

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.*
- Consider your elective options and explore what is available. Use the [Timetable Builder](#) to find 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 on p.7-8 .
- **Reach out early** if you would like to book an **appointment with a KPE Student Advisor** to discuss your academic plans and course selection for the 2023-2024 academic session. Contact the Office of the Registrar and Student Services at undergrad.kpe@utoronto.ca or phone at 416-978-8255 to get in touch.
- Check out the **Course Enrolment FAQ** below!

BEFORE YOU START: COURSE ENROLMENT FAQ

- 1. When does the 2023-2024 academic session start and end?**
 - First term: September 7, 2023 – December 20, 2023
 - Second term: January 8, 2024 – April 30, 2023

Session start date and end date may differ at [UTM](#) & [UTSC](#).
See p.7-8 for important dates and deadlines.
- 2. When and how can I enroll in courses for the 2023-2024 academic session?**
 - KPE Course enrolment begins on July 11, 2023 at 6 a.m. ET.
 - Arts and Science course enrolment begins on August 2, 2023 at 6 a.m. ET.
 - Enroll in a course on [ACORN](#).

See p.16 of this guide and [ACORN Help](#) about Course Enrolment.

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.
- 3. Where can I find the important deadlines for the 2023-2024 academic year?**

See p.7-8 for the Important Dates section of the [Registration Guide](#). For the deadlines for fee payment and/or a refund can be found on the [Students Account](#) website.
- 4. Where can I find the list of courses for the 2023-2024 academic session?**
 - [KPE Timetables](#) for KPE courses
 - [Timetable Builder](#) for Arts and Science courses

See p.6 to learn about course codes.
- 5. I am a first-year student. What should I do first?**

Review the [Information for First Year BKin Students](#) section of the KPE website to start and read through this Registration Guide.

If you have questions or need assistance, feel free to contact the KPE Office of the Registrar and Student Services at undergrad.kpe@utoronto.ca or 416-978-8255.
- 6. 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 a Student Advisor** should you need assistance with your academic planning. You can book an appointment with a Student Advisor via [our 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 or 416-978-8255.

7. When is the tuition fee payment deadline and how can I pay the fees?

The deadline to [pay Minimum Payment to Register \(MPR\)](#) is **August 30, 2023**. Your registration will be financially cancelled (FINCA) if you enrolled in courses, but missed the deadline to pay or defer your fees (See question 9, below).

Visit the [Student Accounts](#) website to see tuition fee payment methods.

8. I applied for OSAP or Out of Province financial aid. How will my tuition be paid?

If you have applied for financial aid for the 2023-2024, make sure you request a **tuition deferral online on ACORN by August 30, 2023**. See the **Student Accounts** for more detail about [Tuition Fee Deferral](#).

9. 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 August 30, 2023. 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 or 416-978-8255.

10. Am I full-time or part-time in the 2023-2024 academic session and how are my fees determined in the 2023-2024 academic session?

You are assigned **full-time status** for the **2023-2024 academic session** and a **program fee** will be charged for the 2023-2024 academic session **by default**.

Your enrolment status (full-time or part-time) is determined based on your **total course load** in the 2023-2024 academic session in **both First (Fall) term and Second (Winter) term**, not by term.

- Enrolment in **4.0-6.0 credits**: full-time & program fee
- Enrolment in **3.0-3.5 credits**: full-time & per-course fee
- Enrolment in **2.5 credits or less**: part-time & per-course fee

If you intend to enroll in **3.5 credits or less**, **contact the Office of the Registrar and Student Services** for (undergrad.kpe@utoronto.ca) for advice with your [UofT student ID number](#). See p.9 for more detail of the Registration Guide

11. Can I get assistance with course selection and academic plans for the 2023-2024 academic session?

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

Reach out early to book an appointment with a Student 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@toronto.ca or 416-978-8255.

12. I need enrolment confirmation for the 2023-2024 academic session from the Office of the Registrar and Student Services for RESP withdrawal.

Submit Letter of Confirmation [request form and proof of processing fee payment \(\\$7.00\)](#) to the Office of the Registrar and Student Services.

If you have the enrolment confirmation form provided by your RESP provider, please submit **prefilled** form here: [Form Submission](#).

The letter of confirmation or signed RESP form will be released after **August 7, 2023** upon confirming your course enrolment for the 2023-2024 academic session.

The Minimum Payment to Registrar (MPR) deadline is **August 30, 2023**.

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	<ul style="list-style-type: none"> KPE100H1 - Physical Cultural Studies KPE390Y1 - Directed Research
Course Designator	KPE	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> This is only one of two letters, either a “Y” or an “H”. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

ENROLMENT AT A GLANCE

KPE course enrolment begins	July 11, 2023 at 6 a.m. ET
St. George Campus Arts and Science elective course enrolment begins	August 2, 2023 at 6 a.m. ET
UTM & UTSC course enrolment begins	August 4, 2023 at 6 a.m. ET
Deadline for Minimum Required Payment to Register or tuition fee deferral	August 30, 2023
Waitlist ends for KPE and St. George Campus ‘F’ and ‘Y’ courses	September 15, 2023
Waitlist ends for KPE and St. George Campus ‘S’ courses	January 16, 2023

COURSE DATES AT A GLANCE

	St. George Campus	UTSC	UTM
F & Y courses start	September 7	September 5	September 6
Deadline to add F & Y courses	September 20	September 18	September 19
Deadline to drop F courses	November 6	November 20	November 6
Last Day of F and Y classes	December 6	December 4	December 5
Fall 2023 exam period	December 9-20	December 7-20	December 7-20
S courses start & Y courses resume	January 8	January 8	January 8
Deadline to add S courses	January 21	January 21	January 21
Deadline to drop Y courses	February 19	February 20	February 19
Deadline to drop S courses	March 11	March 25	March 11
Last Day of S and Y classes	April 5	April 8	April 5
Winter 2024 exam period	April 10-30	April 12-26	April 11-25