

2024-2025 Instructions for Graduate Course Enrolment on ACORN

Visit this [ACORN Help](#) for a detailed, step-by-step guide to using [ACORN](#) for course enrolment, checking finances, updating your address and contact information, ordering transcripts, and more.

Graduate students can access ACORN to:

- View, request, add, drop, or waitlist for courses
- View your personal timetable
- View/change your address, telephone numbers, email, safety abroad address, and emergency contact information
- View your academic history, including final grades
- Order transcripts
- View your financial account information (invoices, account details, payments)
- [Register without payment](#) (defer payment of tuition): [available to recipients of a funding commitment](#) from the Graduate Unit and to students with approved Ontario, Canada and some US government student loans
- Update direct deposit details
- Print “Educational Credit” tax forms (T2202A)
- Order convocation tickets
- And more

Student Responsibility

While academic advisors, faculty, and staff are available to assist and advise, it is ultimately the student's responsibility to keep personal and academic information up to date at all times, and to follow all University, SGS, departmental, and program regulations, requirements and deadlines. ACORN makes it easier for you to check and correct this information. If questions arise about requirements, policies, and procedures, you are responsible for seeking answers to these questions from staff and advisors.

University of Toronto Email

The Department of Computer Science and other university offices will send important information to you by email. It is your responsibility to ensure that your email address, mailing/permanent address, and telephone numbers are up to date at all times.

U of T's [Policy on Official Correspondence with Students](#) requires students to maintain a University-issued email account (i.e., ending in [utoronto.ca](#) or [toronto.edu](#)), record it in ACORN, and regularly check for messages. The University will send official correspondence to your [utoronto](#) email account.

Department of Computer Science CSLab Email ([name]@cs.toronto.edu)

As a student in the Department of Computer Science, you will also be required to maintain a CSLab email account (ending in [cs.toronto.edu](#)). These accounts may be forwarded to another personal account, but it is the University account to which the University will send official correspondence, and it is the CSLab email address that all MScAC announcements will be sent to. Please ensure you check your email regularly.

UTORid and JOINid

Students use their UTORid or JOINid and password to log onto ACORN. Every applicant to the University of Toronto is assigned a JOINid once their application fee has been paid. It was provided to you through an email from SGS (admissions.sgs@utoronto.ca).

When you begin your studies at U of T, your JOINid will become your UTORid, which will allow you to access a number of services such as email, library resources, and Quercus, the University's student portal and learning management system. Many courses use the portal to provide online materials, discussion groups, quizzes, and more.

Enabling Your JOINid

You must enable your JOINid and create a password if you wish to access ACORN. This can be done [online](#). Your JOINid will not work until you enable and create a password for it.

If you have trouble locating the email sent to you with your JOINid, please contact admissions.sgs@utoronto.ca.

If you lose your JOINid password, you can use the enabling site to change your password. Please note that updates to passwords can take 48 hours to roll over in the system. If you are unable to reset your password using the enabling site, please call 416-978-HELP, or email help.desk@utoronto.ca to reset your password. Please specify that you have already enabled your JOINid.

Activating Your UTORid

Convert your JOINid to a UTORid as soon as possible to get access to more online services like email (UTmail+), course content on Quercus, webinars, library resources, Microsoft365 applications, Wi-Fi on campus, and more. Learn about how to [Get Your TCard and UTORid](#) and use the [documentation tool](#) to determine the identity and legal status documentation you will need to get your UTORid and TCard.

Declaration

The use of ACORN to enrol in courses means that you agree to abide by all of the academic and non-academic rules and regulations of the University, the School of Graduate Studies, and the Graduate Unit in which you are registered. It also means that you agree to assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto. You normally will use ACORN to add or cancel courses. If, for extraordinary reasons, you are unable to use the system, contact the MScAC Program as soon as possible.

Students are expected to be responsible when using the system and should not attempt to flood it with requests, or to automate the process of course enrolment. Such activity may clog the system so that other students may be denied access or experience degraded performance. Any student(s) attempting such activity may be denied access to ACORN until after the relevant registration period.

Checking Course Status

You are responsible for knowing the status of your course requests at all times. This information can be obtained through ACORN. The following are possible statuses:

- REQ:** Course requested. Must be resolved/approved by the last date to add a course.
- INT:** Course requested pending instructor approval in addition to co-ordinator's/advisor's approval.
- APP:** Request approved. Student is enrolled in course.
- REF:** Request denied. Student is not enrolled and may not make another request for this course via the web during this session.
- CAN:** Course cancelled (student withdrew from course before deadline)
- WAIT:** No room in the meeting section. Student has been placed on a waiting list based on category and will be enrolled automatically if space becomes available.
- DWAIT:** Student has cancelled place on the waiting list or been removed.

Requesting/Adding Courses

Students are required to submit a Study Plan Approval form to the MScAC Program, which includes a rationale for their course choices.

CSC course pre-enrolment: Students with an approved study plan will be eligible to have their priority CSC graduate courses pre-enrolled on ACORN, prior to general course enrolment opening. Students will be able to view the courses they have been pre-enrolled in by **July 22, 2024**.

CSC general course enrolment: MSc, MScAC, and PhD students in the Department of Computer Science may begin requesting/adding additional courses from the CS course timetable on ACORN themselves at **10:00 AM on July 25, 2024**. Other departments will vary. To avoid disappointment, if you are planning to take courses from other departments, please ensure that you are clear on when the respective department's course enrolment opens.

The following courses will be loaded onto your record for you by the MScAC Program Team—you should not add or drop these yourselves:

- CSC2701H – *Communication for Computer Scientists*
- CSC2702H – *Technical Entrepreneurship*
- CSC2703H – *MScAC Internship*

Along with the MSc and PhD students from the Department of Statistical Sciences (DoSS), students in the *Data Science* concentration are granted priority in DoSS' graduate courses (STA) ahead of students from outside the department. Due to a technical limitation, the MScAC Program Office, in collaboration with the DoSS Graduate Office, will add the courses outlined on the initial study plans of all Data Science students to their records. Once course enrolment opens to all students, students in the *Data Science* concentration will be able to add their own STA courses.

ACORN allows students to search for courses by code or keyword. For the Department of Computer Science, the graduate-level course code format is **CSC2XXXH**, where 'X' is replaced by numbers. Cross-listed courses i.e., courses with 4th year undergraduate students and graduate students in the class, will be listed with two course codes (e.g. CSC2511H/CSC401H1 – *Natural Language Computing*). Please ensure that you request all courses using the code which begins with CSC2XXXH. If you enrol using the undergraduate code, you will lose your space in the course as we cannot transfer these spaces over. In addition, courses enrolled using the undergraduate codes **cannot** be counted for credit towards graduate program requirements.

Courses from Outside the Department of Computer Science

Not all graduate departments allow students to enrol in courses via ACORN, and some departments will require you to get permission from the instructor before enrolling. In some cases, you will be able to request the course on ACORN (STA, ECE, MIE, etc.) but will then need to submit an add/drop form to the MScAC Program Office to gain Program Director approval. Once approval is gained the status is changed to "approved" (APP). In the event you are unable to request a course, please check with the MScAC Program Office about the procedure.

The deadlines to enrol in graduate courses are:

- **September 18, 2024** for full-year and Fall session courses;
- **January 20, 2025** for Winter session courses.

Waitlists

Some courses or meeting sections have waitlists. If the department offering the course has opted to allow a waitlist and the course is full, you can choose to join a waitlist. If sufficient space becomes available in your enrolment category, the course will automatically be added. *It is your responsibility to check ACORN for your status.* The system will inform you of your place on the waiting list and how many spaces are allotted for your category. You may “wait” in multiple meeting sections but if you are enrolled in one meeting section you may not simultaneously wait for another. One day before the final date to enrol in courses all waiting lists will be suspended and normal enrolment procedures will apply. Consult the graduate department offering the course to see if a waiting list is being used.

Cancelling/Dropping/Withdrawing from Courses (all departments)

You may cancel or withdraw from individual courses up to certain deadlines. Before doing this, however, you are advised to consult with the MScAC Program Team. Students dropping courses on/before the respective deadlines may drop courses using ACORN. No add/drop forms are required, and the course is removed from your record.

The deadline to drop a course without academic penalty is not the same as the last date to cancel your registration for the session and be eligible for a refund. To view the fees refund schedule, please refer to the Tuition Fee & Refund Schedules for Graduate Studies in the [Student Accounts](#) website.

The deadlines to drop courses without academic penalty are as follows:

- **October 28, 2024** for Fall session full or half courses;
- **February 28, 2025** for full-year and Winter session courses.

If you miss the deadline to drop a course:

1. Complete the [Add/Drop Course\(s\) form](#) and submit it to the MScAC Program, along with a letter of rationale with supporting documentation.
2. The graduate unit will consider the request and, if supported, will forward the request to SGS for review.
3. If approved by SGS, the transcript notation of WDR (Withdrawn without Academic Penalty) will be assigned by SGS to the course. The WDR notation carries no credit for the course and is not considered for averaging purposes.

Some graduate units offer modular courses which have enrolment deadlines that do not conform to the deadlines above. Modular courses with non-standard start/end dates require the graduate unit to establish suitable drop dates. Please check with the graduate unit offering modular courses for the drop dates.

Dropping courses may have implications for your progress in the program. For details, check with the MScAC Program Team.

Please note that withdrawing from all your courses does not constitute a withdrawal from your program. To do so, you must complete a [Program Withdrawal Form](#). Dropping courses prior to deadlines or withdrawing from a program does not guarantee a refund. Information on fee refunds and deadlines is outlined [here](#).

Final results

Final grades in courses can be accessed in ACORN by selecting **Academic History**.

Grades can be viewed after the following dates. If a grade is not available after these dates, contact your instructor or the Graduate Unit offering the course.

- **January 15, 2025** for Fall session courses;
- **May 14, 2025** for full-year and Winter session courses.

Important dates and deadlines:

Important dates and registration deadlines are available on the on the [SGS Academic Calendar](#) and can also be found [here](#).