

Faculty of Kinesiology & Physical Education

U N I V E R S I T Y O F T O R O N T O

2017-18 REGISTRATION GUIDE



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

2017-18 REGISTRATION GUIDE

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WELCOME TO THE 2017-18 SESSION

What's new?

- The 2017-2018 Academic Calendar is available on the Calendar webpage.
- Links to academic timetables are available on the Timetables webpage.
- An update has been made to the 2015, 2016, 2017 Programs of Study.
- A fall reading week will be introduced in November.
- Information about the KPE380H1 practica course is available on page 20
- Continuing students making an additional attempt at anatomy must enrol in ANA300Y1.
- Outdoor Project fees will be charged to your tuition invoice once you add the course on ACORN.
- KPE is offering a combined Master of Teaching program in collaboration with OISE.
- Significant changes will be made to OSAP funding starting in the 2017-18 session.

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.

2017-18 SESSION AT A GLANCE

KPE course enrolment begins for Years 2-5: July 11, 2017 @ 6 am EDT

KPE course enrolment begins for Year 1: July 19, 2017 @ 6 am EDT

St. George Campus elective course enrolment begins: August 9, 2017 @ 6 am EDT

UTM/UTSC course enrolment begins: August 11, 2017 @ 6 am EDT

Deadline to pay tuition/defer tuition fees: August 30, 2017

Course dates at a glance:

	St. George Campus	UTSC	UTM
F & Y courses start	September 7	September 5	September 5
Deadline to add F & Y courses	September 20	September 18	September 18
Deadline to drop F courses	November 6	November 20	November 7

	St. George Campus	UTSC	UTM
Fall 2017 exam period	December 8-20	December 7-20	December 7-19
S courses start	January 4	January 5	January 3
Deadline to add S courses	January 17	January 18	January 16
Deadline to drop Y courses	February 20	February 20	February 20
Deadline to drop S courses	March 14	March 22	March 14
Winter 2018 exam period	April 6-30	April 11-26	April 9-23

IMPORTANT DATES

June

mid	Apply for OSAP funding
30	Deadline for special/visiting students to apply for Fall 2017 admission

July

1	Canada Day – University Closed
Early	Enrolment cart available for 2017-18 courses on ACORN
11	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
19	Year 1 students enrol in KPE courses using ACORN Year 3 students enrol in ODP300/301/302

August

early	Fall 2017 Convocation requests open on ACORN
7	Civic Holiday – University Closed
9	Enrol in St. George Campus Arts and Science courses on ACORN
10	No Arts & Science course enrolment on ACORN
11	St. George campus students enrol in UTM/UTSC courses on ACORN
28 – 31	ODP200H Outdoor Project II
30	Deadline for 'Minimum Required Payment to Register' or tuition deferral
31 – September 2	ODP300H Advanced Canoe Tripping
31 – September 3	ODP100H Outdoor Project I

September

4	Labour Day – University Closed
4-8	Orientation Week
7	Fall academic courses begin Registration cancelled for all students who have not paid or deferred their fees Deadline to confirm intention to graduate at November 2017 Convocation
15	Waiting lists end for KPE and St. George Campus 'F' and 'Y' courses
20	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

2	Spring 2018 Convocation requests open on ACORN
9	Thanksgiving Day – University closed
mid	December 2017 exam schedule posted

November

6	Deadline to drop 'F' academic courses without academic penalty Deadline to confirm intention to graduate at March 2018 Convocation ' <i>in absentia</i> '
6-10	Fall Reading Week – no classes
30	Deadline for special/visiting students to apply for Winter 2018 admission

December

6	KPE academic and activity classes end Deadline to confirm intention to graduate at June 2018 Convocation
7	Monday classes – Makeup for Thanksgiving holiday
8	Examinations for PRA activity courses
9-20	Examination period for KPE and Arts & Science academic courses
21-31	Winter Holidays – University Closed

January

1-2	Winter Holidays – University Closed
3	University Open – No classes
4	Academic and activity classes begin
14	Waiting lists end for KPE and St. George Campus 'S' courses
17	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 2017
late	ODP302H Winter Camping

February

early	ODP302H Winter Camping
mid	April 2018 exam schedule posted
19	Family Day – University Closed
19-23	Winter Reading Week – No classes
20	Deadline to drop 'Y' academic courses without academic penalty

March

14	Deadline to drop 'S' academic courses without academic penalty
30	Good Friday – University closed

April

1	Deadline for special/visiting student to apply for summer 2018 admission
4	Academic and activity classes end
6	Examination period for PRA courses
9-30	Examination period for KPE and Arts & Science courses

May

early-mid	ODP301H White Water Canoeing
mid	Deferred examinations from April 2018
21	Victoria Day – University Closed

June

early-mid	June 2018 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 2017-18 session.

1. Use [ACORN](#) to select and enrol in courses
July 11, 2017 at 6 am EDT (Year 2-5)
July 19, 2017 at 6 am EDT (Year 1)
2. Pay or defer the academic session fees by the deadline, **August 30, 2017**

Visiting & Special Students

Complete the following steps, if you either are 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

Select courses and check prerequisites

1. Select KPE course(s) by reading the published calendar descriptions in the KPE Program Calendar
2. Ensure your background and preparation meet course pre-requisites
 - Read prerequisites course descriptions in the [KPE Program Calendar](#), (p.14-27)
<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](#): <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, 2017**

Enrol in courses

9. Acceptances will be sent to Visiting and Special students in late July 2017. 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. 22 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

Ensure all required tuition fees are paid by the deadline: **August 30, 2017**

STUDENT STATUS: PART-TIME VS. FULL-TIME

Full-Time Status

For the 2017-18 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
2. Ensure that you include your full name, student number and your request to move to part time status for the academic 2017-18 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

Course Overloads

If you wish to enrol in more than 6 FCEs for the 2017-18 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](http://uoft.me/KPEPetitions): <http://uoft.me/KPEPetitions>

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 2017-18 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. <http://uoft.me/KPEFeesAwards>

Tuition Fee Invoice

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

Deadline to make the minimum payment **or** defer fees
if you are receiving OSAP

August 30, 2017

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 late September. To defer your tuition fees:

1. Login to ACORN www.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. www.fees.utoronto.ca/home.htm

Websites

- KPE Fees and Finances <http://uoft.me/KPEFeesAwards>
- U of T Student Accounts www.fees.utoronto.ca/home.htm

OSAP FUNDING

About OSAP

The [Ontario Student Assistance Program \(OSAP\)](#) provides loans to Ontario residents. OSAP assumes that parents will financially assist their child or dependent during his or her 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's application is available online at: osap.gov.on.ca

Returning students should apply for the Fall Session by the end of May. New students should apply by mid-June.

OSAP Changes 2017-18

The government of Ontario is making significant changes to how OSAP works. Highlights include:

- Ontario Student Grant (replaces 30% Off Ontario Tuition grant)
- Increased access to loans and grants
- Expanded support for mature and married students

OSAP Funding

OSAP funding is available to you if:

- You have financial need
- You are registered in an eligible program with a full-time course load in each term. (You cannot average course load over 2 terms)

If you are applying for OSAP do so as early as possible to be eligible for tuition fee deferrals.

For detailed information about applying for OSAP visit the Enrolment Services website at www.future.utoronto.ca/finances/financial-aid

Financial Aid for Non-Ontario Residents

Canadian students living outside of Ontario: you can apply for financial aid through your home province or territory. www.future.utoronto.ca/finances/financial-aid/osap-and-other-government-aid

OSAP 2017-18 Grant Only Funding

Students receiving OSAP in 2017-18 may request to receive only the grant portion of their funding package. Grant Only Funding request forms must be submitted to Enrolment Services, 172 St. George St. at least 30 days **before** loan release.

U of T and KPE administered bursary and grant financial aid will not be accessible to students who have declined the loan portion of their OSAP funding.

For more information please visit: osap.gov.on.ca

GRADUATING STUDENTS

Degree Progress Assessments

All fourth and fifth 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.

Four Year BKIN/BPHE Degree Audits

Graduating BKIN/BPHE students who have questions or concerns about their Degree Explorer listing should contact Darryl McSherry for assistance. darryl.mcsherry@utoronto.ca

CTEP Degree Audits

Graduating CTEP students who have questions or concerns about their Degree Explorer listing should contact Darryl McSherry for assistance at darryl.mcsherry@utoronto.ca

Graduation Deadlines & Procedures

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

Office of Convocation Website

Please visit the Office of Convocation website for more information about the convocation ceremony.
www.convocation.utoronto.ca

CTEP INFORMATION

CTEP students should consult the KPE website for current information about the CTEP program including Programs of Study, Second Teachables, EDU courses, Police Checks, Program Stay-In Requirements, Graduation Requirements, Practicum Information, etc., <http://uoft.me/KPECTEP>

KPE440H1 F

The last offering of KPE440H1 takes place in Fall 2017. All Professional Year students need to enroll in KPE440H1 F – Communication and Conflict Resolution to complete their BPHE degree requirements. The course schedule will work in tandem with your Fall term practica session at OISE.

Degree Audits

CTEP students are encouraged to confirm and conduct a degree audit of their CTEP program requirements prior to the start of classes with Darryl McSherry in the KPE Registrar's Office, BN116.

Contacts

Name	Email	Phone	Office
Darryl McSherry Student Advisor	darryl.mcsherry@utoronto.ca	416-978-2944	BN116
Dave Cooper CTEP Coordinator	david.cooper.a@utoronto.ca	416-978-4113	BN328
Tracia Finlay-Watson CTEP Lecturer	tracia.finlay@utoronto.ca	416-978-7571	BN333

COURSES: PLANNING CONSIDERATIONS

Additional Course Attempts for Anatomy

Students making an additional course attempt to receive credit for ANA126Y1 must enrol in ANA300Y1 as a replacement course. The reason for this is limited availability in the lab sections for ANA126Y1 due to lab renovations taking place at the Faculty of Medicine over the next year. Space in ANA126Y1 is being prioritized for students making their first course attempt.

The timetable schedule for ANA300Y1 may conflict with the KPE second year timetable. You may need to delay some of your second year courses until third year. Consult with the Academic Advisor for assistance with any timetabling issues you experience.

The instructor for ANA300Y1, Prof. D. Ballyk, taught anatomy at KPE for several years.

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.)

www.ontariocolleges.ca/home

Law

www.ouac.on.ca/olsas/

Medicine

www.ouac.on.ca/omsas/

Nursing

www.ouac.on.ca/ouac-105/

www.ontariocolleges.ca/home

Rehabilitation Sciences (*Physical Therapy, Occupational Therapy, Speech Language Pathology*)

www.ouac.on.ca/orpas/

Teaching

www.ouac.on.ca/teas/

www.oise.utoronto.ca/mt/Home.html

Graduate Programs

kpe.utoronto.ca/academics-research/graduate-studies

www.sgs.utoronto.ca/Pages/default.aspx

<http://www.universitystudy.ca/>

Physiology Requirements for Second Entry Health Professions

Some second entry health professions require a full credit and/or comprehensive physiology course for admission prerequisite purposes. KPE260H1 Introduction to Human Physiology may be refused as a prerequisite if it does not meet the published program prerequisite requirements. The following programs are known to refuse KPE260H1 as a prerequisite and there may be other programs that refuse KPE260H1 as a prerequisite:

- Nursing – University of Toronto, Queen's (updated 2017)
- Speech Language Pathology – University of Toronto
- Physical Therapy – Queen's will only accept KPE260H1 if it is paired with KPE162H1 as a prerequisite (updated 2017)

As a workaround students may choose to swap out KPE260H1 for either PSL201Y1 or PSL300H1/PSL301H1 in their second year of study. The challenge level of PSL300H1/PSL301H1 is higher than the challenge level for PSL201Y1. Both PSL300H1 and PSL301H1 must be completed to obtain equivalency for KPE260H1. To request this option it is recommended that students submit a petition request by mid-July preceding their second year.

Students who have completed KPE260H1 and wish to complete PSL201Y1 or PSL300H1/PSL301H1 may submit a petition to complete PSL201Y1 or PSL300H1/PSL301H1 as extra courses.

A successful petition must be on file to remain enrolled in PSL201Y1 or PSL300H1/PSL301H1. Students who do not have permission to enrol in PSL201Y1 or PSL300H1/PSL301H1 will be removed from the course on ACORN.

COURSES: KPE OFFERINGS

Refer to the [2017-18 Undergraduate Program Calendar](#) for current course descriptions, prerequisite and exclusion listings.

KPE Timetables

[KPE 2017-18 Academic Timetable](#)

[KPE 2017-18 Practica Timetable](#)

[2017-18 ODP Timetable](#)

Courses Not Offered in 2017-18

KPE303H1 – Physical Cultural Studies and Public Policy

KPE304H1 – Violence, Suffering and Physical Culture

KPE323H1 – Youth in Physical Activity

KPE325H1 – Stress and coping

KPE364H1 – Exercise Metabolism

KPE366H1 – Ergonomics

KPE403H1 – Body and Health in Physical Culture

KPE468H1 – Respiratory and Pulmonary Physiology

New Courses

KPE334H1 – Adapted Physical Activity – (required for 2015 Program of Study, KPE420H1 renumbered)

KPE380H1 – Specific Applications of Physical Activity, Exercise or Sport
(required for 2015 Program of Study)

KPE405H1 – Race, Indigeneity and Physical Culture
(revised version of Race, Ethnic Diversity and Physical Culture)

KPE427H1 – Health and Physical Education in the Elementary Years
Prerequisites: KPE220H1, KPE260H1, KPE340H1

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.

Enrolment Controls and Priorities

The following courses have enrolment controls or priorities in place on ACORN.

ANA126Y1 – Restricted to students attempting the course for the first time

KPE300H1 – Priority for students in the BPHE degree (required course)

KPE329H1 – Restricted to students with a valid Criminal Record Check

KPE334H1 – Priority for students with third year standing (required course)

KPE355Y1 – Restricted to students with confirmed placements, office enrolment

KPE360H1 – Priority for students in the BKIN degree (required course)

KPE390Y1 - Restricted to students with approved projects, office enrolment

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

KPE420H1 – Priority for students with fourth year standing (required course)

KPE440H1 – Restricted to CTEP students (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)

PRA3##H1 – Priority for students with fourth year standing (required course)

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 [KPE355Y1/KPE455Y1 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 9, 2017. Once the course is registered on ACORN, the 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

<http://uoft.me/KPEEnrolment>

Students intending on enrolling in any of the KPE390Y/490Y/495H courses are advised to contact potential faculty advisors as soon as possible. Course application forms will be available online at <http://uoft.me/KPEEnrolment> and the deadline to submit completed course applications electronically to the KPE Registrar's Office is Friday September 8, 2017. Students will be registered in the course on ACORN by Registrar's Office after their completed enrolment form has been submitted for approval. Early submissions are strongly encouraged.

KPE329H1 Enrolment Procedures

As this course involves teaching preschool children, all students must obtain and present a valid Criminal Record Check (CRC) 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 CRC, you may obtain one through BackCheck (Canadian Criminal Record Check Service).

- 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
- Pay the service charge fee of \$26.00 + tax = \$29.38 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 CRC 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.

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.

- PRA300H1 runs in a 12 week format
- PRA313H1, PRA314H1, PRA315H1, PRA320H1 and PRA321H1 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.

PRA Degree Requirements

- PRA300H1 and PRA321H1 are required for all students
- PRA320H1 is required for BKIN students only
- BPHE students must complete all of PRA313H1, PRA314H1 and PRA315H1
- BKIN students must complete two of PRA313H1, PRA314H1 and PRA315H1

PRA Phase Out

2017-18 is the last year that PRA300H1, PRA313H1, PRA314H1, PRA315H1, PRA320H1 and PRA321H1 will be offered. Student admitted in 2014 and years prior should prioritize completion of all remaining practica requirements in the 2017-18 session.

Practica Course Transition Information

PRA100H1, PRA101H1, PRA200H1 and PRA201H1 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 on ACORN it will be converted to the former course number for transcript and degree tracking purposes.

Former Course	Last Offering	Replacement
PRA100H1	2014-15	KPE180H1
PRA101H1	2014-15	KPE181H1
PRA200H1	2015-16	KPE280H1
PRA201H1	2015-16	KPE281H1
PRA300H1	2017-18	KPE380H1
PRA313H1	2017-18	TBA
PRA314H1	2017-18	TBA
PRA315H1	2017-18	TBA
PRA320H1	2017-18	TBA
PRA321H1	2017-18	TBA

COURSES: KPE380H1 REQUIREMENT UPDATE

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

The KPE380H1 Specific Applications of Physical Activity, Exercise or Sport degree requirement published in the 2015-16, 2016-17 and 2017-18 KPE Undergraduate Program Calendars has changed to the following requirement:

- Student must take one of: KPE326H1, KPE329H1, KPE333H1, KPE340H1, KPE342H1, KPE380H1, KPE423H1, KPE427H1 or KPE442H1

All of the courses used in this requirement focus on the theory-practice nexus and the development of leadership skills. The range of options allows student to focus on personal areas of interest and provides greater timetable flexibility.

Please review Degree Explorer for information about your updated program of study and degree completion progress.

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. <http://uoft.me/KPEEnrolment>

ODP Fees *New*

Starting in 2017-18 course 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 are available on the [Registration Information webpage](http://uoft.me/KPEEnrolment). <http://uoft.me/KPEEnrolment>

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 for assistance.

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: <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. ipe.utoronto.ca

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:

<http://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 11, 2017 at 6 am via ACORN
2. Year 1: Enrolment starts on July 19, 2017 at 6 a.m.
3. Access [ACORN](#) at www.acorn.utoronto.ca
4. Login using your [Utor ID](#) 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).

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 15
KPE & St. George FAS	S	January 14

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 20
KPE & St. George FAS	S	January 17

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

DROPPING COURSES

[Visit our website for details](#)

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 6	February 20	March 14

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

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](http://uoft.me/KPEPetitions) from the KPE website outlining your request
<http://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

FINAL EXAMINATIONS

The official exam periods are:

<i>Division</i>	<i>Fall Term Exam Period</i>	<i>Winter Term Exam Period</i>
Kinesiology and Physical Education	December 8-20, 2017	April 6-30, 2018
St. George Campus Arts & Science	December 9-20, 2017	April 9-30, 2018
UTSC	December 7-20, 2017	April 11-26, 2018
UTM	December 7-19, 2017	April 9-23, 2018

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 24 hours of the scheduled test/examination using a Missed Exam Report form. If the office is not notified within this time frame, students may receive a grade of zero for that test/examination. For more information visit our website: <http://uoft.me/KPEExams>

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 (pp. 29-31 of UG Calendar): <http://uoft.me/KPECalendar>
- St. George Campus Arts & Science Courses: www.artsci.utoronto.ca/current/exams
- UTM Courses: www.utm.utoronto.ca/registrar/
- UTSC Courses: www.utsc.utoronto.ca/registrar/remarkingrereads

REQUESTING TRANSCRIPTS

Students may request official transcripts of their academic record via [ACORN](#) for a fee. Special requests (i.e. inclusion of tracking forms, fax delivery) can be arranged via the University of Toronto Transcript Centre. Full instructions are available at the following link: www.transcripts.utoronto.ca

MASTER OF TEACHING – COMBINED DEGREE PROGRAM

The Faculty of Kinesiology and Physical Education in partnership with OISE - UT will offer a combined undergraduate degree and Master of Teaching starting in the 2017-18 academic session.

Timelines

Third year students can apply in the fall 2017 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 <http://www.oise.utoronto.ca/mt/Home.html>.

Second teachable subjects require completion 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.

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 any two of the elective 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 current pathway that exists, if you are considering a 5 year plan for your undergraduate degree. In this case it would be best to apply to the Masters of Teaching program after you complete 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.

Do I have to have to be enrolled in the BPHE degree to apply?

Students enrolled in either the BKIN or BPHE (pre 2016 admission) degrees may apply to the combined degree program.

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.

STUDENT SUPPORTS

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

Academic Advising

The KPE Student Advisor provides a broad range of academic, career and personal advising services. 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 or drop by the KPE Registrar's Office in person. For more information about these services please visit the following link: <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: <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

KPE Academic Success Workshops and Advising

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 workshops, appointments and booking procedures visit the website. <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

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

Career Services

The KPE Registrar's office has a dedicated Career Centre advisor on specific days for career counselling services, along with specific career workshops throughout the year geared towards KPE students. Visit the website to view other broad services including resume writing, cover letter workshops and career exploration programs: <http://uoft.me/KPEStudentServices>

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.

UTMAIL+ E-MAIL: 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.

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

Sign up for Alerts

- 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

416-978-8255

<http://uoft.me/KPEROContactUs>

Office Location

Faculty of Kinesiology and Physical Education
Registrar's Office
Benson Building Room BN110

Benson Building Renovations

Beginning Monday, May 1, the doors at 320 Huron Street into the Benson Building of the Faculty of Kinesiology & Physical Education will be locked due to upcoming renovations. The Office of the Registrar will remain open. You will be able to access the Office through the Athletic Centre at 55 Harbord Street. There will be signs to show you the way. The Benson Building entrance at 320 Huron St. will be unavailable during the renovation, which is expected to be complete in approximately 4 months. Thank you for your patience and understanding as we go through this major renovation. We anticipate this temporary inconvenience will result in a permanent improvement for all.

Office Hours

The KPE Registrar's Office hours of operation are:

Monday – Thursday

8:30 - 12:00 : open

12:00 - 1:00 : closed

1:00 - 4:30 : open

4:30 on : closed

Friday

8:30-12:00 : open

12:00 on : closed