



The Role of Students

- Actively seek a thorough understanding of UTSC's academic calendar, policies and procedures.
- Ask questions and access campus resources.
- Collaborate with the AA&CC to develop realistic educational and career plans.
- Use online (Degree Explorer and Career Learning Network) and in-person resources to work towards course, program and degree completion.
- Take ownership for your academic decision making and academic performance.
- Prepare for advising and career development appointments. Come with a list of questions!

"Ask for help and take control of your success!"



"We are here to support you!"

The Role of Academic & Advising & Career Centre

- Provide information and interpretation of UTSC's academic calendar, policies and procedures.
- Engage students in discovering their strengths and planning for realistic educational and career goals.
- Promote developmental study and learning skills for academic success.
- Provide opportunities for career learning, both on and off campus
- Support student questions and concerns in one-on-one appointments, group workshops and online (email, chat and social media).
- Collaborate with faculty and staff as campus partners to enhance student success.

YOUR PATHWAY TO ACADEMIC & CAREER SUCCESS



UNIVERSITY OF
TORONTO
SCARBOROUGH

Academic & Career
Advising Centre
DIVISION OF STUDENT AFFAIRS

0 - 3.5 CREDITS

DEGREE PLANNING

- ☐ Start to think about how you would like your transcript and resume to look in 4 years (or at the end of your degree).
- ☐ Use the online calendar and Degree Explorer (rosi.utoronto.ca/degree_explorer.php) to get to know your degree and program requirements. You can also refer to the Degree and Program Checklist (uoft.me/degreeplanning) to help with your longer term planning.
- ☐ Explore different options in your courses. This will also help with fulfilling your breadth requirements and electives.
- ☐ Start thinking about what program(s) you want to study at UTSC. Attend the Choosing Your Program Events in March (uoft.me/choosing).

ACADEMIC SUCCESS

- ☐ Do you know how to study for university? Attend a Study Skills workshop. Use the Career Learning Network (CLN - cln.utoronto.ca) to sign up.
- ☐ Consider taking an assessment such as the Learning and Study Skills Inventory (LASSI) to find out how to use your study skills to your advantage. Sign up on CLN.

GET INVOLVED

- ☐ Start getting involved on campus. Use CLN to find events, jobs, and volunteer work.

CAREER & EMPLOYMENT PLANNING

- ☐ Gain experience by applying to Work Study or other part time and summer jobs via CLN. In preparation for applying, be sure to visit the AA&CC to have your resume critiqued.

4.0 - 8.5 CREDITS

DEGREE PLANNING

- ☐ Solidify your Programs of study - specialist, major, minor by determining your area(s) of interest, and your academic and career goals by speaking to your Professors and Departmental Program Advisors.
- ☐ Speak to an Academic & Learning Strategist or a Career Development staff member at the Academic Advising & Career Centre (AA&CC) in AC213, to discuss your program options.
- ☐ Continue using Degree Explorer to track your program and degree progress.
- ☐ Keep on track with your depth requirements. Remember to complete the necessary pre-requisites for the C/D level courses you will be taking next year. Check in with the appropriate Academic Calendar and the AA&CC to ensure you are on track.
- ☐ Considering courses at other U of T campuses? Consult with the AA&CC or your Program Advisor for advice on your course planning.

ACADEMIC SUCCESS

- ☐ Optimize your study skills to get your grades where you want them to be. Connect with AA&CC to discuss strategies that support your learning (<http://uoft.me/StudySkills>)

GET INVOLVED

- ☐ Build your Co-Curricular Record (CCR - ccr.utoronto.ca) and resume by getting involved on campus.

CAREER & EMPLOYMENT PLANNING

- ☐ Gain experience by applying to Work Study, part time and summer jobs via CLN.
- ☐ Check out the various career and employment workshops and sign up on CLN.



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9.0 - 13.5 CREDITS

DEGREE PLANNING

- ☐ Continue to review your program and degree progress on Degree Explorer. If you have not already checked-in with an AA&CC staff member, make sure you visit us at the AA&CC.
- ☐ If your program combination has overlapping courses, make sure you have at least 12 distinct credits between your programs. Consult with AA&CC for advice.

ACADEMIC SUCCESS

- ☐ Continue fine-tuning your study skills, by attending the study skills workshops offered year round. Sign up on CLN.
- ☐ Continue building rapport with your Professors and TAs. They are great partners in supporting your success in courses.

CAREER & EMPLOYMENT PLANNING

- ☐ Build your brand and portfolio to boost your employability and market your transferable skills. Use CLN to sign up for workshops on networking, interview skills and to have your resume critiqued.
- ☐ Attend the Professional & Graduate Schools Fair, to learn about your options for further education and professional studies.
- ☐ Speak to a Career Development staff member at the AA&CC to explore your career and employment options.
- ☐ Continue to build your experience with Work Study, part-time and volunteer opportunities on CLN.

14.0 - 20.0 CREDITS

DEGREE PLANNING

- ☐ Confirm course selection for your final year of study by reviewing your program and degree requirements on Degree Explorer and by meeting with an Academic & Learning Strategist. Make sure you have fulfilled your breadth requirements.
- ☐ Ensure that you fulfil the depth requirements by taking various C and D level courses on campus for your program(s) and degree

ACADEMIC SUCCESS

- ☐ Make your last 5 credits the best yet!

CAREER & EMPLOYMENT PLANNING

- ☐ Attend our Get Hired Conference (uoft.me/gethired): A 3-day experiential learning opportunity that covers job search, personal branding, industry awareness, networking and workplace etiquette. Sign up on CLN.
- ☐ Update your previous research on professional and graduate schools and adjust plans accordingly – where do you see yourself in 5 years?
- ☐ Meet with a Career Development staff member at the AA&CC to ensure your applications for graduate or professional school stand out.
- ☐ Meet with a Career Development staff member at the AA&CC to ensure your resume and cover letter are up to date and meet the requirements for the positions you are applying for.
- ☐ References for both employment and further education are important, so continue to keep in contact with your Professors.
- ☐ Use CLN to stay in the loop about job openings, information sessions and job fairs, which will help expand your network.



UTSC Academic Advising & Career Centre Mission Statement

The Academic Advising & Career Centre (AA&CC) are a team of professionals who advise, counsel and coach individuals with their learning and career development. Recognizing every individual's unique potential, we empower students to gain the knowledge, understanding and experience necessary to make informed decisions now and for the future.

Our Values

- **Student-Centred:** Your success is our success.
- **Continuous Learning:** We fuel curiosity and expand knowledge.
- **Community:** Partner with us to support and foster engagement.
- **Service Excellence:** We are here for you.
- **Evidence-Based:** Research informs our best practices.

Resources on Campus

AccessAbility Services

416.287.7560
utsc.utoronto.ca/ability

Athletics & Recreation

416.283.3211 (General Line)
416.283.5222 (TPASC Front Desk)
utsc.utoronto.ca/athletics

Centre for Teaching & Learning

416.208.5173
utsc.utoronto.ca/ctl

Department of Student Life

416.208.4760
utsc.utoronto.ca/studentlife

Health & Wellness Centre

416.287.7065
utsc.utoronto.ca/hwc

Office of the Registrar

416.287.7001
utsc.utoronto.ca/registrar

Student Housing & Residence Life

416.287.7365
utsc.utoronto.ca/residences

Office Hours

Fall & Winter (September - April)

| | |
|-----------|--------------|
| Monday | 9am - 5pm |
| Tuesday | 10am - 5pm |
| Wednesday | 9am - 6:45pm |
| Thursday | 9am - 6:45pm |
| Friday | 9am - 3pm |

Summer (May - August)

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|-----------|--------------|
| Monday | 9am - 4pm |
| Tuesday | 10am - 4pm |
| Wednesday | 9am - 6:45pm |
| Thursday | 9am - 4pm |
| Friday | 9am - 3pm |

Sign up for AA&CC Workshops/Events at
cln.utoronto.ca

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DIVISION OF STUDENT AFFAIRS

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