

TMUIC STUDENT HANDBOOK

Introduction

Welcome to Toronto Metropolitan University International College! This manual is designed to provide you with essential information about our college's policies, procedures, and resources, we hope this guide helps you navigate your academic journey successfully.

Overview

TMUIC has three major pathways, the Foundation Program (UTP Stage I), International Year One (IYO, UTP Stage II) and English for Academic Purposes (EAP). Your program is outlined on your Letter of Acceptance (LOA).

International Year One

Students admitted to International Year One (UTP Stage II) are expected to complete 10 credit courses in a minimum of 3 semesters. Upon the successful completion of IYO, you'll transfer to TMU to continue your degree, as long as you have achieved the minimum GPA requirement and course grade requirements in a minimum of 10 credit courses, specific to your program.

Foundation Program

Students admitted to the Foundation Program (UTP Stage I) are expected to complete a total of 8 courses within two semesters to be able to progress to IYO. Students may be eligible to fast-track or "Jump" to IYO if in a single term they successfully complete four core Foundation courses (not including ILS/ILC or TMUIC Ready) with a minimum 70% in each course. Upon successful completion of the Foundation Program, students will be eligible to progress to their IYO programs provided they meet the minimum average in their core courses.

English For Academic Purposes (EAP)

Delivered by the [Toronto Metropolitan University English Language Institute \(ELI\)](#), the EAP is a pathway program designed to help you strengthen your English language skills. This program facilitates your transition to TMUIC adding an additional 16 weeks to the length of the program.

Student Services

Students are responsible for actively reading and staying informed about the resources and information available on the following listed websites.

Must-Know Websites

1. **Student Portal:** <https://learning.torontomuic.ca/>.

This is where you can access different campus resources, including Finance, Health Insurance, Upcoming Events and more. You will need your TMUIC Student Number (R10xx/T10xx) to log-in.

2. **Moodle:** <https://moodle.torontomuic.ca/>.

This is where you can access all the courses that you are currently taking.

3. Student Email:

You must have access to your TMUIC Student Email (yourstudentnumber@learning.torontomuic.ca). Most instructors require students to reach out using student emails, and this helps your email not get lost in Junk Mail.

See this link on how to access your student email: <https://youtu.be/gR4HWp6Brv8>

Academic Advising

Current students can reach us at advising@torontomuic.ca. We're available for drop-in appointments online or in-person from Monday to Friday. Advisors can help you with academic concerns, or direct you to other resources such as immigration, mental health and more.

Immigration Support

If you would like to connect with an immigration consultation, please ask an advisor for the next drop-in date.

Our partner immigration consultants can help you with Visa, Study Permit and any other immigration related issues.

ENROLMENT AND STUDENT REQUEST SERVICES

Program Withdrawal

Students may request to withdraw from the college at any point. Students have to be mindful of semester deadlines while they are withdrawing from courses. To apply for program withdrawal, a '[TMUIC Withdrawal Form](#)' must be submitted to the academic unit and a meeting with the College staff member may be required. The Withdrawal Form can be found on the TMUIC Student Portal. [Refund Policy](#) may apply.

Program Deferral

Students may defer their studies for one term, provided they have a minimum of one term of completed study at TMUIC. To apply for program deferral, a '[Semester Deferral Form](#)' must be submitted to the academic unit and a meeting with the College staff member may be required. Semester Deferral Form can be found on the TMUIC Student Portal. Students may not defer their studies for more than one term.

Note: There is a \$200 administrative charge for deferring enrolment. Please consult the TMUIC office for additional information.

TMUIC Document Request

Students may request documentation listed in the document request form. Students may request Official Transcripts by filling out the [online application form](#) located on the student portal.

Accommodation Information

Students are responsible for notifying advising staff about the need for accommodation for one or more assessment or course. Please meet with an advisor to ask about disability, religious, or any other accommodation needs.

Finance

All fees are set for one term only and are subject to change. Information on current tuition fees is published on [the TMUIC website](#). For further information on fees, contact TMUIC's Finance Team at finance@torontomuic.ca

Tuition fees are payable in advance of the commencement of each term. Fees not received for returning students by the published due date will incur a late penalty. Below is the minimum/maximum number of courses per term.

PROGRAM	MINIMUM NUMBER CORE/CREDIT COURSES	MAXIMUM NUMBER CORE/CREDIT COURSES
Foundations Program	Four courses per term; students are encouraged to register in four to be eligible to qualify for the JUMP rule.	Four courses per term
International Year One	Three courses per term, unless students apply and are approved for a Reduced Courseload.	Four courses per term; unless students apply and are approved for Course Overload

Students who elect to withdraw from the program completely will have their refund calculated in accordance with the College's Refund Policy. Please refer to calculations on [Cancellation Fee/Refund Policy](#) detailed on the TMUIC website.

Medical Insurance

Every student enrolled in classes has medical insurance called **guard.me** – your Healthcare Access Card functions as a prescription drug and emergency dental card. [Click here](#) to access policy documents, mobileDoctor and many other services on offer.

Medical insurance starts the first day of the month of the new semester and ends the last day of the month when the term ends (e.g. Fall insurance coverage is September 1st – December 31st). Students will receive an email in the first week of the term to set up their medical insurance.

Please be aware if you do not enrol in a subsequent semester, TMUIC will not request medical insurance for you. If you end your studies, it is your responsibility to leave the country or secure private insurance for any time you reside in Canada.

[Walk-in clinic near campus:](#)

Cloud Care Clinic

Address: 55 Dundas St E, Toronto, ON M5B 2G8

Phone Number: 416-361-6000

Email: info@cloudcareclinics.ca

Website: <https://cloudcareclinics.ca>

Please bring your guard.me information to the walk-in clinic.

Hospitals

If you believe you have a life-threatening condition that needs immediate attention, you should get to the nearest hospital. At the hospital's emergency department, a nurse will assess the severity of your medical condition. In Canada, waiting times to see doctors are based on the severity of these initial medical assessments. Emergency rooms are usually very busy and waiting times can be very long.

St. Michael's Hospital Emergency Department: 30 Bond St, Toronto, ON M5B 1C9

Mount Sinai Hospital Emergency Department: 600 University Ave, Toronto, ON M5G 1X5

Telehealth Ontario

If you'd like confidential medical advice, the Province of Ontario operates a telephone service where you can access general health advice from a registered nurse. Telehealth Ontario is free and operates 24 hours a day, 7 days a week. It does not replace a doctor's diagnosis or an emergency call for an ambulance, but this service may help answer basic medical questions. You can call Telehealth Ontario at 1-866-797-0000.

GuardMe Student Support Program

Covered under your insurance, you will be able to talk to a counsellor in a variety of languages by text or phone 24/7. Trained counsellors can assist with a large number of challenges while you study at TMUIC. Download the TELUS Student Support App on your mobile device to chat through the app or call 1-844-451-9700.

Important Hotlines

988: If you are thinking about suicide, or you're worried about someone else, call or text 9-8-8 toll free, any time, lines are open 24/7/365.

211: If you want to find a therapist or other mental health services in your area, you can call 211 in most parts of Canada or visit 211.ca. The service is free and confidential, and is available 24/7, in more than 150 languages, by phone, chat, text, and web.

911: This is used for emergency situations to call the police, fire or ambulance to come to you.

Housing Support

Located in the heart of Toronto, the Toronto Metropolitan University campus is integrated into the dynamic downtown core. A variety of accommodation options are available including, apartments, condos, houses, or homestays.

Interwoven throughout the downtown, all styles of accommodation will be located close to all the essential necessities and accessible transit.

Short term stays

Hotels

- [Courtyard by Marriot Toronto Downtown](#)
- [Marriot Downtown at CF Toronto Eaton Centre](#)

- [Sheraton Centre Toronto Hotel](#)

Guesthouses and inns

Private accommodations without meals included:

- [Victoria's Mansion Guest House](#)

Student off-campus housing

[Avant Toronto](#): 50 Gerrard Street East, Toronto ON, M5B 1J6

[Parkside Student Residence](#): 111 Carlton Street Toronto, ON M5B 2G3

[Casita](#): Accommodation marketplace that connects student with verified student housing

[HOEM](#): 186 Jarvis Street Toronto, ON M5B 2B7

[Tartu College](#): 310 Bloor St. W Toronto, ON M5S 1W4

For more information, visit [the Toronto Metropolitan University Off-Campus Housing](#) website

Cultural And Religious Communities

Organizations	Address	Contacts
Toronto Islamic Centre	817 Yonge Street Toronto, On M4w2g9 (Bloor & Yonge)	1-647-350-4262 Info@Torontoislamiccentre.Com
MAC Masjid Toronto Dundas	168 Dundas St W, Toronto, ON M5G 1C6	(416) 596-0507
St. Michael's Cathedral Basilica	65 Bond St, Toronto, ON M5B 1X1	(416) 364-0234
Holy Eucharist Ukrainian Catholic Church	515 Broadview Ave, Toronto, ON M4K 2N6	(416) 465-5836 Holyeucharist@Rogers.Com
Canadian Chinese Buddhist Ming-Yuet Temple	22 Cecil St, Toronto, ON M5T 1N2	(416) 598-4596
Hue Lam Temple	236 Rhodes Ave, Toronto, ON M4L 3A1	(416) 778-7315

Toronto Sri Maha Ganapathy Temple	468 Gerrard St E, Toronto, ON M5A 2H3	(647) 699-0565
Sridurka Hindu Temple	30 Carnforth Rd, Toronto, ON M4A 2K7	(416) 759-9648
Shromani Sikh Society Gurudwara	269 Pape Ave, Toronto, ON M4M 2V9	(416) 463-3132
Makom: Creative Downtown Judaism	402 College St, Toronto, ON M5T 1S8	(416) 546-6043
Forest Hill Jewish Centre	360 Spadina Rd, Toronto, ON M5P 2V4	(416) 483-0883
First Evangelical Lutheran Church	116 Bond St, Toronto, ON M5B 1X8	(416) 977-4786 Pastor@Firstelc.Ca
Ontario Federation Of Indigenous Friendships Centres	219 Front St E, Toronto, ON M5A 1E8	(416) 956-7575 Ofifc@Ofifc.Org

STUDENT EXPERIENCE

At TMUIC, students can participate in weekly events hosted by Student Leaders. Students can also apply to volunteer as a Student Leader from their second term. Student Leaders are TMUIC students who have volunteered to take on additional leadership roles within the TMUIC community. They help students become familiar with services at TMUIC while also hosting events and activities to help students connect with one another.

Student Leadership is a great professional development opportunity. As a student leader, you get to further develop skills like:

- Communication
- Time management
- Teamwork
- Event planning
- Public speaking

Currently, there are 5 different Student Leader groups at TMUIC: Peer Educators, Cultural Ambassadors, Digital Content Creators and Social Committee.

Social Committee

Help plan events that bring students together! Provide an opportunity for students to form meaningful connections and get to know the city.

Cultural Ambassadors

Celebrate the cultural diversity and multiculturalism found at TMUIC! Plan workshops, events, and campaigns that help promote cross-cultural competence!

Comms Crew

Help design and develop TMUIC's bi-weekly newsletter! Highlight events happening around the city and on-campus that students should be aware of.

Digital Content Creators

Focus on designing, editing, and posting content for TMUIC's Instagram and TikTok pages! Highlight past events and help students adjust to life in Canada.

Orientation Leaders

Help design and implement new Orientation ideas and strategies in conjunction with TMUIC's student Experience Coordinator!

Peer Educators

Host academic workshops and help students who are struggling in TMUIC courses like Economics, Psychology or Math!