

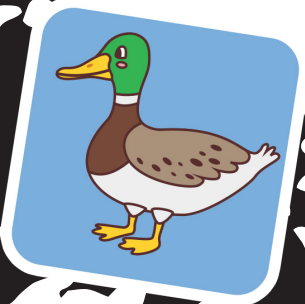


UTMSU's

DECLASSIFIED

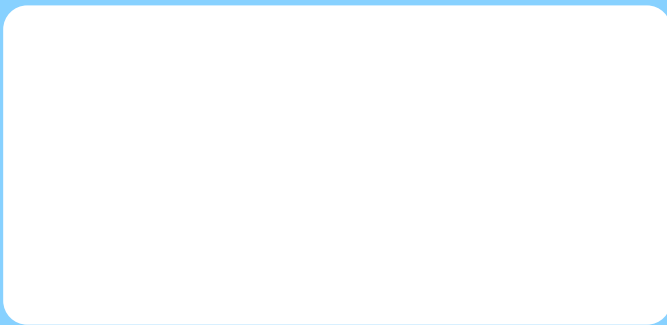
Survival Guide

utm 



Disclaimer: This guide is not affiliated with the University of Toronto Mississauga. It is made by students, for students. Everything written is for the purpose of helping students navigate and learn their way around UTM. This is for the 2021/2022 academic year. Some content may change throughout time.

**this
notebook
belongs
to**



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DECLASSIFIED

welcome

Welcome to the University of Toronto Mississauga! In this guide you will find ways to navigate our beautiful campus, and learn ways to get involved, learn about the many clubs and academic societies on campus, your union and find answers to questions that you may have about services, resources, and academic, and campus life.

NOTE TO SELF

about the University of Toronto Mississauga Students' Union (UTMSU)

The University
of Toronto
Mississauga
Students' Union
(UTMSU) -
represents over
**15,000 part-time
and full-time
undergraduate
students.**



We work to ensure that the rights of all students are respected, provide cost-saving services, programs and events, and represent the voices of undergraduate students across the University and to all levels of government. We are fundamentally committed to the principle of access to education for all.



how to get involved in the union

campaigns

DID
YOU
KNOW?

The UTMSU has over 10 active campaigns that have allowed students to come together to lobby, protest and fight for our rights as students!



recent victories

- Removed Chartwells as UTM's Food Service Provider
- Extend the University-Mandated Leave of Absence (UMLAP) Policy into Fall 2021
- Introduced the Credit/No Credit Policy and its subsequent extension
- Hosted the first and largest virtual concert featuring rising artist Giveon

We take our lead from you!

As your student's union, UTMSU is dependent on members to develop campaigns, events, and services. Students are the ones responsible for ensuring that the UTMSU stays relevant and reflects the social, economic, and political interests of students, while improving overall student life at the University of Toronto.

Go to utmsu.ca/campaigns for more information



volunteers

In 2015, the UTMSU implemented a free weekly nutritional breakfast program - serving over 400 students!

DID
YOU
KNOW?

Volunteers are an integral part of the UTMSU. The UTMSU provides a variety of volunteer opportunities throughout the year to help with campaigns, events, services and more!

Want to get involved? Contact the UTMSU Volunteer Coordinator at volunteer@utmsu.ca



Visit utmsu.ca/volunteer for more information

CLUBS & ACADEMIC SOCIETIES

are the backbone of student life at UTM

**DID
YOU
KNOW?**

UTMSU has over 110 Clubs and 17 Academic Societies that are led by many student leaders!

It is important to find a balance between your academics and having a social life to truly experience university with over 100 student groups. The UTMSU is proud to offer students with the resources to start a club and to keep it going for years to come.

What does UTMSU offer to Campus Groups?

- Funding to host events throughout the year
- Bank Accounts to Deposit Funds
- UTMSU email for communication
- Club offices and lockers
- Awards Gala to appreciate the work of all the campus groups
- Spaces in the student centre and equipments to borrow in order to host events



interested in joining or starting a club?

Contact the Campus Groups Coordinator
at campus.groups@utmsu.ca



ACADEMIC ASSISTANCE

To help you successfully succeed, we think it is important to **understand your rights as a student**, and important information such as dates and deadlines you do not want to miss, about course enrollment, fees submission, deferrals, important dates and deadlines and much more!



ACADEMIC POLICIES & RIGHTS

There are several university policies that outline your rights and responsibilities as a student with respect to the way you conduct yourself academically and personally. Reading and understanding codes such as the Code of Student Conduct, the Code of Behaviour on Academic Matters are especially important and the primary codes you should understand. Other policies and codes such as, UTM Student Housing & Residence Life Community Standards, UTM Department of Recreation, Athletics & Wellness Fair Play Code, UTORid Conditions of Use, and UTM Library Policies can be found online. Scan the QR code!



**KNOW
YOUR
RIGHTS**

YOUR RIGHTS

...work to protect you and to provide you with access to safe and equitable education. Specifically you have the right to:

- Obtain a course syllabus either through accessing a copy on Quercus, through the UTM Timetable (accessible through the Office of the Registrar website), or one can be provided by the instructor. The course syllabus must be available/provided at the beginning of a course
- Rely upon the information detailed within a course syllabus. An instructor may only change methods of evaluation, or their relative weight, by following the University Assessment and Grading Practices Policy provision Part B: 1.3
- Refuse to use turnitin.com (you must be offered an alternative form of submission)
- Have access to your instructor for consultation during a course, or follow up with the unit Chair or Director if the instructor is unavailable
- Submit handwritten essays, so long as they are neatly written

NOTE TO SELF

YOUR RIGHTS

- Ask the person who marked your term work for a re-evaluation if you feel it was not fairly graded. You must make any inquiries about the mark on a graded piece of work within one month of the return date of the work. If you are not satisfied with a re-evaluation, you may appeal to the instructor in charge of the course if the instructor did not mark the work. If your work is remarked, you must accept the resulting mark. You may only appeal a mark beyond the instructor if the term work was worth at least 20% of the course mark. See Re-marking Pieces of Term Work of this document for full details of the process
- Receive at least one significant mark (weighted at 15% for H courses, 25% for Y courses) by the last scheduled class **prior to the academic drop deadline**, with one **exception**: for courses that run the entire Fall/Winter Session (Y5Y or H5Y courses), the **deadline shall be the last regular class** meeting of the first week of classes in January
- Have **no assignment worth 100%** of your final grade
- Retain intellectual property rights to their term work

NOTE TO SELF

If you feel that one of your rights has been violated, the UTMSU can provide you with support! Contact UTMSU's Academic Advocacy Coordinator or UTMSU's Vice President University Affairs for more information.

SU

DATA

- Not have a term test or combination of term tests in an individual course be worth greater than 25% in the last two weeks of class
- Receive all your assignments, tests, and other term work once graded
- View your final exams. To see a final exam, students must submit an online Exam **Reproduction Request** within 6 months of the date of the exam. There is a small nonrefundable fee (please note that this process is overseen by the Office of the Registrar)
- Privacy of your final grades
- **And arrange for representation** from Downtown Legal Services (DLS), a representative from the UTM Students' Union (UTMSU), and/or other forms of support if they are charged with an academic offence.

Academic
Advocacy
Coordinator
academic@utmsu.ca

Vice President
University
Affairs
vpua@utmsu.ca

UTM ACADEMIC CALENDAR

UTM's Academic calendar helps students plan out their academic experience and helps outline what courses, tutorial and/or labs are needed depending on which program you chose.

Many students like to spread out their classes in the week. Just keep in mind that if you schedule all your courses on the same day(s), your midterms and assignments will probably be on the same day!

Many students also like scheduling their lectures in the morning as it frees up their afternoons and evenings to study! However, if you're a commuter, it may be tricky during winter months when there are delays - so keep that in mind!



[Go to the calendar](#)



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Septembre

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UTM REQUESTS & PETITIONS

There are different financial and general requests that you can complete if you need accommodation. Keep in mind that there is a fee for some requests, whereas some are free.

Visit utm.utoronto.ca/registrar/forms for more information about the associated fees and to download the forms.

Below we've also outlined the available financial and general requests.



Financial Requests

- **Experiential Learning Bursary Application**
- **Fee Deferral Request** (Intended for students who experience issues requesting a deferral on ACORN or those who are receiving a scholarship)
- **OSAP** - Academic Progress Explanation, Financial Aid Change Form, Reinstatement for January 2021, Summer Extension Application Form (Only for students who received full-time OSAP in the Fall 2020 - Winter 2021 session and will be studying full-time in the Summer)
- **UTM Grant Application** -> Complete one application, and we'll automatically consider you for 10 additional grants

IMPORTANT FORMS

General Requests

- Canada Pension Plan Form
- Commissioner of Oaths Certification
- Confirmation of Enrolment Form (including RESP)
- Copy of records
- Courier (Canada and international)
- Course Description Request Form
- Course Enrolment Exception Form
- Exam Conflict and Religious Accommodation Form
- Exam Reproduction Request
- Exam Re-read Request(s)
- Explore Program Form
- Graduation Information Letter



Submit your request through AskRegistrar. Click on "Connect with Us" and select the Graduation category. You will receive a copy of the letter as a PDF.



utm.utoronto.ca/registrar/forms



IMPORTANT FORMS

- **International Fee Exemption Form**
 - ↳ Submit your form through AskRegistrar
Include a picture or scanned copy of your supporting documentation (government issued photo ID). Photo or scanned copy must be clear, and sufficient quality.
- **Late Registration Form**
- **Late Withdrawal after the Drop Date (LWD)**
- **Personal Information Change Form**
- Supporting documentation for non-COVID related symptoms is required for the Fall 2020 - Winter 2021 academic year.
- **Program Fee Change Form**
 - ↳ Students in deregulated programs can use this form to request a deregulated per-course fee assessment (instead of the deregulated program fee)
- **Proof of Payment Form**
- **Reactivation of Student Record**
- **QECO Form**
 - ↳ Submit your form through AskRegistrar.
Click on "Connect with Us" and select the Registration category
- **Second Attempt for Credit Form**
- **Transcript Request**
- **Transfer Credit Request Form**
 - ↳ While this form can be submitted online, all transcript submissions (inquiries and supporting documentation) for post-admission transfer credits can be submitted through AskRegistrar.

PETITION/APPEAL FORMS PT.2

- Verification of Extenuating Circumstance(s)
- Verification of Illness or Injury Medical Certificate
If you are experiencing COVID-19 symptoms, you are not required to use this form. For all other reasons (such as an injury), you may use this form.
- To be completed by a Dentist, Nurse/Nurse Practitioner, Physician/Surgeon, Psychologist, Psychotherapist, or Social worker registered and licensed in the Province of Ontario
- Visiting Student Application Form

For more information about petition deadlines, supporting documentation, academic integrity, how to file one, confidentiality and much more, scan the QR code



UTM PETITIONS

A petition is a request for an exemption from a rule, regulation or deadline of the university, as set out in the UofT Mississauga Academic Calendar or Registration Guide.

Petitions are considered in confidence by, or on behalf of, the University of Toronto Mississauga Committee on Standing. If you need to file a petition and don't know how to start, don't worry we got you! The UTMSU can provide you with assistance in navigating this process. For more information please contact UTMSU's Academic Advocacy Coordinator or UTMSU's Vice President University Affairs for more information.

Academic
Advocacy
Coordinator

academic@utmsu.ca

Vice President
University
Affairs

vpua@utmsu.ca

TYPES OF PETITIONS AVAILABLE:

- Extension of Time Beyond End of Term
- Deferred Examinations
- Late Withdrawal Without Academic Penalty
- Course Overload
- Lift of Suspension or Early Return from Suspension
- Exception to Degree/Distribution Requirements and/or Credit/No Credit
- Other - The "other" category is to be used only if the petition does not fall under one of the petition categories listed above.

UTM REGISTRATION GUIDE



This guide is designed to simplify course enrolment, paying your fees, and everything in-between. The 2 steps to registration include enrolling into your courses on ACORN and paying or deferring your fees by the deadline to reserve your spot in the courses you chose.

COURSE ENROLLMENT

As a student you must enroll in your own courses when you become eligible (you will receive a notification on Acorn informing you of your date and time of course enrollment) and this changes depending on your year of study. You also need to ensure that you meet your distribution requirements which include 1.0 credit in Humanities, Social Sciences, and Sciences. For more information about how to enroll into courses and/or distribution credits visit



Enrollment



Distribution Requirements

TIME TABLE

:00

:30

To help you figure out your schedule for your upcoming year, this is a tool that will allow you to view:

- the available courses for the full academic year
- who the instructor of the course is
- whether the course has additional tutorials and/or labs you must enroll in
- the building and room number the course is offered in
- the number of students already enrolled in the course and on the waitlist (if applicable).



Once you view your courses, you can then begin planning out your academic schedule with your courses that consist of your program requirements, and your electives - Oh and don't forget about your distribution credits! This tool will also allow you to view if the course you're interested in has specific requirements such as **prerequisites**, or are specifically for a particular program. Once you have planned out your schedule, you can **enroll into your courses on Acorn** during your designated time.

PROGRAM (POST) OF STUDY

what is POST?

Before you become an official student of any program you must apply through POST! Essentially, when you are a first year student at UTM, you are learning more about the classes and subjects being taught. In a sense you are testing the waters to see if the program is right for you! Once you've made your decision to continue or change your program, there will be time periods where you have the chance to apply to the programs! This is known as POST!

How to Apply to POST

- 1 Login to ACORN, and select Enrol & Manage from the left hand menu.
- 2 Click on Programs.
- 3 Search for a UTM program by name or by program code. Results will start appearing as you type.
- 4 Click Enrol (for Type 1 programs: automatic enrolment anytime), or Request to Enrol (for Type 2 and 3 programs: program has requirements and is approved during a time period and if you meet all requirements).

Need textbooks but don't want to pay an extremely high price for it? We recommend checking out some Facebook groups where you can purchase used textbooks from upper year students. We have provided some facebook groups that are currently active, but keep on the lookout for other groups too!



[UTM Textbook Exchange](#)



[U of T Used Book Exchange](#)



ask your instructor if you are able to use an older edition.

Mental Health Support



**DID
YOU
KNOW**

The Peer Support Program was launched by the UTMSU in 2019 and is used by students throughout the year!



UTMSU's Mental Health Peer Support Program is in partnership with Stella's Place. Stella's Place provides in-person and online peer support, employment, wellness, and recovery services as well as opportunities to explore your creative self through studio programs for all young adults in Toronto, aged 16 to 29.



U of T My Student Support Program (U of T My SSP) provides students with real-time and/or appointment-based confidential, 24-hour support for any school, health, or general life concern at no cost to you. You can call or chat with a counsellor directly from your phone whenever, wherever you are.



U of T Mental Health Supports



good2talk.ca

provides confidential support services for post-secondary students in Ontario and Nova Scotia.

IMPORTANT DATES

September

2nd

- Financial cancellation date: students who do not have a "registered" status on ACORN will be removed from classes if their payment or deferral of fees has not been received.

3rd

- Late registration fee period for First Term(F) and/or Full Year (Y) courses (\$44 + \$5 for each additional weekday). Deadline is September 21 at 4 p.m.

7th

- **Deadline** to cancel Fall-Winter registration (withdraw from ALL courses) with no minimum academic fee charge.

8th

★ **Classes begin**

20th

- **Last day** to accept an invitation to your subject POST on ACORN if you applied during Round 2 (June 7 - August 27).

21st

- **Last day** to drop (cancel) First Term (F) and/or Full Year (Y) courses on ACORN and receive 100% course fee refund, as long as you are still registered in other courses for this session.
- Waitlist ends for F & Y courses.

IMPORTANT DATES

September

22nd

- ▶ Eligible students may submit their Second Attempt for Credit request for First Term (F) and/or Full Year (Y) courses.
- ▶ Credit/No Credit begins on ACORN for First Term (F) and/or Full Year (Y) courses taken at UTM, St. George or UTSC.

DID
YOU
KNOW

Did you know that UTMSU successfully lobbied for the introduction of Credit/No Credit Policy!

28th

- ▶ For students paying course fees:
Last day to drop an First Term (F) course and receive a 75% course fee refund.



IMPORTANT DATES

October

11th

- Thanksgiving Day. University closed.

12th - 15th

Reading Week

Before 2016 there was no fall reading week! It was the lobbying efforts of the UTMSU that resulted in a reading week being implemented in the Fall term!

**DID
YOU
KNOW**

13th

For students paying course fees:

- **Last day** to drop a Full Year (Y) course and receive a 75% course fee refund.
- **Last day** to drop an First Term (F) course and receive a 50% course fee refund.

November

1st

- **Deadline** to apply for a Letter of Permission to study at another Canadian university in the Winter Term.

IMPORTANT DATES

November

10th

- Last day to drop an First Term (F) course without it being recorded on your academic record
- For students paying course fees: Last day to drop a Full Year (Y) course and receive a 50% course fee refund.

30th

- Last day to pay minimum amount of tuition fees for Second Term (S) term
- For students registered in the Fall/Winter session: Deadline to pay fees for Winter term to avoid service charges (if you were registered by paying at least the minimum payment).

**DID
YOU
KNOW**

it was the successful lobbying of the UTMSU that allowed students to make two payments for the academic year instead of one instalment at the start of the first semester

IMPORTANT DATES

December

1st - 8th

- For students registered in the Second Term (S) term only: if payment of fees is made during this period, students must provide proof of payment to the Office of the Registrar to avoid being removed from classes on December 9.

6th

- **Last day** to request or cancel Credit/No Credit on ACORN for First Term (F) courses for students enrolled in U of T Scarborough courses.
- **Last day** to request Late Withdrawal (LWD) for F courses at UTSC.

7th

- **Last day** to request or cancel Credit/No Credit for UTM First Semester (9) courses with a final exam. If there is no final exam, request or cancel CR/NCR before the last assignment or test is due in the course.
- **First Term (F) classes end, Full Year (Y) classes break for holidays.**

in 2017 the UTMSU successfully lobbied for the CR/NCR deadline to be moved to the last day of classes.

**DID
YOU
KNOW**

IMPORTANT DATES

December

8th

- › **Study Break**
- › Last day to request Late Withdrawal (LWD) for First Term (F) courses at St.George.

9th

- › Registration cancelled if payment or deferral of fees has not been received for students who have enrolled in Second Term (S) courses ONLY. Students whose ACORN account does not show "Registered" status will be removed from classes.

Did you not do as well as you hoped on a course, or did not receive the mandatory cut off mark to gain admission into your program? Well thanks to the successful lobbying of the UTMSU, you are able to retake!

January

9th

- › Deadline to cancel registration (withdraw from all courses) with no minimum charge if registered in Second Term (S) courses only.

10th

- › University re-opens. Classes begin for Second Term (S) and Full Year (Y) courses resume.

IMPORTANT DATES

January

15th

- Exam contingency day

23rd

- Waitlist for Second Semester (S) Term ends.
- Last day to add or change a section in an Second Term (S) course on ACORN.
- **For students paying course fees:** Last day to drop an Second Term (S) course on ACORN and receive 100% course fee refund, as long as you are still registered in other courses for this session.
- **For students paying deregulated BCOM program fees:** Last day to drop from full- to part-time status and receive 50% program fee refund. You will be charged 50% of the deregulated per course fees according to your credit weight during Fall/Winter. After this date, if you drop from full-time to part-time, no refund is received.

24th

- First day for eligible students to submit their Second Attempt for Credit request for Second Term (S) courses.
- First day to request Credit/No-Credit for Second Term (S) courses

IMPORTANT DATES

January

30th

- › **For students paying course fees:** Last day to drop an S Term and receive a 75% course fee refund.

31st

- › **Last day** to confirm or withdraw your June graduation request on ACORN

One of UTMSU's numerous services is providing students with affordable graduation photos! [Book your session here!](#)



February

13th

- › **For students paying course fees:** Last day to drop an Second Term (S) course and receive a 50% course fee refund.

21st

- › Family Day Holiday. University closed.
- › Last day to drop a Full Year (Y) courses

IMPORTANT DATES

February

22nd - 25th

➤ **Reading Week**

➤ Deferred exam period for December 2021 exams

22nd

➤ Request period for Late Withdrawal (LWB) for Full Year (Y) courses at all campuses.

March

13th

➤ Last day to drop an Second Term (S) course from academic record and GPA

14th

➤ Request period for Late Withdrawal (LWD) for Second Term (S) courses at all campuses begins.

April

1st

➤ Deadline to apply for a Letter of Permission to study at another Canadian University in the Summer Session.

IMPORTANT DATES

April

8th

- ▶ Classes end for Second Term (S) and Full Year (Y) courses
- ▶ Last day to request LWD (Late Withdrawal After the Drop Date) status.
- ▶ Last day to request or cancel Credit/No Credit on ACORN for UTM Y and S courses with a final exam. If there is no final exam, request or cancel CR/NCR before the last assignment or test is due in the course.
- ▶ Last day to request or cancel Second Attempt for Credit for Second Term (S) and Full Year (Y) courses courses.
- ▶ Deadline for UTM students enrolled in U of T Scarborough courses to request or cancel Credit/No Credit for Y and S course.
- ▶ Last day to request Late Withdrawal (LWD) for Second Term (S) and Full Year (Y) courses courses at UTM, UTSC and St. George.

9th

Study Break

during exam period the UTMSU holds numerous exam distressers. This programming includes discussions regarding academic integrity as well as calming programming which often includes PRIZES!

IMPORTANT DATES

April

11th - 25th

Final Exam Period

P.S. Have you been accused of Academic Integrity this academic term?

We understand how stressful and nerveracking this situation can be so we highly recommend reaching out to our Academic Advocacy Coordinator (academic@utmsu.ca) and Vice-President University Affairs & Academics (vpua@utmsu.ca) to support you through this situation.

15th

› Good Friday. University Closed.

25th

› Exam contingency day

Be sure to follow @myutmsu on instagram for updates on important dates!

Bursaries

The cost of postsecondary education is not affordable nor accessible for many students! That is why the UTMSU is dedicated to eliminating all tuition fees for all students. However, in the meantime the UTMSU is committed to providing students with numerous bursaries for the fall, winter and summer academic periods to help students get by. A few of our bursaries include the child care bursary, needs-based bursary, COVID grant and so much more!!

Moreover, there are also other bursaries and grants that the university and specific departments provide, however, ensure that you read through the guidelines for those carefully. Many of those bursaries are not applicable to international students (because they are expected to have funds before moving to Canada), however, we understand how that is not feasible which is why we provide bursaries to both domestic and international students.

Additionally, the majority of the bursaries provided by the university and its departments are dependent on one's academic rankings. However, the UTMSU acknowledges that many students who are applying to bursaries and financial support are not always able to hold high academic rankings due to other priorities, that is why academics hold no importance in any UTMSU bursaries.

NOTE TO SELF

STUDENT LOANS

If you're planning to take on student loans to help pay your tuition, information pertaining to Ontario Student Assistance Program (OSAP) and How to Apply for OSAP, Government Financial Aid for Students Outside Ontario, University of Toronto Advanced Planning for Students (UTAPS), Part-time Students, U.S. Students, Tri-Campus Scholarships & Awards and University of Toronto Award Competitions is outlined in this following link:



about tuition fees payments and deferrals



TUITION FEES PAYMENTS



Your tuition fees are determined by the number of credits you take and by the program you are enrolled in. There are deregulated programs which have higher fees and require you to pay set tuition fees and then there are regulated programs which require you to pay per course. If you want to drop any of your courses, it

is important that you keep in mind the drop date deadline, and the financial deadline (so you're eligible to receive a full or partial refund for the course).

Your tuition is not only compiled of course fees, but also compulsory and ancillary fees such as the UTM gym, Health and Counselling, or the Early Learning Centre (check out your invoice for a complete list of ancillary and compulsory fees you pay). Keep in mind that there may be additional fees that you may need to pay that are not considered ancillary and or compulsory such as a meal plan, residence fees, course software fees, and/or library fees.



**DID
YOU
KNOW**

Did you know that international students are charged higher tuition fees (4 x more) than domestic students, for the **SAME EDUCATION!!!?**

The UTMSU runs the Fairness for International Students campaign in order to address these key issues for international students. This campaign calls on the provincial and federal government to:

- Eliminate tuition fees for all international students
- Reintegrate international students into the Ontario Health Insurance Plan (OHIP)
- Improve immigration policies to ensure that international students can live and work in Canada



**learn more about the
Fairness for International
Students campaign**

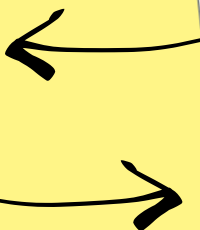
To get involved in this campaign contact
vpexternal@utmsu.ca

TUITION FEES DEFERRALS

If you have applied and qualified for government-funded student aid (OSAP or equivalent as recognized by your province), you are eligible for a fee deferral. A fee deferral allows you to pay your fees after the normal deadline, but you must make sure to make the payment once you received your student aid funding to avoid late charges and/or being removed from your course (yes, you can get kicked out of your course for failing to pay your tuition or minimum payment ontime).



APPLY FOR BURSARIES AND GRANTS



student services

Our campus is filled with many beneficial services that are available and accessible to students, which we encourage you to use as many times as you need!

transportation + parking



if you drive to campus:

you would need to purchase a yearly parking pass and/or pay a daily or hourly fee at a parking meter. They sell out quick so be sure to purchase one as soon as they are available. Stay updated here:



If you don't want to pay the parking pass fee alone (because it can be quite pricey) you can opt for UTM's carpooling program! You can find more information about applying for the carpooling program here



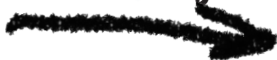
transportation +
parking



if you bike to campus:

If you bike to school and your bike broke down or needs a quick fix, don't worry, you can visit BikeShare (located in front of the student centre) which is a free bicycle rental and repair service located at UTM. You can also rent bicycles for up to 48 hours at time - if you do, make sure you bike around our beautiful campus and keep an eye out for those cute baby deers!

more about bikesharing



if you commute to campus:



If you are a commuter, your students' union has got you back! As an undergraduate UTM student, you can get a Miway U-PASS which will allow you to travel anywhere in Mississauga for free! Just

make sure you show your T-CARD and the U-PASS at the same time to the driver. You can read more information about U-PASS later in this guide.

Did you know that UTM operates a shuttle bus service between Mississauga and St. George campuses and the Sheridan College (Trafalgar) at no additional charge. Just make sure that you are a registered student (meaning that you have paid your fees) and remember to have your TCard with you for verification at each time of boarding.



RAWC AND UTMAC SERVICES + INTRAMURALS

Do you want to get active but don't know what type of sports and activities are available? Want to be a part of the University of Toronto Mississauga Athletic Counsel (UTMAC)? Visit the links below for more information.

Virtual Programs

tinyurl.com/5dhyb9ds

Varsity

tinyurl.com/2bd583bh

Sports

tinyurl.com/b6rt53zu

Fitness & Recreation

tinyurl.com/crh67c53

Aquatics

tinyurl.com/hd7p6y5m

Memberships

tinyurl.com/hpyupppt

UTM Intramurals

tinyurl.com/464nccdk

UTMAC

utmac.ca

Contact: Office 114A is located in the William G Davis Building, on the 1st floor (Room 114A), beside the UTM bookstore.



LIBRARY



The Hazel Mccallion Central Library Skills Centre is one of your go to spaces to study, work on group projects, borrow a book or textbook or use a computer!

On the basement and main floor, you are able to work with your groups (without being in a study room), book study rooms, use the computers and check out some books. On the third and fourth floor, you are able to access a wide range of books and book study rooms. Keep in mind that the third and fourth floor (especially fourth floor) does not permit group work and discussion without booking a study room as these floors have silent study. On the third floor, there is also a GIS and Digital Mapping lab that you can visit and receive assistance. For more information, visit their website



utm.library.utoronto.ca



ROBERT GILLESPIE ACADEMIC SKILLS CENTRE

The Robert Gillespie Academic Skills Centre's mission is to provide a full range of individual consultations, workshops, and programs to help you identify and develop the academic skills that you need to succeed in your academic career.

The RGASC provides support to Undergraduate students in three different ways:

1. One-on-one Appointments

2. Programs & Workshops

Program for Accessing Research Training (CCR-eligible)

The Elements of Academic Reading & Writing (CCR-eligible)

Writing Retreats

Professional English Language Skills (CCR-eligible)

On Demand Workshop requests

Facilitated Study Groups (FSGs)

3. Online Resources

Writing Resources

English Language Learner (ELL) Resources

Study Skills Resources

Note-Taking Resources

Math Resources

Academic Integrity Resources

English Language Learner Resources

Tutoring FAQ

The RGASC provides support to Graduate students in a variety of different ways:

- 1 on 1 Appointments
- Workshops
- Graduate Writing Group
- Graduate Professional Development Conference
- Graduate Research

academicskills.utm@utoronto.ca utm.utoronto.ca/asc

Live Chat: Tue - Thu from 10AM - 12PM

Virtual Hours of Operation: Mon - Fri from 9AM - 5PM

Residence is a great option if you are an international student away from home, or are a domestic student looking to be part of a vibrant community. There are a variety of different on-campus housing options offered by the Student Housing and Residence Life Office. You can choose between townhouse or apartment style housing, how many flatmates (if any) you want to share your space with, and/or if you want to share your bedroom with a roommate.

RESIDENCE



What is the process like on campus?



DATE

- When moving in, you will be assigned a Don, which is an upper year student that will guide you through your transition from high school to university, and especially living on campus.
- Your Don will be your most important point of contact on residence, as they will check up on you, organize activities and events to introduce you to other students, and help you figure out anything you're struggling with logistically, socially or academically.
- You can also choose to have a PAL (Peer Academic Leader), which is an upper year student in the same program as you, who can give you academic advice and guidance specific to your program and courses.
- Finally, you can also choose to be part of a Living and Learning Community (LLC), which is a group of students with shared interests, courses, programs of study, etc. living together on residence, to form a smaller, closer community.

Want to learn more about your housing rights, UTMSU hosts events throughout the year and have provided a resource for you to learn more



UTMSU Services

UTMSU works to improve the quality of educational experience and we recognize that the cost of education is high, and that in addition to tuition fees, students need to pay for transit, childcare, food, books, rent and other expenses. UTMSU aims to provide its members with cost-saving services in addition to our work.

Student Centre

The Heart of UTM and the home to the:

- UTMSU!!!
- Blind Duck Pub
- Duck Stop Convenience Store
- Printing Centre
- Red Lounge
- UTMSU Clubs
- IMI Business Association
- The Medium: our campus newspaper
- ECSpeRT
- Sexual Education Centre
- CFRE: our campus radio

InfoBooth

The InfoBooth is your one-stop destination to get access to all the services, tickets and information provided by UTMSU. InfoBooth staff know just about everything there is to know about what's going on around campus and in the community.

Services provided by the InfoBooth include

- U-Pass
- Locker Rentals
- Shuttle Bus Tickets
- Discounted Printing Service
- Discounted Cineplex Movie Tickets
- Discounted Wet N' Wild Tickets
- Discounted Wonderland Tickets
- Discounted Sky Zone Passes
- Discounted Classic Bowl Passes
- All Club Event Tickets
- SPC Discount Cards
- FREE International Calling
- Cell Phone Charger Rental & Charging Stands
- Health and Dental Plan Membership Card and Information
- Blind Duck Pub Access Card and Pub Night Tickets
- International Student Identity Card (ISIC)
- General information on special events and almost anything else of interest to the University community

Contact Infobooth
Phone: 905-828-5420
infobooth@utmsu.ca

fall/winter

MON - FRI	10AM - 6PM
SAT	12PM - 6PM
SUN	closed

summer

MON - FRI	11AM - 5PM
SAT - SUN	closed

The Blind Duck

The Blind Duck Pub is your home away from home, located in the Student Centre. Great food at student-friendly prices. Our menu consists of a wide range of foods from many diverse backgrounds and has halal, vegetarian and vegan options to accommodate your needs.

hours

MON - WED	11AM - 8PM
THU	11AM - 7PM
FRI	11AM - 5PM
SAT - SUN	closed

**THE
BLIND
DUCK**

@utm_blindduck



Duck Stop

The Duck Stop is UTMSU's very own, student-run convenience store. Located right beside the Student Centre, the store contains various goods from school supplies and health products to snacks and ice cream!

hours

MON - FRI	10AM - 10PM
SAT	12PM - 5PM
SUN	closed

Health & Dental Student Plan

full time



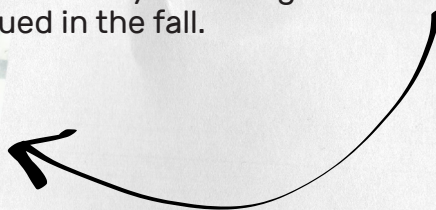
UTMSU provides affordable and comprehensive health and dental coverage to all full-time undergraduate and Mississauga Academy of Medicine (MAM) students at the University of Toronto Mississauga campus. The health and dental plans are provided through Green Shield Canada, the only national not-for-profit insurance provider in Canada with the support of the National Student Health Network.

All full-time UTM undergraduate and MAM students are automatically enrolled into the UTMSU plans. Depending on your registration, the plans provide extended health and dental coverage for up to 12 months, from September 1 to August 31, annually.

The plans cover medical expenses that are not covered by the provincial government, therefore, they are supplementary to coverage under OHIP (Ontario Health Insurance Plan) or UHIP (University Health Insurance Plan), not a substitute.

terminology

OHIP - An Ontario Health Card and UHIP - University Health Insurance Plan is required by all International students. This card expires each year in August and a new one is issued in the fall.



Health & Dental Student Plan

To use your UTMSU health and dental plans, you will need your Green Shield ID Number (or insurance policy number). This number consists of "UTM", your student number, and "-00" for the primary plan user (you). For example: UTM100234567-00.

For additional family members and dependents added on the plan, the suffix may be "-01" or "-02".

Please visit utmsu.ca or studentgreenshield.ca for detailed information for claim submission, including your full Benefit Booklet and ID card, digital health services, and discounts



part time



The Association of Part-Time Undergraduate Students (APUS) provides affordable health and dental coverage to part-time students across all three campuses of the University. Depending on your registration, the plans provide extended health and dental coverage for up to 12 months, from September 1 to August 31 annually. Health and dental plans are provided through Green Shield Canada, the only national not-for-profit insurance provider in Canada.

To use your APUS health and dental plans, you need your Green Shield ID Number (or insurance policy number). This number consists of "APU", your student number, and "-00" for the primary plan user (you). For example: APU999111222-00. For additional family members and dependents added on the plan, the suffix may be "-01" or "-02".

Please visit apus.ca or student.greenshield.ca for more

Printing Service



Black & White Rates

Single Side/One Page Cost (8.5 by 11) - \$0.06

Double Side/One Page Cost (8.5 by 11) - \$0.05

Colour Rates

Single Side /One Page Cost (8.5 by 11) - \$0.12

Double Side/One Page Cost (8.5 by 11) - \$0.10

Visit us at the UTMSU InfoBooth in the UTM Student Centre and our fantastic staff can walk you through the new process.

MiWay

**DID
YOU
KNOW**

UTMSU successfully lobbied to create the UPASS program in 2006 and added heated bus stop shelters to help students in the cold winter days!

The Universal Transit Pass (U-Pass) is a service that is jointly offered by the UTMSU and the City of Mississauga. Eligible UTM students have unlimited access to Mississauga transit for the fall, winter and/or summer semester - all you need is your U-Pass & t-card.



Eligibility of UPASS:

- Be a registered student at UTM
- Must have a valid T-card for more than 24 hours
- Paid or deferred your fees on Acorn and has been more than 72 hours since the fee deferral or payment

For more information contact:
upass@utmsu.ca

In Winter 2021 UTMSU achieves partial \$95 rebate on UPass fee for the students!

**DID
YOU
KNOW**

Food Centre



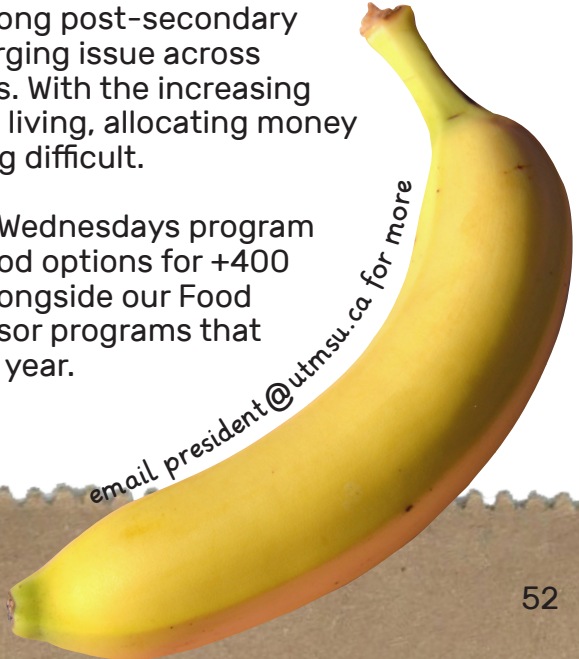
The UTMSU Food Centre is a place that provides access to good food for all students and community members who are food insecure. Some students are forced to choose between buying textbooks and buying food, and we believe that no student should have to make that choice. Our Centre works to create community building, alternative access to good food and challenge the structures that create food insecurity. This work is accomplished by facilitating access to good food for all students who are food insecure while addressing the issues that create food insecurity in the first place.

Free Breakfast Wednesdays

Food insecurity among post-secondary students is an emerging issue across Canadian campuses. With the increasing costs of tuition and living, allocating money for food is becoming difficult.

Our Free Breakfast Wednesdays program provides healthy food options for +400 students a week, alongside our Food Centre and destressor programs that run throughout the year.

email president@utmsu.ca for more



Grad Photography

First off, Congratulations on your graduation!

Did you know that you can get your graduation photo taken on campus? Did you know that it will also be in the graduation composite? Your students' union has partnered with Lassman Studios to make this happen! Make sure you connect with us on our social media or sign up to our newsletters to stay in the loop about photography dates!



Tax Clinic

Through our membership with the Canadian Federation of Students, students have access to FREE tax filing through UFile! Members are able to use the UFile online platform to learn more about the tax filing process and how to submit for the 2019 tax year.

In addition, UTMSU hosts an on-campus tax clinic in co-operation with the CRA CVITP program. Our Tax Clinic opens in March and April and is a service that assists students file their taxes for free. We will only be filing for the most recent tax year. This service benefits students earning \$40,000 or less annually.

Off-Campus Housing

Finding off-campus housing can be difficult and time consuming for students. Your students' Union (UTMSU) would like to help make the process as easy as possible for you. Through our partnership with Places4Students Inc., we provide an online collection of numerous housing opportunities.

Places4Students provides students, schools and landlords with the highest quality, off-campus housing service. The website provides a large real-time database of student housing vacancies in the area of the school. Also, an abundance of information about available housing; including photos and text, contact information and property features.



learn more about
off-campus housing



Social

clubs

Clubs are student groups representing the interests of the student population. Based on what your interests are, you can either join or even start a club to represent fellow students who share those similar interests. At UTMSU, we value clubs as one of our top priorities. The diversity of clubs that are available for students is truly an asset to our campus.

academic societies

Academic Societies are student-led organizations with a specific academic focus. They are led by student representatives that are elected into positions! Almost every Academic Department at UTM has a representative academic society that unites and enriches student life and allows them to participate in accomplishing a set of academic objectives.

connect with a club or an academic society

campus.groups@utmsu.ca



UTMSU events to look out for

- Orientation Week
- SaugaFest
- Frost Week
- Academic Advocacy Week
- Culture Fest
- Mental Health Awareness Week
- Halloweek
- Reading Week Trips
- Block Party

Follow @myutmsu on Instagram to never miss out on upcoming events

ESSENTIAL CONTACTS

UTMSU EXECUTIVE TEAM



Office Location: Student Centre

UTMSU INFOBOOTH

infobooth@utmsu.ca
905-828-5420

hours

MON - FRI 10AM - 6PM
SAT-SUN closed

UTMSU



@myutmsu



@myutmsu



@myutmsu



University of Toronto Mississauga
Students Union

UTMAC

info@myutmac.ca
utmac.ca/contact



@utmac_eagles



Office: William G Davis Building, on
the 1st floor (Room 114A), beside the
UTM bookstore.

ESSENTIAL CONTACTS

OFFICE OF REGISTRAR (OR)

The Office of the Registrar is the central hub for all your administrator needs. Whether it is exam dates, course enrollment, financial advising or submitting petition and forms. You can always make an appointment with an advisor to help you navigate your academic and/or financial concerns.



@UTMRegistrar

905-826-5399

hours for remote services

MON - THU 9AM - 4PM
FRI 9AM - 1PM

hours for phone support

MON - FRI 9AM - 12PM

Office: Kaneff Building

Website



ROBERT GILLESPIE ACADEMIC SKILLS CENTRE (RGASC)

RGASC provides a full range of individual consultations, workshops, and programs to help students identify and develop the academic skills they need for success in their studies. They work collaboratively with University of Toronto Mississauga faculty and teaching assistants to help them create the best possible environments for learning in their classes, labs, and tutorials.

academicskills.utm@utoronto.ca

Office Location: Maanjiwe
nendamowinan, Room 3251

Website



ESSENTIAL CONTACTS

ACADEMIC INTEGRITY UNIT

**DID
YOU
KNOW**

UTMSU's Academic Advocacy and Campaign Coordinator and the Vice President University Affairs can be a support to student hearings and can help answer any questions you may have with academic offense procedures!

The Academic Integrity Unit (AIU) in the Office of the Dean handles all academic offence cases at the University of Toronto Mississauga (UTM). They are a neutral party with respect to all cases and are neither an advocate for students or faculty nor a decision-maker in the process. They also serve as an information resource that strives to promote values of integrity and educational excellence at UTM.

Mailing Address: University of Toronto
Mississauga, Office of the Dean 3359 Mississauga
Road North Room 3200, William Davis Building
Mississauga, Ontario L5L 1C6

Office Location: William Davis Building, Room 3229

Website

Contacts



ECSPERT

The Erindale College Special Response Team (ECSPeRT) is a division of St. John Ambulance located at the University of Toronto at Mississauga (UTM). We are a team of volunteer Medical First Responders who provide first aid coverage to all students, staff, and visitors of the UTM campus.

ecspert.sja@gmail.com

ecspert.ca

Emergency Phone: (905) 569-4925



@utm_ecspert



@UTM_ECSPeRT



@ECSPeRTUTM

Office: Room 210K
in the UTM Student
Centre.

ESSENTIAL CONTACTS

SEXUAL VIOLENCE PREVENTION AND SUPPORT CENTRE

The Sexual Violence prevention and Support Centre is an initiative created by the University of Toronto to support and help students, staff and faculty members who have been affected by sexual violence or harassment. The centre also provides programming Tri-campus including workshops and trainings to educate UofT members about sexual violence on and off campus.

Phone (for all locations): 416-978-2266

svpscentre@utoronto.ca

UTM Office: Davis Building, Room 3094G

SEXUAL EDUCATION CENTRE

SEC is a student run organization with the objective of providing UTM students with not only education and resources for healthy sexual relations but also free contraceptive products and more. The office is also a space to receive confidential and non-judgmental support from peers.

Office: UTM Student Centre Room 150

accessibility services

Accessibility Services is a student service, academic service and University of Toronto equity office on the UTM campus. It is a separate entity from the St. George and Scarborough disability offices and is funded through a grant from the Ministry of Training, Colleges and Universities. Their mission is to ensure that all students with disabilities can freely and actively participate in all facets of university life; to provide and coordinate services and programs that enable students with disabilities to maximize their educational potential and to increase awareness of inclusive values among all members of the university community.



Accessibility Handbook



Website:

contact

905-569-4699

access.utm@utoronto.ca

hours

	10AM - 12PM, 1PM - 4PM
MON - THU	10AM - 12PM, 1PM - 3PM
FRI	

UTMSU Equity handbook

The UTMSU Equity Handbook is an amazing resource for all students to not only learn about oppression, oppressive frameworks and new terminology like Misogynoir, but to also provide students with resources both on and off-campus, that can help them foster community, deal with equity-related issues, and improve their university experience at large.



get it here



UTMSU Career Centre

UTM Career Centre offers many resources, programs and services to help build your knowledge about the world of work, your own skills and interests, and the skills and/or further education you need to take your next steps. Services such as Career Counselling, Resume Critiques or professional development workshops are available to you. For a complete list of services and resources the Career Centre offers visit:

utm.utoronto.ca/careers



UTM Study Tips + Academic Resources



study skills



online resources



writing tips



math skills



more writing tips



more writing tips



academic resources

Student Tips



1 Readings + Notes

- Try to have your readings completed before your lecture, that way you'll have a better understanding of lecture material.
- Take notes while you read, this will come in handy for your midterms and exams.

2 Lectures

- If your instructor emphasizes an idea or says it's gonna be on the exam: It **WILL MOST LIKELY be on the exam**.
- Download slides prior to lectures if possible. This is helpful because you are able to add additional notes onto the slide, rather than writing/typing out everything.

3 Resources

- Take advantage of resources offered on campus by various departments, campus groups and your student union! A great way to be in the know is by following the UTMSU, various clubs and societies, and UTM on social media to stay up to date!

4 Instructors / Teaching Assistants (TAs)

- We understand that it may be intimidating or difficult to approach your instructor or TA's for help, but remember that they are there to help you and **they WANT to help you!** Use them as your tutor if you can't understand lecture materials or content!
- Attending **office hours** or speaking to your instructor and TA's after lecture/ tutorial is a great opportunity to make conversation, get to know them and for them to put a name to a face. They also have extensive networks that you can be introduced to including co-op, internship, or volunteering opportunities.

5 Scams

- **Clipboard Scam:** Unless your professor tells you a sign up sheet is going around the class, if you want an internship job etc, then you shouldn't put your name down. Otherwise it's a scam, usually if professors want to send you opportunities to sign up for, they will send it through your UofT emails.
- **Fake Emails:** There are some emails that go around stating that they are from the university and that they require you to click on the link. Unless they have a proper utoronto email, do not open any links being sent to you. However, if you choose to do so please do so with discretion as they may lead to important information being leaked or accessed. If you received an email that you think may be a scam, we suggest contacting UTM's IT/ Service Desk for more support.

6 Academic Integrity

- So many students have been charged with an academic offence because of various reasons such as using other students' success packages, repurposing their own assignment and communicating in group chats etc. It is so important that you are aware of what constitutes an academic offence so you don't find yourself unknowingly committing one (and unfortunately the defence "I didn't know" is NOT a valid defence according to the university). We recommend that you read The Code of Behaviour on Academic Matters and The Student Rights and Responsibilities Series on Academic Integrity. You may also visit The Office of the Dean: Academic Integrity Unit, speak to your instructors / TAs about your academic integrity concerns or us, your students' union - Stay tuned for Academic Advocacy Week where you can learn more about academic integrity!

read:



The Code of
Behaviour on
Academic Matters



The Student Rights
and Responsibilities
Series on Academic
Integrity

7 Quercus

- Navigating Quercus is important, of course, but the calendar feature can really be a lifesaver. It is very helpful as you are able to see course due dates, upcoming midterms and course work you have already submitted be automatically mapped out and crossed out.

8 Social Engagement

- A great way to make friends and find people with common interests is to get involved with the various clubs and societies on campus.
- A lot of clubs and societies also have mentorship programs for new students that are very helpful in getting adjusted to University life!

9 Downtown Legal Services

- If you need to consult with legal aid, a great resource is Downtown Legal Services (DLS) who are a free legal service to University of Toronto Students. DLS provides a range of free legal services University of Toronto students (and for low-income residents of Toronto) in six areas of law: criminal law, employment law, family law, refugee and immigration law, housing law and university affairs. For legal assistance, you can call their intake line at (416)-978-6447.
- For general inquiries, please call the main office line at (416)-934-4535 or email them at law.dls@utoronto.ca.

10 Credit/ No Credit (CR/NCR)

- If you're interested in broadening your horizons and taking courses totally unrelated to your degree, but worried about not doing well and affecting your CGPA (Cumulative Grade Point Average) - Rest Assured CR/NCR is a great option for you. With CR/NCR you are able to take courses that you are interested in, **without having them affect your CGPA**. You have a maximum of 2.0 credits throughout their undergraduate career to be assessed as Credit/No Credit. Courses that are passed with a final mark of at least 50 % will receive a 'credit' (CR) notation on a transcript and will be counted towards your minimum 20.0 degree credits. Marks below 50 % will receive a 'no credit' (NCR) notation on a transcript. Keep in mind that CR/NCR cannot be used on program requirements, but only on **distribution credits**.

WHERE TO STUDY AT UTM

Are you looking for a place to study but don't know where? Rest assured, we got you covered! You can study in all the buildings on campus from the Library to the Instructional Building to the William G. Davis Building BUT we know that it can get a tad distracting! Did you know that you can actually book rooms in some of the buildings on campus? You can also access computers, a monitor and much more. To book study spaces, you need to visit the Library's website and log in with your Utorid. Follow this link to see a complete list of study spaces:



Opportunities
at UTM

Our campus groups are not the only way you can gain work and volunteer experience! One of the many ways is through the, The Career Centre, a department that handles anything in relation to adapting and building your knowledge and skills for life during and after University! They provide services such as resources, programs and workshops that can help with planning ahead, finding work studies, internship and/or job opportunities.

For more info log into CLNx today

clnx.utoronto.ca

Here's a look at our beautiful campus!



Campus Mailing Address*
 3359 Mississauga Rd.
 Mississauga, Ontario
 L5L 1C6
www.utm.utoronto.ca



If you require an accommodation due to a disability, please contact your event host, who will work with you to make appropriate arrangements.
 For additional directions, visit www.utm.utoronto.ca/maps
 (Note: Map not to scale)

Building Codes*

Academic Buildings

- CG** Communications, Culture & Technology Building
- DH** Deerfield Hall
- DM** William G. Davis Building
- HM** Hazel McCallion Academic Learning Centre & Library
- HSC** Science Donnelly Health Sciences Complex
- IB** Instructional Centre
- KNI** Kanef Centre/Innovation Complex (formerly New North)

Campus Buildings

- C1** Academic Annex
- C2** Alumni House & Parking Office
- C3** Central Utilities Plant
- C4** Early Learning Child Care Centre
- C5** Erindale Studio Theatre
- C6** Forensic Anthropology Field School
- C7** Grounds Building
- C8** Liblaurist
- C9** Paleomagnetism Lab
- C10** Recreation, Athletics & Wellness Centre
- C11** Research Greenhouse
- C12** Student Centre

Student Housing

- R1** Erindale Hall
- R2** Leacock Lane Residence
- R3** McGrath Valley Residence
- R4** Mulholland Court Residence
- R5** Oscar Peterson Hall
- R6** Putnam Place Residence
- R7** Roy Ivor Hall
- R8** Schreiberwood Residence
- R9** Schreiberwood Residence

- MT** Mississauga Transit stop
- P** Parking
- M** Metered parking
- BT** Brampton Transit stop
- ST** Shuttle stop
- UP** Underground metered parking
- CS** Construction Site
- MT** Metered parking restricted times

Version: 03/19

