

Requesting Courses in ACORN

Declaration

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 Department of Public Health Sciences. 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 graduate office 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 both ACORN until after the relevant registration period.

Course Enrolment

Students may begin requesting **Graduate Department of Public Health Science** courses on **August 10, 2016**. Each department has its own enrolment dates; check relevant websites for information. The *Introduction to Public Health* course is required for all incoming students in the Fall session, except MHSc Bioethics students (required courses and practica are preloaded to MHSc Bioethics students' records). Students must request their courses on ACORN by **September 26, 2016**. Courses will be approved by the enrolment deadline. Students should check ACORN regularly for the status of their course request.

→ ACORN allows students to search for courses by code or keyword.

Course number: e.g. CHL5207Y
Section Code: usually F, S or Y. This indicates whether the course is offered in the fall session (F), the winter session (S), or over both (Y).
Teaching Method: all graduate courses have a teaching method of LEC (lecture).
Teaching Section: most graduate courses only have one teaching section (0101). Although there may be only one teaching section the information must still be entered on the system.

Note: Some courses may require instructor's approval.

Courses from outside the department

Not all graduate departments allow students to enrol in courses via ACORN. If your attempt to add a course outside your department is unsuccessful, check with your department and the

host department about procedures. All course requests for courses outside GDPHS must be approved by your Program Director.

Waiting Lists

Some courses have waiting lists. If the department offering the course has opted to allow a waitlist and either your enrolment category (ie; MPH-EPI) or the course itself is full you can choose to join a waiting list. The system will inform you of your place on the waiting list and how many spaces are allotted for your category. You may waitlist up to two half-credits per session. If sufficient space is opened in your enrolment category, you will automatically be placed in the course. *It is your responsibility to check ACORN for your enrolment status.* **One to five** days (depending on the graduate unit) before the final date to enrol in courses all waiting lists will be suspended and normal enrolment procedures will apply.

Checking course status

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

- REQ: Course requested. To be resolved/approved (by GDPHS) by the last date to add a course.
- INT: Course requested pending approval by the *host* department/instructor.
- 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 comes available.
- DWAIT: Student has cancelled place on the waiting list or been removed.

Cancelling or withdrawing from courses

Students may cancel or withdraw from individual courses up to certain deadline dates. Before doing this, however, *students are advised to consult with their program director or supervisor.* 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 without academic penalty does not guarantee a refund. Information on fee refunds and deadlines is outlined at www.fees.utoronto.ca.