

# SUMMER 2020 REGISTRATION GUIDE



UNIVERSITY OF TORONTO  
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

# INSIDE

## THIS REGISTRATION GUIDE

<b>EQUITY STATEMENT</b> .....	3	<b>WAITLIST &amp; ADD DEADLINES</b> .....	10
<b>SUMMER SESSION HIGHLIGHTS</b> .....	3	Wait List Deadlines .....	10
<b>SUMMER AT A GLANCE</b> .....	4	Course Add Deadlines .....	10
<b>COURSE OFFERINGS</b> .....	4	<b>TUITION FEES</b> .....	10
<b>KPE SESSION DATES</b> .....	5	Summer Fees .....	10
<b>COURSE DATES AT A GLANCE</b> .....	5	Tuition Fee Invoice .....	10
<b>COURSE DESCRIPTIONS</b> .....	6	Deadline to Pay or Defer Tuition Fees .....	10
KPE Courses .....	6	Online Tuition Fee Deferral .....	10
Arts & Science Courses .....	6	<b>OSAP FUNDING</b> .....	10
Prerequisites and Exclusions .....	6	<b>FEE REFUNDS</b> .....	10
Common Exclusions .....	6	<b>DROPPING COURSES</b> .....	11
<b>UTORONTO EMAIL: HOW TO STAY IN TOUCH</b> .....	6	<b>LATE COURSE WITHDRAWAL</b> .....	11
<b>IN CASE OF EMERGENCY/ ALERTS</b> .....	6	<b>FINAL EXAMINATIONS</b> .....	11
<b>CONSIDERING SUMMER COURSES?</b> .....	7	<b>GRADES</b> .....	11
Finances .....	7	<b>REQUESTING TRANSCRIPTS</b> .....	11
Course Timing .....	7	<b>STUDY ELSEWHERE</b> .....	12
Academic Impact .....	7	Letter of Permission .....	12
Selecting Courses .....	7	<b>STUDENT SUPPORTS</b> .....	12
Academic Advising .....	7	Academic Advising .....	12
<b>REGISTRATION: HOW DO I GET STARTED?</b> .....	8	Health Sciences Writing Centre .....	12
Current Students .....	8	Academic Success Centre .....	13
Graduating KPE Students .....	8	Career Exploration and Education .....	13
Visiting & Special Students .....	8	Accessibility Services .....	13
<b>STUDENT STATUS: PART-TIME VS. FULL-TIME</b> .....	9	Sexual Violence Prevention & Support Centre .....	13
<b>ENROLLING IN COURSES: HOW TO USE ACORN</b> .....	9		

# WELCOME

## SUMMER SESSION HIGHLIGHTS

The Faculty of Kinesiology and Physical Education is pleased to offer KPE200H1, KPE290H1, KPE334H1, KPE362H1, KPE400H1, KPE401H1 and KPE429H1 during the first term of the Summer 2020 session. These course offerings span a variety of topic areas in Kinesiology and Physical Education including physical cultural studies, movement science, adapted physical activity, research design and evaluation, 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 highly values equity and social inclusion and aspires to have diverse representation among students, staff and faculty.

It is a Faculty-wide expectation that every member of FKPE (students, TAs, staff, instructors) actively works to collectively create an inclusive culture through compassionate and supportive behaviour.

This requires a continuous commitment to fostering mutual respect across all interactions and written communication among students, TAs, instructors and staff within FKPE spaces. We do not tolerate disrespect, discrimination, harassment, bullying and any other behaviour that threatens an equitable and inclusive environment, directed at students, TAs, staff or instructors.

For any concerns about behaviour that is contrary to respectful and inclusive interactions OR any ideas to enhance a culture of inclusivity, students, TAs, staff and instructors can contact the [KPEUA](#) , [KPEGS](#) , the [Director of Undergraduate Studies](#) or the [Director of Graduate Studies](#).

# SUMMER AT A GLANCE

<b>Deadline to apply</b>	Visiting & graduating students	April 1, 2020
	Continuing KPE students	Not required
<b>KPE course enrolment begins</b>	All students	April 14, 2020
<b>Arts &amp; Science enrolment begins</b>	All Students	April 14, 2020
<b>UTM &amp; UTSC enrolment begins</b>	All Students	April 15, 2020
<b>Deadline to pay/defer tuition fees</b>	All Students	April 29, 2020
<b>Start of summer first term</b>	Students enrolled in first term	May 4, 2020
<b>End of summer first term</b>	Students enrolled in first term	June 25, 2020
<b>Start of summer second term</b>	Students enrolled in second term	July 6, 2020
<b>End of summer second term</b>	Students enrolled in second term	August 27, 2020

## COURSE OFFERINGS

COURSE	SECTION CODE	TITLE	MEETING SECTION	TIME	LOCATION	CATEGORY	INSTRUCTOR
KPE200H1	F	Physical Culture & the Human Condition	L0101	M & W 09:00-12:00	Online	Required	Smith/ Houston
KPE290H1	F	Research Design & Evaluation: Qualitative Approaches	L0101	T & R 15:00-18:00	Online	Required	Ali
KPE334H1	F	Adapted Physical Activity	L5101	T & R 18:00-21:00	Online	Required	Cregg
KPE362H1	F	Neural Basis of Human Movement	L0101	M & W 12:00-15:00	Online	C	Manzone
KPE400H1	F	Ethics and Power in Kinesiology & Physical Education	L0101	T & R 09:00-12:00	Online	Required	Razack
KPE401H1*	F	International Development Through Sport	L0101	T & R 12:00-15:00	Online	A	Darnell
KPE429H1	F	Sport Management	L0101	M & W 09:00-12:00	Online	B	VanWiechen

\* KPE401H1 is running as a regular online class for summer 2020. There will be no international travel experience component.

### Legend

Course: H = half credit course, Y = full credit course, 1 = St. George Campus

Section Code: F = first term, S = second term, Y = first and second term

Meeting Section: L = lecture, T = tutorial, P = lab

Time: R = Thursday

### Other Division Course Offerings

St. George Campus Faculty of Arts and Science: [www.artsci.utoronto.ca/current/course/timetable](http://www.artsci.utoronto.ca/current/course/timetable)

UTM: [student.utm.utoronto.ca/timetable](http://student.utm.utoronto.ca/timetable)

UTSC: [www.utsc.utoronto.ca/~registrar/scheduling/timetable](http://www.utsc.utoronto.ca/~registrar/scheduling/timetable)

# KPE SESSION DATES

## March

Early Apply for OSAP funding

## April

- 1 Application deadline for visiting & special students
- 14 Enrolment begins for KPE courses on ACORN at 6:00 a.m. EDT
- 14 Enrolment begins for St. George campus Arts & Science courses on ACORN at 6:00 a.m. EDT
- 15 Enrolment begins for UTM and UTSC campus courses on ACORN at 6:00 a.m. EDT
- 29 Deadline to pay/defer tuition fees for Summer 2020 courses

## May

- 4 Classes start for F and Y courses
- 7 Waitlists end for F and Y courses
- 10 Last day to enrol or make changes to F or Y courses on ACORN
- 18 Victoria Day holiday - University closed

## June

- 1 Last day to drop F courses (without academic penalty)
- 15 Classes end for F and Y courses
- 16 Study Day
- 17 - 25 F session courses – examination period  
Y session courses – term tests
- 29 – 30 President's Day holidays – University closed

## July

- 1 Canada Day holiday - University closed
- 6 Classes start for S courses
- 6 Classes resume for Y courses
- 8 Waitlist ends for S courses
- 12 Last day to enrol in S courses in ACORN
- 20 Last day to drop Y courses (without academic penalty)

## August

- 3 Last day to drop S courses (without academic penalty)
- 3 Civic Holiday - University closed
- 17 Classes end for S and Y courses
- 18 Study day
- 19 - 27 S and Y session courses – examination period

# COURSE DATES AT A GLANCE

COURSE	START DATE	DEADLINE TO ADD	DEADLINE TO DROP	END DATE	EXAM PERIOD
F Section Code	May 4	May 10	June 1	June 15	June 17 – 25
Y Section Code	May 4	May 10	July 20	August 17	August 19 - 27
S Section Code	July 6	July 12	August 3	August 17	August 19 -27

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# COURSE DESCRIPTIONS

## KPE COURSES

Course descriptions and prerequisite requirements can be found in the online Undergraduate Academic Calendar: [kpe.calendar.utoronto.ca/Academic\\_Courses](http://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](http://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.

## COMMON EXCLUSIONS

**ANA126Y1** - BIOB33H3, BIO210Y5 exclusions

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

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

**KPE290Y1/KPE290H1/KPE291H1** - GGR270H1, GGR271H1, PSY201H1, PSY201H5, PSY202H1, PSY202H5, PSYB04H3, PSYB07H3, STA220H1, STA221H1, SOC202H1, SOC204H1 exclusions

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## UTORONTO EMAIL: 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
- Course information
- 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.

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

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## IN CASE OF EMERGENCY/ 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
- You must activate and use your UTORid and UTmail+ email account
- Ensure that your emergency contact information is up to date on **ACORN**
- Sign up for **UT Alerts** to receive important messages by phone, email and text ([alert.utoronto.ca](http://alert.utoronto.ca))

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# 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

The Faculty of Kinesiology and Physical Education is offering KPE200H1, KPE290H1, KPE334H1, KPE362H1, KPE400H1, KPE401H1\* and KPE429H1 in the first term of the summer session.

\* KPE401H1 is running as a regular online class for summer 2020. There will be no international travel experience component.

Other summer course options are available to KPE students through the following divisions:

- St. George Faculty of Arts and Science Offerings (FAS) [www.artsci.utoronto.ca/current/course/timetable](http://www.artsci.utoronto.ca/current/course/timetable)
- U of T Mississauga (UTM) [student.utm.utoronto.ca/timetable](http://student.utm.utoronto.ca/timetable)
- U of T Scarborough (UTSC) [www.utsc.utoronto.ca/~registrar/scheduling/timetable](http://www.utsc.utoronto.ca/~registrar/scheduling/timetable)

## ACADEMIC ADVISING

You may meet with the Academic Advisor by appointment for help with:

- KPE course choice
- Elective choice
- Program requirements
- Degree planning
- Prioritization and decision making
- Disruptions (personal, medical, bereavement)
- Policies and procedures
- Goal setting

For more information about Academic Advising services, including appointment availability and booking instructions, visit our website: [uoft.me/KPEStudentServices](http://uoft.me/KPEStudentServices)



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# 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 2020 session.

1. Use **ACORN** to select and enrol in courses, starting **April 14, 2020 at 6:00 a.m. EDT**
2. Pay or defer the summer session fees by the deadline, **April 29, 2020**

## GRADUATING STUDENTS

If you are graduating in June 2020 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, 2020 deadline
3. Note that students graduating in June 2020 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

## VISITING & SPECIAL STUDENTS

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 (pg. 4) 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](http://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. Submit the Special and Visiting **Payment Form**
7. Pay the non-refundable application fee as per instructions on the form
8. The application deadline is **April 1, 2020**

### Enrol in courses

9. Course enrolment on **ACORN** starts April 14, 2020 at 6:00 a.m. EDT
  - 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. 9 for more details)
  - 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

10. Ensure all required tuition fees are paid by the deadline: **April 29, 2020**



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

## PART-TIME STATUS

For the Summer 2020 session, you will be assigned part-time status (0.5-1.0 credits) by default. You may request to change to full-time status.

## 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](mailto: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 2020.

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

STATUS	MAXIMUM ENROLMENT ALLOWED FULL CREDIT EQUIVALENTS (FCEs)	MAXIMUM WAITLISTED COURSES ALLOWED FULL CREDIT EQUIVALENTS (FCEs)
Part-time status	1.0	1.0
Full-time status	2.0	2.0

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# ENROLLING IN COURSES: HOW TO USE ACORN

KPE course enrolment starts April 14, 2020 at 6:00 a.m. EDT via ACORN, the Accessible Campus Online Resource Network.

1. Access ACORN at [www.acorn.utoronto.ca](http://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.

Use ACORN to:

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

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# WAITLIST & ADD DEADLINES

## WAITLIST DEADLINES

Waitlists are operational according to the schedule below

FACULTY	SESSION	WAITING LISTS END
KPE & FAS	F & Y	May 7
FAS	S	July 8

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 10
FAS	S	July 12

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

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# 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 at [fees.utoronto.ca/home.htm](https://fees.utoronto.ca/home.htm).

## 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 29, 2020**.

## ONLINE TUITION FEE DEFERRAL

Students approved for OSAP may request a temporary tuition fee deferral. To defer your fees:

1. Apply for summer OSAP in March
2. Login to ACORN [www.acorn.utoronto.ca](https://www.acorn.utoronto.ca)
3. In your ACORN Student Account, click on the 'Tuition Fee Deferral' option and follow the instructions

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# OSAP FUNDING

OSAP funding is available to you if:

- You are an Ontario residents 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 are applying for OSAP, do so as by March 31, 2020 to be eligible for tuition fee deferrals.

For information about applying for OSAP during the summer session visit the Enrolment Services website:

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

# 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.

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# 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).

F	Y	S
June 1*	July 20	August 3

Drop deadlines for [UTM](#) and [UTSC](#) courses may differ from those published above. Refer to their respective websites for details.

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## 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](https://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](mailto: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.

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## 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 15	June 17 – June 25
S courses*	August 17	August 19 – August 27
Y courses*	August 17	August 19 – August 27

\* [UTM](#) and [UTSC](#) may have different course end and exam period dates.

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## GRADES

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

**F courses:** end of July

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## REQUESTING TRANSCRIPTS

If you require a transcript of courses completed at the Faculty of Kinesiology & Physical Education be 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
- Student who do not have a UTORid may request their transcripts through the [ROSI Alumni Transcripts](#) service using their student number.

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# 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 outlines from the host institution.
6. Apply for a [Letter of Permission](#) from KPE and pay the \$32.00 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.

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# 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 personal goal setting and decision making. If you experience any challenges during your time at U of T, it is recommended that you make an appointment with the Academic Advisor as soon as possible. Private thirty-minute academic advising appointments are available on weekdays during office hours. To make an appointment review the instructions on the Student Services website:

[uoft.me/KPEStudentServices](http://uoft.me/KPEStudentServices).

## HEALTH SCIENCES WRITING CENTRE

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

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

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

## ACADEMIC SUCCESS CENTRE

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

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

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

## CAREER EXPLORATION AND EDUCATION

Career Exploration and Education at U of T empowers and support 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.

[www.studentlife.utoronto.ca/cc](http://www.studentlife.utoronto.ca/cc)

## 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](http://www.studentlife.utoronto.ca/as) website to find out more information including registration instructions.

[www.studentlife.utoronto.ca/as](http://www.studentlife.utoronto.ca/as)

## 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.