

# KPE UNDERGRADUATE REGISTRATION GUIDE 2018-19



UNIVERSITY OF TORONTO  
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

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# WELCOME

## WHAT'S NEW?

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- The 2018-2019 Academic Calendar is available on the [Calendar webpage](#).
- Links to academic timetables are available on the [Timetables webpage](#).
- Maximum term based course loads are now in effect.
- The way students will receive OSAP funding has changed.
- Continuing students making an additional attempt at anatomy must enrol in Monday labs for ANA126Y1.
- KPE369H1 Physiology II will be offered for the first time starting in the fall term of 2018.
- Quercus replaces Portal as U of T's learning management system.
- Updates have been made to the 2009-2017 Programs of Study.
- KPE290Y1 splits into two half courses starting in 2018-19: KPE290H1 and KPE291H1
- BKIN students may now complete more than 1.0 credit from Category A towards degree completion.
- Changes have been made to the 'Applications of Physical Activity, Exercise or Sport' requirement.
- Fall term 2018 will be the last offering of PRA313H1, PRA314H1 and PRA320H1 (for students admitted 2014 and years prior).

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## TIPS FOR SUCCESSFUL COURSE ENROLMENT AND REGISTRATION

- Follow the published Program of Study for your year of admission.
- Check your degree requirements on [Degree Explorer](#) to make sure you are on the right track for degree completion.
- Consider your elective options and explore what is available. Use the [Course Finder](#) tool to find electives on the St. George Campus, UTSC and UTM.
- Use the [Degree Explorer](#) course planner to run enrolment and degree completion scenarios.
- Be mindful of all course enrolment and registration dates and deadlines.

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## 2018-19 SESSION AT A GLANCE

KPE course enrolment begins for Year 2-5	July 10, 2018 @ 6 a.m. EDT
KPE course enrolment begins for Year 1	July 18, 2018 @ 6 a.m. EDT
St. George Campus elective course enrolment begins	August 8, 2018 @ 6 a.m. EDT
UTM/UTSC course enrolment begins	August 10, 2018 @ 6 a.m. EDT
Deadline to pay tuition/defer tuition fees	August 29, 2018

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## COURSE DATES AT A GLANCE

	St. George Campus	UTSC	UTM
<b>F &amp; Y courses start</b>	September 6	September 4	September 6
<b>Deadline to add F &amp; Y courses</b>	September 19	September 17	September 19
<b>Deadline to drop F courses</b>	November 5	November 19	November 8
<b>Fall 2018 exam period</b>	December 7-21	December 7-22	December 8-20
<b>S courses start</b>	January 7	January 7	January 7
<b>Deadline to add S courses</b>	January 20	January 20	January 20
<b>Deadline to drop Y courses</b>	February 18	February 18	February 18
<b>Deadline to drop S courses</b>	March 17	March 24	March 17
<b>Winter 2018 exam period</b>	April 6-30	April 10-27	April 8-24

## IMPORTANT DATES

### June

- Mid 30 Apply for OSAP funding
- 30 Deadline for special/visiting students to apply for Fall 2018 admission

### July

- 2 University closed for Canada Day
- Early Enrolment cart available for 2018-19 courses on ACORN
- 10 Year 2-5 students enrol in KPE courses using ACORN  
Year 4 students enrol in ODP300/301/302
- Mid Tuition fee invoices available on ACORN
- 18 Year 1 students enrol in KPE courses using ACORN  
Year 3 students enrol in ODP300/301/302

### August

- Early Fall 2018 Convocation requests open on ACORN
- 6 Civic holiday – University closed
- 8 Enrol in St. George Campus Arts and Science courses on ACORN
- 9 No Arts & Science course enrolment on ACORN

August continued...

- 10 St. George campus students enrol in UTM/UTSC courses on ACORN
- 27 - 30 ODP200H Outdoor Project II
- 29 Deadline for 'Minimum Required Payment to Register' or tuition deferral
- 30 - S 2 ODP100H Outdoor Project 1
- 31 - S 2 ODP300H Advanced Canoe Tripping

### September

- 3 Labour Day – University closed
- 4 - 7 Orientation week
- 6 Fall academic courses begin  
Deadline to confirm intention to graduate at November 2018 Convocation
- 14 Waiting lists end for KPE and St. George Campus 'F' and 'Y' courses
- 19 Deadline to enrol in KPE and St. George Campus 'F' and 'Y' academic courses  
'F' and 'Y' course load count date for program/per-course fee determination

## October

- 1 June 2019 Convocation requests open on ACORN
- 8 Thanksgiving Day – University closed
- Mid December 2018 exam schedule posted

## November

- 5 Deadline to drop 'F' academic courses without academic penalty
- 5 - 9 Fall reading week – no classes
- 30 Deadline for special/visiting students to apply for Winter 2019 admission

## December

- 5 KPE academic and activity classes end  
Deadline to confirm intention to graduate at June 2019 Convocation
- 6 Monday classes – Makeup for Thanksgiving holiday
- 7 - 21 Examination period for KPE and Arts & Science academic courses
- 22 - 31 Winter holidays – University closed

## January

- 1 - 4 Winter holidays – University closed
- 7 Academic and activity classes begin
- 17 Waiting lists end for KPE and St. George Campus 'S' courses
- 20 Deadline to enrol in KPE and St. George Campus 'S' academic courses  
'S' course load count date for program/per-course fee determination
- Late Deferred examinations from December 2018
- Late ODP302H Winter Camping

## February

- Early ODP302H Winter Camping
- Mid April 2019 exam schedule posted
- 18 Family Day – University closed
- 18 Deadline to drop 'Y' academic courses without academic penalty
- 18 - 22 Winter reading week – No classes

## March

- 17 Deadline to drop 'S' academic courses without academic penalty
- 30 Deadline for special/visiting student to apply for summer 2019 admission

## April

- 5 Academic and activity classes end
- 6 - 30 Examination period for KPE and Arts & Science courses
- 19 Good Friday – University closed

## May

- Early ODP301H White Water Canoeing
- Mid Deferred examinations from April 2019
- 20 Victoria Day – University Closed

## June

- Mid June 2019 Convocation

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# REGISTRATION: HOW DO I GET STARTED?

Your registration process and tuition fees depend on what type of student you are. Be sure to follow the correct process and deadlines, as they differ for each group of students.

## CURRENT STUDENTS

If you are a continuing KPE undergraduate student and are not serving a suspension you will be automatically eligible to register for the 2018-19 session.

1. Use **ACORN** to select and enrol in courses  
**July 10, 2018 at 6 a.m. EDT (Year 2-5)**  
**July 18, 2018 at 6 a.m. EDT (Year 1)**
2. Pay or defer the summer session fees by the deadline, **August 29, 2018**

## VISITING & SPECIAL STUDENTS

Complete the following steps, if you are either a:

- **Visiting student** taking courses on a Letter of Permission to transfer to another university or
- **Special student** who has completed an undergraduate degree and are enrolling for personal interest

### Selecting courses and check prerequisites

1. Select KPE course(s) by reading the descriptions in the KPE Program Calendar
2. Ensure your background and preparation meet course prerequisites
  - Read prerequisites course descriptions in the KPE Program Calendar (pp. 14-28) [uoft.me/KPECalendar](http://uoft.me/KPECalendar)
  - Contact the instructor if required, to ensure your background/preparation is sufficient

### Prepare your application

3. Visit the KPE website for the Special and Visiting Student Information Package, Application Form and Payment Form: [uoft.me/KPEFutureApply](http://uoft.me/KPEFutureApply)
4. Follow the instructions in the Special and Visiting Student Information Package for all required documents and steps

### Submit documents and pay application fee

5. Submit the Special and Visiting **Student Application Form**
6. Submit the Special and Visiting **Payment Form**
7. Pay the non-refundable Visiting Student Fee as per instructions on the form
8. The application deadline is **June 30, 2018**

### Enrol in courses

9. Acceptances will be sent to Visiting and Special students in late July 2018. As soon as you receive your acceptance you can activate your UTORid and register for courses on **ACORN**.
  - To login to ACORN you will need a **UTORid** and password
  - ACORN is your online resource for: course enrolment, student account information and student life resources. (See p. 15 for more details)
  - Information and authorization to obtain a University of Toronto student identification card (TCard) and UTORid will be provided in the offer letter sent via email.

### Pay tuition fees

10. Ensure all required tuition fees are paid by the deadline: **August 29, 2018**



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# STUDENT STATUS: FULL-TIME VS. PART-TIME

## FULL-TIME STATUS

For the 2018-19 session, you will be assigned full time status by default. Full-time status is defined as enrolment in 2.75 – 6.0 Full Credit Equivalents (FCEs).

## PART-TIME STATUS

You may request to change to part-time status if your course load on ACORN is 2.5 FCEs or less. To request a change to part time status for the academic year:

1. Email [undergrad.kpe@utoronto.ca](mailto:undergrad.kpe@utoronto.ca)
2. Ensure that you include your full name, student number and your request to move to part time status for the academic 2018-19 year.

## ENROLMENT AND WAITLIST MAXIMUMS FOR PART-TIME AND FULL-TIME STATUS

STATUS	MAXIMUM ENROLMENT ALLOWED FULL CREDIT EQUIVALENTS (FCEs)	MAXIMUM WAITLISTED COURSES ALLOWED FULL CREDIT EQUIVALENTS (FCEs)
Part-time status	2.5	2.0
Full-time status	6.0	2.0

## MAXIMUM TERM COURSE LOAD \*NEW\*

You may enrol and/or waitlist in a maximum of seven (7) academic courses per term within the limits noted above. Term overloads above seven (7) courses may be requested by petition but are highly discouraged.

## COURSE OVERLOADS

If you wish to enrol in more than 6 FCEs for the 2018-19 session you must petition for permission to enrol in a course overload. You must have a GPA of 2.7 or higher in the preceding year to be considered for an overload. Petition forms are available on the Petitions webpage: [uoft.me/KPEPetitions](http://uoft.me/KPEPetitions)

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# TUITION FEES

## PROGRAM VS. PER-COURSE FEES

Tuition fee charges depend on a student's course enrolments as of the published fee capture dates. By default all students will be set to full time program fee tuition charges for 2018-19 academic session. Students who are enrolled in 3.75 credits or less as of the fee capture dates may request to pay tuition fees on a per course basis. Visit the [KPE Fees and Awards webpage](http://uoft.me/KPEFeesAwards) for full details about capture dates and tuition fee charges. [uoft.me/KPEFeesAwards](http://uoft.me/KPEFeesAwards)

## TUITION FEE INVOICE

You can view and print a tuition fee invoice on ACORN at [acorn.utoronto.ca](http://acorn.utoronto.ca) in mid-July.

## DEADLINE TO PAY OR DEFER TUITION FEES

You must pay or defer your fees by the deadline, or you will be removed from courses on ACORN. The deadline to make the minimum payment **OR** defer fees if you are receiving OSAP is **August 29, 2018**.

## ONLINE TUITION FEE DEFERRAL

Students who are approved for OSAP or other provincial government funding may request a temporary tuition fee deferral, which allows them to be fully registered in their courses while delaying the minimum payment deadline until the end of September. To defer your tuition fees:

1. Login to ACORN [acorn.utoronto.ca](http://acorn.utoronto.ca)
2. Click on Tuition Fee Deferral and follow the instructions



## REFUNDS

The refund deadline for courses and term withdrawal is much earlier than the published drop deadlines. Refund amounts will be based on your course load as of the fee capture dates and the date you cancel (drop) your course on ACORN. Visit the Student Accounts website for full details about refund deadlines and procedures. [fees.utoronto.ca/home.htm](https://fees.utoronto.ca/home.htm)

## WEBSITES

- KPE Fees and Finances [uoft.me/KPEFeesAwards](https://uoft.me/KPEFeesAwards)
- U of T Student Accounts [fees.utoronto.ca/home.htm](https://fees.utoronto.ca/home.htm)

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# OSAP

## ABOUT OSAP

The **Ontario Student Assistance Program (OSAP)** provides loans and grants to Ontario residents. OSAP assumes that parents will financially assist their child or dependent during their first four years of university. Your parent's income will be taken into consideration when you apply for OSAP. Students are also expected to help finance their own education through part-time employment.

## OSAP FUNDING

OSAP funding is available to you if:

- You are a Canadian citizen, permanent resident, or protected person
- You have financial need
- You are registered in an eligible program with a full-time course load in each term. (You cannot average the course load over 2 terms)

## APPLYING

Returning students should apply for OSAP by the end of May. New students should apply by mid-June. OSAP's application is available online at: [osap.gov.on.ca](https://osap.gov.on.ca)

Early OSAP applications are necessary to be eligible for tuition fee deferrals.

For detailed information about applying for OSAP visit the Enrolment Services website at:  
[future.utoronto.ca/finances/financial-aid](https://future.utoronto.ca/finances/financial-aid)

## FINANCIAL AID FOR NON-ONTARIO RESIDENTS

Canadian citizens, permanent residents, or protected persons from outside Ontario may apply for financial aid through their home province or territory.

[future.utoronto.ca/finances/financial-aid/osap-and-other-government-aid](https://future.utoronto.ca/finances/financial-aid/osap-and-other-government-aid)

## OSAP DISBURSEMENT CHANGES \*NEW\*

The Government of Ontario will be sending your OSAP directly to U of T to reduce your outstanding fees. If your OSAP funding in each term is greater than your outstanding term fees the remaining funds will be deposited by OSAP in your bank account.

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# GRADUATING STUDENTS

## DEGREE PROGRESS ASSESSMENTS

All fourth year students will receive degree completion assessments from Degree Explorer in July, October and February. Review your academic records on Degree Explorer and make sure that you have fulfilled all the published degree requirements. Misunderstanding, or advice received from another student, will not be accepted as petitionable grounds for special consideration from any regulation, deadline, program, or degree requirement.

## DEGREE AUDITS

Graduating students who have questions or concerns about their Degree Explorer listing should make an appointment with Darryl McSherry, Student Advisor for assistance. [darryl.mcsherry@utoronto.ca](mailto:darryl.mcsherry@utoronto.ca)

## GRADUATION DEADLINES & PROCEDURES

A full listing of graduation deadlines and procedures are available on the [Graduation website: uoft.me/KPEGraduation](https://uoft.me/KPEGraduation)

## OFFICE OF CONVOCATION WEBSITE

Please visit the Office of Convocation website for more information about the convocation ceremony. [convocation.utoronto.ca](https://convocation.utoronto.ca)

# COURSES: PLANNING CONSIDERATIONS

## ADDITIONAL COURSE ATTEMPTS FOR ANATOMY \*NEW\*

Students making an additional course attempt to receive credit for ANA126Y1 must enrol in the Monday lab section for the course.

Students who wish to upgrade their mark in anatomy to meet minimum grade requirements for second entry programs may enrol in ANA300Y1 with the Faculty of Arts & Science. ANA300Y1 will count towards your elective course totals.

## BACKWARDS PLANNING FOR SECOND ENTRY PROGRAMS

Effective backwards planning is critical for successful preparation for second entry programs. Backwards planning involves:

1. Identifying the second entry program(s) and school(s) you would like to attend.
2. Researching the admission requirements for the program(s) and school(s) you have identified.
3. Creating a set of steps and goals backwards in time to ensure you meet the requirements for your desired program. (i.e. if Biochemistry is a prerequisite determine the steps and timeline you must follow to fulfil that prerequisite)
4. Refining your plan as necessary based on new information. Revisit the admission requirements for the program(s) and school(s) you have identified frequently. Programs and requirements may change from year to year.

## SECOND ENTRY PROGRAM RESOURCES

### College Programs

(including PT and OT Assistant, Sport Management, etc.)

[ontariocolleges.ca/home](http://ontariocolleges.ca/home)

### Law

[www.ouac.on.ca/olsas](http://www.ouac.on.ca/olsas)

### Medicine

[www.ouac.on.ca/omsas](http://www.ouac.on.ca/omsas)

### Chiropractic

[www.cmcc.ca](http://www.cmcc.ca)

### Nursing

[www.ouac.on.ca/ouac-105](http://www.ouac.on.ca/ouac-105)

[www.ontariocolleges.ca/home](http://www.ontariocolleges.ca/home)

### Rehabilitation Sciences

(Physical Therapy, Occupational Therapy, Speech Language Pathology)

[www.ouac.on.ca/orpas](http://www.ouac.on.ca/orpas)

### Teaching

[www.ouac.on.ca/teas](http://www.ouac.on.ca/teas)

[www.oise.utoronto.ca/mt/Home.html](http://www.oise.utoronto.ca/mt/Home.html)

### Graduate Programs

[kpe.utoronto.ca/academics-research/graduate-studies](http://kpe.utoronto.ca/academics-research/graduate-studies)

[www.sgs.utoronto.ca/Pages/default.aspx](http://www.sgs.utoronto.ca/Pages/default.aspx)

[www.universitystudy.ca](http://www.universitystudy.ca)

## PHYSIOLOGY REQUIREMENT FOR SECOND ENTRY HEALTH PROFESSIONS \*NEW\*

Some second entry health professions require a full credit and/or comprehensive physiology course for admission prerequisite purposes. KPE260H1 Introduction to Human Physiology alone may be refused as a prerequisite if it does not meet the published program prerequisite requirements.

Starting in Fall 2018 KPE will be offering KPE369H1 Human Physiology II for students who require comprehensive physiology course content for second entry admission.

The following programs are known to require a comprehensive physiology content as a prerequisite:

- Nursing – University of Toronto, Queen's, Western
- Dentistry – University of Toronto, Western
- Speech Language Pathology – University of Toronto
- Physical Therapy – Queen's will accept KPE260H1 if it is paired with KPE162H1 as a prerequisite

Students may also choose to swap out KPE260H1 for either PSL201Y1 or PSL300H1/PSL301H1 in their second year of study. To request this option it is recommended that students submit a petition request by mid-July preceding their second year.

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# COURSES: KPE OFFERINGS

Refer to the [2018-19 Undergraduate Program Calendar](#) for current course descriptions, prerequisite and exclusion listings.

## KPE TIMETABLES

[KPE 2018-19 Academic Timetable](#)

[KPE 2018-19 Practica Timetable](#)

[2018-19 ODP Timetable](#)

## COURSES NOT OFFERED IN 2018-19

**KPE290Y1** – renumbered to KPE290H1 & KPE291H1

**KPE364H1** – Exercise Metabolism

**KPE460H1** – renumbered to KPE370H1

**KPE465H1** – Exercise for Children with Chronic Disease

**KPE466H1** – Laboratory Methods for Sport and Exercise Sciences

**KPE468H1** – Respiratory and Pulmonary Physiology

## NEW COURSES

**KPE290H1** – Research Design and Evaluation: Qualitative Approaches (replaces half of KPE290Y1)

**KPE291H1** – Research Design and Evaluation: Quantitative Approaches (replaces half of KPE290Y1)

**KPE369H1** – Human Physiology II

**KPE370H1** – Science and Practice of Training for Sport Performance (renumbered from KPE460H1)

**KPE403H1** – Sport, Gender and Sexuality

**KPE434H1** – Advanced Adapted Physical Activity

## PREREQUISITES AND EXCLUSIONS

All course prerequisites and exclusions will be strictly enforced. Ensure that you refer to the course description listings in divisional calendars for up to date prerequisite and exclusion listings. You can also check course prerequisites and exclusions on Degree Explorer. You will be removed from a course if you do not fulfil the prerequisite requirements and exclusion rules.

## COMMON EXCLUSIONS

**ANA126Y1** - BIOB33H3, BIO210Y5 exclusions

**KPE220H1** - PSY210H1, PSYB20H3, PSY210H5 exclusions

**KPE260H1/KPE369H1** - PSL201Y1, PSL300H1, PSL301H1, BIOC32H3, BIOC33H3, BIOC34H3, BIO210Y5 exclusions

**KPE290Y1/KPE290H1/KPE291H1** - GGR270H1, GGR271H1, PSY201H1, PSY201H5, PSY202H1, PSY202H5, PSYB04H3, PSYB07H3, SOC202H1, SOC204H1 exclusions

## ENROLMENT CONTROLS AND PRIORITIES

The following courses have enrolment controls or priorities in place.

**KPE329H1** – Restricted to students with a valid Criminal Record Check

**KPE355Y1** – Restricted to students with confirmed placements, office enrolment

**KPE390Y1** – Restricted to students with approved projects, office enrolment

**KPE400H1** – Priority for students with fourth year standing (required course)

**KPE455Y1** – Restricted to students with confirmed placements, office enrolment

**KPE490Y1** – Restricted to students with approved projects, office enrolment

**KPE495H1** – Restricted to students with approved projects, office enrolment

**ODP3##H1** – Priority for students with fourth year standing (required course)

## KPE329H1 ENROLMENT PROCEDURES

As this course involves teaching preschool children, all students must obtain and present a valid Police Record Check by the first day of classes to the KPE Registrar's Office. Please allow 12-15 weeks for Police Record Checks to be processed. If you do not already have a valid PRC, you may obtain one through BackCheck (Canadian Criminal Record Check Service).

### BackCheck Procedures

- UofT KPE Service Order Forms which includes a "Consent for Disclosure of Personal Information" form and a "BackCheck Service Order Form" are available for student pick-up in the KPE Registrar's Office, Benson Building Rm 110, or can be requested via email to [undergrad.kpe@utoronto.ca](mailto:undergrad.kpe@utoronto.ca)
- Pay the service fee (approximately \$30.00 + tax) at Membership Services in the Athletic Centre
- Provide the proof of payment receipt along with the completed forms and 2 pieces of identification, as noted on the service order form, to the KPE Registrar's Office.
- KPE Registrar's Office will fax your request for the PRC directly to BackCheck

BackCheck will provide confidential notice within 48 hours directly to KPE Human Resources Office who will in turn update the KPE Registrar's Office. This information will remain confidential and will not be included in your academic file with the Faculty of Kinesiology & Physical Education.

## KPE355Y AND KPE455Y ENROLMENT PROCEDURES

Enrolment in KPE355Y1 and KPE455Y1 is restricted to students who are in Year 3 and higher (completed at least 8.5 academic credits). The course KPE355Y – Interpersonal Theory in Kinesiology and Physical Education is a prerequisite for KPE455Y – Kinesiology and Physical Education in Society. Detailed enrollment instructions are posted on the [Placement website](#).

Students who have followed the correct application procedures will be enrolled in their course (KPE 355Y or 455Y) by the Registrar's Office prior to the Arts & Science course enrollment date of August 8, 2018. Once the course is registered on ACORN, the \$250.00 ancillary fee will be automatically added to your fees account for payment. Tutorials will take place during the scheduled course lecture hours, and specific tutorial sections will be assigned during the first few weeks of classes in September by the instructor. Late applications to the course will not be considered.

## KPE390Y, KPE490Y AND KPE495H ENROLMENT PROCEDURES

Students intending on enrolling in any of the KPE390Y/490Y/495H courses are advised to contact potential faculty advisors as soon as possible. Online course application forms are available online at [uoft.me/KPEEnrolment](http://uoft.me/KPEEnrolment)

The deadline to submit the completed online course application is **Tuesday September 4, 2018**.

Students will be enrolled in the course on ACORN by Registrar's Office after their application has been approved. Early submissions are strongly encouraged.

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## COURSES: QUERCUS \*NEW\*

Quercus is U of T's new learning management system that replaces the Portal as of September 2018. The majority of your courses will become active on Quercus during the first week of classes. Login to Quercus using your UTORid at [q.utoronto.ca](http://q.utoronto.ca).

For more information please review the Quercus Student Guide at the following link: [q.utoronto.ca/courses/46670/pages/student-quercus-guide](http://q.utoronto.ca/courses/46670/pages/student-quercus-guide)

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## COURSES: RESEARCH DESIGN AND EVALUATION \*NEW\*

KPE290Y1 Research Design and Evaluation has been split into two half courses:

- KPE290H1 – Research Design and Evaluation: Qualitative Approaches
- KPE291H1 – Research Design and Evaluation: Quantitative Approaches

All students who have not completed KPE290Y1 must successfully complete both of the new courses to fulfill their degree requirements.

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## COURSES: CATEGORY A \*NEW\*

All BKIN students may now complete more than 1.0 credits from Category A towards their upper year elective requirements. The minimum degree requirement from Category A remains 1.0 credits.

Please review the updated Programs of Study on [Degree Explorer](#) and the [Calendar webpage](#) for details.

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## COURSES: APPLICATIONS OF PHYSICAL ACTIVITY, EXERCISE OR SPORT REQUIREMENT

This information only applies to students **admitted in 2015 and subsequent years**.

The 'Applications of physical activity, exercise or sport' degree requirement has been updated in the 2015-16, 2016-17, 2017-18 and 2018-19 KPE Undergraduate Program Calendars as follows:

- Student must take one of: KPE326H1, KPE329H1, KPE333H1, KPE340H1, KPE342H1, KPE380H1, KPE423H1, KPE427H1, KPE434H1 (new) or KPE461H1 (new)

KPE442H1 Theory of Coaching Part II has been removed as an option effective 2018-19. Students who completed KPE442H1 in 2017-18 may still use the course towards the degree requirement.

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## COURSES: ODP ENROLMENT

### ODP REGISTRATION

ODP registration takes place via the ACORN system. Please refer to the Registration Information website for more information about enrolment dates and timetables. [uoft.me/KPEEnrolment](https://uoft.me/KPEEnrolment)

## ODP FEES

Fees for the Outdoor Projects will be charged to your tuition invoice as ancillary fees. Once you add an ODP course to your timetable the fee will appear as follows. The deadline to pay these fees will align with tuition fee payment deadlines and procedures.

- ODP100H1: \$400.00
- ODP200H1: \$400.00
- ODP300H1: \$340.00
- ODP301H1: \$340.00
- ODP302H1: \$340.00

## DETAILED COURSE INFORMATION

Outdoor project course outlines including camp descriptions, clothing and equipment lists will be available on the ODP [Quercus](#) course webpage prior to the departure date.

## CANCELLATION & REFUNDS

ODP course enrolments must be cancelled on ACORN by the published ancillary fee refund deadline for a full refund. Refer to the [Student Accounts website](#) for published refund deadlines. Students wishing to cancel their ODP after these deadlines should contact [undergrad.kpe@utoronto.ca](mailto:undergrad.kpe@utoronto.ca) for assistance.

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## COURSES: INTERPROFESSIONAL EDUCATION (IPE)

All KPE undergraduate students admitted between 2012-2015 (inclusive) must complete two IPE activities to meet BKIN/BPHE program of study requirements. For more information please visit the KPE Registration Information website: [uoft.me/KPEEnrolment](http://uoft.me/KPEEnrolment)

## REGISTRATION AND ATTENDANCE TRACKING

Registration for PRA600H1 Teamwork: Your Future in Healthcare will take place via the ACORN system.

Attendance is verified by the submission of a personalized ticket to the facilitator at the event. Information about the personalized tickets and ticket pick up will be sent to all registered participants prior to the event.

To register for electives please follow the RSVP instructions provided with the activity description in the IPE email message/learning activity calendar. Attendance for these activities is tracked by attendance tickets and/or the IPE attendance website.

## CENTRE FOR INTERPROFESSIONAL EDUCATION

For more information about IPE at the University of Toronto please visit the Centre for Interprofessional Education website. [ipecurriculum.utoronto.ca](http://ipecurriculum.utoronto.ca)

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## COURSES: PRACTICA ENROLMENT

This information only applies to students **admitted in 2014 and years prior**. Please review [Degree Explorer](#) for information about your program of study and degree completion progress.

## PRA3###H1 TIMETABLE

PRA3###H1 courses follow a different format compared to the first and second year. PRA313H1, PRA314H1 and PRA320H1 run in a 6 week format. It is possible to pair two of these courses together on your timetable for a full term of PRA classes in one time block.

## PRA PHASE OUT

Fall 2018 is the last term that PRA313H1, PRA314H1 and PRA320H1 will be offered. Students admitted in 2014 and years prior should prioritize completion of all remaining practica requirements in the Fall 2018 session.



## PRACTICA COURSE TRANSITION INFORMATION

PRA100H1, PRA101H1, PRA200H1, PRA201H1, PRA300H1, PRA315H1 and PRA321H1 are no longer offered. Students who have not completed these courses should refer to the course replacement chart below. Once a student has enrolled in the replacement course its appearance may be adjusted on the transcript for degree tracking purposes.

FORMER COURSE	LAST OFFERING	REPLACEMENT	TRANSCRIPT NOTATION
PRA100H1	2014-15	KPE180H1	PRA100H1
PRA101H1	2014-15	KPE181H1	PRA101H1
PRA200H1	2015-16	KPE280H1	PRA200H1
PRA201H1	2015-16	KPE281H1	PRA201H1
PRA300H1	2017-18	KPE380H1	KPE380H1*
PRA313H1	Fall 2018	TBA	TBA
PRA314H1	Fall 2018	TBA	TBA
PRA315H1	2017-18	PRA320H1 for BPHE only	TBA
PRA320H1	Fall 2018	TBA	TBA
PRA321H1	2017-18	KPE434H1	KPE434H1*

\*Academic credit retained. Course will count towards Category B elective options.

## COURSES: FINDING ELECTIVES

### TIMETABLE LINKS

[St. George Campus Arts & Science Timetable](#)  
[UTSC Timetable](#)  
[UTM Timetable](#)

### COURSE FINDER

Use the Course Finder on the ACORN system to find St. George Campus Arts & Science, UTSC and UTM elective courses. [Course Finder](#) allows you to search for courses based on title, topic and schedule.

### ONLINE\* OPTIONS

Several online course options are offered on the St. George Campus, UTSC and UTM. A partial list of online course options is available at the following link:

[future.utoronto.ca/current-students/enhanced-learning-opportunities/online-learning](https://future.utoronto.ca/current-students/enhanced-learning-opportunities/online-learning)

\*Note that online courses often require in person attendance for tests and exams at the campus offering the course.

## ENROLLING IN COURSES: HOW TO USE ACORN

Course enrolment start dates depend on your year level. All course enrolment takes place via the Accessible Campus Online Resource Network (ACORN)

1. Years 2-5: Enrolment starts on July 10, 2018 at 6 am via ACORN
2. Year 1: Enrolment starts on July 18, 2018 at 6 a.m.
3. Access [ACORN](#) at [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)
4. Login using your [UTORid](#) and password (Visiting and Special students: UTORid details will be provided in the offer letter sent via email)
5. Access courses under Academics > Enrol & Manage > Courses

All course space is limited, enrolment is on a first come first served basis. Wait lists will be enabled for most courses. Use ACORN to:

- Search courses by course code or title
- Plan your timetable using the enrolment cart
- View your daily schedule and upcoming key dates
- Add, drop and modify course enrolments from a single window (within specified timeframes).



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# COURSE WAITLIST & ADD DEADLINES

## WAIT LIST DEADLINES

Waitlists are operational according to the schedule below.

FACULTY	SESSION	WAITLIST ENDS
KPE & St. George FAS	F & Y	September 14
KPE & St. George FAS	S	January 17

Note: UTM and UTSC courses may have different deadlines. Please refer to their websites.

## DEADLINES TO ADD COURSES

You can add courses on [ACORN](#) according to the schedule below.

FACULTY	SESSION	LAST DATE TO ADD
KPE & St. George FAS	F & Y	September 19
KPE & St. George FAS	S	January 20

Note: UTM and UTSC courses may have different deadlines. Please refer to their websites.

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# DROPPING COURSES

If you no longer wish to be enrolled in a course, you must drop (cancel) the course before the drop deadline to avoid academic penalty.

You may drop your course(s) on [ACORN](#) up to the following deadlines (without academic penalty):

F	Y	S
November 5	February 18	March 17

Note: UTM and UTSC courses may have different deadlines. Please refer to their websites.

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# LATE COURSE WITHDRAWAL

After the drop date deadlines, you need to submit a petition for a Late Withdrawal from a course.

1. Complete the [Petition Form](#) from the KPE website outlining your request. [uoft.me/KPEPetitions](https://uoft.me/KPEPetitions)
2. Ensure all necessary documentation is obtained
3. Drop off the completed form and any documentation in The KPE Registrar's Office, BN110

- Petitions will only be considered where circumstances beyond your control have prevented you from completing the course work
- There is no guarantee a petition request will be granted
- Appropriate documentation **must** accompany all petition requests

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# FINAL EXAMINATIONS

The official exam periods are:

DIVISION	FALL TERM EXAM PERIOD	WINTER TERM EXAM PERIOD
Kinesiology and Physical Education	December 7-21, 2018	April 6-30, 2019
St. George Campus Arts & Science	December 8-21, 2018	April 6-30, 2019
UTSC	December 7-22, 2018	April 10-27, 2019
UTM	December 8-20, 2018	April 8-24, 2019

Final exam schedules are published by each division near the midpoint of the fall and winter term.

## MISSED EXAMS

All missed KPE and other division final examinations must be reported to the KPE Registrar's Office within a reasonable timeframe using a Missed Exam Report form along with valid documentation. If the office is not notified within a reasonable time frame, students may receive a grade of zero for that test/examination. For more information visit our website: [uoft.me/KPEExams](http://uoft.me/KPEExams)

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## GRADES

### KPE GRADES

Final Grades for academic courses completed at the Faculty of Kinesiology & Physical Education are typically on ACORN available as follows:

- Fall term 'F' courses: Late January
- Second term 'S' and 'Y': Late May

### OTHER DIVISION GRADES

Grades for courses taken from other divisions will be available for viewing on ACORN as soon as the grades are approved by the division.

### GRADE REVIEWS AND APPEALS

Procedures for initiating grade reviews and appeals vary by division. Please refer to the links below depending on the course of concern.

- KPE Courses: [uoft.me/KPEPetitions](http://uoft.me/KPEPetitions)
- St. George Campus Arts & Science Courses: [www.artsci.utoronto.ca/current/exams/rr](http://www.artsci.utoronto.ca/current/exams/rr)
- UTM Courses: [www.utm.utoronto.ca/registrar](http://www.utm.utoronto.ca/registrar)
- UTSC Courses: [www.utsc.utoronto.ca/registrar/remarkingrereads](http://www.utsc.utoronto.ca/registrar/remarkingrereads)

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## REQUESTING TRANSCRIPTS

If you require a transcript of courses completed at the Faculty of Kinesiology & Physical Education sent to another institution:

- Request your transcript through [ACORN](#)
- Select Order Transcripts in sidebar menu and follow prompts
- All details for ordering and processing fee information and are listed in ACORN
- Student who do not have a UTORid may request their transcripts through the [ROSI Alumni Transcripts](#) service using their student number.

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# MASTER OF TEACHING – COMBINED DEGREE PROGRAM

The Faculty of Kinesiology and Physical Education in partnership with OISE - UT offers a combined undergraduate degree and Master of Teaching.

## TIMELINES

Third year students can apply in the fall 2018 term. Supplementary application materials must be delivered to OISE by the specified deadlines. Conditional admission to the combined program will be offered to eligible applicants in the winter term of third year.

## TEACHABLE REQUIREMENTS

Two teachable subjects are required to be eligible for admission. For all KPE undergraduates Physical and Health Education will be considered the first teachable subject. The second teachable subject must meet the subject requirements published by OISE. [www.oise.utoronto.ca/mt/home.html](http://www.oise.utoronto.ca/mt/home.html)

Second teachable subjects require competition of 3-6 Full Credit Equivalents (FCEs) in the subject area. 1.0 FCE of the second teachable must be complete at the time of application to the combined degree program. Several KPE courses can count towards Biology and Social Science teachable subjects.

Please visit the OISE website for information about second teachable requirements.

[www.oise.utoronto.ca/mt/SI\\_Prerequisites.html](http://www.oise.utoronto.ca/mt/SI_Prerequisites.html)

## THE COMBINED FOURTH YEAR

Students who have been offered conditional admission to the combined program can take two half-courses recommended for the Combined Degree Program. These courses will count towards 1.0 FCE in both the undergraduate degree and the Master of Teaching Degree.

## MASTER OF TEACHING

Students who graduate from the undergraduate program and meet the conditions of their offer to the combined program will proceed to the two-year Master of Teaching in their fifth year.

## PLANNING

Early planning for combined degree and second teachable requirements is critical for a successful application. Students interested in the combined program may meet with an Academic Advisor for planning assistance.

Other second entry programs (i.e. some MD programs) may not use masters level courses for admission purposes. Students are urged to check the detailed admission requirements and procedures for their desired second entry program(s).

## FAQs

### **I'm thinking about taking 5 years to complete my BKIN, should I apply?**

There is no combined degree pathway if you are considering undergraduate degree completion in more than four years. In this case it would be best to apply via the consecutive route in the final year of your undergraduate degree.

### **I'm entering my fourth year, can I apply to the combined program?**

Fourth year students may not apply to the combined program. OISE will consider applications from fourth year students via the consecutive application route.

### **Will I be qualified to teach after competition of the Master of Teaching?**

Students who successfully complete the Master of Teaching will be recommended to the Ontario College of Teachers for professional certification. Registration with the Ontario College of Teachers must be completed to be eligible to teach in Ontario.

## COMBINED DEGREE PROGRAM WEBSITE

Please visit the Faculty's combined degree program website for more information. [uoft.me/KPECombinedMT](http://uoft.me/KPECombinedMT)

# STUDENT SUPPORTS

We're here to help! The KPE Registrar's Office offers student services related to degree planning, academic success, health and wellness, career planning and much more.

## ACADEMIC ADVISING

Academic advising is your opportunity to explore your personal strengths and dreams in a supportive environment to assist you with personal goal setting and decision making. If you experience any challenges during your time at U of T, it is recommended that you make an appointment with the Academic Advisor as soon as possible. Private thirty-minute academic advising appointments are available on most days during office hours. To make an appointment, send an email to [undergrad.kpe@utoronto.ca](mailto:undergrad.kpe@utoronto.ca) or drop by the KPE Registrar's Office in person. For more information about advising services please visit the following link: [uoft.me/KPEStudentServices](http://uoft.me/KPEStudentServices).

## WELLNESS COUNSELLOR

The Faculty of Kinesiology and Physical Education and the Health and Wellness Centre at U of T have partnered to provide confidential counselling services tailored for KPE students. Many students find it helpful to meet with a counsellor to learn how to manage stress around schedules, exams, relationships, or any unexpected challenge. To book an appointment contact the Health and Wellness Centre at 416-978-8030 and ask to book a time with the KPE counsellor. For more information about this service please visit the following link: [uoft.me/KPEStudentServices](http://uoft.me/KPEStudentServices)

## HEALTH SCIENCES WRITING CENTRE

KPE's Health Sciences Writing Centre provides free individualized, confidential writing instruction to:

- Develop your writing skills
- Improve your capacity to plan, organize, write and revise academic papers (in any subject!)
- Manage ESL/EFL language challenges

The centre works with all students, for all assignments, at all stages of the writing process. Visit the website to book an appointment or for more information. [www.hswriting.ca](http://www.hswriting.ca)

## KPE ACADEMIC SUCCESS PROGRAMS

The Faculty of Kinesiology and Physical Education, in partnership with the Academic Success Centre, offers a variety of in-house learning skills resources, workshops and advising to KPE undergraduate students. Attend an academic skill workshop or schedule a one-on-one appointment with our learning strategist. For information about programs, appointments and booking procedures visit the following link: [uoft.me/KPEStudentServices](http://uoft.me/KPEStudentServices)

## ACADEMIC SUCCESS CENTRE

In addition to KPE in-house offerings, the Academic Success Centre at U of T offers group workshops and individual counselling to develop strategies for a range of learning challenges such as:

- time management
- exams
- textbook reading
- stress and anxiety
- note-taking
- concentration
- memory
- other aspects of study

Visit the website to view upcoming workshops and drop-in centre hours. [www.studentlife.utoronto.ca/asc](http://www.studentlife.utoronto.ca/asc)

## ACCESSIBILITY SERVICES

Accessibility Services provides services and programs for students with a documented disability, whether physical, sensory, learning disabilities or mental disorders. Students with a temporary disability (e.g. concussion, broken arm or leg,) also qualify. Services include test and exam arrangements, note-taking services, on-campus transportation, concussion support etc. Visit the website to find out about registering, accommodations, peer mentoring, financial supports etc. [www.studentlife.utoronto.ca/as](http://www.studentlife.utoronto.ca/as)

## CAREER SERVICES

The KPE Registrar's office has a dedicated Career Educator on specific days for career counselling services, along with specific career workshops throughout the year geared towards KPE students. Visit the website to view appointment, workshop and career exploration options: [uoft.me/KPEStudentServices](https://uoft.me/KPEStudentServices)

## SEXUAL VIOLENCE PREVENTION AND SUPPORT CENTRE

The Centre has a mandate to conduct intake, accept disclosure and reporting of sexual violence, and provide support to individual members of the university community who have experienced or been affected by sexual violence. Please visit [The Centre's website](#) for more information.

All students are strongly encouraged to complete the online sexual violence education and prevention training module: [uoft.me/SVEPtraining](https://uoft.me/SVEPtraining)

## DAVID L. MACINTOSH SPORT MEDICINE CLINIC

The [David L. MacIntosh Sport Medicine Clinic](#) has been treating sport-related injuries in the University of Toronto community for over 78 years. Services are available to anyone with sport or exercise-related injuries or inquiries.

A comprehensive sport medicine care facility, the clinic's staff includes certified athletic therapists, sport and manual physiotherapists, sport massage therapists, sport physicians, orthopaedic surgeons, a certified podiatrist and a registered psychologist (in clinical neuropsychology). Each professional is committed to offering an exceptional quality of care to help you get back in action faster.

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# UTMAIL+ HOW TO STAY IN TOUCH

The Faculty of Kinesiology and Physical Education's official method of corresponding with students is through your UTmail+ email account (@mail.utoronto.ca) for the following:

- Registration
- Enrolment status
- Students accounts
- Other important areas of business

You must read your UTmail+ email on a regular basis. This will ensure you receive important information from instructors and the Faculty of Kinesiology and Physical Education.

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# CAMPUS SAFETY

## CAMPUS SAFETY

Visit the Campus Safety website for information about safety programs, services, policies and guidelines, and sexual violence prevention and support. [safety.utoronto.ca](https://safety.utoronto.ca)

## EMERGENCY PROCEDURES

- For immediate emergency assistance on U of T property, use one of the direct-line Emergency Call Stations
- You can also call Campus Police 416-978-2222. This is a free phone call from any campus Bell Canada phone
- In life threatening situations, call 911 (or 9-911 from a campus office phone)
- If an alarm sounds, evacuate the building you are in
- Ensure that your emergency contact information is up to date on ACORN
- Sign up for UT Alerts to receive important messages by phone, e-mail and text [alert.utoronto.ca](https://alert.utoronto.ca)

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# CONTACT US

## GENERAL INQUIRES

[undergrad.kpe@utoronto.ca](mailto:undergrad.kpe@utoronto.ca)

416-978-8255

[uoft.me/KPEROContactUs](https://uoft.me/KPEROContactUs)

## OFFICE LOCATION

Faculty of Kinesiology and Physical Education

Registrar's Office

Benson Building Room BN110

320 Huron St. Toronto, ON M5S 2W6

Find us on [U of T Campus Map](#)

## OFFICE HOURS

The KPE Registrar's Office hours of operation are:

### MONDAY - THURSDAY

8:30 am - 12:00 pm & 1:00 pm – 4:30 pm

### FRIDAY

8:30 am - 12:00 pm