UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

Program Enrolment Handbook:
Year 2 and Higher

2018-19 Fall/Winter Session

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Introduction

Congratulations on finishing your fourth full course equivalent (FCE)! Thanks to your hard work and diligence, you are now ready to enroll in a Program, or Programs, in order to complete your degree. This handbook is meant to provide you with all of the information that you need, and answer any questions that you may have about the process of applying for and enrolling in Programs.

What is a Program?

A Program is a group of courses in a specific subject area (e.g. History, Computer Science, Economics, International Relations, Human Biology, etc.)

Programs – which used to be called *Subject POSts* – come in three different levels: Specialists, Majors, and Minors. The main difference among them is the number of courses required.

Where do I get information about Programs offered at the Faculty of Arts and Science?

You can find specific Program admission and completion requirements in the **Arts & Science Calendar**. Be aware that Program requirements may change from year to year, and you must always follow the requirements listed in the Calendar for the academic year in which you are enrolling in a specific Program.

How many Programs do I have to enroll in?

To complete your degree requirements, you must enroll in and complete one of the following Program combinations offered on the St. George campus:

- 1 Specialist, or
- 2 Majors*, or
- 1 Major + 2 Minors*

*Programs must contain at least 12.0 different FCEs

What is the maximum number of Programs I can enroll in?

You can enroll in a maximum of three (3) Programs. If you are enrolled in three Programs, one must be a Minor.

Why do I have to enroll in Programs?

There are three reasons why enrolling in Programs are important:

1. As part of your degree, **students enrolled in the Faculty of Arts & Science need to complete Program(s) in order to graduate.** Therefore, you must enroll in the minimum appropriate combination of Programs for your degree before your course enrolment starts **or you will be blocked from enrolling in any courses on ACORN.** For more information on Program and Degree requirements, see the Calendar for details.

2. Enrolling in Programs **helps you with course enrolment.** In many courses, departments give enrolment priority to students based on the Program(s) they are enrolled in.

3. The Program(s) you enroll in **will also determine which degree you will receive**: an Honours Bachelor of Arts, Honours Bachelor of Science, or Bachelor of Commerce degree.

When should I enroll in a Program(s)?

Arts & Science students enroll in an appropriate combination of Programs **towards the end of the session in which they complete their fourth full-course equivalent (FCE)** – basically, at the end of your first year. If you expect to have at least 4.0 FCEs by the end of the Summer Session (e.g. August), it's very important that you enroll in the appropriate combination of Programs before Fall/Winter course enrolment for the next academic year starts in July. Otherwise, you'll be blocked from enrolling in any courses on ACORN.

What Programs are offered at the Faculty of Arts and Science and when can I enroll in them?

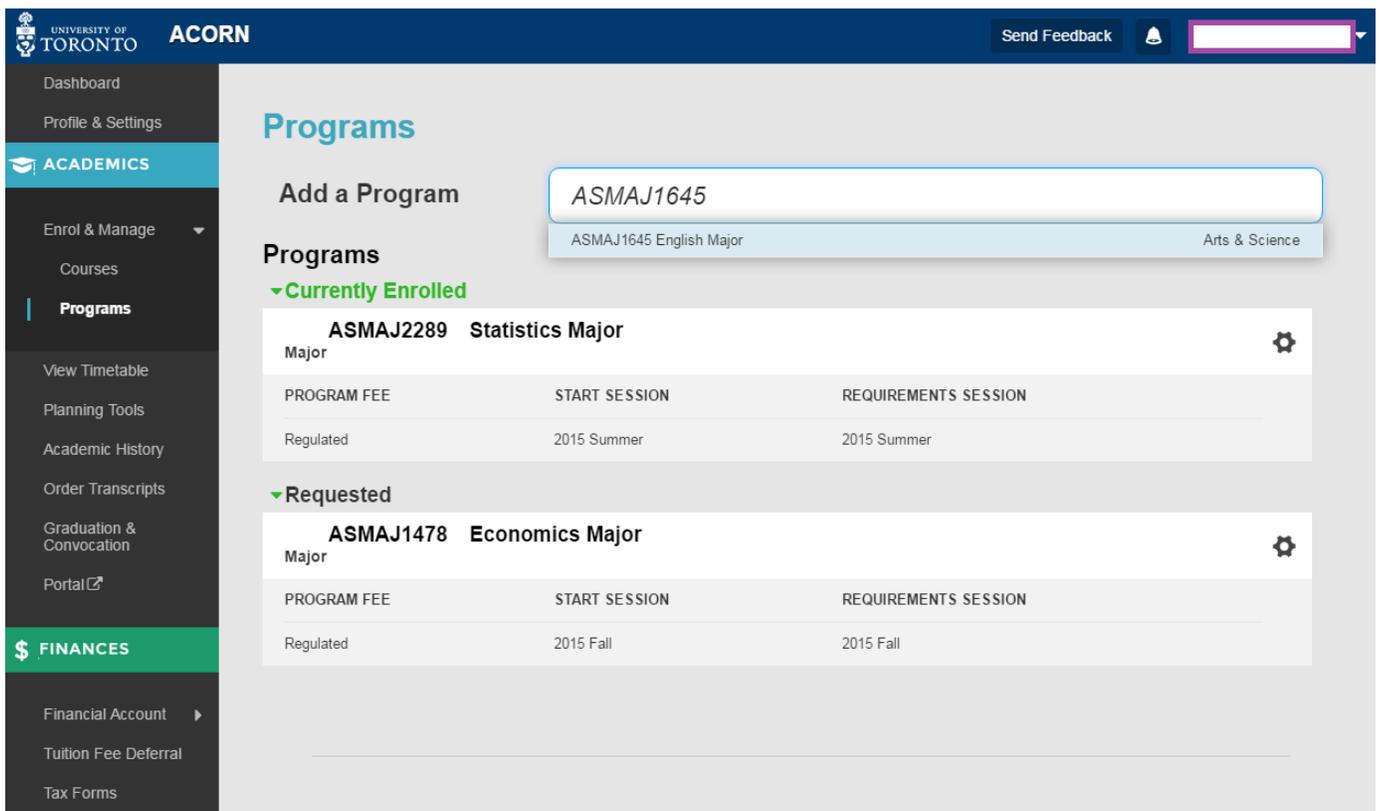There are **three** main types of Programs offered at the Faculty of Arts and Science:

- Type 1,
- Type 2, and
- Type 3

However, depending on the fees associated with each Program as well as the enrolment dates for the Program, there are some additional variations within the three main types.

Type 1 Programs

Type 1 Programs have no enrolment requirements other than successful completion of four full-course equivalents (4.0 FCEs). **No application is required.**

To enroll in a Type 1 Program, log on to ACORN and select "Program" from the main menu. Select "Add a Program," and enter the Program code for the Type 1 or 1S Program that you wish to enroll in. For example, if you want to enroll in the Major Program in English, enter the code "ASMAJ1645."

The full list of Arts & Science Program codes can be found on our website.

After you confirm the addition, ACORN will display the message: "You have successfully added the following Program," and will list the Program code as well as title. The status field will read: "**ACTIVE – You are enrolled in this Program**" if the enrolment was successful. If the enrolment was not successful, you will see the message: "A problem was encountered" with details about the error.

The enrolment period for Type 1 is shown below:

Program Type	Request and Enrolment Period
1	Enrol on ACORN from March 1 to September 19

Type 1S: Bioinformatics and Computational Biology Specialist

The Bioinformatics & Computational Biology Specialist, administered by the Department of Biochemistry, is a **Type 1S** Program. Enrolment in this Specialist Program operates the same way as other Type 1 Programs, but **you must enrol between July 4 and September 30**.

Program Type	Request and Enrolment Period
1S	Enrol on ACORN from July 3 to September 19

For complete information about enrolling in the Bioinformatics & Computational Biology Specialist Program, including important fees information visit this [webpage](#).

Type 2 Programs

Admission to Type 2 Programs **requires a specific course(s) and/or grades**. In addition, some Type 2 Programs may have a finite number of spaces – these are called 2L ("Limited") Programs. For the full list of Type 2 and Type 2L Programs, please refer to the full list of Arts & Science [Program codes](#). If you would like more information about the details and requirements of any Type 2 or Type 2L Program, please refer to the [Calendar](#).

If you expect to complete the required courses during the Fall/Winter Session, you should submit your Program request during the first request period.

If you expect to complete the required courses during the Summer Session, you should submit your request during the second request period.

The enrolment timeline for Type 2 and 2L Programs is as listed below:

Program Type	First Request Period			Second Request Period		
	Apply	Check Results	Enroll by	Apply	Check Results	Enroll by
2 or 2L	March 1 to May 15	July 3	August 8	July 3 to August 29	September 13	September 19

Late requests will not be accepted by departments; if you miss the deadline for the first request period, you must wait until the second period to submit your request.

There are 3 steps to enrolling in Type 2 or 2L Programs:

1. Submit a request on ACORN
2. Check ACORN to see if the department has given you an "invitation" to enroll
3. Accept the invitation to enroll

Step 1: Submit a request on ACORN

Log on to ACORN and select "Programs" from the main menu. Select "Add a Program," and enter the Program code for the Program you want to request. For example, if you want to request the Specialist Program in history, enter the code "ASSPE0652." For the full list of Type 2 and Type 2L Programs, please refer to the full list of Arts & Science Program codes.

Once you've confirmed the request, the status field next to the Program code for the Program you're requesting will read: "REQUESTED – You have applied for admission to this Program" if the request was successful. **You can add requests for as many Programs as you wish**, but remember—if you are invited to all of them, **you can enroll in no more than three, only two of which can be Majors and/or Specialists.** You should only request Programs for which you meet the admission requirements (as outlined in the current Calendar).

Step 2: Check results of your requests

Beginning July 3 (first request period) or September 13 (second request period), return to ACORN and select "Programs" from the main menu. A list of your Programs will appear. This list will show all of the Programs that you've requested as well as the status associated with each request.

Step 3: Accept invitation to your Program(s)

If you have been given an "invitation" to enroll in the Type 2 or 2L Program that you requested on ACORN, the status field next to the Program code will read: "**INVITED – You have been offered admission to this Program.**"

To accept the invitation to enroll, select "accept." Once you've confirmed your acceptance, the status will change to: "**ACTIVE – You are enrolled in this Program**" if the enrolment was successful. If the enrolment was not successful, you will see the message: "A problem was encountered" with details about the error. To decline an invitation to enroll simply select "DELETE."

If you have been refused permission to enroll, the status will be "**REFUSED**." You may need to enrol in alternate Programs to ensure you are in an appropriate combination for your degree.

If a decision has not been made about your Program request(s), the status will remain as "**REQUESTED**." You should contact the department/sponsor of the Program for instructions.

 Once you have completed 4.0 full-course equivalents, you will not be able to enroll in further courses until you have enrolled in the minimum appropriate combination of Programs. Therefore, while you are waiting for the results of your Program requests, you may need to enroll in Type 1 backup Program(s) if you want to enroll in courses. If you need help, contact your college registrar's office.

Type 3 Programs

Admission to Type 3 Programs **requires a specific course(s) and/or grades, and usually requires that applicants provide additional information (e.g. a personal statement, audition, etc.) to the Program sponsor. These Programs also have a finite number of spaces available each year.**

Type 3 programs are not requested via ACORN; they are requested via the Faculty's Type 3 Program Enrolment website.

For the full list of Type 3 Programs, please refer to the full list of Arts & Science Program codes. If you would like more information about the details and requirements of any Type 3 Program, please refer to the Calendar.

Although there are **two request periods** for Type 3 Programs, **some Programs only accept applications in the first request period**.

- Type 3 Programs with a **3 - Yes** indicator in the listings **WILL** be accepting second round applications.
- Type 3 Programs with a **3 - No** indicator in the listings **WILL NOT** be accepting formal second round applications; contact the department/sponsor directly for Program enrolment consideration during the second request period.

The enrolment timeline for Type 3 Programs is as listed below:

Program Type	First Request Period			Second Request Period		
	Apply	Check Results	Enroll by	Apply	Check Results	Enroll by
3	March 1 to May 15	July 3	August 8	July 3 to August 29	September 13	September 19

DO NOT make requests for Type 3 Programs using ACORN – these will not be considered. Only requests made using the Type 3 Program Enrolment website (http://uoft.me/type-3-enrolment) will be considered.

There are **three steps** to enrolling in Type 3 Programs:

1. Apply to the Type 3 Program using the Type 3 Program Enrolment website.
2. Check ACORN to see if the department has given you an "invitation" to enroll
3. Accept the invitation to enroll on ACORN

Step 1: Apply to the Type 3 Program using the Type 3 Program Enrolment website.

Please note: applications to Type 3 Programs will NOT be shown on ACORN until mid-June (first request period) or early September (second request period), as this is when departments begin to consider your Program request(s).

Step 2: Check results of your requests

Beginning July 3 (first request period) or September 13 (second request period), log on to ACORN and select "Programs" from the main menu. A list of your Programs request(s) will appear, showing you the status of the Program(s) that you've requested.

Step 3: Accept invitation to your Program(s)

If you have been given an "invitation" to enroll in the Type 3 Program(s) that you requested, the status field next to the Program code(s) on ACORN will read: "**INVITED – You have been offered admission to this Program.**"

To accept the invitation to enroll, select "Accept." Once you've confirmed your acceptance, the status will change to: "**ACTIVE – You are enrolled in this Program**" if the enrolment was successful. If the enrolment was not successful, you will see the message: "A problem was encountered" with details about the error. To decline an invitation to enroll simply select "DELETE."

If you have been refused permission to enroll, the status will be "**REFUSED**." You may need to enrol in alternate Programs to ensure you are in an appropriate combination for your degree.

If a decision has not been made about your Program request(s), the status will remain as "**REQUESTED**." You should contact the department/sponsor of the Program for instructions.

 Once you have completed 4.0 full-course equivalents, you will not be able to enroll in further courses until you have enrolled in the minimum appropriate combination of Programs. Therefore, while you are waiting for the results of your Program requests, you may need to enroll in Type 1 backup Program(s) if you want to enroll in courses. If you need help, contact your college registrar's office.

Deregulated Program Enrolment: Rotman Commerce, Computer Science, Bioinformatics & Computational Biology

For complete information about enrolling in a Type 3 Rotman Commerce Specialist Program, visit this webpage.

For complete information about enrolling in a Type 2L Computer Science Specialist or Major Program, visit this webpage.

For complete information about enrolling in a Type 1S Bioinformatics & Computational Biology Specialist Program, visit this webpage.

Summary of Program Types and Enrolment Timelines

Program Type	Enrolment Period					
1	No application is required. Enrol on ACORN from March 1 to September 19					
1S	No application is required. Enrol on ACORN from July 3 to September 19					
2 / 2L / 3	**First Request Period**			**Second Request Period**		
	Apply	Check Results	Enroll by	Apply	Check Results	Enroll by
	March 1 to May 15	July 3	August 8	July 3 to August 29	September 13	September 19

Collaborative Life Science Programs

This group includes Programs which are given in collaboration with the Faculty of Medicine:
• Biochemistry Specialist
• Biomedical Toxicology Specialist
• Human Biology: Fundamental Genetics and its Applications Specialist
• Human Biology: Global Health Specialist
• Human Biology: Health and Disease Specialist
• Human Biology: Neuroscience Specialist
• Immunology Specialist
• Molecular Genetics and Microbiology Specialist
• Pathobiology Specialist
• Pharmacology Specialist
• Pharmacology and Biomedical Toxicology Specialist
• Physiology Specialist

You should request the above Programs during the first request period. To enroll in a collaborative life science Programs, refer to the enrolment instructions for Type 3 Programs in this handbook.

IMPORTANT NOTE:

You must rank the Collaborative Life Science Specialist Programs in order of preference when you apply. The departments will consider your requests in that order. However, once you are accepted into one Specialist Program, the other requests **WILL NOT** be considered. All requests for Majors will be considered, but be sure to reference the acceptable combinations of Programs listed below when accepting invitations to enroll in Programs.

Acceptable Combinations of Life Science Programs

You may enroll in only one Specialist Program from the list of Collaborative Life Science Programs listed in the section above, although you are free to apply for as many of them as you want. Once you are accepted into a Specialist Collaborative Life Science Program, you may combine it with one of the following Majors listed below:

Major	Special Notes
Biochemistry	Cannot be combined with **Specialist in Immunology** or **Specialist in Molecular Genetics & Microbiology**
Biomedical Toxicology	Cannot be combined with **Specialist in Pharmacology** or **Specialist in Biomedical Toxicology**
Human Biology	
Human Biology: Health and Disease	
Human Biology: Fundamental Genetics and its Applications	
Human Biology: Global Health	
Human Biology: Neuroscience	
Human Biology: Environment and Health	
Immunology	Cannot be combined with **Specialist in Biochemistry** or **Specialist in Molecular Genetics & Microbiology**
Molecular Genetics and Microbiology	Cannot be combined with **Specialist in Biochemistry** or **Specialist in Immunology**
Nutritional Science	
Pharmacology	Cannot be combined with **Specialist in Pharmacology** or **Specialist in Biomedical Toxicology**
Physiology	

Combinations of two Majors are also permissible, with the following exceptions:

- a double Major in Biochemistry and Cell & Molecular Biology
- a double Major in any two Human Biology Major Programs
- a double Major in Pharmacology and Biomedical Toxicology

NOTE: ACORN will not prevent you from enrolling in unacceptable combinations of Life Science programs, so please ensure that you adhere to the rules outlined above.

Program Focuses

A focus is a cluster of courses *within* a Major or Specialist Program. **Currently, there are focuses offered in the Computer Science Specialists and Applied Statistics Specialists only.**

Check the individual Program listing in the Calendar for information. Upon graduation, students who are enrolled in and have fulfilled the requirements in the focus(es) will have them noted as "complete" on their transcript.

The complete list of Program focuses and their corresponding Specialist Programs can be found in the table below:

Specialist Program	Specialist Program Focus	
ASSPE1540 **Specialist in Applied Statistics**	ASFOC1540A	Focus in Health Studies
	ASFOC1540B	Focus in Global Health
	ASFOC1540C	Focus in Health and Disease
	ASFOC1540D	Focus in Genes, Genetics & Biotechnology
	ASFOC1540E	Focus in Human Biology
	ASFOC1540F	Focus in Social Psychology
	ASFOC1540G	Focus in Cognitive Psychology
	ASFOC1540H	Focus in Sociolinguistics
	ASFOC1540I	Focus in Psycholinguistics
	ASFOC1540J	Focus in Astronomy & Astrophysics
	ASFOC1540K	Focus in Sociology
ASSPE1689 **Specialist in Computer Science**	ASFOC1689A	Focus in Scientific Computing
	ASFOC1689B	Focus in Artificial Intelligence
	ASFOC1689C	Focus in Computational Linguistics & Natural Language Processing
	ASFOC1689D	Focus in Computer Vision
	ASFOC1689F	Focus in Computer Systems
	ASFOC1689G	Focus in Game Design
	ASFOC1689H	Focus in Human-Computer Interaction
	ASFOC1689I	Focus in Theory Computation
	ASFOC1689J	Focus in Web & Internet Technologies

Adding Program Focuses

Focuses can be chosen on ACORN after the student is offered admission to the Specialist Program, which begins in July. Description of focus requirements are listed in the departmental calendar entry.

To enroll in a Focus on ACORN, log on to ACORN and select "Programs" from the main menu. Select "Add a Program", and enter the Program focus code for the focus you want to enroll in. For example, if you want to enroll in the focus in Game Design, enter the code "ASFOC1689**G**".

After you confirm the addition, ACORN will display the message: "You have successfully added the following Program" and will list the Program field and title. The status field will read "**ACTIVE – You are enrolled in this Program**" if the enrolment was successful. If the enrolment was not successful, you will see the message: "A problem was encountered" with details about the error.

The following enrolment dates apply to adding Program focus(es):

• July 3, 2018 - first day to enroll on ACORN
• September 19, 2018 - last day to enroll on ACORN

Deleting Program Focus(es)

If you would like to delete a Program focus, you can use the "DELETE" feature ACORN. You may delete a Program focus between July 4 and September 30.

Deleting a Specialist Program When Enrolled in Program Focus(es)

If you are enrolled in a Program as well as an associated focus of that Program, **you must first delete the Program focus(es) BEFORE** you delete the Specialist Program. For example, if you are enrolled in the Specialist in Applied Statistics (ASSPE1540 – ACTIVE) with focuses in Global Health and Human Biology (ASFOC1540A and ASFOC1540E), you must delete the ASFOC1540**A** and ASFOC1540**E** before you can delete the **ASSPE1540** Program.

Admission with Transfer Credits

If you have received 4.0 transfer credits (full-course equivalents) or more, you must enroll in a Program within your first session in the Faculty in order to continue your studies.

If you indicated a choice of Program on your transfer credit application, the Faculty of Arts & Science will enroll you in a Program where possible. If this has been done, your Transfer Credit Assessment Letter will state the Program(s) you have been enrolled in. **Please note that in some cases you will be enrolled in a Major only; you will have to enroll in another Major (or two Minors) because you are required to enroll in the appropriate combination of Programs for your degree.** If you don't, you will be prevented from enrolling in courses on ACORN in future sessions.

If you did not indicate a Program choice, or have noted a broad-based area (e.g. "Humanities") on your application for admission, you should enroll in a Type 1 Program on ACORN. Information on Type 1 Programs can be found in the Type 1 Programs section of this handbook.

If you wish to use a transfer credit from another institution to qualify for a Type 2 or 3 Program, take your transcript and transfer credit assessment to the department/sponsor offering the Program as soon as possible after you've made an official request for the Program. If you do not do so, your request to enroll in the Program will be refused by the department/sponsor. If you do not meet the criteria for enrolment, you should seek counselling at your college registrar's office to review your options.

Changing Programs

If you would like to change to a Type 1 Program, you can use the "CHANGE" feature on the ACORN. You can also simply delete an active Program, and use the "Add a New Program" feature to enrol in a new one.

There are some Program groupings which allow you to change among the members with no re-application or departmental approval required. For example, if you are enrolled in the Specialist in Human Geography, you can switch to the Specialist in Environmental Geography, or vice-versa.

You can find a listing of Type 2 and 3 Program groups that allow this type of changing on the Faculty's website: Use the "CHANGE" feature on the ACORN to switch amongst members of the same groups. The change option will be available from **March 1 to September 19** for **Type 2** Programs and from **July 3 to September 19** for **Type 3** Programs.

If your active Program and the one you would like to change into are not in one of the groups listed on the Faculty's Program Enrolment website, you **must request the new one on the ACORN or contact the appropriate department/sponsor for approval to change.**

Deleting Programs

If you would like to delete a Type 1, 2 or 3 Program, you can use the "DELETE" feature on the ACORN. You can delete Programs during the following time periods:

Program Type	Time Period for Deleting Programs
1 or 1S	March 1 to September 19
2 or 2L	March 1 to September 19
3	July 3 to September 19
Focus	July 3 to September 19

To make deletions outside these dates, contact your college registrar's office. Please keep in mind that you **must enrol in the minimum appropriate combination** of Programs for your degree **or you will be prevented from enrolling in courses on ACORN.**