UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

SUMMER 2024
KPE UNDERGRADUATE REGISTRATION GUIDE

KPE @ UofT

INSIDE
THIS REGISTRATION GUIDE

WELCOME

SUMMER SESSION HIGHLIGHTS

The Faculty of Kinesiology and Physical Education is pleased to offer **KPE200H1, KPE260H1, KPE324H1, KPE369H1, KPE400H1, KPE401H1, KPE404H1, and KPE407H1 during the first term (F)** of the Summer 2024 session. These course offerings span a variety of topic areas in Kinesiology and Physical Education including physical cultural studies, physiology, psychology and sport management. Whether you are a KPE student or a visiting student from another institution these summer learning opportunities can help you advance your academic goals. Use the information in this registration guide to assist you with summer course enrolment and registration. Enjoy your summer studies!

EQUITY STATEMENT

The Faculty of Kinesiology and Physical Education (KPE) is committed to providing an inclusive and welcoming environment that nurtures a culture of belonging. We strive to address and remove structural barriers in education, sport, and recreation through the cocreation of diverse and meaningful opportunities for equity-deserving communities within the Faculty's teaching, research, programs, and services. These barriers are rooted in historical and ongoing inequities including but not limited to colonialism, racism, sexism, heterosexism, ageism, classism, ableism, religious-based and gender-based discrimination. As part of an institution complicit in contributing to colonial processes, we are also committed to reconciliation by building relationships with Indigenous communities in order to learn about the diversity of Indigenous Nations, create Indigenous spaces, and enact anti-colonial practices. Grounded in an inclusive framework, we will work to co-create purposeful change with our diverse KPE communities.

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.
  It is the student's responsibility to ensure that the correct courses are being taken to meet program requirements.
- Use the **Timetable Builder** to find KPE courses and electives offered by **St. George Campus Faculty of Arts and Science**, **UTM**, & **UTSC**.
- Use the **Degree Explorer** **course planner** to run enrolment and degree completion scenarios.
- Be mindful of all **course enrolment and registration dates and deadlines** as well as **fee payment deadlines**.
  See the key sessional dates for the 2024 Summer session on p. 7.
- <u>**Reach out early**</u> to **book an appointment with a KPE Student Advisor** to discuss your academic plans and course selection for the 2024 Summer session. Book your appointment on the **online booking site** at least 24 hours in advance**.**
  Contact the Registrar's Office at undergrad.kpe@utoronto.ca if you have questions.
- Check out the Course Enrolment **FAQ and enrolment checklist** on the next page.

BEFORE YOU START: ENROLMENT CHECKLIST

Course Enrolment and Registration	Fee and Tuition & Payment
☐ Read 2024 Summer Registration Guide	☐ OSAP • Learn more about **Summer OSAP**
☐ Check key dates and deadlines ▪ Check course enrolment start time!	☐ Check **fee payment/deferral deadlines**

☐ Review FAQs of the 2024 Summer Registration Guide	☐ Pay the outstanding balance from previous session if you have any
	    • Learn **how to read your invoice** on ACORN
	    • Learn about **restrictions on past due accounts**

☐ Check out the 2024 Summer timetable & select your courses including TUT/PRA sections	☐ Check your legal status on ACORN is correct to avoid inaccurate tuition and fee charges
	☐ Check **fee determination dates** for the first term and second term
☐ Check prerequisites and exclusions for courses to enroll in the Academic Calendar > **Course Descriptions**	☐ Check **refund schedule and deadlines**
☐ Build your timetable using the **Timetable Builder**: **How-To-Guide**	☐ **Pay or defer your fees** for the 2024 Summer session
☐ Meet with a Student Advisor to help plan and come up with strategies to succeed: **Book an appointment**	
☐ Check the **BKin Course Enrolment and Registration site** for any updates or changes	
☐ Check your course start date	
☐ Register on ACORN!: **How-To-Guide**	

Note:

- **Course Conflict:** It is strongly recommended that students not enroll in courses with conflicting meeting times as, in accordance with standard University practice, such students receive no special consideration with respect to tests, examinations or mandatory attendance sessions that conflict or with respect to information conveyed in classes not attended.
- **Exam Conflict:** Students should not plan or book personal trips or commitment during the examination period as stated in the **KPE Academic Calendar**.

BEFORE YOU START: COURSE ENROLMENT FAQ

1. **When does the 2024 Summer session start and end?**
   Summer courses run in <u>condensed time-frames</u> compared to the regular academic year.
   - First term: May 6, 2024 - June 24, 2024
   - Second term:July 2, 2024 - August 23, 2024
   See p. 7 for imporant dates and deadlines.

2. **What is the KPE course delivery mode for the 2024 Summer?**
   The delivery mode for BKin courses, for the 2024 Summer, will be a combination of in person, hybrid, and synchronous delivery modes. See **BKin Timetables website** for KPE course offering details for 2024 Summer.

3. **Can I enrol in this course?**
   Check prerequisites, corequisites, and exclusions before enrolling in your course.
   Refer to the **course description** listings in the **KPE Academic Calendar** for up-to-date prerequisite and exclusion listings.

You will be **removed from a course if you do not fulfil** the prerequisite requirements and exclusion rules. **Timetable Builder** will let you know if a course is only available to certain students (e.g., only Rotman students): Click "Exclusions" > Show Explanation.

4. **When and how can I enroll in courses for the 2024 Summer session?**
   Course enrolment start date: **April 8, 2024** at 6am for both KPE courses and Arts and Science courses
   Enroll in a course on **ACORN.**
   See p. 9 for more details.

5. **Where can I find the list of courses for the 2024 Summer session?**
   - **BKin Timetables Website**
   - **Timetable Builder**
   See p.6 to learn about course codes

6. **Am I part-time or full-time for 2024 Summer?**
   All students are assigned part-time status for the Summer 2024 session by default and allowed to enroll in up to 1.0 credits, which you can use in the first (F) or second (S) term.
   If you intend to enroll in **more than 1.0 credit,** you will need to meet with an Academic Advisor to ensure you make an informed decision: **Book an appointment**

   Your enrolment status (part-time or full-time) is determined based on your total course load in the 2024 Summer session in both first term (F) + second term (S), not by term.
   - Part-time: Enrolment in 0.5 - 1.0 credits
   - Full-time: Enrolment in 1.5 - 2.0 credits

7. **I am currently enrolled in 2 half courses (or 1 full course) for the 2024 Summer session.**
   Why am I unable to enroll in more courses?
   For the Summer 2024 session, you are assigned part-time status (0.5-1.0 credits) by default so you can enroll in **up to 2 half courses or 1 full course** including waitlisted courses.

   If you intend to enroll in **more than 1.0 credit,** you will need to meet with an Academic Advisor to ensure you make an informed decision: **Book an appointment**
   See p. 9 for more detail

8. **Why am I unable to enroll in an Arts and Science course?**
   Some Arts and Science courses are only available to a specific group of students or you need approval from department/academic unit**.**
   Check "Enrolment Controls" noted in the **Timetable Builder** for the course you intend to enroll in.

9. **I am on the waitlist. Would I be able to enroll in the course?**
   Course registration numbers will fluctuate as the registration period progresses, and you will be moved off the waitlist should capacity become available in a course for which you are waitlisted. We recommend that you have a **backup plan** in the event that you cannot secure a spot in a course which has reached its capacity, and encourage you to **make an appointment** with an Academic Advisor should you need assistance with your academic planning.

10. **How will my tuition fee be determined for the 2024 Summer session?**
    For the summer session, fees are charged as follows:
    - **Tuition fees:** charged on a per-course basis
    - **Incidental fees:** charged based on part-time or full-time enrolment.
    For all other summer session fee information and refund schedules, visit **Student Accounts**

11. **Am I eligble for OSAP during the 2024 Summer session?**
    If you received full time OSAP at U of T in the 2023-24 academic year and meet the **minimum course enrolment requirements** for the 2024 Summer session, you could use the U of T summer OSAP Extension application on **ACORN** to request additional funding.

    If you did not receive Full-Time OSAP in the 2023-24 academic year, submit an application on the **OSAP website**. You are only eligible for full-time OSAP if you will be enrolled full-time continuously from May-August.

12. **I applied for/submitted OSAP Extension application or Out of Province financial aid. How will my tuition be paid?**
    If you have applied for financial aid for the 2024 Summer session, make sure you request **a tuition deferral online o**n **ACORN by April 24, 2024.** See the **Student Accounts** for more detail about **Tuition Fee Deferral**.

13. **What should I do when I am FINCA'd?**
    To be considered a registered student, you must be enrolled in courses and have paid the **Minimum Payment to Register** (MPR) or have **deferred your fees** by April 24, 2024. Paying or deferring your fees changes your status from INVIT to REG.
    If your fees are not paid or deferred on time, your sessional registration will be "Financially Cancelled" (FINCA), and your course enrolment will be cancelled.

    If your status is "FINCA" on ACORN, contact the KPE Office of the Registrar and Student Services with proof of payment of **Minimum Payment to Register** (MPR) as soon as possible so your status can be changed to allow you to enrol in courses.
    Keep in mind that there is no guarantee that you would be able to enroll in all courses you were originally enrolled in before you were removed from courses. If you have questions about FINCA, contact the KPE Office of the Registrar and Student Services at **undergrad.kpe@toronto.ca**.

14. Can I get assistance with course selection and academic plans for the 2024 Summer session?

Yes! KPE Academic Advisors are available to meet with you to discuss your academic plans and options.

Reach out early to book an appointment with an Academic Advisor! You can book an appointment with a Student Advisor via the **online Academic Advising Appointment booking site**.

If you have questions or need assistance with booking an appointment, contact the KPE Office of the Registrar and Student Services at **undergrad.kpe@utoronto.ca**.

15. I need enrolment confirmation for the 2024 Summer session from the Office of the Registrar and Student Services for RESP withdrawal.

KPE Undergraduate students can obtain a Letter of Confirmation via **ACORN** free of charge.

Please review the steps to generate a Letter of Confirmation on ACORN.

If you have any questions or if you are unsure if the Letter of Confirmation is the letter you are looking for, please email **undergrad.kpe@utoronto.ca** and provide details on what information you need in the letter and for what purposes.

BEFORE YOU START: UNDERSTANDING COURSE CODES

A course is an academic activity which is recorded with a result on the academic history. A passed course normally gives academic credit towards completing a degree and may help complete a program of study. There are "full" (Y) and "half" (H) courses each with a different credit weight.

Course code is the unique identifier of every course which is used in the **Academic Calendar** and information systems like **ACORN** and **Degree Explorer**. The course code breaks down further into these sections:

Element	Examples	Explanation
Course Code	KPE100H1, KPE390Y1	• KPE100H1 - Physical Cultural Studies • KPE390Y1 - Directed Research
Course Designator	KPE	• This three-letter designator identifies the program offering the course. • In these examples, KPE refers to the Faculty of Kinesiology and Physical Education.
Course Number	100, 390	• Every course in a program has its own identifying digits. • As the course numbers go up, broadly they indicate more advanced or more focused study. • For-credit courses run from "100-level" (starting with a 1) all the way to "400-level" (starting with a 4) • The "level" does not restrict student access. For example, a third-year student could take 100- to 400-level courses, but *a first-year student should be careful taking 200- or high-level courses.* <u>Please keep in mind that course prerequisites must be met.</u>

Course Weight	Y (1.0), H (0.5)	• This is only one of two letters, either a "Y" or an "H".
		  ○ Y: "full course"; A full course (Y course) is worth 1.0 credit.
		  ○ H: "half course" A half course (H course) is worth 0.5 credit.

Campus Indicator	1	• This digit indicates the campus where the course is offered. • In the KPE Academic Calendar, normally a course has a "1" (one), indicating the downtown St. George Campus. • Other indicators include a "0" (zero) meaning it is taught off-campus, a "3" (three) meaning it is taught at U of T Scarborough, or "5" (five) meaning it is taught at U of T Mississauga.

SUMMER DATES AT A GLANCE:
COURSE ENROLMENT AND FEE PAYMENT/DEFERRAL

Deadline to apply	Visiting & graduating students (See p. 10)	April 1, 2024
	Continuing KPE students	Not required
KPE courses enrolment begins	All students	April 8, 2024 @ 6am ET
Arts & Science enrolment begins	All students	April 8, 2024 @ 6 am ET
UTM & UTSC enrolment begins	All students	April 9, 2024 @ 6am ET
Deadline to pay/defer tuition fees	All students	April 24, 2024
First Term Start and End Dates (May-June)	All students	May 6, 2024 - June 24, 2024
Second Term Start and End Dates (July-Aug)	All students	July 2, 2024 - August 23, 2024

COURSE DATES AT A GLANCE

Course	Start Date	Deadline to Add	Deadline To Drop	End Date	Exam Period
F Section Code	May 6	May 12	June 3	June 17	June 19 - 24
Y Section Code	May 6	May 12	July 22	August 12	August 15 - 23
S Section Code	July 2	July 8	July 29	August 12	August 15 - 23

KPE SESSION DATES

March

Early   Apply for OSAP funding

April

1   Application deadline for visiting & special students
8   Enrolment begins for KPE courses on ACORN at 6 a.m. ET
8   Enrolment begins for St. George campus Arts & Science courses on ACORN at 6 a.m. ET
9   Enrolment begins for UTM and UTSC campus courses on ACORN at 6 a.m. ET
24   Deadline to pay/defer tuition fees for Summer 2024 courses

May

6   Classes start for F and Y courses
9   Waitlists end for F and Y courses
12   Last day to enrol or make changes to F or Y courses on ACORN/Fee determination date
20   Victoria Day - University closed

June

3   Last day to drop F courses (without academic penalty)
17   Classes end for F and Y courses
18   Study Day
19 - 24   F session courses – examination period
     Y session courses – term tests
28   President's Day - University closed

July

1   Canada Day holiday - University closed
2   Classes start for S courses
2   Classes resume for Y courses
5   Waitlist ends for S courses
8   Last day to enrol in S courses in ACORN/Fee determination date
22   Last day to drop Y courses (without academic penalty)
29   Last day to drop S courses (without academic penalty)

August

5   Civic Holiday - University closed
12   Classes end for S and Y courses
14   Study day
15 - 30   S and Y session courses – examination period

COURSE OFFERINGS

KPE COURSE OFFERINGS
Details about which KPE courses are offered 2024 Summer, the schedule, course instructor and whether they are in person, hybrid or online can be found on the **BKin Timetables website**. You can also refer to the Timetable Builder and search by Faculty of Kinesiology & Physical Education: **How-to-Guide**.

OTHER DIVISION COURSE OFFERINGS
St. George Campus Faculty of Arts and Science, **UTM**, & **UTSC**: Use the **Timetable Builder** to find the course offerings and create a sample schedule. **How-To-Guide**

COURSE DESCRIPTIONS
KPE COURSES
Refer to the **2023-2024 Undergraduate Academic Calendar** for current **course descriptions, prerequisite and exclusion listings**.
kpe.calendar.utoronto.ca/Academic Courses
ARTS & SCIENCE COURSES
Course descriptions and prerequisite requirements can be found in the online Arts & Science Calendar: **fas.calendar.utoronto.ca**

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

CONSIDERING SUMMER COURSES

FINANCES
There is an **additional cost for summer courses**. Ensure you have the financial resources to enrol.

COURSE TIMING
Summer courses run in condensed time-frames compared to the regular school year. To ensure success, it is important you:
- Balance your summer commitments
- Budget enough time for summer course work

ACADEMIC IMPACT
- Summer school courses count towards your degree-based **GPA and academic credit totals**
- Second entry programs may view summer courses differently in their application processes
- Consult published admission resources for all details on your programs of interest and how summer courses are treated.

SELECTING COURSES
See the **BKin Timetables website** to see which Faculty of Kinesiology & Physical Education courses are being offered in the first term (May-June) of the summer session.
Other summer course options are available to KPE students through the **St. George Campus Faculty of Arts and Science**, **UTM**, & **UTSC**.
Use the **Timetable Builder** to find the course offerings and create a sample schedule. **https://ttb.utoronto.ca**

ACADEMIC ADVISING
All students can meet with an Academic Advisor for help with:
- KPE & elective course choice
- Program requirements
- Degree planning
- Goal setting
- Prioritization & decision making
- Disruptions (personal, medical, bereavement)
- Policies and procedures

You can book an appointment with an Academic Advisor via the **online Academic Advising Appointment booking site**.

For more information about Academic Advising services, including appointment availability and booking instructions, visit our website: **uoft.me/KPEStudentServices**

REGISTRATION: HOW DO I GET STARTED?

Complete the following steps if you are one of the following:

CURRENT STUDENTS
If you are a KPE undergraduate student and have not yet graduated, you will be automatically eligible to register for the Summer 2024 session.

1. Use **ACORN** to select and enrol in courses, starting April 8, 2024 at 6 a.m. ET
2. Pay or defer the summer session fees by the deadline, April 24, 2024.

VISITING/SPECIAL NON-DEGREE STUDENTS
Your first step is to check your eligibility for course enrolment at U of T and to submit your Visiting/Special non-degree Student Application. See p. 10 for more detail. The application deadline is April 1, 2024.

GRADUATING STUDENTS
If you are graduating in June 2024 and would like to enrol in summer courses as a non-degree student, complete the following steps:

1. Obtain a copy of the **Special and Visiting Student Application Form** online.
2. Complete and submit the application form to the KPE Registrar's Office by the April 1, 2024 deadline.
3. Note that students graduating in June 2024 do not pay the application fee
4. The KPE Registrar's Office will contact you via email to your UTmail+ account when your request has been processed.

STUDENT STATUS: PART-TIME VS. FULL-TIME

PART-TIME STATUS
For the Summer 2024 session, all students will be assigned part-time status (0.5-1.0 credits) by default. You may request to change to full-time status by **meeting with an Academic Advisor.**

FULL-TIME STATUS
Enrolment in 1.5-2.0 credits is considered full-time status. The incidental fees charged for full-time status are higher than the part-time incidental fees.

To request a change to full-time status for summer:
1. Email **undergrad.kpe@utoronto.ca**
2. Ensure that you include your full name, student number and your request to change to full-time status for Summer 2024.

ENROLMENT AND WAITLIST MAXIMUMS
FOR PART-TIME AND FULL-TIME STUDENTS

STATUS	MAXIMUM ENROLMENT ALLOWED credits*	MAXIMUM WAITLISTED COURSES ALLOWED credits*
Part-time status	1.0	2.0
Full-time status	1.0	2.0

- H course = 0.5 credit course
- Y course = 1.0 credit course
- F course = First term course
- S course = Second term course

credit = Full Credit Equivalent (FCE)

ENROLLING IN COURSES: HOW TO USE ACORN

KPE course enrolment starts **April 8, 2024 at 6 a.m. ET via ACORN**, the Accessible Campus Online Resource Network.

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)

Course Enrolment via ACORN:
1. Access **ACORN** at **www.acorn.utoronto.ca**
2. Login using your **UTORid** and password (Visiting and Special students: UTORid details will be provided in the offer letter sent via email)
3. Access courses under **Academics > Enrol & Manage > Courses**

Course space is limited and enrolment is on a first come first served basis. Waiting lists will be enabled for all courses.

WAITLIST & ADD DEADLINES

WAITLIST DEADLINES
Waitlists are operational according to the schedule below

FACULTY	SESSION	WAITING LISTS END
KPE & FAS	F & Y	May 9
FAS	S	July 5

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

COURSE ADD DEADLINES
You can add courses in ACORN according to the schedule below

FACULTY	SESSION	LAST DATE TO ADD
KPE & FAS	F & Y	May 12
FAS	S	July 8

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

TUITION FEES

SUMMER FEES
For the summer session, fees are charged as follows:
- **Tuition fees:** charged on a per-course basis
- **Incidental fees:** charged based on part-time or full-time enrolment

For all other summer session fee information and refund schedules, visit **Student Accounts**.

TUITION FEE INVOICE
You can view and print a tuition fee invoice from **ACORN** starting in mid April.

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 **April 24, 2024**.

ONLINE TUITION FEE DEFERRAL
Students approved for OSAP may request a temporary tuition fee deferral. The deadline for a tuition fee deferral is **April 24, 2024**. To defer your fees:
1. **Extend your OSAP on ACORN or apply for summer OSAP** in March.
2. Login to **ACORN www.acorn.utoronto.ca**
3. In your **ACORN** Student Account, click on the **'Tuition Fee Deferral'** option and follow the instructions.

DROPPING COURSES

If you no longer wish to remain enrolled in a course, you must drop (cancel) the course as soon as possible to avoid academic penalty.

You may drop your KPE and St. George Campus Faculty of Arts & Science course(s) via **ACORN** up to the following deadlines (without academic penalty).

Course	Deadline To Drop
F Section Code	June 3
Y Section Code	July 22
S Section Code	July 29

*Drop deadlines for **UTM** and **UTSC** courses may differ from those published above. Refer to their respective websites for details. To drop a course after the above dates but within the relevant UTM/UTSC dates please contact the KPE Registrar's Office

OSAP FUNDING

OSAP funding is available to you if:
- You are an Ontario resident who is a Canadian citizen, permanent resident or protected person (recognized convention refugee)
- You have financial need
- You are registered in an eligible program with a full-time course load during the summer session

If you received full time OSAP at U of T in the 2023-24 academic year and meet the minimum course enrolment requirements for the 2024 Summer session, you could use **the U of T summer OSAP Extension application on ACORN** to request additional funding.

If you are applying for OSAP, do so as by **March 31, 2024** to be eligible for tuition fee deferrals.

The deadline to defer tuition fees on **ACORN** is **April 24, 2024.**

For information about applying for OSAP during the summer session visit the **University Registrar's Office website**.

FEE REFUNDS

The refund deadline for courses is much earlier than the drop deadlines. Your refund amount will be based on the date you cancel (drop) your course on ACORN.

Refer to the KPE refund schedules posted on the **U of T Student Accounts website** for details

LATE COURSE WITHDRAWAL

After the drop date deadlines, you need to submit a petition requesting late withdrawal from a course.

1. Complete the petition form from the KPE website outlining your request **uoft.me/KPEPetitions**
2. Ensure all necessary documentation is obtained
3. Submit the completed form and any documentation to the KPE Registrar's Office: **undergrad.kpe@utoronto.ca**

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. A meeting with the **KPE Student Advisor** for academic advising is recommended if you are considering a petition.

FINAL EXAMINATIONS

For courses where there is a final examination, the exam will be scheduled in the official exam period.

Exam periods for KPE and FAS courses are as follows:

COURSE	COURSE END DATE	EXAM PERIOD
F courses*	June 17	June 19 - June 24
S courses*	August 12	August 15 - August 23
Y courses*	August 12	August 15 - August 23

* **UTM** and **UTSC** may have different course end and exam period dates.

GRADES

Final Grades for summer courses completed at the Faculty of Kinesiology & Physical Education are typically in **end of July.**

REQUESTING TRANSCRIPTS

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

VISITING & SPECIAL STUDENTS

APPLICATION AND COURSE ENROLMENT
Complete the following steps, if you either are a:
- **Visiting student** taking courses on a Letter of Permission to transfer credit 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 Summer course(s) by reviewing the offerings and **course descriptions**.
2. Ensure your background and preparation meet course prerequisites
   - Read prerequisites in the course descriptions and cross reference with the prerequisite course descriptions listed in the **KPE Undergraduate Academic Calendar**
   - 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**
4. Review 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** and all required documents
6. Pay the non-refundable application fee as per instructions on the form
7. The application deadline is April 1, 2024

Enrol in courses
8. Course enrolment on **ACORN** starts **April 8, 2024 at 6 a.m. ET**
   - 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.
   - Information and authorization to obtain a University of Toronto student identification card (TCard) and UTORid will be provided in the admission offer letter sent via email.

Pay tuition fees
9. Ensure all required tuition fees are paid by the deadline: **April 24, 2024**

STUDY ELSEWHERE

During the summer you may consider studying at another school. Options are provided below.

LETTER OF PERMISSION

To take a course at another school in Ontario or another Canadian province you must request permission from the KPE Registrar's Office to do so.

Complete the following steps as early as possible:

1. Find a university you would like to attend (host institution).
2. Check with the institution about procedures and deadlines to apply as a visiting student and course availability.
3. Determine what course(s) you would like to take at the host institution.
4. Check **Transfer Explorer** on ACORN to see how the course(s) may transfer to U of T.
   Note that the list is not exhaustive so if a course is not shown you can still proceed with a Letter of Permission request.
5. Obtain the course outline(s) from the host institution.
6. Apply for a **Letter of Permission** from KPE and pay the $40.00 application fee. A copy of the course outline(s) is required. It takes about three weeks for the request to be processed.
7. Apply to the host institution as a visiting student and provide them with a copy of the Letter of Permission.
8. Complete the course with a full grade level above a pass.
9. Send in your final transcript with the course grade and the credit will be transferred to your U of T transcript.
   Note that the mark will not transfer

STUDENT SUPPORTS

We're here to help! The KPE Registrar's Office and the U of T offers student services related to academic success, career planning, health and wellness, 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 degree planning, 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 an Academic Advisor as soon as possible. Private thirty-minute academic advising appointments are available in-person or virtually through a phone or MS Teams (video and screen sharing) on weekdays during office hours. Make an appointment with a Student Advisor via the **online Academic Advising Appointment booking site.**For more information visit KPE Student Services website: **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 a virtual appointment or for more information. **www.hswriting.ca**

ACADEMIC SUCCESS CENTRE

The Academic Success Centre at U of T offers workshops and individual appointments to develop strategies for a range of learning skills such as:

- Time management
- Exams
- Textbook Reading
- Stress & Anxiety
- Note-Taking
- Concentration & Focus
- Memory

Visit the website to view upcoming workshops and drop-in centre hours. **https://studentlife.utoronto.ca/department/academic-success/**

Access the **Learning Strategy Toolkit.**

LEARNING STRATEGIST

KPE in partnership with Academic Success offers a series of workshops and one-on-one academic success advising appointments with a Learning Strategist to support KPE undergraduate students' academic success goals.

Learning Strategist appointments are recommended for students who wish to achieve academic success in their university studies and improve their grades, learning skills and study habits. One on one appointments are available in-person or virtually through a phone or videoconferencing (video and screen sharing). Visit the **KPE Student Services website** for more information:

CAREER EXPLORATION AND EDUCATION

Career Exploration and Education at U of T empowers and supports students, prospective students and recent graduates as they explore and create life goals that integrate career planning with academic studies, and co-curricular and personal pursuits. Visit their website for a complete listing of services, events and workshops. https://studentlife.utoronto.ca/department/career-exploration-education/

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.

ACCESSIBILITY SERVICES

Accessibility Services provides students with a network of resources to succeed at the University of Toronto, both inside and outside the classroom. We strive to create a safe and comfortable community for students where they can navigate their disability and related barriers, facilitate peer support and interactions, and provide various academic and social opportunities. Services may include test and exam arrangements, note-taking services, on-campus transportation, concussion support etc. Visit the Accessibility Services website to find out more information including registration instructions. https://studentlife.utoronto.ca/department/accessibility-services/

ANTI-RACISM AND CULTURAL DIVERSITY OFFICE

The Anti-Racism and Cultural Diversity Office (ARCDO) within the Division of Human Resources & Equity, provides services to support University members in their efforts to foster environments that are intentionally racially diverse and inclusive through the advancement of equitable practices, education and training and the provision of complaints resolution supports on matters of race, faith and intersecting identities as guided by the Ontario Human Rights Commission. They provide education programming; complaint resolution supports and community engagement and outreach. For more information on all the services they provide please visit:

https://antiracism.utoronto.ca/services/ or you can contact them at antiracism@utoronto.ca for assistance.

SEXUAL GENDER DIVERSITY OFFICE

The Sexual & Gender Diversity Office (SGDO) is a part of the Division of People Strategy, Equity & Culture at the University of Toronto. They provide support, resources and connect the University of Toronto with broader 2SLGBTQ+ communities. They develop partnerships to build supportive learning and working communities at the University of Toronto by working towards equity and challenging discrimination. They center principles of equity & intersectionality and provide various programming for students, staff & faculty.

sgdo.utoronto.ca

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
- Students accounts
- Course information
- Enrolment status

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.

Please refer to the University Policy on Official correspondence with Students for more information about email policies and expectations.

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

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
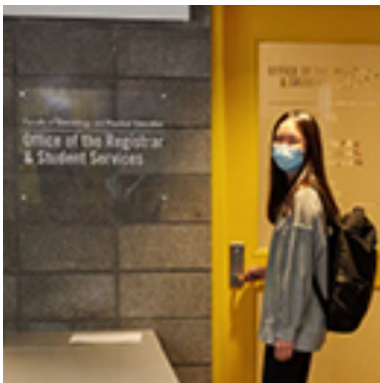- Sign up for UT Alerts to receive important messages by phone, e-mail and text alert.utoronto.ca

CONTACT US

GENERAL INQUIRES
undergrad.kpe@utoronto.ca
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 of the Registrar & Student Services

BN110

undergrad.kpe@utoronto.ca

OFFICE HOURS
The KPE Registrar's Office hours of operation are:

MONDAY - FRIDAY
8:30 a.m. - 12 p.m. & 1 p.m. – 4:30 p.m.

SERVICE DELIVERY
The Office of the Registrar and Student Services is currently providing services through a combination of virtual and in-person delivery. Please visit the **KPE website** for more information regarding how to get in touch with us.