



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

Bulletin 1: Summer 2016

## **BULLETIN 7: Summer 2016**

*Greetings from the Office of the Registrar & Student Services at St. Michael's College.*

This is the seventh of eight bulletins. This bulletin will provide an overview of some of the academic resources available to you at U of T. These resources include writing centres, workshops, and appointments that are designed to assist you with developing your academic skills. Given the demanding nature of university work, it's important to know what resources you have available to you. Some of these resources are for SMC students in particular, and others are open to all Faculty of Arts & Science students.

### **1. Resources at SMC**

Some academic success resources are specific to St. Michael's College students (or students enrolled in SMC courses). There are two in particular worth noting: the [USMC Writing Centre](#), and the [Personal Librarian Program](#) at Kelly Library.

#### **a) USMC Writing Centre**

Those of you pursuing courses in the Humanities or Social Sciences will have many writing-based assignments: essays, critical summaries, reflections, book reviews, etc. Accordingly, it's important for you to develop and strengthen your ability to write well.

The USMC Writing Centre provides students with the opportunity to receive help from a writing instructor. In particular, instructors advise students on writing topics such as focus, organization, argumentation, documentation, grammar, and style. The aim of the instructors is to help students learn to write in a clear, cogent, and persuasive manner.

The USMC Writing Centre offers both appointments and drop-in hours. Since appointments fill up quickly, it's important to book well in advance.

## **b) Personal Librarian Program**

In addition to help with writing, the college also has a program that helps students with doing research. Kelly Library, the St. Michael's College library, offers the Personal Librarian Program.

Every first-year student at St. Michael's College is assigned a personal librarian from Kelly Library. Your personal librarian is your point of contact when it comes to research inquiries.

## **2. Academic Success Centre**

While the resources just outlined are offered through St. Michael's College, there are also resources offered outside of SMC. In particular, the Academic Success Centre (ASC) is a department in the Division of Student Life that is dedicated to helping students reach their academic potential.

### **a) Learning Strategists**

The ASC gives students the chance to meet with [Learning Strategists](#). The ASC's Learning Strategists take an individualized approach to supporting students. By looking at students' specific habits and goals, the Learning Strategists work with students to create an academic plan that will help them succeed.

Learning Strategists offer both drop-in hours and one-to-one appointments.

## **b) Workshops**

The ASC also offers [workshops](#) throughout the academic year. Like individual meetings with the Learning Strategists, the workshops are interactive and cover a wide variety of different topics. Importantly, the size of the workshop groups is small, which allows for the workshops to be tailored to individual students' questions and concerns.

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Of course, these are just *some* of the resources available on campus: our brief overview was not meant to be exhaustive. While you proceed through first year, it's important to remember there are plenty of resources on campus that are specifically designed to help you thrive academically.

In Bulletin 8, we will wrap up the bulletin series with some reminders about the upcoming academic year.

Regards,

**James Langlois & Geran Collymore**

Academic Advisors

St. Michael's College

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## BULLETIN 8: Summer 2016

*Greetings from the Office of the Registrar & Student Services at St. Michael's College.*

This is the eighth of eight bulletins. With the summer coming to a close, and school starting in September, our bulletin series is wrapping up. In this final bulletin, we will recap some things to keep in mind as you get ready for your first academic year at the University of Toronto.

### 1. Calendar and Timetable

You will likely continue to have questions about courses and programs throughout the academic year. Remember that, when you do, the first two resources you should consult are the [Calendar](#) and [Registration Instructions & Timetable](#).

As the year progresses, and you begin to think more about program enrolment—which will take place next spring—make sure to visit the [Program Enrolment Instructions](#).

### 2. Important Dates

Here are important dates for [2016 Fall](#) and [2017 Winter](#). Some of the most important dates for the Fall Session include:

- September 12<sup>th</sup>: classes begin in F and Y courses
- September 21<sup>st</sup>: waiting lists for F and Y courses turn off at end of day
- September 25<sup>th</sup>: last day to add or make section changes to F and Y courses
- November 7<sup>th</sup>: last day to cancel F courses without academic penalty

Of course, these aren't the only important dates. Make sure to check the links above if you have any date-related questions. It is your responsibility to stay on top of the relevant deadlines.

### 3. Fee Payment

August 23<sup>rd</sup> was the deadline to make the minimum payment for registration.

Information about post-registration fee payment can be found [here](#). Moreover, the tuition fee and refund schedule can be found [here](#).

Are you pursuing 3.5 FCEs or fewer this academic year? If so, you can change your fees assessment from *program fees* to *course fees*. For more information about this, please see [here](#).

### 4. Orientation Week

SMC Orientation begins on Tuesday, September 6<sup>th</sup>. You can find information [here](#).

### 5. Office of the Registrar & Student Services

#### Office Location

121 St. Joseph Street (Muzzo Family Alumni Hall), Room 207

#### Office Hours

Monday-Thursday: 9:30am-4:30pm

Friday: 9:30am-4pm

We are closed daily from 12:30pm-1:30pm

#### Contact Information

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**Office Staff**

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Geran Collymore, Academic Advisor

Thank you for taking the time to read the bulletin series this summer. Do not hesitate to contact us at the Office of the Registrar & Student Services if you have any questions or concerns. Best of luck this academic year!

Regards,

**James Langlois & Geran Collymore**

Academic Advisors

St. Michael's College