's talk about course selection. For this you will need your offer of admission, UTSC calendar, course time table, and the course planner. You can click on these items on the slide to bring up the information on your computer. If you don’t have a copy of your offer of admission, click on the offer of admission on this slide to open up the Join U of T website and you will find a copy of the letter.

Slide 4
UTSC academic year has 3 semesters. The fall semester starts in September and ends in December. The winter semester starts in the following year in January and ends in April. The summer semester starts in May and ends in August.

The course selection for fall and winter semester happens in July of each year and you should plan to register for both semesters. You have an option of taking courses in the summer and if you plan to do so, you can register in these courses in April of each year.

Generally, students take about 5 courses per semester. Most of the courses at UTSC are half credits. For example, if you take 5 half credit courses in the fall and 5 in the winter, you would be enrolled in 5 credits worth of courses between the two semesters.

You should also keep in mind that as long as you take at least 1.5 credits per semester, you are considered a full-time student. If you are an international student or if you are applying for OSAP, you could consult with the International student centre or the financial aid regarding your course load.
Slide 5
As you can see here, there are 3 different types of admission categories.

Direct Admission into Programs
You can find your admission category in your letter of offer. If you see you’re your admission category in the first column, you were directly admitted into a specific program. This means that you don’t have to enroll in programs at the end of your first year. Since you can complete the program requirements listed in the calendar from the year you were admitted into your program, you can use the program requirements listed in the current calendar or the calendar from any subsequent years.

Admission into Co-op
If you have been admitted into the co-op category, you need to enroll in eligible co-op programs once you complete 4 credits. This is usually at the end of the first year. This means that you can follow the program requirements in the calendar of the year you add the program or you can follow requirements in subsequent years.
To take a look at the coop eligible programs, click on the word ‘UTSC Viewbook’ and refer to table on page 46.

Admission into Collection of Programs
If you have been admitted into a collection of programs, you need to enroll in programs after you complete 4.0 credits. This means that you can use the program requirements listed in the calendar when you add the program or subsequent calendar years.

You can take a look at the UTSC Viewbook to see what types of programs are available in your admission category. You can choose to enroll in programs related to the admission category you were admitted into or you can choose to enrol in programs in other subject areas.

If you have been admitted into to the pre-management category, you can apply to the Management program at the end of the first year. Consider choosing your electives in an alternative program areas that you want to study as well.

Slide 6
Download the course planner and follow these 10 easy steps to schedule your fall and winter courses.
First, read your admission letter and find out what your admission category is.
Then, circle your admission category at the top of the course planner.
If you were directly admitted into a program, you don’t need to apply to any programs at the end of your first year.

If you have been admitted into a co-op category or a collection of programs, you need to apply to programs once you complete 4.0 credits.

Take a look at the list of programs in the calendar and write down the names of programs you want to study in step #2. Remember, you can complete 1 specialist, 2 majors, or 1 major & 2 minors.

**Slide 7**

Next, look up the program type of the programs you want to study. If the program is unlimited, there are no enrolment requirements for the program. If the program is limited pay a careful attention to the grade and course requirements listed in the calendar.

Then, find the first-year courses for the programs you want to study. You can find this by clicking on the program title in the calendar and looking for the A level courses.

Students admitted into certain categories are pre-enrolled into some of their courses so make sure you check whether you are enrolled in courses on ACORN prior to creating your schedule.

Once you know which courses are required for the program, you can use the Course Timetable to find out time and the day of the lecture. If there is a tutorial and practical available, you need to enroll in these as well. If you were admitted into a coop program, you need to enroll in the coop work term prep course.

If you have room to add electives, choose courses in areas that you are interested. You can also choose courses that fulfill your breadth requirements and the courses that help you to take upper level courses.

You can use the back of the course planner to map out your courses.

**Slide 8**

Once you created your schedule, you may add your courses into your Enrolment cart on ACORN prior to the official course enrolment date.

The official course enrolment date for first year students is on July 10th. However, you will be assigned a specific time to enrol in your courses on this date. Starting on July 4th, you can log into ACORN to view your enrollment time.

On July 10th, remember to officially enrol in both first and second semester courses by clicking on the ‘Enrol’ button. Make sure that your courses appear under the ‘Currently enrolled’ section.
You can watch the next module to understand how to navigate the Registrar’s website and ACORN.