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## **ASSU AWARDS**

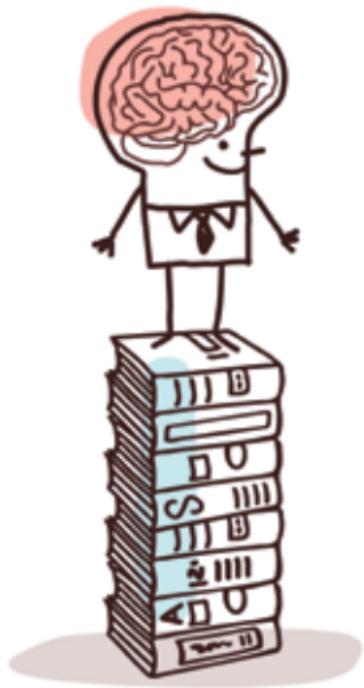
The Arts & Science Students' Union hands out over \$25,000 in awards, bursaries and scholarships. Our bursaries are based on financial need and are awarded directly by the Faculty. Below is a list of our awards – to find out more information about each of them, visit the ASSU office or go to [www.assu.ca](http://www.assu.ca)

### **ASSU BURSARIES**

- ASSU First Year Bursaries
- ASSU 2nd Year Bursary
- Jane Seto (3rd Year ) Bursary
- ASSU 4th Year Bursary \$1500
- CARL G. AMRHEIN Bursary
- ASSU-DEAN Bursary

### **ASSU AWARDS**

- William R. Gardner Student Leadership Award
- Gavin Nowlan Campus Student Leadership Award
- First Year Campus Involvement Award
- Arts & Science Students' Union Entrance Bursary
- ASSU Graduating Student Leadership Award
- Katharine Ball Graduating Award for Course Unions
- Urmila Sarkar Award For Outstanding Service to Students
- Terry Buckland Award For Diversity & Equity in Education
- Sanjeev (Sanj) Dewett Course Union of the Year Award
- Ranjini (Rini) Ghosh Excellence in Teaching Award



# EXAM JAM

Review and Refresh at Arts and Science  
Exam Jam at Sidney Smith Hall

Review course material with instructors

Study with your classmates - Improve your study skills

Eat healthy snacks, do some fun physical activity, Relieve stress!

For details and dates please visit  
[www.uoft.me/examjam](http://www.uoft.me/examjam)

# **WANTED... VOLUNTEER TUTORS**

## **Project: Universal Mind**

Volunteer to tutor a high school student for one hour a week over the course of the academic year. UofT students travel to local high schools to offer free tutoring to students who are in need of help for in English, Science and Math.

After completing the program, you will receive a Certificate of Recognition.

For more information or to pick up an application form, stop by the ASSU office or visit [www.assu.ca](http://www.assu.ca)

The logo consists of the letters "Assu" written in a bold, italicized, black, cursive-style font. There is a horizontal line underneath the "u".

## INTRODUCTION

GREETINGS! We are the Arts & Science Students' Union (ASSU) - the academic student union for over 23,000 full-time undergraduate students in the Faculty of Arts & Science at the University of Toronto. Based in Sidney Smith, 1068, ASSU is made up of over 60 course unions, 7 elected executives, and 3 staff members. Through our structure of course unions, we organize with students and community members to hold events, change policies, improve programs, run successful campaigns, and provide support for academic grievances.

We recognize that our academic experience is inherently linked to our lived experience and seek to support our members in addressing the systemic barriers that they face, including poverty, racism, sexism, homophobia, transphobia, ableism, and discrimination based upon immigration status. We work to ensure that the academic needs and concerns of all students are fulfilled.

In this new publication - the **ASSU Academic Handbook**, we have highlighted some academic rules and regulations that students need to be aware of. We have also included important information, including a few *Advice* sections written by students, and pages of resources, that will help you navigate UofT and make the most of your time here as a student. GOOD LUCK!

The logo consists of the lowercase letters "assu" written in a bold, black, cursive font. The letters are slightly slanted and connected, with the "a" having a prominent loop and the "s" having a long horizontal stroke.

## **ACADEMIC RULES & REGULATIONS**

Below are some important rules and regulations that all students should be aware of. These are taken from the *Faculty of Arts & Science Calendar* - <http://www.artsci.utoronto.ca/current> and from the *Academic Handbook for Instructors* - <http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors>

### **Course Syllabus**

The course syllabus is an instructor's "contract" with their students for the requirements of their course.

Instructors are required to include in the syllabus anything that contributes to the student's mark, e.g. the marking scheme, and any policy or rule that affects the mark, such as late penalties. Students must abide by what is in the syllabus. Instructors must make the syllabus readily available to students, either by posting it on the course website, or by distributing a copy to students in the first or second class in the course.

### **Office Hours**

All instructors are required to hold office hours throughout the term. The number and distribution of these hours are not specified in policy; however, they should be arranged to facilitate interaction with students. Best practices point to a minimum of 2-3 hours per week.

## **Term Work and Term Test Regulations: Marking Schemes**

As early as possible in each course, and no later than the last date to enrol in the course, the instructor shall make available to the class, and shall file with the division/faculty or department, the course marking scheme, i.e., methods by which student performance shall be evaluated. This should include whether the methods of evaluation will be essays, tests, class participation, seminar presentations, examinations, or other requirements; the relative weight of these methods in relation to the overall grade; and the timing of each major evaluation.

No essay, test, examination etc. in the marking scheme may be assigned a weight of more than 80% of the course grade. This limit does not apply when an instructor makes an accommodation at a student's request to take into account assessments missed for legitimate, documented reasons.

After the marking scheme has been made known by the last date to enrol in the course, the instructor may not change it or the relative weight of assessments without the consent of a simple majority of students attending the class, provided the vote is announced no later than in the previous class. Any changes must be reported to the division or the department. The only exception to this is in the case of the declaration of a disruption.

In the event that this policy has not been followed, a student may petition to have the course removed from the record, provided such a petition is filed no later than the last day of classes.

## **Term Work**

Instructors shall return by the deadline one or more marked assignments worth a combined total of at least 10% of the total course mark for H courses and 20% for Y courses.

The deadline for returning such marked work shall be the last regularly-scheduled class meeting prior to the deadline to cancel without academic penalty, with one exception: for courses that run the entire Fall/Winter Session (Y1Y or H1Y courses), the deadline shall be the last regularly-scheduled class meeting of the first week of classes in January.

All term work must be submitted on or before the last day of classes in the course concerned, unless an earlier date is specified by the instructor. Students who for reasons beyond their control are unable to submit an assignment by its deadline must obtain approval from their instructor for an extension of the deadline. This extension may be for no longer than the end of the Final Examination period. If additional time beyond this period is required, students must petition through their College Registrar before the end of the examination period for a further extension of the deadline.

Students are strongly advised to keep rough and draft work and copies of their essays and assignments, as these may be required by the instructor.

All written work that has been evaluated should be returned to the student with such detailed comment as the instructor deems appropriate, and time made available for

discussion of it. Any enquiries or appeals about a graded piece of work must be made to the instructor as soon as possible and no later than two weeks after the work was returned. Instructors must keep unclaimed term work for at least six months beyond the end of the course.

### **Term Tests**

No term test or combination of term tests held in the last two weeks of classes at the end of any term may have a total weight greater than 25% of the final mark. This includes term tests in Y courses held in December, and also includes “take-home tests” and assignments where the topics or questions are both assigned and due with the last two weeks of classes.

All term tests must be held on or before the last day of classes. No term test may be held during Reading Week in February, during the Study Break in April, or during Faculty Examination Periods, except for those in F or Y-courses scheduled by the Faculty in the December Examination Period.

### **Tests Outside Class Hours**

Some courses must schedule term tests outside their regularly-scheduled class hour (e.g. to allow all sections to take the same test at the same time). Since all tests and their dates are given out on the syllabus at the beginning of the course, you should know about such conflicts well in advance. The general rule is that the regularly-scheduled class has priority, i.e. the “right of way.” However, it’s your responsibility to seek a resolution early.

If the test outside the regular class hour conflicts only

with a lecture in another course, you will have to decide whether to miss the lecture and get notes from someone else, or to ask about a make-up test, which will likely be at a different hour on a later date. It may be that taking the test is your best choice, rather than delaying.

If the test outside the regular class hour conflicts another test in its regularly-scheduled class hour, the regularly-scheduled course has priority. This means that your instructor in your regularly-scheduled course should not be expected to provide you with a make-up test opportunity. The instructor of the course with the test outside class hours should be the one to arrange a solution to the conflict, since the other course has priority. You should notify that instructor about your conflict well in advance of the test day to give him or her the opportunity to make arrangements. The solution may be for you to take the make-up test in that course, or to begin one test early and go straight to the other test, or some other arrangement. You will have to be flexible.

It is best to also alert your regularly-scheduled course instructor about the conflict, just in case your other instructor makes contact to discuss a joint resolution. She or he may be annoyed at the other instructor, but it works best for you if contact doesn't come as a surprise. Remember, you should not wait until just before test day to bring this forward, and neither instructor should ask you to drop one of the two courses as a resolution.

If you cannot work out a resolution with your instructor, since this is an academic matter you should go to the department sponsoring the course having the test outside

class hours and ask them to help you resolve the issue.

### **Missed Term Tests**

Students who miss a term test will be assigned a mark of zero for that test unless they satisfy the following conditions:

- Students who miss a term test for reasons beyond their control may, no later than one week after the missed test, submit to the instructor or department/program a request for special consideration explaining the reason for missing the test, and attaching appropriate documentation, such as the Verification of Illness or Injury form ([www.illnessverification.utoronto.ca](http://www.illnessverification.utoronto.ca)).
- If a request with documentation cannot be submitted within one week, the department may consider a request to extend the time limit.
- A student whose explanation is accepted by the department will be entitled to one of the following considerations:
  - a) Where practicable, the student may be offered the opportunity to do a make-up test.
  - b) Where a make-up test is not practicable or the student's circumstances do not permit a make-up test, the instructor may allocate the percentage weight of the test to any combination of the remaining term work and/or final exam in the course.
  - c) If the student misses the remaining term work for acceptable reasons, the full percentage weight of the missed work may be allocated to the final exam. Exception: the weight of a final exam in a 100-series course may not be increased beyond 80% as an initial accommodation for a legitimate absence. However, if the student misses

the make-up opportunity or subsequent test that was to be re-weighted, then the weight of the final exam may be increased beyond 80%.

- d) In courses where the mid-term test is the only marked work in the course other than the final examination, an initial make-up test opportunity normally must be given.
  - No student is automatically entitled to a second make-up test opportunity. The department will determine what accommodation is appropriate for a student who misses a make-up test for legitimate reasons.
  - A student who misses a term test cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that he or she has had no term work returned before the drop date.

### **Requests for Re-Marking of Term Work**

A student who believes an individual item of work has been incorrectly or unfairly marked may request that it be remarked. Such requests should be made initially to the instructor in the course as soon as possible after the work was returned, and no later than two weeks after it was returned.

If an instructor refuses the request to remark a piece of work, or if the student believes the remarking was incorrect or unfair, the student may appeal to the Undergraduate Coordinator (e.g. Associate Chair who is acting on behalf of the Chair) of the department or program sponsoring the course.

Appeals beyond the program or department should be made to the Office of the Dean. Such appeals about the marking of term work must be made in writing. They will

be reviewed to ensure that appropriate procedures have been followed in earlier appeals, that the student has been treated fairly, and that the standards applied have been consistent with those applied to other students doing the assignment. The Office of the Dean is the final level of appeal for marks in the Faculty of Arts & Science; no further appeal is possible.

An appeal of a mark beyond the instructor for term work may only be made for an item worth at least 20% of the course mark.

All appeals beyond the instructor must be made in writing in a timely manner, and no later than two weeks after the work was returned, explaining why the student believes the mark was inappropriate and summarizing all previous communications in the matter.

Students making a request for a remarking must accept that the resulting mark will become the new mark, whether it goes up or down or remains the same.

### **Final Examinations**

The Grading Practices Policy states that normally “in all courses that meet regularly as a class there shall be a final exam held under divisional auspices.” The policy allows for divisional implementation, and the Faculty implements it as follows:

- All 100-series courses (except 199Y courses) must have a Faculty-run final exam, and that exam must carry a weight of at least 1/3 and not more than 2/3 of the final

mark.

- Courses at the 200 level normally have final exams
- Courses at the 300/400 level often have final exams, but many units have decided that this is not necessary or appropriate for some of these courses.

### **Turnitin.com**

Turnitin.com is a diagnostic tool that many instructors find helpful, and for which UofT has a license. It notes commonalities in phrasing between a student's essay and other sources. It does not necessarily identify plagiarism and is to be used in conjunction with an instructor's judgement.

If instructors intend to use turnitin.com as their method for receiving written assignments, they must inform students of this at the beginning of the course. They must also inform students that use of turnitin.com is **voluntary**, and provide alternate means of submitting assignments should a student not wish to use turnitin.com.

If instructors use this tool, the following text must be used in their syllabus along with their instructions:

*"Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site".*

### **Late Penalty Policy**

Instructors are not obliged to accept late work, except where there are legitimate, documented reasons beyond a student's control, such as medical issues. If instructors intend to accept and apply penalties to late assignments, they must spell out the rules in their syllabus, such as: whether or not they require prior notification of impending lateness; the penalty that will be applied per unit of time; maximum possible penalty; ultimate deadline when work will no longer be accepted; documentation required, if relevant; etc.

### **Taping/Recording/Photographing Lectures etc.**

Lectures and course materials prepared by the instructor are considered by the University to be an instructor's intellectual property covered by the Canadian Copyright Act. Students wishing to record lecture or other course material in any way are required to ask the instructor's explicit permission, and may not do so unless permission is granted. This includes tape recording, filming, photographing PowerPoint slides, Blackboard materials, etc. Such permission is only for that individual student's own study purposes and does not include permission to "publish" them in any way. It is absolutely forbidden for a student to publish an instructor's notes to a website or sell them in other form without formal permission.

## **Formal Appeals: Definitions**

The Faculty has two types of formal appeals:

- A “**Petition**”: A petition is a formal request from a student for an exception to a Faculty rule or regulation. The most common ones are about deferred exams, extensions beyond the end of a course, withdrawal from a course after Drop Date, relief from Academic Suspensions, and exemptions from Degree Requirements. Students submit a petition through their College Registrar and the OFR administers the responses given by the OFR Petitions Section, the Committee on Standing, the Academic Appeals Board, etc.
- An “**Academic Appeal**”: These appeals pertain to matters of academic judgement, i.e. matters touching on academic conduct or assessment. These include but are not limited to marking, fair or reasonable treatment, admission to programs, an instructor’s conduct in the classroom, arbitrary application of rules, etc. Such matters are not petitionable; they are the subject of academic appeals and such appeals are to be reviewed by academics rather than administrative staff. They go up through the instructor, to the academic unit (UG Coordinator and Chair), to the Dean’s Office, with the Dean’s Office being the final level of appeal.

The normal protocol in dealing with a complaint or appeal is for the complainant to provide the person who made the initial decision with an opportunity to review it. If the student is not satisfied, they should speak to the UG Coordinator, as the next level of appeal.

## **CREDIT/NO CREDIT**

Degree students in the Faculty of Arts & Science and the Faculty of Architecture, Landscape and Design may select up to 2.0 full-course equivalents of their degree credits offered by the Faculty of Arts & Science on the St. George campus to be assessed on a Credit/ No Credit (CR/NCR) basis.

Important things you need to know about the CR/NCR option:

- Students must make changes to this mode of assessment (e.g. add or remove a CR/NCR option) no later than the last date to cancel the course without academic penalty. Once the deadline has passed, students may not reverse this decision.
- To achieve a status of CR (Credit), a student must achieve a final mark of at least 50%\*. Marks below that will be assessed as NCR (No Credit). The final numerical or letter grade in the course will not appear on the transcript.
- Courses with a final status of CR will count as degree credits but will have no effect on the student's GPA. They will count towards Distribution/Breadth Requirements and degree credits. However, they CANNOT be used to satisfy Subject POSt requirements nor the 12.0 different FCE requirement between Subject POSts for your degree.
- Courses with a final status of NCR will not count as degree credits but will not count as failures, and will also not be included in the GPA calculation.
- Students may exercise this option to a total of 2.0 full-course equivalents within the total number of credits required for a degree. The choice is not restricted as to year or level of course.

- Students taking a course on a CR/NCR basis will not be identified individually to the instructor teaching that course; they will be assessed in the same way as all other students in the course, i.e. will have the same assignments and tests and will be evaluated with the same expectations.
- There is no approval process for CR/NCR. It is up to you to determine whether you should take a particular course on a CR/NCR basis. (See advice above)
- The CR/NCR option cannot be used for a course in which the student has committed an academic offence. If a student has specified the CR/NCR option in a course in which he or she commits an academic offence, the CR/NCR option will be revoked and the percentage grade will stand as the course grade.

### **When can I add or remove a CR/NCR option?**

The deadline to add or remove a CR/NCR option is the same as the deadline to drop the course without academic penalty. Once the deadline has passed, students may not reverse this decision.

### **How do I add or remove a CR/NCR option?**

For instructions on adding or removing a CR/NCR option please refer to the Faculty of Arts & Science website:

<http://www.artsci.utoronto.ca/current/forms-services/crnrcr>

## **LATE WITHDRAWL - LWD**

The Faculty of Arts & Science has approved a mechanism to assist students, in conjunction with their college registrars, to remedy situations, particularly in their early years at university, where personal or other circumstances mean they are irretrievably behind in a course.

- Students pursuing a degree in the Faculty of Arts & Science may request to withdraw without petition from a total of no more than 3.0 FCEs in the 20.0 FCEs required for their degree, provided such a request is made by the last day of classes in the relevant term.
- Students will make such requests to their college registrar, who has the authority to approve such requests if the circumstances warrant approval of an exception to the normal Drop deadlines.
- Withdrawals approved under this procedure will be noted on the academic record by the course status LWD (Late Withdrawal). This course status will have no effect on the GPA or other elements of the academic record.

Students who have fallen behind with assignments or are not at all prepared to write exams in one or more of courses will be expected to make use of this remedy, and should contact their college registrar's office immediately.

Students seeking to avail themselves of this remedy will be expected to work with their college registrarial advisor to analyze what led to their predicament, to discuss what steps they can take to prevent it from happening again,

and to learn from their experiences.

Future petitions for Withdrawal, Deferred Exams, or Extensions for Term Work will be considered in light of the fact that the student has previously been granted such an opportunity.

Note that the option for Late Withdrawal is not available if an allegation of academic misconduct is under investigation.



## *Assu* SERVICES

- Advises on academic grievances & concerns
- Carries copies of term tests
- Has 2 photocopiers (5 cent copies)
- Provides an inexpensive fax service
- Sells cold pop (50 cents)
- Answers all student inquiries
- Rents out lockers in Sidney Smith Hall
- Hands out over \$25,000 in awards, bursaries & scholarships
- Co-ordinates *PROJECT: UNIVERSAL MINDS*
- Co-ordinates *EXAM JAM* with the Faculty of Arts & Science
- Funds the *UNDERGRADUATE RESEARCH FUND*

## **EXAM COPY REQUEST**

Students may submit a request for a photocopy of their Arts and Science faculty final examination written on the St. George campus within the last six months. This does not include in-class exams or tests, nor final exams for courses given on other campuses. For exact deadlines and regulations, please consult the current Arts & Science Calendar.

Students must fill out and print the request form - available on the [www.artsci.utoronto.ca](http://www.artsci.utoronto.ca) website. The form must be signed by the student whose exam is being requested.

The form must be submitted by fax, by mail or in person and payment must be included.

### *Please Note*

Certain final exams are restricted by the Department and it is not possible to obtain a photocopy. Students may only request a viewing appointment of these exams.

If you requested your order for pick-up, you may check whether the order is ready by coming in or calling the office at 416-978-3384 seven to ten working days after you have submitted your order.

If you requested your order to be mailed, it will be sent to the address that you provided on the form.

## **VIEWING EXAM REQUEST**

Students may request a free supervised viewing of one of their Arts and Science faculty final examinations written on the St. George campus within the last six months. This does not include in-class exams or tests, nor final exams for courses given on other campuses.

Students must fill out and print the request form - available on the [www.artsci.utoronto.ca](http://www.artsci.utoronto.ca) website. The form must be signed by the student whose exam is being requested. The form must be submitted by fax, by mail or in person.

Unless you are submitting your request form very close to the deadline dates indicated below, please wait 7-10 days before telephoning to arrange for a viewing appointment. If a student has not telephoned to make an appointment by the deadline date his or her order will be cancelled. Students who submit requests at or near the deadline should telephone immediately after submitting the form.

The Examination Viewing Room is open Mondays from 11:00 a.m. to 2:00 p.m. by appointment only. If you have classes, labs or tutorials during that time, you may be granted an alternate viewing time unless you can be accommodated in the following term before the above deadlines. You are allowed up to 30 minutes viewing time per examination and are entitled to only one free viewing appointment per examination. Please note that, in the case of some courses, only certain portions of the examination are available for viewing.

**PLEASE READ THE FOLLOWING RULES CAREFULLY BEFORE COMING TO VIEW YOUR EXAMINATION(S):**

Students viewing examinations may not be accompanied by anyone else.

All belongings should be placed at the side of the room or under the table. Nothing whatever, including writing implements, should be on the viewing table.

Students must show their University of Toronto Photo ID/ Library Card, and sign for each examination they view. Students may not consult books or notes, nor make any notes, while viewing examinations.

Only calculators provided by the Office of the Faculty Registrar may be used by students to add totals within the examinations. (There will be a supply of calculators in the viewing room when students arrive.)

## **EXAM RECHECK OR REREAD**

If a student believes an error has been made in the calculation of marks or in the marking of a Faculty final examination, there are two procedures which can be followed to request a review of marks.

### **Recheck of Course Mark**

If a student believes that there has been an arithmetical error in calculating the course mark, he/she may request a "recheck." This can be done with or without requesting a photocopy or viewing of the final examination. The student must Fill out the Request for Recheck of Course Mark

form and submit it to the Office of the Faculty Registrar within six months of the final examination. Whenever possible, the student should indicate precisely where he/she thinks the error has occurred. The Department concerned will check that all answers have been marked, and that the marks have been added correctly; the examination will not be reread. The Department will also check that all term work marks have been correctly calculated. There is no fee for this procedure. If the mark is changed as a result of this review, the exam photocopy fee (if paid) will be refunded.

### **Reread of Faculty Final Examination**

If a student believes that a final examination has been incorrectly marked in its substance, he/she may request a "reread." The student must first purchase a photocopy or request a supervised viewing of the exam. The student must then fill out a the Request for Reread of Final Examination form and submit it to the Office of the Faculty Registrar within six months of the final examination. The student must demonstrate that his/her answers are substantially correct by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc.

The student must do more than simply assert that "I disagree with the marking," or that "I believe I deserve more marks." The Department concerned will reread the examination in light of the arguments presented. There is a fee for this procedure, which is in addition to the fee charged for a photocopy of the final examination. If the mark is changed as a result of this review, both the photocopy fee (if paid) and the reread fee will be refunded. It should be noted that when a course is failed, the examination must

be reread before the mark is reported.

**NOTE: A recheck or reread may result in a raised mark, a lowered mark, or no change.**

For some examinations, particularly those with multiple-choice questions and/or designed to be read mechanically, there may be an answer key that is essential to the understanding of the marking of the examination. In such cases, an answer key should be included with your photocopy. If it is not, you may contact the relevant department to see if one is available.



## **THE PETITION PROCESS**

Petitions in the Faculty of Arts and Science: A Guide for Students: The Petition Process

The Faculty recognizes that sometimes exceptional circumstances necessitate an exception being made to the normal rules and deadlines. The petition is the way students make such a request.

### **1. Petitions: First Request**

You submit your petition in writing through your college registrar's office.

#### **Deadlines:**

- For Term Work: end of the Final Exam Period
- For Deferred Exams: 5 working days after the end of the Final Exam Period
- For Grading Practices Policy: last day of classes in the course
- For Late Withdrawal: 6 months after the end of the session.

Your First Request is considered on the basis of your written materials by the Petitions Office on behalf of the Committee on Standing, using the guidelines and past practices of the Committee. You receive a written response by email, either Granting the petition or Refusing it. (Be sure to read the full decision, as the details may be as important as the 'Granted' or 'Refused.') If the petition is granted, the situation is resolved. If the petition is refused and you think your grounds justify the request or you have

more information to add, you have the choice of taking it to the next step. Note that it is best that students reveal their true situation in full with the First Request. All petitions are treated in the utmost confidence, and so holding back essential elements of a student's situation may only lead to delays in receiving an appropriate answer to a request.

***Response Timeline:*** Most petitions, especially the straightforward ones, are dealt with promptly. Some take over a month from the time you submit all the materials, depending on how complicated your case is, and whether departments or instructors need to be consulted for further information. The response will be quicker if your petition articulates your situation clearly, completely, and concisely, and all relevant documentation is attached. The Faculty makes a firm endeavour to deal with a petition within 90 days, provided the student submits the necessary materials in a timely fashion. All responses are sent only to your U of T email address, and you are responsible for checking this email for the response.

#### **•Petitions: Deadlines & Late Petitions**

The Faculty does not accept petitions after the deadlines, and your college registrar's office will not normally forward late petitions to the Faculty. If there are justifiable and compelling reasons why you have submitted the petition after the deadline, talk about your situation with your college registrar's office. "Ignorance" is not an adequate reason (note that this is an institution dedicated to knowledge). If there are legitimate reasons why you are petitioning after the deadline, you must essentially make two petitions: the first regarding the

missed deadline, and the second regarding the substance of your request. The petition regarding the lateness will be considered first: only if the reasons for the lateness are acceptable will the second or substantial part of the petition be considered. If the reasons for lateness are not acceptable, the petition will be turned back, regardless of how compelling its circumstances.

#### **•Petitions: Confidentiality**

All student records are confidential, including your petition and its documentation. The University has a strict policy on this. To quote from the policy, only those staff members who need to may “have access to relevant portions of an official student academic record for purposes related to the performance of their duties.” Petition information is not available to all staff who have access to other parts of the student record such as marks.

The petitions Office may need to consult with instructors or with staff in departmental offices or with College Registrar’s Offices to clarify some aspect of a petition before reaching a decision. However, the Committee on Standing does not need to know a student’s identity to hear a request, so petitions are assigned case numbers and heard anonymously in committee. The identity of a student is not revealed. With a decision, only the essential decision becomes part of the available student record; decisions such as WDR or “Academic penalty not imposed; permitted by petition to re-register on Academic Probation,” etc., may appear, but the details or substance of the petition will not.

If your petition involves something extremely personal that would be troubling to put on paper, you should discuss your confidentiality concerns with your College Registrar. Generally, you are strongly urged to fully disclose all the facts relevant to your petition when you make it in the first instance, however potentially embarrassing or revealing you may think them. It is best to be clear and complete at the outset so the matter can be settled fairly, rather than trying to hold back some things until later when nothing else seems to have worked. That just keeps you from getting the remedy you need in a timely way and frustrates the people trying to help you with a fair remedy to your situation.

#### **•Petitions: Documentation**

For most petitions, you will need documentation that confirms you were unable to do what you were supposed to do on the dates you were supposed to do it, i.e., documentation must indicate incapacity, and give the dates or period affected. Generally speaking, the stronger your documentation, the stronger your case.

Proper documentation is both a formal requirement for a petition and a necessary tool to ascertain the facts. You should not take it personally that the Faculty requires, for example, evidence of a relative's death. Such documentation simply must accompany a petition request to justify formally an exception being made to the Faculty's published rules.

If your documentation is for medical circumstances, you must use the **U of T Verification of Student Illness and Injury form** available at <http://www.illnessverification.uto>

ronto.ca. This is the only form of medical documentation acceptable in the U of T. Note that, by University policy, only five identified groups of practitioners may sign this form: physicians, surgeons, nurse practitioners, dentists and clinical psychologists. The circumstances they are documenting must be within their scope of practice and they must document that they have examined you when you were ill, not merely reported what you told them later.

If your documentation is for non-medical circumstances, you are advised to provide your documenter with the Guidelines the Faculty has developed, and the form if that is relevant. The nature of the documentation that is relevant depends on what is being documented: if you have to work, a note from your employer; if you've had a traffic accident, a copy of the police accident report; if someone died, a copy of the death certificate or a funeral notice; if your request involves required travel, a copy of your ticket or itinerary. Letters from family members are generally not helpful.

Note that providing documentation does not necessarily guarantee your request will be granted. Your documentation is taken into account in a full review of your request, but other factors may weigh more heavily in the decision.

#### **•Petitions: U of T Email Changes & Follow-up**

Note that petition decisions are sent only to your U of T email address that you put on your petition form (other email addresses are not acceptable). If you petition, you should be checking your U of T email account for a response.

Note that a change on ROSI will not automatically update the email address on your petition. If you should change that address, you must contact your College Registrar's Office to have the information on your petition changed as well, or the Deferred Examinations Office if you are waiting to receive instructions for viewing your personal deferred examination schedule.

If you have not had a response to your petition for an unusually long time, i.e., outside the response timelines indicated here, you should follow up with your College Registrar's Office.

## **2. Appeals: Petition - Second Request**

If your First Request is refused, and if you think you have further information or further arguments to make in support of your request, you may appeal the decision by making a Second Request through your College Registrar's Office. Before doing so, you should discuss your case with the staff at that office to assess whether there is more you can add or any likelihood of success.

*Deadline:* You must file your Second Request within 90 days of the date of the decision on your First Request.

With a Second Request, you are essentially asking the Committee on Standing to review your case, again using written materials. Your initial request was given careful consideration, but did not meet the Committee's normal criteria for an exception to the rules. Petitions successful at the second stage are often ones that provide more detailed information, further explanations or new

documentation that might give a different perspective on the initial request. Where such new information makes the Second Request grantable under the normal criteria, the Petitions Office will grant it immediately. Otherwise it will be reviewed at a meeting of the Committee on Standing. The Committee is made up of professors, college registrars and a student, and is chaired by an Associate-Dean. Petitions are heard by number only (as above), and so the petitioning student is not identified to the members of the Committee. You will hear in writing whether your request is Granted or Refused.

*Response Timeline:* The Committee on Standing meets once a month throughout the year. It may be necessary to collect additional information before the Committee can hear the request, but you will receive a decision as soon as possible, and almost never beyond the 90-day guideline noted above.

### **3. Appeals: Academic Appeals Board**

If your Second Request is denied by the Committee on Standing, you may take it to the next level. This is the Faculty's Academic Appeals Board. You do so by indicating you want to Appeal (again in writing through your college registrar's office). This appeal is considered entirely afresh by a different group of people. You may submit a fresh statement, but you need not do so.

*Deadline:* You must file your Appeal within 90 days of the date on the decision of the Committee on Standing refusing your Second Request.

The Academic Appeals Board operates according to its own Rules of Procedure. The Board is made up of professors and student representatives different from those on the Committee on Standing. The Chair of the Committee on Standing appears before the Appeals Board to represent the Committee on Standing and explain its decision regarding the Second Request. At this appeal level, the student has the right to appear in person to present and explain the case to the Committee. You may also engage legal assistance to support you in presenting your appeal if you wish. (Students on a tight budget may wish to consult a student lawyer from Downtown Legal Services.) Some time after the meeting, you will receive a formal, written response accepting or denying your appeal, and giving reasons for the decision.

*Response Timeline:* Normally, the Appeals Board will meet within 90 days of receiving your request for a hearing.

#### **4. Appeals: Academic Appeals Committee, Governing Council**

If your appeal is denied by the Faculty's Board, the final level of appeal is the University's Academic Appeals Committee, a committee of the Academic Board, which is the academic arm of Governing Council. This meets infrequently and is a much more formal panel chaired by someone with legal expertise. If you reach this stage, you will be receiving information and guidance in more formal ways than this Guide. Students are generally advised to seek legal assistance at this level; although it is not mandatory, it does help expedite the process.

***Deadline:*** You must file your appeal from the Appeals Board refusal within 90 days of the date on that decision. The appeal must be submitted in writing to the Office of the Governing Council, Simcoe Hall.

***Response Timeline:*** As the Appeals Committee hears appeals from across the whole University and draws its membership widely, the normal time for a hearing and response may extend from months to almost a year.

# project: universal minds

**Volunteer to tutor a high school student for one hour a week.**

**Get a certificate of recognition from the Dean of Arts & Science.**

**And a warm and fuzzy feeling inside.**



For more information or to get your application form, come to ASSU (SS1068) or visit [assu.ca](http://assu.ca).

## **THE OFFICE OF THE FACULTY REGISTRAR**

The Office of the Faculty Registrar (OFR) works closely with departments and colleges concerning virtually all matters relating to Arts and Science students: it coordinates counselling, registration and enrolment, student records, transfer credit, petitions, final exams and graduation.

The OFR can provide general information about registration and enrolment, course listings, building and classroom locations, etc. It is also the location of the University of Toronto Transcript Centre, which produces transcripts for all divisions of the University.

If you have questions about any aspect of your undergraduate experience, you can e-mail the Faculty Registrar at [ask@artsci.utoronto.ca](mailto:ask@artsci.utoronto.ca).

Office of the Faculty Registrar/UofT Transcript Centre  
100 St. George Street, Room 1006, Sidney Smith Hall  
416-978-3384  
[www.twitter.com/artsciregistrar](http://www.twitter.com/artsciregistrar)

### **Hours**

Monday-Friday: 8:45 a.m.-5 p.m. (until 4:30 p.m. in July-August)



# FIRST YEAR? GOT QUESTIONS?

*we've got answers.*

 **FAStanswers**  
for first-year students

advice • videos • course enrolment •  
finding your way • financial planning  
• colleges • academic help • ROSI



*FASanswers* provides students with fast, reliable answers to need-to-know questions from the Faculty of Arts & Science. Our website has been created to provide you with answers to commonly-asked questions, and to let you browse around and get info on topics you might not have known about. Check us out online and send us your questions, which we answer in weekly video episodes!



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**answers.artsci.utoronto.ca**

## **COLLEGE REGISTRARS**

Every Arts and Science student is a member of a college. Think of your college as a familiar neighbourhood within the university. All the colleges provide advising and support services for students. Academic advising, as well as counselling on financial and personal matters, is available through your college registrar's office. Also, each college provides its students with academic support services such as writing skill centres, math aid centres, libraries and computer facilities. And remember, no matter which college you belong to, you have access to all the courses and programs offered in Arts and Science.

The Registrar's Office of each student's college is the focal point for information and advice of all kinds, and should be consulted as soon as any problems of an academic or personal nature are encountered.

Most of the Colleges offer academic support services, such as Writing Laboratories to provide students with assistance in writing assignments, essays and reports; Mathematics Aid Centres; tutorial services; etc. For further information, see the individual College web sites.

Students with problems relating to the teaching of courses (lectures, tutorials, evaluation, work-load, etc.) that they cannot resolve with the instructors concerned, can obtain advice and assistance either from the Undergraduate Secretary of the particular Department, or from their College Registrar.

**Innis College-Office of the Registrar**

2 Sussex Avenue

416-978-2513 phone/416-978-5503 fax

[registrar.innis@utoronto.ca](mailto:registrar.innis@utoronto.ca)

[www.utoronto.ca/innis](http://www.utoronto.ca/innis)

[www.twitter.com/innisregistrar](http://www.twitter.com/innisregistrar)

Hours: Monday 9 a.m.-1 p.m., 2-6 p.m.; Tuesday 10 a.m.-1 p.m., 2-4:30 p.m., Wednesday/Thursday/Friday 9 a.m.-1 p.m., 2-4:30 p.m.

**New College-Office of the Registrar**

300 Huron Street, Rm 107

416-978-2460 phone/416-978-0554 fax

[newcollege.registrar@utoronto.ca](mailto:newcollege.registrar@utoronto.ca)

[www.newcollege.utoronto.ca](http://www.newcollege.utoronto.ca)

Hours: Monday to Friday 9 a.m.-12:30 p.m., 1:30-4:30 p.m. (until 4 p.m. in July-August); Wednesday also 5-6 p.m.

**St. Michael's College-Office of the Registrar**

121 St. Joseph Street, Rm 207

416-926-7117 phone/416-926-7266 fax

[ask.smc@utoronto.ca](mailto:ask.smc@utoronto.ca)

[www.utoronto.ca/stmikes](http://www.utoronto.ca/stmikes)

Hours: Monday, Tuesday, Wednesday, Thursday 9:30 a.m. - 12:30 p.m.; 1:30-4:30 p.m.; Friday 9:30 a.m. - 12:30 p.m.; 1:30-4:00 p.m.

**Trinity College-Office of the Registrar**

6 Hoskin Avenue

416-978-2687 phone/416-978-2831 fax

[registrar@trinity.utoronto.ca](mailto:registrar@trinity.utoronto.ca)

[www.trinity.utoronto.ca](http://www.trinity.utoronto.ca)

<http://www.twitter.com/TRINRegistrar>

Hours: Monday, Wednesday, Thursday, Friday: 9 a.m.-1 p.m., 2-5 p.m. , Tuesday: 10 a.m.-1 p.m., 2-5 p.m. (until 4 p.m. in July-August)

**University College-Office of the Registrar**

15 King's College Circle, Rm. 157

416-978-3170 phone/416-978-6019 fax

[uc.registrar@utoronto.ca](mailto:uc.registrar@utoronto.ca)

[www.uc.utoronto.ca](http://www.uc.utoronto.ca)

<http://www.twitter.com/ucregistrar>

Hours: Monday to Friday: 10 a.m.-12:15 p.m.; 1:30-4:15 p.m.

**Victoria College-Office of the Registrar**

Northrop Frye Hall, Rm 106, 73 Queen's Park Crescent East

416-585-4508 phone/416-585-4459 fax

[vic.registrar@utoronto.ca](mailto:vic.registrar@utoronto.ca)

[www.vicu.utoronto.ca](http://www.vicu.utoronto.ca)

Hours: Monday, Tuesday, Thursday,: 9:30 a.m - 4:30 p.m.;

Wednesday: 10:00 a.m. - 4:30 p.m.; Fridays: 9:30 a.m. -

4:00 pm

Summer hours (July & August): Monday to Friday: 9:30 a.m. - 4:00 p.m.

**Woodsworth College-Office of the Registrar**

119 St. George Street

416-978-4444 phone/416-978-6111 fax

[wdwregistrar@utoronto.ca](mailto:wdwregistrar@utoronto.ca)

[www.wdw.utoronto.ca](http://www.wdw.utoronto.ca)

Hours: Monday, Wednesday, Thursday: 10 a.m.-5 p.m.

(4:30 p.m. in July & August); Tuesday: 10 a.m.-6 p.m. (5:30 p.m. in July & August); Friday: 10 a.m.-4 p.m.

# ACADEMIC INTEGRITY

You're on track to earning a degree from one of the world's best universities.

U of T works hard to ensure your degree will be recognized and respected.

You have an important job preserving your degree's value by earning it fairly and honestly.

## Integrity matters

# What are academic offences at U of T?

These are some of the most common ones; there are others:

- Plagiarism: presenting as your own the work, ideas, or words of another, **even if you didn't mean to**.
- Submitting a **purchased** paper.
- Including false or **misleading references** in your work.
- Submitting work for credit **twice** without permission from your instructor.
- **Working too closely** with another student on an assignment meant to be individual work.
- Altering a graded assignment and submitting it for **re-grading**.
- **Possessing** an unauthorized aid in any test or exam: this includes **phones** and any other electronic devices!
- Using an **unauthorized** aid for any assignment, test or exam.
- Altering or falsifying any documentation required by the University, including **medical notes**.
- Misrepresenting the reasons for missing a test or examination.
- Forging, altering, or falsifying your academic **record/transcript**.
- **Assisting** another student to commit an offence.

Find out more: [www.artsci.utoronto.ca/osai](http://www.artsci.utoronto.ca/osai)



# Tips for Working with Academic Integrity

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- 1. Learn how to take notes, paraphrase and reference sources.**
  - Always indicate the source of your material and whether you have copied material directly.
  - Paraphrasing means putting something into your *own* words; you must change more than just a few words.
  - All material copied word for word **must** be placed in quotation marks. A citation isn't enough.
- 2. Know the expectations in your courses and exams.**
  - Read your syllabus and all instructions!
- 3. Protect your own hard work.**
  - Discussing ideas is part of learning, but you should never provide friends with a copy of your work. You could get in trouble too.
- 4. Plan ahead for challenges.**
  - Multiple deadlines, jobs, and personal commitments are part of the university experience.
- 5. Remember: you always have choices.**
  - Ask for an extension, hand in work late, or don't submit it at all—any of these is better than committing an academic offence.
- 6. Use free resources available to help you meet your goals.**
  - Your registrar, instructors, teaching assistants, college Writing Centre, and others are there to help.
- 7. Make the most of your time at the U of T**
  - Develop the critical thinking skills you will need to excel in life.

# New Exam Rule!

# B.Y.O.B.



Bring your own bag (paper or “Ziploc”) and keep your electronic devices and valuables safe.

You may “quarantine” your device(s) in the exam room by bringing a paper or “Ziploc” bag, putting the devices (and valuables like your wallet) inside it, placing it under your desk, and not touching it or its contents until the exam is over.

Merely having an electronic device with you in an exam (other than one explicitly permitted in the exam instructions) is an academic offense that will be reported to the Dean’s Office and can result in serious consequences.

## **ACADEMIC SUPPORT**

University life can and will be academically straining. Take advantage of the following great resources UofT has to offer. Hopefully, your academic life will be less stressful!

### **College Registrar**

Your college Registrar is stop number one for any academic concerns that you may have. Drop by today! They'll be more than happy to lend you a hand.

### **Academic Success Centre**

The Academic Success Centre is the place to go to learn how to develop skills in time management, exam preparation, textbook reading, note-taking, and dealing with anxiety, procrastination and perfectionism. Make an appointment with a learning skills counsellor at the reception desk or by calling 416-978-7970. You can also visit the ASC drop-in centre in the Koffler building at 214 College Street [www.asc.utoronto.ca](http://www.asc.utoronto.ca)

### **Accessibility Services**

If you have a disability, Accessibility Services is your home base for support. It is important to contact the office as soon as you are accepted to U of T so that accommodations for your needs are in place before classes start. All information about your disability is confidential and won't be shared with units outside of Accessibility Services without your consent.

[www.accessibility.utoronto.ca](http://www.accessibility.utoronto.ca). 416-978-8060.

## **Office of Student Academic Integrity (OSAI)**

The Office of Student Academic Integrity (OSAI) handles allegations of academic misconduct at the divisional level for the Faculty. OSAI is also responsible for devising and implementing proactive strategies and initiatives intended to educate students about the importance of academic integrity and how to avoid allegations of academic misconduct. (Note: academic misconduct is not necessarily cheating.)

OSAI is composed of five Dean's Designates who hear cases in the three discipline areas (Humanities, Sciences, and Social Sciences) and make decisions regarding their resolution. Academic Integrity Officers investigate the cases and advise the Dean's Designates on procedure and precedents, as well as providing advice to instructors, staff and students on matters related to academic integrity.

The OSAI website is a comprehensive resource for Arts & Science students, staff and faculty on all matters related to AI. The office's goal is to promote the key principles of honesty, trust, respect, fairness and responsibility in the pursuit of academic goals, and offer guidance on navigating the offence resolution process.

### Contact Information:

Email: [osai.artsci@utoronto.ca](mailto:osai.artsci@utoronto.ca)

Phone: 416-946-0428

Website: [www.artsci.utoronto.ca/osai](http://www.artsci.utoronto.ca/osai)

### **First Nations House**

Tutors are available at First Nations House to help aboriginal students develop their research, essay writing and study skills. Tutors can also help students find academic support in specific fields of study, such as math and science. [www.fnh.utoronto.ca](http://www.fnh.utoronto.ca) 416-978-8227

### **U of T's Counselling and Psychological Services**

If you're facing challenging personal circumstances that are affecting your academic performance, feel free to seek emotional and psychological support from U of T's Counselling and Psychological Services.  
[www.caps.utoronto.ca](http://www.caps.utoronto.ca). 416-978-8070

### **University of Toronto Peer Tutoring Club**

[www.utpt.c-ut.ca](http://www.utpt.c-ut.ca)

This club offers free tutoring sessions with tutors whom are (qualified) students like you and me! Give it a try!

### **Library Tours and Workshops**

[www.library.utoronto.ca](http://www.library.utoronto.ca)

This service is accessible to students looking to improve their researching skills. Make an effort and ask any of UofT library staff members for more details.

## **EXAM PREPARATION, WRITING & MATH**

### **Exam Preparation Help Tips**

1. Don't procrastinate! Start studying for those exams as soon as you get the chance. Don't leave it to the last minute. You can access copies of some final exams on the library website for practice!
2. Get Organized! If you keep your notes and academic materials neat and tidy from the beginning, then you

won't have to worry about scrambling for those papers the night before a test.

3. Keep a look out for exam preparation workshops!

4. Attend ASSU's "Exam Jam" and de-stress! It's an event you won't want to miss. Exam reviews, free food, fun activities...and we've got puppies! Tempting?

### **Writing Help Tips**

[www.writing.utoronto.ca](http://www.writing.utoronto.ca)

Book your appointment with the Writing Centre as soon as you can. They fill up quick! They also offer a whole array of free Writing Plus workshops throughout the year!

### **Math Help**

[www.uoft.me/mathaidcentre](http://www.uoft.me/mathaidcentre)

If you're looking for some extra math help, be sure to visit a Math Aid Centre located on campus. Tutors provided by the Department of Mathematics.

### **English Language Support**

English Communication Program (Centre for International Experience) [www.uoft.me/ciecp](http://www.uoft.me/ciecp)

Develop your communication skills in English, gain insight into Canadian culture and university life and share cross-cultural experiences. Specifically for international students.

## **ADVICE: KEEPING A POSITIVE ATTITUDE**

Your struggles during your undergrad are life-defining. You aren't the only one – we hope these personal experiences from fellow students will help give you a better perspective to approach your undergraduate career as well as your process of self-discovery.

One of the biggest hurdles in undergrad is coming to terms with where you sit on the grade spectrum. Some of us grieve over the Ds, others throw in the towels at Cs, while some aren't satisfied with only As and others rejoice over the Bs. I'd like to share with you, a story.

Every morning on the savannah, a gazelle wakes up and it knows that it must out-run the fastest lion, or it will be killed. Similarly, each morning a lion wakes up and it knows that it must out-run the slowest gazelle, or it will starve and die. It doesn't matter if you're a lion or a gazelle, when the sun comes up: you better be running.

The story above is the perfect depiction for the competitive environment of academics at the University of Toronto. It's cut-throat, and it doesn't get any better after undergrad. But the point of this post isn't how to rise on through the foodchain, rather I want to give you a different perspective on how to approach your expectations for success, and help you adapt to adversity.

There are 2 simple guidelines to help you maintain your sanity throughout undergrad:

Rule number 1. Effort does not guarantee success; it is a pre-requisite for success.

A friend recently posted about an unfair grade they received on an essay, “I worked \_\_\_ hours on this essay, I had the writing centre review it TWICE and even spoke to the professor weeks in advance, I deserve an A.” Personally, and I’ll assume to most students, this sounds compelling. You’re thinking wow that sucks, all that work for a not-so-glorious grade. It wasn’t until a few days later that I remembered it again, but this time I framed it in a different context.

Imagine the professor to be looking to buy a car, they set out a standard: 5 seats minimum, eco-friendly, \_\_\_ kilometers/litre etc etc. They pay for the car, and the dealer gives them a completely different car, albeit equal, if not better. The dealer argues “well, look at the quality of this car, we’ve got auto-lane correction and it even comes with anti-collision software! Hell, I’ll throw in Michelin tires too! I’m practically taking a loss here.”

Compare this to the essay now, the essay certainly seems to be of good quality, but did it necessarily meet the requirements of the assignment? It’s possible that it didn’t. Sure the dealer might have given an objectively superior product to the customer, but that’s not what they want.

The point here is that effort does not guarantee success. Because too often, we hear stories of “I deserve an A” where the logic flows like this...

1. Put in effort.
2. ???
3. Success.

If that isn't how the world works, how will we ever reconcile that horrible feeling of working so hard and yet not being acknowledged for our unmatched greatness?

Rule Number 2. Understand where your actions matter. Do everything that you can, to earn that grade you want and you'll have no regrets. When you've done everything, and I mean everything that you can. What's left to ruminate about? There's certainly no use in regretting that the subway was delayed and you missed out 20 minutes of exam time, that's out of your control. But you **SHOULD** regret not leaving earlier for an exam to leave room for delays.

You shouldn't ruminate about your prof disagreeing with your perspective, but you **SHOULD** regret not clarifying with your instructor on why your argument was not compelling.

You shouldn't ruminate about putting in effort, but you **SHOULD** consider why that effort did not produce the results you wanted.

Getting straight As won't keep you stress-free, but having the right attitude will help you cope better. We're not all straight A students, and the world certainly does not owe us anything. We aren't entitled to a good grade. So do what you can, and leave the rest for the world. Your part is finished, move on.

In another framework, I may not have been a lion every morning, but I ran fast enough to live another day. At the end of your undergraduate career, it really doesn't matter if you were a lion or a gazelle; when the sun came up, you were running.

Each year, the St. George Campus College Writing Centres, in collaboration with the Arts and Science Students' Union (ASSU), University of Toronto Libraries, the Academic Success Centre, and the Career Centre, offer a campus-wide series of academic skills workshops.

Sessions are between 50 and 120 minutes, and they occur on weekdays and Saturday mornings. We offer six series covering 22 topics, and many of the topics are offered more than once, so choose whichever sessions fit best into your schedule. To learn how to see your essay through each stage of the

writing process, from understanding the assignment to citing your sources correctly, come to any of the eight sessions in our series **Essay Writing from Start to Finish**. Learn basic survival or note-taking skills in our series **Study Skills Essentials**, or get valuable tips on preparing for exams in **Exam Skills Essentials**. Take a crash course on all the essay-writing basics in our two-hour session **Writing Well Under Pressure**. Get advice on giving oral presentations or writing a lab report in our series **Beyond the Standard Essay**. And if you're near the end of your degree and are applying to Medicine, Law, or another professional or graduate program, find out how to present your strengths to advantage in our series **Admissions Letters and Personal Statements**.

All workshops are free and there is no need to pre-register. Come for one, or come for all!

<http://www.writing.utoronto.ca/writing-plus>

# THE POET IS IN

UNIVERSITY OF TORONTO  
POET IN COMMUNITY

*Do I contradict myself? Very well then, I contradict myself. I am large, I contain multitudes.*  
—Walt Whitman

**Ronna Bloom** is Poet in Community to the University of Toronto.

Poet in Community creates a space that's not as formal as a classroom, or as casual as a coffee shop. It's a facilitated learning experience without grades or judgement. There's no teacher and no boss. In these workshops and conversations, use writing to connect the intellectual with the emotional, the physical and the social.

Don't be put off by the word poet: no special experience necessary!

Come and meet Ronna Bloom, Poet in Community, and explore through writing.

[www.poet.utoronto.ca](http://www.poet.utoronto.ca)

Poet in Community on Facebook | [poetincommunity@utoronto.ca](mailto:poetincommunity@utoronto.ca)



UNIVERSITY OF  
TORONTO

# Get to know the

## **Find a favourite library**

There are 44 libraries across 3 campuses at U of T, each with different hours. We have quiet spaces, group study rooms and presentation practice spaces. Robarts is open 24/7 Sundays through Thursdays mid-September through April.

## **Take a tour**

Library tours orient you to the layout of the library and show you things you might not discover on your own. We have in-person tours at several libraries that are either drop-in or arranged ahead of time. You can also take a self-guided or virtual tour, or check out our YouTube videos.

## **Get online**

Connect to our wireless network with your UTORid and password. No laptop? No problem! Most libraries have computer workstations that you can use with your UTORid and password. Some libraries also loan out laptops and tablets.

## **Access resources from off campus**

Login with your UTORid and password to get off-campus access to almost all of our online books, articles, and other materials.

## **Borrow books**

There are over 12 million books available through U of T Libraries. As an undergraduate student, you can borrow up to 50 items (books, DVDs) at a time.

## **Find your course textbooks**

Instructors often reserve textbooks or other required readings in a special section of the library called “short term loan” or “course reserves”. You can check these books out for a short amount of time (usually a few hours) to read or photocopy parts of them.

# UofT Libraries



jordanclaire  
@jordanclaire

Follow

@wellred @uoftlibraries ref librarians are the best for all the things that aren't. like when i needed to write a history of NASA in Houston

## Take advantage of our amazing collections

If you're only using Google, you're missing out. The library's website gives you access to the largest library collection in Canada, including materials that are behind a paywall on Google. Don't pay for stuff that you could access for free with your UTORid!

## We don't have it?

If we don't have an item that you need, we can get it for you from another library at no cost to you.

## Take a workshop

Library workshops are a great way to learn how to do library research now that you're in university. We offer free classes in person and online.

Learn more at <http://uoft.me/library-top10>



## **ONLINE COURSE EVALUATIONS**

UofT is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students. An important component of this is the regular evaluation of courses by students. Course evaluations provide **you**, as a student, with an opportunity to offer constructive feedback about your learning experience.

### ***STUDENT FEEDBACK MATTERS***

Course evaluation feedback is read by many people at UofT, including instructors, chairs, deans, the provost and the president. Your comments count!

A few things you should know about course evaluations:

- Instructors use your feedback to make improvements to their courses;
- Departments and the Faculty make changes to programs based on your feedback;
- The University uses the information to assess faculty for tenure and promotion;
- Our Policy on the Student Evaluation of Teaching in Courses ([http://www.governingcouncil.utoronto.ca/policies/Policy\\_Student\\_Evaluation\\_of\\_Teaching\\_in\\_Courses.htm](http://www.governingcouncil.utoronto.ca/policies/Policy_Student_Evaluation_of_Teaching_in_Courses.htm)) states that, as members of the UofT community, you have a responsibility to participate in the evaluation process; and,
- Your feedback is anonymous.

Course evaluations cannot do their work unless we have a high rate of response - so, please take the time to complete the evaluation for each of your courses!

View the results online at Portal - <https://portal.utoronto.ca>

## **SERVICES, RESOURCES & PROGRAMS**

### **CAREERS**

#### **Career Centre**

The Career Centre posts thousands of paid and volunteer jobs each year from on- and off-campus employers who feel that a student would make a valuable part of their team. They also provide students with employment skills development through announcements, events, blogs and articles about finding work and developing career skills.

[www.careers.utoronto.ca](http://www.careers.utoronto.ca) 416.978.8000

#### **Centre for International Experience**

International students must get a work permit if they wish to work off campus, are required to work in a co-op placement as part of their program or want to work in Canada after graduating. Contact the Centre for International Experience for assistance with work and post-graduation work permit applications.

[www.cie.utoronto.ca](http://www.cie.utoronto.ca) 416.978.2564

### **COMMUNITY SAFETY**

#### **Community Safety Office**

The Community Safety Office addresses personal and community safety issues for students, staff and faculty across all three campuses. The office provides assistance to students, staff and faculty who have had their personal safety compromised, and develops and delivers educational initiatives addressing personal safety.

[www.communitysafety.utoronto.ca](http://www.communitysafety.utoronto.ca) 416.978.1485

## **Campus Police**

The Campus Police are here to protect you and your personal property.

21 Sussex Ave., 1st floor 416.978.2323

Urgent: 416.978.2222

[www.campuspolice.utoronto.ca](http://www.campuspolice.utoronto.ca)

## **Emergency Alerts**

Sign up to receive notification on your phone in case of emergency. <https://alert.utoronto.ca/callme>

## **Online Safety & Harassment**

Learn the importance of protecting yourself when you are online. [www.enough.utoronto.ca](http://www.enough.utoronto.ca)

## **WalkSmart Service**

Do you have classes at night? Call the WalkSmart service for escorts between university buildings or to nearby transit stops.

[www.uoft.me/walksmart](http://www.uoft.me/walksmart) 416.978.SAFE (7233)

## **Working Alone Service**

If you are working alone late at night or on weekends or holidays, call Campus Police and let them know. They will drop by and check in on you and provide an escort, if needed, when you leave. 416.978.2323

## **DIVERSITY & EQUITY**

Diversity and equity are fundamental values at the University of Toronto. Students from every background are supported by policies and resources that help create an inclusive environment and one that actively works

against discrimination.

### **Sexual & Gender Diversity Office**

The Sexual & Gender Diversity Office is the University of Toronto's tri-campus resource for LGBTQ communities and information.

[www.sgdo.utoronto.ca](http://www.sgdo.utoronto.ca) 416.946.5624

### **The Positive Space Campaign**

Look out for the Positive Space sticker, an inverted rainbow triangle, for welcoming and inclusive spaces on campus.

[www.positivespace.utoronto.ca](http://www.positivespace.utoronto.ca)

### **Sexual Harassment Office**

The Sexual Harassment Office handles harassment complaints based on sex or sexual orientation and provides guides for students.

[www.utoronto.ca/sho](http://www.utoronto.ca/sho) 416.978.3908

### **Status of Women Office**

The Status of Women Office aims to improve the status of all women by identifying and removing barriers and inequities.

[www.status-women.utoronto.ca](http://www.status-women.utoronto.ca) 416.978.2196

### **Anti-Racism and Cultural Diversity Office**

The Anti-Racism and Cultural Diversity Office provides complaint management and resolution for issues related to discrimination or harassment based on race, ancestry, place of origin, religion, colour, ethnic origin, citizenship or creed.

[www.antiracism.utoronto.ca](http://www.antiracism.utoronto.ca) 416.978.1259

### **U of T's Multi-Faith Centre**

U of T's Multi-Faith Centre for Spiritual Study and Practice was created to provide a place for students, staff and faculty of all spiritual beliefs to learn to respect and understand one another.

[www.multifaith.utoronto.ca](http://www.multifaith.utoronto.ca) 416.946.3120

### **Accessibility Services**

Accessibility Services provides services and resources to students with all types of disabilities, such as physical, sensory, medical, mental health, learning and temporary.

[www.accessibility.utoronto.ca](http://www.accessibility.utoronto.ca) 416.978.8060

## **ENVIRONMENT & SUSTAINABILITY**

### **Sustainability Office**

The Sustainability Office promotes and ensures sustainability on the St. George campus.

<http://www.sustainability.utoronto.ca>

### **University of Toronto Environmental Resource Network (UTERN)**

UTERN is an umbrella organization encompassing all students and campus groups who are interested in sustainability and the health of THE environment. UTERN is a levy group and provides resources for all undergraduate and graduate students who are currently studying at UofT. They encourage and promote communication between all of these groups in order to foster creativity and cooperation between students. UTERN believes that by networking and connecting students and campus groups together this will ultimately lead to better and more exciting projects happening on all three campuses. More information can

be found at [www.utern.org](http://www.utern.org)

## **FAITH & SPIRITUALITY**

### **UofT's Multi-Faith Centre**

The University of Toronto's Multi-Faith Centre for Spiritual Study and Practice was created to provide a place for students, staff and faculty of all spiritual beliefs to learn to respect and understand one another. The Centre facilitates an accepting environment where members of various communities can reflect, worship, contemplate, teach, read, study, celebrate, mourn and share. The Centre is also home to the offices of the Campus Chaplains' Association and offers facilities, such as a main activity hall for large events, a mediation room with a "living wall" for quiet contemplation, meeting spaces and ablution rooms.

[www.multipath.utoronto.ca](http://www.multipath.utoronto.ca) 416.946.3120

## **FAMILY LIFE**

### **Family Care Office**

The mission of the Family Care Office is to assist individuals who are navigating the challenges of balancing family responsibilities with education and/or work.

[www.family.utoronto.ca](http://www.family.utoronto.ca) 416.978.0951

### **Childcare Services**

The campus has several licensed childcare centres – there's a wait for spaces, so apply early.

[www.uoft.me/childcare](http://www.uoft.me/childcare)

## **FINANCIAL MATTERS**

### **College Registrar**

Your registrar is your central source for financial assistance and counselling. Find out about bursaries, grants and scholarships available to you.

<http://www.artsci.utoronto.ca/current/advising/colleges>

### **Financial Aid & Awards**

Get information about the costs of university and the many award and financial aid options. Learn how to apply for scholarships, Work-Study, OSAP.

172 St. George St. 416.978.2190

<http://apply.utoronto.ca>

### **Student Accounts**

Call if you have questions about your student account or paying fees. Get a copy of your fees invoice on ROSI.

215 Huron St., 3rd floor 416.978.2142

[www.fees.utoronto.ca](http://www.fees.utoronto.ca)

### **University of Toronto Advance Planning for Students (UTAPS)**

Full-time students receiving government assistance or band funding qualify for UTAPS. Fill out an application at Financial Aid and Awards.

[www.uoft.me/utaps](http://www.uoft.me/utaps)

## **FOOD SERVICES**

There are more than 40 food locations on campus with choices as diverse as our student population. You can choose from a variety of meal plans that you can load up on your Tcard, so you can dine conveniently anywhere on campus.

[www.ueat.utoronto.ca](http://www.ueat.utoronto.ca)

## **HEALTH & WELLNESS**

Wellness refers to your overall physical, emotional, intellectual, spiritual and social condition, not simply the absence of illness. So when you're not feeling your best, there are a number of services on campus to help you get back on track.

### **Counselling and Psychological Services**

Counselling and Psychological Services (CAPS) offers assessment, treatment and referrals for a wide range of emotional and psychological issues.

[www.caps.utoronto.ca](http://www.caps.utoronto.ca) 416.978.8070

### **Health Service**

The Health Service offers students the same services as a family doctor's office and more. The Health Service team includes family physicians, registered nurses, a dietician, support staff and a lab technician that provide confidential, student-centred health care, including comprehensive medical care, immunization, diagnostic testing, sexual health care, counselling and referrals.

[www.healthservice.utoronto.ca](http://www.healthservice.utoronto.ca) 416.978.8030

### **Assault Counselling**

Specialized counselling is provided to students who have experienced sexual assault, harassment, or physical or psychological abuse in a relationship. Call the Assault Counselor directly at 416.978.0174 for an appointment.

### **Dental Service**

Have your teeth cleaned by supervised students at the Faculty of Dentistry. They also offer fillings, braces, bridges, implants and other services.

[www.uoft.me/dentalclinic](http://www.uoft.me/dentalclinic) 416.979.4927

### **Health Insurance**

Through your student union, you qualify for supplementary health insurance that provides limited coverage for some health care expenses not covered by your provincial plan. Opt-out deadlines are early in the term, so check with your student union for details. International students are covered under UHIP.

### **University Health Insurance Plan (UHIP)**

International or exchange students are automatically enrolled in UHIP for the time you are studying here.  
214 College St., Rm. 212 416.978.0290  
[www.uoft.me/uhip](http://www.uoft.me/uhip)

### **Sexual Education & Peer Counselling Centre**

Find information and resources on all aspects on human sexuality. Peer counseling and referral services are available. [www.sex-ed.ca](http://www.sex-ed.ca)  
Counselling: 416.978.8732 Admin: 416.946.3100

## **HOUSING**

### **Housing Services**

Get information on residences, off-campus housing and assistance with landlord-tenant issues.

214 College St., 2nd floor 416.978.8045

[www.housing.utoronto.ca](http://www.housing.utoronto.ca)

### **Student Family Housing**

Find a supportive and welcoming environment for you and your family to live while you pursue your education.

35 Charles St. W. 416.978.8049

[www.studentfamilyhousing.utoronto.ca](http://www.studentfamilyhousing.utoronto.ca)

## **INTERNATIONAL STUDENTS**

### **Centre for International Experience (CIE)**

Ease into life at U of T with support from the CIE. Make use of services such as pre-arrival orientation, English communication programs and cross-cultural counselling.

33 St. George St. 416.978.2564

[www.cie.utoronto.ca](http://www.cie.utoronto.ca)

## **RIGHTS & RESPONSIBILITIES**

### **Governing Council Policies**

The University of Toronto respects and upholds all students' rights but also entrusts you with certain responsibilities and expects you to be familiar with, and follow, the policies developed to protect everyone's safety, security and integrity. [www.uoft.me/rights](http://www.uoft.me/rights)

## Downtown Legal Services

Get legal assistance with student rights, family law, tenants' rights, criminal law and immigrant/refugee law.

655 Spadina Ave. 416.934.4535

<http://dls.sa.utoronto.ca>

## Office of the University Ombudsperson

U of T is committed to fairness in its dealings with its individual members and to ensuring that their rights are protected. In support of this commitment, the Office of the University Ombudsperson operates independently of the administration, being accountable only to the Governing Council, and has unrestricted access to all University authorities.

[www.utoronto.ca/ombudsperson](http://www.utoronto.ca/ombudsperson) 416. 946.3485



## SERVICES

- Advises on academic grievances & concerns
- Carries copies of term tests
- Has 2 photocopiers (5 cent copies)
- Provides an inexpensive fax service
- Sells cold pop (50 cents)
- Answers all student inquiries
- Rents out lockers in Sidney Smith Hall
- Hands out over \$25,000 in awards, bursaries & scholarships
- Co-ordinates *PROJECT: UNIVERSAL MINDS*
- Co-ordinates *EXAM JAM* with the Faculty of Arts & Science
- Funds the *UNDERGRADUATE RESEARCH FUND*

[www.assu.ca](http://www.assu.ca)

### Note:

*Some of the excerpts in this section were reprinted from Ulife publications. <https://www.ulife.utoronto.ca>*

## **ADVICE: LIVING WITH ROOMMATES**

Ok you have moved into residence! The hard part is over right? Your crying family members have departed, your bed is made - time to party! Wait not so fast....

You are now living with people you likely have never met, whether you are sharing a room or an apartment, getting along with your roommates is going to be very important.

So...how?

Hopefully you and your roommate/s will have interests in common, similar ideas of what 'clean' means and all like to sleep late! But if you don't all have the same living habits (the more likely scenario) here's a few tips to keep your new home running smoothly.

#1- the most important - key to residence happiness- the one thing you must do...

### **Respect your roommate!**

Hopefully you are getting the picture, no matter what happens from now on respecting your roommate is guaranteed to make your life easier. If you and your roommates all follow this rule and no other tip -you're still likely to create a happy home. No, you don't need to be best friends with everyone you share space with but respect is always a requirement. Remember residence is now your home away from home, and your roommates may become family in many ways. They will be with you everyday, and are likely sources of support.

## **Roommate Contract!**

Most of the following tips fall into the idea of a roommate contract. Sheldon, from the Big Bang Theory, has a roommate contract that seems pretty crazy! He even has a rule for what Leonard needs to do in the event Sheldon becomes a robot. You and your roommates certainly don't need to be so detailed, but it is a good idea at the beginning of the year to discuss how you feel about certain aspects of shared living (cleaning, guests, noise, etc). Having an agreement verbal or otherwise is an important part of making everyone feel comfortable in their new home. It can be changed as much as you like, as long as everyone agrees!

**INSIDER TIP** - Dons/RAs are experts in this kind of thing. You may want to ask yours for advice on your roommate agreement; they can often even sit down with you and your roommates as you develop it. They can also help you and your roommates come to a compromise.

Here are a few more specific tips! Notice these are all situations/strategies that fit with the idea of a roommate contract.

## **Chore charts!**

You may have had one at home and be dying to escape this - but writing down what everyone's responsibilities are will help get things done. It will serve as a reminder of what you need to do, and can be referred to when things are not done. It's very important in the making of your chore chart everyone involved is heard and agrees with the final product - if someone feels slighted, like they got stuck with more work than everyone else, chances are

they simply won't fulfill their responsibilities.

### Communal food?

Depending on your situation it may make sense to buy things like milk, bread or toilet paper in a rotation. It's unlikely you will get through 4 bags of milk before they spoil so sharing could turn out to be convenient and economical!

### Guests

So you're best friend from high school wants to come up for the weekend but you know your roommate has a big final Monday. What's the right thing to do? Refer to your roommate agreement! Asking is also a straightforward way to avoid conflict - your roommate may not mind a visitor if they planned to spend all weekend at the library anyway. By showing you are considerate of their needs they may be even more inclined to come to a solution you both like.

### **University of Toronto Student Housing Service**

The University of Toronto Student Housing Service is a year-round source of up-to-date housing information for off-campus, single-student residence, and student family housing. Our online registry of off-campus housing is available to U of T students, providing listings for both individual and shared accommodations.

Student Housing Services also provides emergency and temporary housing for all U of T students, so contact them to get connected with an emergency housing coordinator.  
[www.housing.utoronto.ca](http://www.housing.utoronto.ca). 416-978-8045.

## **GETTING INVOLVED**

University life is not just about studying! Get involved to make new friends, develop your skills and to get the most out of your time on campus!

UofT has a new Co-Curricular Record which documents involvement activities on your official record.

<https://ccr.utoronto.ca>

### **Athletic Centre/Varsity Centre**

However you like to move, being active improves the way you think, feel and learn! Explore a world of opportunities for fun and fitness – from running, swimming and cycling to yoga, dance and team sports (both intramural and Varsity).

<http://www.physical.utoronto.ca>

[www.varsityblues.ca](http://www.varsityblues.ca)

### **Community Service**

Your learning experience is by no means limited to the campus precinct. There are so many reasons to volunteer in the UofT community or for one of the hundreds of causes in the Greater Toronto Area — you'll not only gain invaluable skills that will better prepare you for the working world but also become more well-rounded and enjoy the fulfillment of helping others.

UofT provides a lot of opportunities to get involved in community work through volunteer postings, the Centre for Community Partnerships, volunteer chapters, volunteer fairs and initiatives led by student groups. You can find off-campus volunteer jobs posted at the Career Centre and

on-campus volunteer jobs are posted on Ulife.

### **Centre for Community Partnership**

The CCP can help you get real-world experience as you contribute to the growth of a community. With so many community service projects to choose from, you have the chance to meet other students with similar interests, explore career opportunities, learn more about the city and contribute to making the world a better place.

<https://www ccp utoronto ca>

### **Hart House**

Hart House is your campus centre for cultural, social and recreational activities. Join HH for lectures, live music, workshops, exhibitions at the Justina M. Barnicke Art Gallery, classes at the Hart House Fitness Centre, productions at the Hart House Theatre, and a diverse events schedule that can help you discover new people, places, things and ideas.

<http://harthouse.ca>

### **Leadership & Campus Groups**

There are lots of ways to get involved on campus, and participating in campus groups is a great place to start. Find a club to join, or start one yourself! Get the support you need to make your organization a success. Develop your leadership skills and meet new people!

<http://assu.ca/course-unions>

[www.ulife.utoronto.ca](http://www.ulife.utoronto.ca)

<http://utsu.ca/section/1022>

## **Mentorship Resource Centre**

Students who have mentors early in university tend to do better in school. Being a mentor is a great opportunity to meet new people, build your resume and share your wisdom. Visit the Mentorship Resource Centre website to learn more and find a good fit for you.

[www.mentorship.utoronto.ca](http://www.mentorship.utoronto.ca)

## **Student Governance**

Running for student government is a great way to get involved and make a difference. Here are some to check out: College Councils, ASSU, UTSU, Governing Council, Faculty Council.

# **project: universal minds**

**Volunteer to tutor a  
high school student for  
one hour a week.**

**Get a certificate of  
recognition from the  
Dean of Arts & Science.**

**And a warm and fuzzy  
feeling inside.**



For more information or to get your application form,  
come to **ASSU (SS1068)** or visit [assu.ca](http://assu.ca).

### **Note:**

*Some of the excerpts in this section were reprinted from Ulife publications. <https://www.ulife.utoronto.ca>*

## COURSE UNIONS

Course Unions are the core of the Arts & Science Students' Union. From Anthropology to Women & Gender Studies and all the ones in between, these academic unions represent the students in disciplines within the Faculty of Arts and Science and by taking any course you are automatically a part of them. ASSU has over 60 active Course Unions offering several academic and social services for their members. While each Course Union is unique, both in vision and in form, all share the common goals of meeting students' needs and representing students' views. Showing support for your Course Union is an excellent way to actively get involved with your education. Come to the ASSU office, or contact your course union directly to find out more about how you can get involved.

### **African Studies Course Union (ASCU)**

The African Studies Course Union is a space for both students in African Studies courses and with an interest in Africa to learn about upcoming events and opportunities in African Studies at UofT! Email: [asc.union@gmail.com](mailto:asc.union@gmail.com)

### **American Studies Students' Society (ASSS)**

The American Studies Students' Society is the course union for the American Studies department at the University of Toronto. Conducting social and academic events, the ASSS is an organization where students can socialize and expand their knowledge. Email: [uoft.amstudies@gmail.com](mailto:uoft.amstudies@gmail.com)

### **Anthropology Students' Association (ASA)**

The Anthropology Students' Association (ASA) represents

you – an undergraduate student - in all matters within the Department of Anthropology. We act as your voice for any concerns and questions you may have about U of T's Anthropology programs and courses, and see to it that Undergrad Anthropology Students contribute to departmental decision-making and affairs. Besides offering first-hand advice on courses and programs, we house valuable resources including a collection of past tests and past course syllabi. We also sell a variety of merchandise and services including T-Shirts, coffee, printing/scanning/copying services, and locker rentals.

We host numerous events such as movie nights, bake sales, lecture series, pub nights, and more! The ASA also maintains a spacious, furnished, student lounge and kitchenette where students may study, socialize, prepare food, or just hang out!

The ASA Office is located in AP 100 on the first floor of the Anthropology Building, located at 19 Russell Street. ASA Executives and Ministers hold regular office hours.

<https://www.facebook.com/groups/2204573036/>

<http://twitter.com/UTorontoASA>

Email: [asa.utoronto.ca](mailto:asa.utoronto.ca)

### **Bachelor of Arts Architectural Studies Society (BAASS)**

BAASS is the course union for undergraduate architecture students. Our goal is to improve student experience in the architecture programs, and to create a community amongst the undergraduate/graduate students, instructors, and other staffs.

Webpage: <http://baassuft.wix.com/baass>  
Facebook: <https://www.facebook.com/groups/baassuoft>

### **Biochemistry Undergraduate Student Society (BUSS)**

BUSS is a non-profit student union for everyone taking biochemistry classes at UofT. We organize social and academic events to keep students informed and to provide a fun and supportive environment outside the lecture hall. Stay tuned to our facebook page for upcoming events!

Email: [buss.mail@gmail.com](mailto:buss.mail@gmail.com)  
Facebook: [www.facebook.com/uoftbuss](https://www.facebook.com/uoftbuss)

### **Book and Media Studies Student Association (BaMSSA)**

The Book and Media Studies Student Association (BaMSSA) is dedicated to serving and representing all students enrolled in Book and Media Studies classes. BaMSSA's goal is to create a thriving community amongst students by hosting academic and social events, as well as through our new academic journal! Events hosted in the past include behind-the-scenes bindery tours on campus, print room demonstrations, and guest speakers who have come in to discuss a variety of print culture topics. Check out our website and look us up on facebook for all the news and information about upcoming events.

Website: <http://bookandmedia.sa.utoronto.ca>  
Email: [bookandmedia@utoronto.ca](mailto:bookandmedia@utoronto.ca)

### **Buddhism & Psychology Student Union (BPSU)**

The U of T Buddhism & Psychology Student Union (BPSU) is dedicated to the exploration and discussion of the intersection between the fields of: Buddhism, psychology, and

mental health. Our main focus is to offer a forum for UoT students to openly investigate and uncover implications this dialogue may bring. We hope to provide opportunities for our members to integrate the Buddhist psychology into their other academic and personal pursuits. The BPSU represents students in the Buddhism, Psychology, & Mental Health (BPMH) minor program, which is one of a kind in public universities globally. The BPMH minor program is the only undergrad program that studies intensely the cross-section of Buddhism and Psychology. Everyone is encouraged to participate in the expansion of the study of body-mind complex.

The BPSU hosts regular mediation sessions, yoga classes, movie nights, and academic/career seminars throughout the school year. In the past few years, the BPSU has had increasing success with staging Buddhist-psychology related conferences.

Office: New College, Wilson Hall Room 500B

Website: [www.BPSU.org](http://www.BPSU.org)

Email: [UT.BPSU@gmail.com](mailto:UT.BPSU@gmail.com)

<https://www.facebook.com/groups/121859000046>

### **Canadian Studies Student Union (CANSSU)**

Canadian Studies Student Union is an organization run by students. It has been a small organization for several years, but is currently working to expand into a much more active and recognized group. We aim to create both social and academic opportunities for Canadian Studies students to meet each other outside of the classroom environment. In the past, this has been achieved most notably by hosting pub nights and showcasing guest speakers including

actor Eric Peterson, writer Rick Salutin, hockey player and politician Ken Dryden, and Professor Steve Penfold. We have many exciting things in store for the school year and we look forward to meeting you!

Twitter: <http://twitter.com/#!/CanadianStuUofT>

Facebook: <https://www.facebook.com/can.studs>

Web: <http://www.uc.utoronto.ca/canadian-studies-student-union>

Drop by UC Room 339 (next to Laidlaw Library)

### **Caribbean Studies Students Union (CARSSU)**

The Caribbean Studies Students Union (CARSSU) is the academic student group representing all full-time undergraduate students who are enrolled in a Caribbean Studies course or program at the University of Toronto. CARSSU's intent is to work with its student constituency to improve the Caribbean Studies program as well as continue the struggle against Eurocentrism and lack of interdisciplinarity in mainstream subject matter at UofT.

Office: 500C (New College Student Centre)

Contact: [students.carssu@gmail.com](mailto:students.carssu@gmail.com)

### **Cell and Systems Biology Student Union (CSBSU)**

The Cells and Systems Biology Student Union represents the undergraduate student population enrolled in CSB courses. We work to better the undergraduate experience in CSB courses by facilitating communication between students and the staff/faculty members in the department.

We host multiple events each year, consisting of socials (opportunities to mingle with others in your class!) and

academic seminars (opportunities to talk to your profs and/or grad students about getting a research project and to learn more about graduate school!). We also provide past tests and feedback regarding courses and professors in the CSB department.

Attend our events! Follow us on facebook! Give us feedback! Drop by during our office hours to strike up a conversation! If you're interested in joining the union, elections are held annually near the end of the school year.

<http://csbsu.wordpress.com> csbsu.uoft@gmail.com

### **Celtic Studies Course Union (CSCU)**

The Celtic Studies Course Union represents all U of T students enrolled in Celtic Studies, which comprises the study of the literature, history, and culture of the six Celtic nations: Brittany, Cornwall, Isle of Man, Ireland, Scotland and Wales. As an academic union, our main goal is education, but we are not limited to only academic events.

Alongside our free lectures, tutoring and study sessions, we host a wide range of social events including dances, student/professor socials as well as movie and pub nights. Email us at [uoftcelticstudies@gmail.com](mailto:uoftcelticstudies@gmail.com), like us on Facebook (Celtic Studies at the University of Toronto), check out our Tumblr ([uoftcelticstudies.tumblr.com](http://uoftcelticstudies.tumblr.com)) or follow us on Twitter (@CelticSoc\_UofT).

### **Chemistry Students' Union (CSU)**

The CSU is a student run organization acting as the representative voice for all undergraduate students enrolled in a CHM program or taking a course. We hold social and academic events which strive to bring together students

who share an interest in the discipline.  
Email: csu@chem.utoronto.ca

### **Cinema Studies Student Union (CINSSU)**

The Cinema Studies Student Union (CINSSU) is based on spreading film culture in Toronto. We operate a movie theatre on campus where we show films in 35mm, which look so much better than DVD. Our film selections are diverse, but they all are veritable masterpieces. What this means for you is simple: free film screenings! Admission is free for all. Our theatre is Innis Town Hall, located at 2 Sussex Ave., Toronto, ON (right beside Robarts). Free Friday Films start at 7:00pm in the main theatre.

For more information about Free Friday Films or for free passes for sneak previews contact CINSSU at our office in Rm.107, Innis College or contact us at:

Email: [cinssu.fff@utoronto.ca](mailto:cinssu.fff@utoronto.ca)

Facebook at: Cinema Studies Student Union (CINSSU)- Free Films on Campus

Twitter: @CINSSU

### **Cognitive Science and Artificial Intelligence Students' Association (CASA)**

Cognitive Science is the interdisciplinary study of the mind, and the Cognitive Science and Artificial Intelligence Students' Association (CASA) aims to bring together everyone in the University of Toronto community involved or interested in the study of the mind. CASA offers frequent discussion groups, help with cognitive science essays, film screenings, game events, academic conferences, and more.

The hub of CASA's activity is our office, where at any given moment you're likely to find several students hanging out, playing chess or other games, eating lunch, engaging in lively discussions, and studying. We also have an extensive library, several computers, and other resources that we've made available for general use. Our office is room F301 in University College, and is open during the week.

To sign-up for notifications about our events, to see our event and office schedule, and to contact our executive, go to our website! <http://cogsci.ca>

### **Computer Science Student Union (CSSU)**

The CSSU helps build the Computer Science community by holding social events such as UofTHacks Hackathon, Game Nights, Pub Nights, Movies, Dinners and other special events such as Breakfast for First Year Students. The CSSU also bring together numerous academic events such as Seminars, Panels and Talks to help enhance students educational background, no matter what level of study a student is in. The CSSU connects with other faculty, staff and clubs on behalf of the students to bring together a stronger community.

Website: <http://www.cssu.ca>

Email: [utcssu@gmail.com](mailto:utcssu@gmail.com) OR [cssu@cdf.utoronto.ca](mailto:cssu@cdf.utoronto.ca)

### **Contemporary Asian Studies Student Union (CASSU)**

CASSU is the undergraduate student union for the Contemporary Asian Studies and Asia-Pacific Studies programs at UofT. Founded in 2012, we strive to strengthen student's understanding towards contemporary Asia from a global perspective in a non-classroom setting.

Throughout the year, we organize social, cultural, academic and professional events, and strive to enhance students' interest in the region. Email: executive@utcassu.com

### **Criminology Students' Association (CRIMSA)**

CRIMSA represents all undergraduate criminology students, and anyone taking at least one Criminology course (WDW). CRIMSA aims to bring the Criminology community together and build stronger relationships between the students, staff and alumni through social and academic events. CRIMSA's mandate involves increasing student participation in the Criminology program and representing their interests to the University.

CRIMSA organizes academic events (lectures, job search panels, professor-student networking, and volunteer opportunities) in order to engage students in a deeper involvement and understanding in the study of Criminology. CRIMSA also hosts various social events (BBQ's, Pub Nights and social evenings between students and Faculty) in order to foster a stronger feeling of inclusion and community amongst the students.

Email: [crimsa.exec@gmail.com](mailto:crimsa.exec@gmail.com)

Facebook: [facebook.com/groups/CRIMSA](https://facebook.com/groups/CRIMSA)

Twitter: @CRIMSAUofT

### **Diaspora & Transnational Studies Students Union (DTSSU)**

The vision of the DTSSU is to provide a milieu of discussion and intellectual engagement for students who would like to reflect on their experiences of migration and/or diaspora. The purpose of this union is to bring together students, faculty members, staff and alumni, from all

disciplines, who share an interest in the dispersion of people from their original homeland and aftermath of such migration.

<https://www.facebook.com/groups/47176802877>

### **Society of Undergraduate Drama Students (SUDS)**

Contact the ASSU office for more information.

### **East Asian Studies Student Union (EASSU)**

EASSU is the elected council for all students in the East Asian Studies programs, including students enrolled in any EAS courses. We host multiple academic and non-academic events throughout the school year for all students, providing multiple ways for students to get involved with the department and also opportunities to interact with other students.

We also provide office hours where students can come in and ask us any questions such as how to get involved in more school activities, help with EAS program requirements, information on courses, and more. We try to accommodate to all students and highly encourage students to get involved with extracurricular activities.

Facebook: <https://www.facebook.com/EASSU>

Email: [eassu.uoft@gmail.com](mailto:eassu.uoft@gmail.com)

### **Ecology and Evolutionary Biology Union (EEBU)**

The Ecology and Evolutionary Biology Union (EEBU) is a student run organization for all students enrolled in an EEB or BIO-designated course. Throughout the year, EEBU hosts numerous academic and social events which give students the opportunity to socialize with other students in the

department, learn more about research in EEB, and mingle with professors in the field. For more information, go to our website: <http://eebu.sa.utoronto.ca/> or visit the EEBU office in the Earth Science Centre, room 3039.

### **Economics Students' Association (ESA)**

The Economics Students' Association (ESA) is the course union and social hub for all undergraduate students who study economics at UofT, St. George.

We strive to promote the study of economics and to support students that are enrolled in the program. Furthermore, ESA represents students at the Department of Economics, in UTSU, and in ASSU.

The association aims to build and maintain a community of students, faculty, and alumni, who share an interest in economics. To do this, ESA hosts events throughout the year, such as economic forums and socials, in the hopes that this will bolster interest and growth of the economics program at the University of Toronto.

Office: Max Gluskin House, GE164, 150 St. George St.

Website: <http://esa.sa.utoronto.ca>

E-mail address: [esaatuoft@gmail.com](mailto:esaatuoft@gmail.com)

Facebook: [www.facebook.com/ESAUofT](http://www.facebook.com/ESAUofT)

### **Employment Relations Students' Association (ERSA)**

ERSA represents the tight knit community of students studying employment relations. ERSA is committed to enhancing the student experience by hosting a variety of valuable events. ERSA has hosted several academic events like: "Coffee with the Prof" with several Profes-

sors who teach in the program, co hosted events with the career centre like “Resume and Cover letter Workshop”, “Networking Workshop” and an academic seminar with the CEO of Cineplex Odeon. These events aimed to help students gain skills and knowledge outside the classroom that could be used towards their future in the field. Additionally, ERSA hosts several social events like “Pub Night” and “Games Afternoon” intended to help students meet other students and faculty. ERSA also hosts its annual and most elaborate networking event- “HR Connections” which links students with multiple HR Professionals working in the field.

Office Location: WDW Rm18

E-mail: ersa@utoronto.ca

Website: <http://utersa.wordpress.com>

facebook: <https://www.facebook.com/groups/utersa>

### **English Students' Union (ESU)**

The English Students' Union is committed to strengthening the sense of community among students at UofT. Our primary goals are: (1) to act as representatives for English students to the English Department; (2) to provide a community for English students to interact by hosting events, which are both socially and academically stimulating; (3) to encourage students to build relationships with both their professors and each other, in and outside of the classroom. The ESU holds a wide range of events each semester, including themed academic seminars, pub nights, poetry slams, movie nights, book swaps, office hours, mentorship events, etc. The ESU offers many opportunities for English students to get involved and obtain guidance, in addition to represent-

ing the interests and opinions of the student body to the Department and the Arts & Science Students' Union.

Email: esu@utoronto.ca

FB: <https://www.facebook.com/groups/180723928673274>

Twitter: @UofTESU

Website: <http://esu.sa.utoronto.ca>

Tumblr Blog: <http://esu-uoft.tumblr.com>

Office: Room 737, Jackman Humanities Building

### **Environmental Students' Union (ENSU)**

The Environmental Students' Union is a student-run organization representing the students enrolled in the programs of the School of the Environment and affiliated departments. ENSU acts as a liaison between students enrolled in the programs and the corresponding faculties. ENSU aims to promote environmental awareness in the student community as realized in the organization of social events and offering information on the various environmental programs at the University of Toronto. ENSU also offers students access to the ENSU office as a study space where students can use our environmental reference library.

Website: <http://ensu.sa.utoronto.ca>

### **Ethics, Society and Law Students' Association (ES+LSA)**

The UofT Ethics, Society and Law Students' Association is a long name for our intimate course union representing all undergraduates studying Ethics, Society, and Law. We provide a great place for our members to meet and build friendships while enduring their academics, and to enrich their studies through our academic and extra-curricular events. We host socials, academic seminars, and career

information sessions - as well as movie nights, starting this year. We also have an undergraduate academic journal, Mindful.

We are trying to become more accessible as a course union, revamping our online presence, and holding events in more accessible locations. We are generally there for any kind of support we can provide. Don't hesitate to contact us with any issues or questions, and do come to our events – we'll guarantee you'll find a warm community of like-minded, yet diverse students who share your passions.

Email: [utethicssocietyandlaw@gmail.com](mailto:utethicssocietyandlaw@gmail.com)

Website: [utesl.com](http://utesl.com)

Facebook: [facebook.com/groups/utesl](https://facebook.com/groups/utesl)

Twitter: @ESL\_UoT

### **Equity Studies Student Union (ESSU)**

The ESSU is a vibrant and active student group whose members work throughout the year to provide extra-curricular events that will complement students' in-class education. ESSU is responsible for putting together extra-curricular events for students in the Equity program and the larger community in and off campus, in the effort to combine academic studies, community engagement and student organizing.

Some of ESSU's annual events include Linked Oppressions, which includes week-long events aimed at addressing the intersection and the rejection of transphobia, homophobia and racism. Another event that ESSU puts together is Disability Studies Week, which provides discussions and

presentations dedicated to the examination of disability and representation. Finally, ESSU's biggest annual event, Decolonizing Our Minds, provides a platform to discuss the process of decolonization within the settler-state of Canada. Events and activities that ESSU organizes are always accessible, are always free and are always framed within an anti-oppressive, anti-racist, anti-ableist, anti-homophobic and equitable worldview.

Website: <http://www.uoftessu.com>

Email: [uoft.essu@gmail.com](mailto:uoft.essu@gmail.com)

FB: <https://www.facebook.com/groups/32602262382>

### **European Studies Students' Association (ESSA)**

The European Studies Students' Association is the official student organization of the European Studies Program at the University of Toronto. Through our affiliation with the Centre for European, Russian and Eurasian Studies, our members benefit from the access to, and knowledge of thirteen departments in their learning about Europe and European issues. We encourage our members to actively participate in academic and social events to enrich their university experience.

Website: <http://essa.sa.utoronto.ca>

### **Fine Arts Student Union (FASU)**

The Fine Arts Student Union (FASU) is a student-run organization based on the St. George Campus at UofT. FASU exists to enhance the experiences of undergraduate art students in Art History. Throughout the year we run a series of events including academic lectures, socials, and graduate school information panels. We seek to encour-

age undergraduate students to engage with the extensive programming that the Art Department has to offer.

Tumblr: <http://uoftfasu.tumblr.com>

FB: <https://www.facebook.com/pages/Fine-Arts-Students-Union-University-of-Toronto/206003296103123>

Twitter: <https://twitter.com/uoftFASU>

Email: [uftfasu@gmail.com](mailto:uftfasu@gmail.com)

### **French Course Union (FCU)**

Our first priority is to represent the interests of those taking undergraduate courses at the French Department of the University of Toronto. We organize social events, seminars, French film nights, game nights and we will run an exam bank starting this year! Thank you for your support! You can visit us at: [frenchcourseunion.com](http://frenchcourseunion.com)

### **Toronto Undergraduate Geography Society (TUGS)**

TUGS is the geography undergraduate student union at UofT. If you are taking a geography course or enrolled in a GGR program, you are automatically a member of TUGS. TUGS organizes social and academic events for students, and also sits on a number of committees in the Geography and Planning Department.

#### Contact:

100 St George St. – Room 613

P. (416) 978-2057 | E. [tugs@geog.utoronto.ca](mailto:tugs@geog.utoronto.ca)

W. <http://www.geog.utoronto.ca/associations/tugs>

### **Undergraduate Geology Association (UGA)**

So you want to know about the UGA, well lets sum it up.

The UGA is the Undergraduate Geology Association. We

are made up of a number of undergraduate students who each bring their own personal touch. Our goals are first and foremost to get our fellow geology students excited about our geology family, and secondly to keep them up to date with all of the research happening around the world, and also from our amazing professors.

We like to inform our fellow students about the different job opportunities out there for them. We keep them up-to-date with new networking strategies, interview skills, and resume workshops, however we also make sure that we enjoy what we're doing and that's what counts.

Email us: [uga.utoronto@gmail.com](mailto:uga.utoronto@gmail.com)

### **German Students' Student Union (GSSU)**

The GSSU is a small but growing course union that serves students of the Department of Germanic Languages and Literature. There are two main objectives for the GSSU. First, the GSSU aims to foster a friendly and enjoyable atmosphere among students taking GER courses and to represent these students in departmental meetings. Second, We try to engage non-GER students with the German department as well as elements of German culture. Through events such as POST and graduate information sessions, and academic lectures, the GSSU provides an opportunity for students to experience the academic side of the German department. While through events like game nights, a social, and pub nights, students can experience the social side of the department. All students are welcome!

Email: [gssu.toronto@gmail.com](mailto:gssu.toronto@gmail.com)

Facebook: [www.facebook.com/gssutoronto](https://www.facebook.com/gssutoronto)

### **Health Studies Students' Union (HSSU)**

The HSSU is run entirely by students in the Health Studies program at University College. The Union creates both social and academic opportunities for Health Studies students to meet outside of the classroom environment, in addition to providing support to all students in courses offered by the Health Studies program. Our executive team members have the opportunity to develop leadership, planning, and co-operative skills, as well as creative problem-solving skills as they operate in a dynamic and diverse environment. The small size of the program provides students with greater opportunities to interact with professors and peers with diverse academic and social backgrounds.

The Union facilitates an open environment in which students can participate in an ongoing dialogue about the socioeconomic, political, cultural, and biomedical determinants of health and the health care system.

University College | Rm B204      [healthstudies@gmail.com](mailto:healthstudies@gmail.com)

### **History Students Association (HSA)**

The History Students Association (HSA) is the course union that serves students of the Department of History. There are two main objectives for the HSA. First, the HSA aims to foster a friendly and enjoyable atmosphere among students taking HIS (History) courses and to represent these students in departmental meetings. Second, we try to engage non-history students with the History department as well as elements of learning and appreciating history. Through events such as POST and graduate info sessions, academic lectures, and our yearly undergraduate

journal “The Future of History,” the HSA provides an opportunity for students to experience the academic side of the history. While through events like game nights, a social, and pub nights, students can experience the social side of the department. All students are welcome!

Email: [hsauoft@gmail.com](mailto:hsauoft@gmail.com)

Facebook: [www.facebook.com/uofthsa](http://www.facebook.com/uofthsa)

Website: [www.uofthistory.com](http://www.uofthistory.com)

### **Human Biology Students’ Union (HBSU)**

The HBSU represents not only the students of the Human Biology program but indeed all students in the Life Sciences at the University of Toronto. HBSU holds many events and activities each year that are aimed primarily to give a sense of community to all our students; a place to meet new friends and to find support in any way. Many of these events are held as way to introduce and assist students into future endeavors and career paths. These events include our Graduate School Fair, 2 Medical School Symposiums, and several academic seminars and lectures. We also host movie nights, pub nights, and a year-end life science formal. HBSU prioritizes in making our students feel welcome so that they may enjoy their undergraduate experience to its fullest.

Website: <http://hbsu.wordpress.com>

### **Immunology Students’ Association (IMMSA)**

The Immunology Students’ Association (IMMSA) is a student-run organization representing all students enrolled in the Immunology Specialist and Major Program, as well as those who have taken an ‘IMM’ course at the University

of Toronto. Our goal is to promote cohesiveness within the undergraduate department and bringing together students with their peers in the faculty. This is facilitated through academic research seminars, social events, athletic events and other initiatives. IMMSA provides an opportunity for students to get involved in various activities and to offer suggestions and new ideas to make the undergraduate experience as an Immunology student more edifying and enjoyable.

Website: <http://immsa.byethost8.com>

Email: immsa.immunology@gmail.com

### **International Relations Society (IRS)**

The IRS is the course union for students enrolled in the International Relations Programme. It offers unmatched opportunities for students to strengthen their skills learnt in class, generates constructive and significant discourse on international affairs, and facilitates meaningful interactions between world leaders, policy makers, professors and students.

The Society hosts an annual conference that brings together leading international scholars, academics and authorities on public policy and the private sector. The conference – devoted each year to a unique and relevant theme – is the highlight of a yearlong conversation amongst student members of the Society, faculty, and world leaders. Ongoing events, including seminar-based discussions, special lectures, luncheons, and roundtable discussions, engage students by exploring issues and personalities central to their studies.

Becoming involved in the International Relations Society will increase the value, and your own enjoyment, of your academic degree. Social events and speaker series, roundtable discussions and insightful lectures will bring a real-world perspective to your schooling. You will also become part of an outstanding academic community, allowing you to develop valuable interpersonal connections that compliment your academics, and serve you well in your future endeavors. Be part of the conversation.

Email: [executive@irsociety.ca](mailto:executive@irsociety.ca)

Website: <http://irsociety.ca>

Twitter: @irsociety

Facebook: <https://www.facebook.com/munkirsociety>

### **Jewish Studies Students Union (JSSU)**

You are automatically a member if you are a specialist, major, or minor in Jewish Studies or taking at least one course in the program.

The JSSU is your representation! We are your liaison for courses, profs and classes related to Jewish Studies. We also have fun! Remember to join us for academic events and social happenings.

<https://www.facebook.com/groups/287458030869/>  
[jssu.uoft@gmail.com](mailto:jssu.uoft@gmail.com)

### **Laboratory Medicine and Pathobiology Student Union (LMPSU)**

LMPSU represents students currently enrolled in LMP courses. Our main goal is to serve as a mediator between the students and the professors, and organize various socials for the students in LMP. We also provide academic

help for LMP students, such as graduate seminars and pathobiology information sessions in each term.

Contact: [Impexecs@gmail.com](mailto:Impexecs@gmail.com)

### **Society of Linguistics Undergraduate Students (SLUGS)**

SLUGS represents all students enrolled in undergraduate linguistics courses at UofT. We facilitate communication between these students, and get them involved in the greater academic and linguistics community at UofT and beyond. On top of fun events like socials, game nights, and interesting seminars, we also host the annual Toronto Undergraduate Linguistics Conference (TULCON) each spring, where undergraduate linguists from around the world come to share their research!

Email us ([slugs@chass.utoronto.ca](mailto:slugs@chass.utoronto.ca)); Find us on Facebook ([facebook.com/uoftslugs](https://facebook.com/uoftslugs)) or Twitter (@UofTSLUGS). Feel free to drop by the Linguistics Lounge on the 4th floor of Sidney Smith! Even if the execs are not around, there will always be plenty of friendly linguists to welcome you. :)

### **Literature and Critical Theory Students' Union (LCTSU)**

The Literature and Critical Theory Students' Union is dedicated to building a community for Lit Studies students. As we are a small program, the pub nights, film nights and seminars we host are designed to nurture generative relationships between peers, graduate students and faculty members. Additionally, our presidents are available for casual consultation with students about the more free-form aspects of the program, such as which courses fulfill the degree requirements.

Our events highlight the interdisciplinary and open-concept nature of Literature and Critical Theory. Feel free to drop us a line and let us know of your suggestions and what types of events you'd like to see in the future!

<https://www.facebook.com/groups/335243873242172>

### **UofT Math Union (MU)**

The UofT Math Union seeks to serve students who are in a math-related program, taking university math classes, or interesting in being involved in a community of people who study mathematics. In addition to hosting regular social events, the math union emphasizes academic opportunities, such as encouraging undergraduate students to give talks on mathematical topics of interest to them, and bringing in speakers who use math in their career.

Email: [utmathunion@gmail.com](mailto:utmathunion@gmail.com)

Web: <https://mu.math.toronto.edu/home>

FB: <https://www.facebook.com/groups/127448893975434>

### **Molecular Genetics & Microbiology Students' Union (MGYSU)**

The MGYSU strives to connect students in the department of Molecular Genetics and Microbiology through exciting and fun academic and social events throughout the year. If you're part of the department, join us to meet some of your peers and upperyears! And even if you're not, but curious about the world of genes and tiny critters, you're welcome to join us too.

<https://www.facebook.com/MolecularGeneticsUT>

## **Near & Middle Eastern Civilization Students' Union (NMCSU)**

The NMCSU represents students enrolled in NMC courses and those working towards an NMC minor, major or specialist.

We serve as a liaison between students and faculty to help improve the student experience and make their voices heard. By organizing lectures, discussions, film festivals, graduate seminars, and socials pertaining to the historical and contemporary Middle East, we bring a sense of community and an advancing academic environment to the NMC department.

<https://www.facebook.com/groups/NMCSU>

## **Neuroscience Association of Undergraduate Students (NAUS)**

NAUS is an undergraduate course union dedicated to students pursuing Neuroscience at UofT. Our academic mandate is to enhance the undergraduate experience by exposing students to knowledge extending beyond the classroom and to facilitate student opportunities for research and career development. We act as a liaison between students and professors in the department and strive to create a supportive, cohesive community within our program. We have a variety of events planned for the upcoming year including academic seminars, outreach opportunities, social events and even an undergraduate conference! Come out to our events!

E-mail address: [naus@utoronto.ca](mailto:naus@utoronto.ca)

Website: <http://naus.sa.utoronto.ca>

### **Nutritional Sciences Students Association (NSSA)**

The Nutritional Sciences Students Association (NSSA) is dedicated to students who are taking courses in Nutritional Sciences. We aim to promote the field of Nutritional Sciences while encouraging a more cohesive, social community within the program. Our goal is also to help undergraduates connect with graduate students, faculty and alumni. By holding a variety of events throughout the year including student-professor luncheons, academic seminars, outreach opportunities and pub nights, we hope to support and enrich the undergraduate experience here at U of T.

Website: <http://nssa.sa.utoronto.ca>

Email address: [nssa.sa@utoronto.ca](mailto:nssa.sa@utoronto.ca)

### **Peace, Conflict and Justice Society (PCJS)**

The Peace, Conflict and Justice Society (PCJS) represents all students associated with the Trudeau Centre for Peace and Conflict Studies. PCJS, a student-run organization, seeks to connect students in the program and to build a community of people who seek to promote peace through education and active participation. The Society is dedicated to expanding students' interests beyond the academic classroom by establishing a network of people active in the field of Peace, Conflict and Justice; as well as providing a forum for discussion and presentation of relevant issues.

For more information on upcoming academic and social events, please visit <http://pcjsociety.ca> or

<https://www.facebook.com/PeaceandConflictSocietyPACS>  
[or www.twitter.com/PCJSociety](http://www.twitter.com/PCJSociety)

### **Pharmaceutical Chemistry Students' Union (PCSU)**

PCSU is a student-run organization dedicated to supporting undergrads registered in the pharmaceutical chemistry program. First established by students in 2008, PCSU is continuously evolving to provide resources and enhance students' university experience, in the forms of class help sessions, academic and graduate seminars, Career Night, and various social events. Additionally, PCSU acts as a liaison for open communication between students, the Faculty of Pharmacy, and the Faculty of Arts and Sciences. Any student registered in the Pharmaceutical Chemistry program is automatically a member of PCSU, while the team of ten executive members who lead PCSU are elected annually by the student body.

Website: <http://pcsu.sa.utoronto.ca>

### **Pharmacology & Toxicology Students' Association (PTSA)**

The PTSA is a student-run organization in the Department of Pharmacology and Toxicology. The PTSA represents all undergraduates enrolled in at least one course offered by the Department of Pharmacology and Toxicology.

The PTSA is responsible for:

- a. Organizing events, both social and academic, for the constituency of the PTSA.
- b. Providing, upon request, consultation for students in matters concerning the Pharmacology & Toxicology Department.
- c. Acting as the primary liaison between the Department and the PTSA constituency.

The PTSA logo contains two foxes (a word play on "phox", which is derived from *P*harmacology & *t*Oxicology)

oriented on opposite sides of a pill. This image symbolizes the intrinsic connection between the fields of Pharmacology and Toxicology.

Website: <http://pts.sa.utoronto.ca>  
Email: [info.ptsa@utoronto.ca](mailto:info.ptsa@utoronto.ca)

### **Philosophy Course Union (PCU)**

The Philosophy Course Union (PCU) is UofT's official philosophy undergraduate student organization. Under the jurisdiction of ASSU, we organize philosophy-related academic and social events throughout the year.

While we are most visible due to the events we organize, we are also a resource for students who want more information about the philosophy program, as well as courses, professors, etc.

If you would like to receive updates about PCU events and initiatives, feel free to e-mail us and we will promptly add you to our listserv!

E-mail Address: [pcu.utoronto@gmail.com](mailto:pcu.utoronto@gmail.com)  
Website: [www.uoftpcu.tumblr.com](http://www.uoftpcu.tumblr.com)  
FB: [www.facebook.com/groups/pcu.utoronto](http://www.facebook.com/groups/pcu.utoronto)  
Office: Jackman Humanities Building (170 St. George Street), Room 416 (fourth floor)

### **Physics & Astronomy Students' Union (PASU)**

PASU is a welcoming community of students enrolled in courses or programs offered by the physics or astronomy departments. We hold end of term parties, academic talks, study sessions, and lots of other events! PASU has a lounge

in the physics building, MP217, where anyone is welcome! So come out and get involved in your physics community! To contact us, join PASU on Facebook or come to MP217

<https://www.facebook.com/pages/PASU-UofT-Physics-and-Astronomy-Student-Union/190951994310990>

**Undergraduate Physiology Student's Association (UPSA)**

UPSA is a vibrant organization run by physiology students for physiology students. We provide resources to students that both compliment their studies in physiology and enrich their extracurricular experiences here at UofT. In addition to the sales of comprehensive past-test packages for courses within the Department of Physiology, UPSA hosts a diverse palette of events throughout the year that include academic seminars in which members of the department share their research interests, study sessions with peer support, and social outings. Furthermore, we offer help to faculty members within the department in organizing and facilitating open house events geared towards graduating high school and first year students.

website: [upsa.sa.utoronto.ca](http://upsa.sa.utoronto.ca)

fb: <https://www.facebook.com/groups/156740934398275>

**Association of Political Science Students (APSS)**

APSS is the course union for all students enrolled in a political science programme or taking a POL course. As a course union, we represent the interests of students in meetings with faculty and university administration, as well as participate in student recruitment initiatives for the university and, in particular, the department of political science. APSS hosts several events each year both indepen-

dently and in conjunction with the department of political science. We also host events and seminars designed to assist students academically, including first-year workshops and career information sessions aimed at preparing senior students for graduation. Students are encouraged to join the APSS and should email all inquiries to president@utapss.ca.

Additionally, students can join the facebook group for frequent event updates or consult our website at [www.utapss.ca](http://www.utapss.ca)

### **Psychology Students' Association (PSA)**

The Psychology Students' Association (PSA) is an organization of undergraduate psychology students at UofT.

Our goal is to broaden students' participation in the life of the Psychology Department and the University beyond the classroom. We organize great Psychology parties, arrange movie nights, and host numerous seminars.

Call (416-978-6762) or e-mail ([psa.psych@gmail.com](mailto:psa.psych@gmail.com)) or come by the office for more information, SS 509.

Website: <http://psa.psych.utoronto.ca>

### **Renaissance Students Association (RSA)**

The Renaissance Students Association (RSA) is an undergraduate student group that works with the Centre for Reformation and Renaissance Studies (CRRS) to promote Renaissance Studies at UofT. The RSA organizes events and lectures for those interested in the Renaissance.

<https://www.facebook.com/groups/uoftrsa>

### **Rotman Commerce Students' Association (RCSA)**

The Rotman Commerce Students' Association aims to be representative of the 2,200 students that walk our halls. Our vision is to become a group which reflects the needs and interests of the Rotman Commerce student body. We strive to see every student feel included, educated and inspired by their time at Rotman and we plan to do this by ensuring their student voice is represented in academic, social and program forums while delivering programs and events that develop their skills and competencies.

<http://rcsa.students.rotmancommerce.utoronto.ca>

### **Sexual Diversity Studies Students' Union (SDSSU)**

The SDSSU is the undergraduate course union for all students enrolled in SDS courses at UofT. The SDSSU represents students on the SDS Steering Committee, ensuring that student concerns are taken into account. The SDSSU also plans and hosts events such as panel discussions, career information sessions, and social events.

<http://www.uoftsdssu.com/index.html>

### **Undergraduate Sociology Students' Union (USSU)**

USSU is a student-run organization aiming to enhance and enrich the undergraduate Sociology experience through a number of events throughout the academic year ranging from academic lectures to socials bridging the gap between students and the faculty. USSU also provides undergraduate students with a variety of student learning and study aids to help encourage their success! In recent years, we have offered a popular career seminar known as "Backpack to Briefcase", where undergraduate Sociology

students have the opportunity to speak with professionals in the fields of Sociology, Social Work, Law, and Education.

In 2012, we founded *Society and Its Transformations*, an academic journal of Sociology for undergraduate students. Any University of Toronto undergraduate student may submit a paper that has received a grade of at least 85% in a UofT class, with the possibility of that paper being published in the journal. Check out our most recent publications at [www.sitjournal.com](http://www.sitjournal.com)

Email: [ussu.uoft@gmail.com](mailto:ussu.uoft@gmail.com)

Facebook Group: USSU (Undergraduate Sociology Students' Union)

Twitter: @USSU\_UofT

Our office is located at 725 Spadina Ave (Bloor & Spadina) in Room 225.

### **Urban Studies Student Union (URSSU)**

URSSU represents students in the Urban Studies program at UofT. Our executive is composed of elected undergrads who organize urban-focused academic and social events, provide peer support, and raise awareness about urban issues. Urban Studies is a multidisciplinary program spanning the study of architecture, economics, environment, geography, history, politics, and sociology as they relate to cities, and is hosted at Innis College.

Regular events include socials and academic seminars on urban topics. We also participate in urban events and festivals such as YIMBY.

URSSU welcomes involvement from all Urban Studies

students – specialists, majors, and minors. If you would like to become more active within the student union, have questions about events or the program, or are interested in collaborating with URSSU in some way, please contact us at [urssuinfo@gmail.com](mailto:urssuinfo@gmail.com) or tweet @urssuuoft.

### **Women and Gender Studies Student Union (WGSSU)**

The Women and Gender Studies Student Union (WGSSU) acts as a source of information and support for students. A major goal of the WGSSU is to combine student activism with academic studies. Committees have been established to address student concerns such as increasing tuition, clothing made in sweatshops, violence against women and other local and global issues.

The WGSSU provides students with the opportunity to develop friendships, work relationships, and a strong academic learning environment. Each year, the WGSSU organizes several events, both academic and social, for the undergraduate student body in Women and Gender Studies.

To get involved, e-mail: [wgssu.utoronto@gmail.com](mailto:wgssu.utoronto@gmail.com) or visit us in 500-D, New College Student Centre, Wilson Hall.

## **ADVICE: COMMUTING TO CAMPUS**

So, you attend U of T, congratulations – a school with such great history, located smack in the middle of downtown. Unfortunately, you don't own a condo on Bay Street – you are a commuter student. Before coming here, you heard about the horrors of commuting – the packed subways, the late buses, and the occasional creepy dude. But you decided you weren't going to go out like that, you were going to master the commute like Ash mastered his Pokemon. But now, you're finding it a little bit difficult. You are tired and sometimes irritable – you are becoming that stereotypical grumpy U of T student. Well that ends now.

Here are some tips to help you master your commute.

- Mind your health – Commuting can take a real toll in on your body physically. Being a student is tough enough with the academic, extracurricular and financial pressures we face, commuting adds to the pressure. Therefore, there's no need to make things harder on your body. It's crucial that you make sure you are taking care of your health. Avoid junky fast foods, drink lots of water, get enough sleep and exercise. If you happen to get sick, stay home and recuperate and do not delay seeking medical attention for your issues.
- Organize your time. Get a planner, seriously. The world of university brings about multiple deadlines, readings and responsibilities. In order to make sure that you get everything done, get a planner and follow it. Create a schedule not just for work, but also make sure to pencil in time to relax and hang out with

friends. Planning will help prevent those readings from stacking up and magically appearing two days before your exam.

- Eat wisely. For most days on campus, you will be here for a couple of hours. Commuting is expensive, and often so is on campus food, not to mention, its often not healthy. Therefore, to save on food costs, try packing a lunch and snacks. You'll save money and you'll eat healthier. When you do have to buy meals on campus, check out the student run collectives and establishments like Harvest Noon and Diabolos. These places offer cheap healthy meals and drinks for a student friendly price.

Follow these tips and you'll be a master commuter in no time. You may not be able to stop the delays on the TTC, but at least you make your commute as stress free and easy as possible.

Being a commuter on campus can leave you feeling isolated, lonely, and afraid to take on new challenges. But, have no fear because with the right attitude and a keen eye for opportunity, you'll be loving the commuter crusade before you know it.

#### *Hone in On your Interests*

- Chances are there's a club that suits your interest, this is U of T, clubs and student associations are a large part of student life. You can also start your own club if it doesn't already exist. As a commuter student, you will gain a greater sense of identity at U of T by joining a club or group that suits your interests.

### *Find a Way to Relax*

- Whether it's sleeping on the GO Train or just taking a walk between classes. Relaxation is key to controlling stress levels and those fast approaching deadlines. Exercise is also a great way to relax the mind because the mind functions properly with a healthy body! Make use of the exercise facilities on campus, your student card gets you in!

### *Make Friends with Other Commuters*

- Developing a high morale on campus is key to maintaining both your sanity and academic success. This can be achieved by joining a group on Facebook, or hanging out at places where commuter students would typically be. The colleges on campus provide common-spaces for commuter students to gather, socialize and study. So make use of them!

### *How to Maximize the Potential of Commuting*

- If you're fed up with being a commuter, then the least you can do is make the most of your time travelling whenever possible. To increase productivity, go over lecture readings, use the time to collect your thoughts and formulate an agenda to increase your efficiency when you start working on an assignment by the time you get home.

### *Actively Involve Yourself with Social Media*

- Outlets such as Facebook, Twitter, and e-mail allow you to stay in tune with university affairs and various events happening at your college. Keeping yourself informed is especially important as a commuter student and social media is a valuable resource when you are looking for study groups, special events, and parties.

## TRAVEL DISCOUNTS

Commuting to campus can be expensive. Therefore, you should make use of all the discounts available to you.

- Get a PRESTO Card : These are electronic smart cards that you preload with money and use each time you ride a transit system. It is absolutely essential to get one of these if you are riding GO Transit. It is also compatible with most transit systems across the GTHA and is available in some downtown subway stations including Queen's Park, Spadina and St. George subway stations.
- Get Discounts: Both GO Transit and the TTC offer discounts for post-secondary students. GO Transit offers a reduced PRESTO fare per ride, whereas the TTC offers a special Post Secondary Student Metropass - also available for purchase from the UTSU office, [www.utsu.ca](http://www.utsu.ca)
- Get the proper ID: In order to be eligible for these discounts, you must have proper ID that identifies you as a student while riding these systems. Beginning in October, if you wish to purchase the TTC Post Secondary Student Metropass, you will have to obtain a TTC Post Secondary Student Photo ID. The UTSU will have certain days in September where you can have these made on campus. If you miss these days, you can get it at Sherbourne Station.

To get a GO Transit Student ID, merely visit the T-Card office (Rm 2054A, Robarts Library) and present your T-Card. Remember, you must have the proper ID while riding the system. Failure to carry it could result in a fine.