



New College Student Handbook

[Academic Orientation '09]



About this Handbook

Welcome to New College!

New College was formed this year under the Faculty of Liberal Arts and Professional Studies at York University as the newest of 9 colleges within our institution. Colleges are communities of students, faculty and staff who endeavour to provide the tools for academic achievement and personal success. We represent thousands of students from the School of Administrative Studies, Human Resources and Information Technology.

This handbook has been created to give you basic information on the various aspects of life at York University. To respect the techno-literacy of our fresh and modern student body and to be environmentally friendly, this year's academic handbook has been created in an electronic format rather than a traditional bound paperback.

In this handbook we have compiled information about the community and the various services available to you, as well as how to get involved and maximize your time here at New College.

Using the Handbook

The information has been separated into a few general categories, designed to help you find the information you need as easily as possible. The table of contents on the next page will tell you exactly where to look. If you read something that piques your interest and want to learn more, use the web URL provided for each area.

We encourage you to use this handbook to get to know the various offices that support your education, learn about opportunities available to you and to make the most of your experience.



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York Community

York Community

Toronto City Councillor: Anthony Perruzza

Dear Student,

As a proud York University alumnus it gives me great pleasure to welcome you to York's newest college. Blessed with a core group of dedicated student leaders and representatives, New College is set to make a name for itself within the greater York community, while its students receive a first-class education whether it is in HR, IT or Business and Administrative Studies.



As one of this country's pre-eminent institutions of higher learning, York University is a central part of the community that I represent. I am pleased to announce that we are currently ushering in a new age of infrastructure and support funding for our community. This includes a major subway expansion, an exciting new Rail Transit Line similar to the trams one finds in major European metropolises, and a host of beautification projects throughout. This will enhance the ease of public transit into and out of our neighbourhood, while adding to the number of attractive and pedestrian friendly places for people to walk through or simply stop and relax.

Lastly, I would like to encourage you to explore the community in which you will be visiting on a weekly basis. One of Toronto's most multicultural communities, 'University Heights' and the neighbouring 'Black Creek' are home to caring neighbourhoods, plenty of green-spaces, and important landmarks such as Tennis Canada, Black Creek Pioneer Village, and Parc Downsview Park.

Welcoming you to our community,

Anthony Perruzza

City of Toronto Councillor

councillor_peruzza@toronto.ca

<http://www.toronto.ca/councillors/perruzza1.htm>

York Community

Dean of LA&PS: Dr. Martin Singer

Welcome to the Faculty of Liberal Arts & Professional Studies (LA&PS)! We are an innovative, exciting and dynamic community of students, educators, researchers and administrators dedicated to excellence and committed to your success.



Your education is our priority. You will be taught by internationally recognized leaders in their fields, renowned for their collaborative and interdisciplinary approach to teaching and research. Students from all over the world will be studying with you, enlivening your learning with myriad voices, diverse perspectives and unique experiences.

New College provides incredible opportunities for social interaction, bringing to your education a greater social component to complement the academic elements. Join a student club or association and meet others who share the same passion. If you don't find the perfect fit – start a club yourself. Get involved with student government to make your voice heard and enjoy cultural activities and events throughout the York community. Your life on campus will be something to remember for the rest of your life. I urge you to make the most of your time at York by participating fully.

Benefit from being part of the biggest Faculty at York by taking advantage of academic advising, writing and study skills workshops, counselling and more. We will help you build networks, hone your analytical and critical skills, and discover the path that's best for you.

This is an exciting time to be a student in LA&PS. There are now more flexible scheduling and course options than ever before, and you have access to an incredible range of choices in the areas spanning the humanities, social sciences and professional studies.

Get involved and stay connected your college and with LA&PS. Whatever your interests are, and wherever your passions lie, there is something here for you.

I hope you have an enjoyable and successful year!

Dr. Martin Singer,
Dean, Faculty of Liberal Arts & Professional Studies

York Community

Master of New College: Dr. Marie-Hélène Budworth

Welcome to New College!

These are very exciting times for students within the [School of Administrative Studies](#), the [School of Human Resource Management](#), and the [School of Information Technology](#). We are the founding members of York University's newest college. We have the opportunity to build this community from the ground up. In speaking with faculty, students, and staff within the three schools that constitute New College, it has become apparent that we have a set of common interests that give us a great advantage in determining our direction as a community of interest.



Our students have asked for opportunities to network, develop themselves professionally, and enjoy one another socially. The Master's Office within New College will support a number of events that are aligned with these goals including case competitions, career networking events, and invited talks. We will also work closely with the new Centre for Student Success in order to provide workshops and developmental opportunities for our students.

The New College community is fortunate to have a strong group of student leaders. These individuals are active in college life as volunteers, club executives, and within our college government, New College Council. These groups arrange events and support fellow students in a myriad of activities. There are many opportunities for students to be involved. Stay connected in order to keep up to date on everything that is happening here. A great way to keep up to date is to drop by the Master's office in 140 of the Atkinson building and join the New College [Facebook group](#).

Once again, welcome to New College. I am looking forward to meeting you personally as we work together to build a vibrant, active, and engaging community.

Sincerely,

Dr. Marie-Hélène Budworth
Master of New College

York Community

New College Council

Hey New College!

It is our pleasure to serve as your New College Council Executives for the 2009-2010 academic year. The council is a student-operated not-for-profit organization representing students from the Schools of HR, ITEC and ADMS. We are here to act as your voice and advocate for issues important to you, the New College student community. We also run professional development activities such as workshops and networking get-togethers, as well as fun social events from Frosh Week to the year-end formal.

All executives on the council are highly experienced and involved students who have collaborated their individual strengths and skills to form a strong and active group. We have developed a set of three main objectives that form the foundation of every decision we make. These founding principles are:

Equity: All students within New College shall be treated equally, and shall not be discriminated against based on their age, gender, race or sexual orientation.

Transparency: Upon ratification by the board, all students within New College shall have access to meeting minutes and financial records.

Accountability: Executives of New College Council shall be held accountable by the rest of the board if their weekly/monthly responsibilities have not been fulfilled and no valid reason has been provided.

We encourage all students to make the most of their education, and to get involved in the York community. You can join a club, participate in New College intramural sports or volunteer your time assisting others.

If you have any questions, concerns or even if you just want to have a chat, we want to hear from you. We wish you all the best for the upcoming year.

Sincerely,

New College Council Executives

www.yorku.ca/ncc

ncc@yorku.ca



140J Atkinson Bldg.

Getting Involved

York Federation of Students

Welcome!

The [York Federation of Students](#) (YFS) would like to take this opportunity to welcome you to another great year at York University. The YFS represents the over 50,000 undergraduate students here at York University. We provide a wide variety of services, advocacy, and discounts to students in addition to organizing campaigns and special events on campus throughout the year starting with our annual [Welcome Week](#) festivities including a free BBQ and Concert!

As a student at one of the largest universities in Canada, it is easy to get lost on campus and in your textbooks, but we encourage you to get involved and make the most of what can be a thrilling university experience with your students' union.

If you need anything at all throughout the year, please do not hesitate to call or email any of the executives or stop by one of our offices. Best of luck in the upcoming year!

In Solidarity and Friendship,

Krisna Saravanamuttu, President
Darshika Selvasivam, VP Campaigns & Advocacy
Steven Broadley, VP Operations
Staci Peart, VP Campus Life
Zahran Khan, VP Equity

York Federation of Students Office

336 Student Centre

(416) 736-5324

www.yfs.ca

yfs@yfs.ca

YFS Member Services Office

106 Student Centre



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Getting Involved



Getting Involved

Clubs & Groups

There are a number of academic and social organizations at York University. The Faculty of Liberal Arts and Professional Studies keeps an up-to-date list of all registered LA&PS groups on their website:

<http://www.yorku.ca/laps/students/engage/clubs/>

Looking to connect with other students within your major? The academic clubs at New College are a great way to do just that.

American Marketing Association @ York (AMA)

The AMA @ York U's overall objective is to act as a transitional vehicle between the University environment and the professional marketing world, providing networking opportunities, on campus events and Toronto chapter access. Visit

www.yorku.ca/ama.

ITEC Club

Helps current students in various aspects of the ITEC program. We intend to provide peer mentoring and networking, assistance with assignments, and educate students about the Honors program and internship opportunities. Visit sit.yorku.ca/iteclub.

LA&PS Professional Accounting Association (YUAPAA)

Provides accounting students with opportunities to network with accounting firms and organizations in order to better prepare them in competitive labor markets and propel their career goals. Students will be able to establish networking channels between accounting students and professionals practicing in public accounting firms and organizations. Visit www.yuapaa.com.

National Finance Students' Association (NFSA)

Assists students as they prepare for finance careers through sponsorship of career development programs and club relationships with members of the financial community. We also foster an environment among students that encourages the learning. Visit www.nfsa.ca.

Strategic Human Resources Professionals (SHRP)

Represents the Human Resources Student, organizes academic & professional events & equips New College Students with vocational skills. Visit www.shrp.ca.



York Business Network (YBN)

The purpose of YBN is to unite all business majors, clubs and appropriate resources through our innovative web-platform grouped by business majors rather than strictly faculty. Visit www.yorkbusinessnetwork.com.

There are also several groups that cater to specific groups of students and seek to support them.

International Students' Association at York (ISAY)

ISAY is an independent student association that represents the interests of international and exchange students at York University. ISAY does its best to help create, strengthen and sustain a safe space for all international students and address their concerns. We promote, coordinate and direct activities that are in the interests of our members to enrich intercultural communication. We welcome all students - domestic, exchange and international. If you want to meet people from all over the world or need a comfortable place to relax and share your concerns, ISAY is there for you! Visit www.isay.ca.

York University Mature Students' Organization (YUMSO)

YUMSO is a thriving and influential social group for adult learners (age 21 and up). Mature students have much in common with younger students, but also face unique challenges due to age, work, time management and more. Mature students get together frequently for coffee, lunches, pub nights, and more. Volunteers most welcome - YUMSO would not exist without them. Be there or be square! Visit www.yorku.ca/yumso.



Getting Involved

Student Council of LA&PS (SCOLAPS)

The Student Council of Liberal Arts and Professional Studies (SCOLAPS) is the body responsible for representing the largest student population in the largest faculty at York University. The council is well known for diligently advocating and representing their constituents in every aspect as it relates to governance in the Faculty of Liberal Arts and Professional Studies.

Our counsellors hold seats on the York University Senate and sit on a number of committees, panels and meetings that are integral to the operation of the Faculty and York University. They are the voice of the students in many of the important decision making processes, and interact with York faculty, staff and administration on a regular basis and are supported by the Dean's Office in the faculty of LA&PS. We also develop and run a number of programs that many counsellors and students can become apart of and benefit from.

To find out how to get involved, become a counsellor and represent your fellow students, please contact the SCOLAPS Executive by emailing us at scolaps@gmail.com or contacting us at our office in 124 South Ross, Tel#: 416-736-2100 x55977.

LEAD

LEAD (Leadership Achievement, Education and Development) is a mentor ship which entails all of the aspects founding the title - LEAD. It is a project that is overseen and run by the Student Council for Liberal Arts and Professional Studies. LEAD, a highly esteemed program, has gained a reputation throughout York and the faculty, of facilitating the growth and development of some of the universities brightest students and leaders of today and tomorrow.

Upper and lower level students take part in specialized workshops and activity sessions as mentors and mentees. Each area looks to address different areas such as, success, leadership communication and many others. LEAD regularly has experts come in to speak or guide workshops. The continued support of the Dean's office has allowed LEAD to grow, and not only maintain, but redefine the high standard of success it has achieved.

To find out more or to apply to become apart of the LEAD program please contact SCOLAPS at scolaps@gmail.com.



Ian Greene Award

The Ian Greene Award is a student run award that is presented to one Professor and one TA in the Faculty of Liberal Arts and Professional Studies that best exemplify teaching excellence. Candidates are nominated and chosen by students alone, allowing us to express our views on teaching excellence by awarding great faculty members in LA&PS. As a group that is always interacting with the York community and is proud to represent the voice of LA&PS students, we look to our fellow students to have their opinions heard, as to what teaching excellence is.

If you are interested in getting involved, either by nominating a teaching candidate for the award or applying to join the Ian Greene Award committee to help administer the award, you can do so through the Student Council for Liberal Arts and Professional Studies (SCOLAPS). Applications will be made available through the council, and membership packages for the council itself will be available as well.

To find out more information please contact SCOLAPS at scolaps@gmail.com.

Career Centre

As part of the York community, the Career Centre is a team of committed professionals who work with students, new grads, staff, faculty, and employers to support students in the development of career self-management skills. Today's students, and also their parents, want and expect strong career outcomes from university studies. Students want individualized and customized support to help them make career decisions, find good jobs, and feel confident about their futures.

The mission of the Career Centre is to increase our students' confidence and abilities to construct meaningful careers. We do this by delivering job search, career development, and experiential education programs to help our students build success on their own terms. Visit the Career Centre at Suite 202, McLaughlin College or www.yorku.ca/careers

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Academic Life



Academic Life

LA&PS Advising

The Academic Advisers are experienced and professional university staff members whose role is to oversee the College's academic program and to provide general academic advice and counseling to students, particularly those in their first year. Generally, you need to make an appointment with Academic Advising, either directly or by showing up for a drop-in appointment during specified times. TIP: For drop-ins, show up early, or you may find yourself waiting a very long time, or possibly not getting an appointment at all since time slots are limited. Drop-in appointments are not recommended for students wishing to discuss complex academic matters. Instead, it is recommended that you set up a formal appointment in advance so that you have more time with your adviser.

- New Student advising:
<http://www.yorku.ca/laps/students/newstudents.html>
- Continuing Student advising:
http://www.yorku.ca/laps/students/continuing_students.html

Peer Mentorship

Peer Mentorship is an effective tool for experience students to impart their experience and knowledge gained as a York student to a group of new students in the same program of study.

Our mentorship goals at New College are to

- Direct new students to on campus resources
- Give students the inside track on campus information
- Assist New students in developing the tools needed to succeed
- Provide a network for new students

The best mentorship relationships are characterized by an honest exchange of information and mutual support. New College strongly emphasizes mutual respect in all mentorship relationships. If you are interested in learning more about how you can be involved in mentorship either as a new student or as an upper year student, please view the contact details listed below:

Email: ncmentor@yorku.ca

Phone: (416)736-2100 x 33572



Academic Life

Centre for Student Success

Here are some of the opportunities that the new Faculty has to offer:

- [Student Clubs](#) - Joining a club is an excellent way to meet other students, develop your skills and build networks that will benefit you long after you graduate. LA&PS counts more than thirty program-affiliated student clubs.
- [Student Ambassador Program](#) - As an Ambassador, you can represent LA&PS at events, receptions, conferences, workshops and campus tours. Become an Ambassador today; you will improve your communication, presentation and networking skills while meeting students, faculty and staff. Applications are due August 28.
- [Workshops](#) - The Centre for Student Success offers a variety of workshops that will help you succeed academically, personally and professionally. Workshops are offered throughout the year (including summer and reading weeks) and cover a wide range of topics including procrastination, volunteering and exam preparation. The Centre has teamed up this year with the Career Centre and Counselling Services and other departments and Colleges to provide an even wider selection of relevant workshops.
- [SOARING](#) (Success, Opportunities, Achievements and Realizing Them) - Get recognition and be rewarded for participating in all of the above activities and more. If you enrol in the program, you will earn points and be entered into monthly prize draws for taking the initiative to contribute to the LA&PS, York and the external community.

Drop by the Centre for Student Success to learn more about these opportunities and to get to know our staff. The [Get Involved](#) section of LA&PS website is regularly updated with news and information, so be sure to remain connected!!



Academic Life

Libraries and Computing

York Libraries

The Libraries, which hold more than two million items, including books, periodicals, films, video and audio recordings, maps, photographs, government documents and micro texts, are a critical resource. The libraries also provide photocopying, printing and, in certain locations, free scanning.

One of the first places you should visit is the Scott Library, which houses the University's main collection. Be sure to bring your YU-card to the library to activate your library account. The YU-card is your sessional card and library card, and you will need it to borrow library materials as well as to print or photocopy items.

The Reference Desk staff are available to teach you how to use the catalogues and other library tools, to assist students in locating research materials and to provide specific items of factual information.

The telephone number for the Reference Desk is 416-736-5150. For the locations and hours of the other York libraries, visit the library Web site: www.library.yorku.ca. Also, the website is a useful portal for research of scholarly journal articles and other useful research resources, and also has a live "Ask a Librarian" chat tool.

York Computing

York undergraduates are given access to the University's mainframe computers and microcomputers free of charge when they are enrolled in their courses.

Students who have not activated their computer account at the time of their enrolment can do so through Computing & Network Services located in the William Small Center (416-736-5800).

Academic Life

Experiential Education

Experiential Education – Learning made Live...

Experiential Education (EE) is a form of engaged learning that blends theory and coursework with practical, hands on experience. As part of their academic studies (Faculty of Liberal Arts & Professional Study) upper year students have an opportunity to work on live projects with not-for-profit and for profit organizations. Faculty members serve as guides in the background, facilitating student engagement with EE opportunities that lend concrete credence to FLA&PS blend of liberal and professionally-relevant programs. Sample projects include:
http://www.yorku.ca/akevents/academic/ee/current_projects.html

Overall, EE provides valuable career related experience while at the same time enhancing your studies; you can find upcoming EE courses on this portion of the EE website: <http://www.yorku.ca/akevents/academic/ee/news2.html>

- Former EE students share their experiences in a short clip (hyperlink this) http://www.wartowerproductions.com/EE/ee_part_1.html
- Here's what client/community partners have to say (hyperlink this) http://www.wartowerproductions.com/EE/ee_part_2.html

Should you wish to register for an EE course, do so through the regular York University course registration site (link to site). If you have specific questions regarding the EE program, please contact EE Coordinator, Himanshi Joshi at himjoshi@yorku.ca, or 416-736-2100 ext. 22514.

Himanshi Joshi
Experiential Education Coordinator, Office of the Dean
York University, Faculty of Liberal Arts and Professional Studies
4700 Keele Street, Toronto, Ont., M3J 1P3 Canada

Tel: 416-736-2100 ext. 22514
Email: himjoshi@yorku.ca
www.yorku.ca/akevents/academic/ee/index.html



Academic Life

Writing Centre

If you need help with any aspect of writing in the context of your university courses, the Writing Department offers help to students in the Faculty of Liberal Arts & Professional Studies, as well as other faculties. Some writing instructors specialize in working with ESL students and in working with students who have disabilities affecting language learning and language skills. Individual appointments are available throughout the year to work on analyzing writing assignments, planning essays, revising drafts and other aspects of the writing process.

The Writing Department is located in S329 Ross Building. Visit their web site, <http://www.yorku.ca/laps/writ>, to find out how to make an individual appointment, for more information about the Department's courses and workshops, and for links to other resources such as style guides and dictionaries.

Learning Skills Services

Learning Skills Services offered by Counselling & Disability Services (Room N110 Bennett Centre for Student Services, 416-736-5297), help students develop better reading and study skills, or to manage their time more efficiently. Learning Skills Services provides a variety of individual consultations and workshops.

www.yorku.ca/dshub

Resources for Students with Special Needs

English as a Second Language (ESL)

Students whose native language is not English are required to show sufficient proficiency in English to do university-level work. Those requiring some extra help are placed in ESL courses housed in the Department of Languages, Literatures & Linguistics, or in special sections of 1000-level courses in the Division of Social Science. The Centre for Academic Writing also has special tutoring for ESL students.

<http://dll.yorku.ca/esl/> Professor David Mendelsohn is the ESL Coordinator. Email: davidmen@yorku.ca



Counselling & Disability Services

Counselling & Disability Services (CDS) offers a wide range of services to students and other members of the York community including Personal Counselling Services; Learning Skills Services; Learning Disability Services; Mental Health Disability Services; and Physical, Sensory & Medical Disability Services. Also available are self-help programs for mental health issues, personal/social difficulties, drug and alcohol issues and women's issues. Learning Skills Services are housed in CDS, as are a variety of special groups and workshops that include stress and anxiety management, support for single parents, avoiding procrastination, building self-confidence and many others. For further information please visit or contact Counselling & Disability Services: Room N110, Bennett Centre for Student Services. 416-736-5297 or www.yorku.ca/dshub

Learning Disability Services (formerly Learning Disability Program)

The University's Learning Disabilities Services in CDS assist students with diagnosed learning disabilities, as well as those with Attention Deficit Hyperactivity Disorder Asperger's Syndrome, and other Autism Spectrum Disorders. Questions should be addressed to Maureen Haig (Room W128, Bennett Centre for Student Services, 416-736-5383). More information can be found at: www.yorku.ca/dshub

Mental Health Disability Services

Mental Health Disability Services provide educational support for students with psychiatric illnesses such as depression, bipolar disorder, anxiety disorder and schizophrenia. Services include: yearly orientation to campus facilities and resources, learning skills workshops, weekly peer group, peer mentors, advocacy and linkages to community. Questions should be addressed to Enid Weiner, 426-736-5297.

Physical, Sensory & Medical Disability Services

Physical, Sensory & Medical Disability Services, CDS, (formerly the Office for Persons with Disabilities) offers advocacy and support to persons with physical, sensory and medical disabilities. Questions should be addressed to Karen Swartz, at 416-736-5140. More information can be found at: www.yorku.ca/dshub and opd@yorku.ca



Academics: FYI





Academics: FYI

Frequently Asked Questions

What is the YU-card?

The YU-card is your multi purpose University card. It not only is your photo identification card but also a student's meal, sessional, gym membership, printing and library card. To obtain your YU-card you will need to visit York's RED Zone located at 034 Founders College (May 4 – August 15) or the YU-card Office at Room 200, William Small Centre, or contact the YU-card Office for any additional questions at 416-736-5674.

How do I add or drop a course?

York students enrol in courses using a Web-based enrolment system, which is accessible on the Registrar's Office Web site (www.registrar.yorku.ca). The Enrolment System is available seven days a week, 24 hours a day. Students can check their enrolment date, add, drop, transfer and exchange courses, as well as view course schedules and locations. Through the Registrar's Office Web site, you can also change your Personal Identification Number (PIN), change your address, view courses and grades and update your Social Insurance Number (SIN).

If there is a particular course in which you have a persistent and compelling interest, but that course remains closed, you should contact the department or division offering the course, declare an interest and follow local instructions (to sign up on a waiting list or to contact the instructor, etc.), in addition to a continued attempt at online registration, as spots may become available at any time. While declaring an interest may not result in enrolment, it will allow the department or division to determine the level of student interest in particular course offerings for future planning. It is important to remember the \$450 enrolment fee, due within one week of adding courses, and that failure to pay this fee may result in de-enrolment from all courses registered for the new session.

-- It Is Important to Protect Your PIN --

Remember that your student number and personal identification number (PIN) allows direct access to their student records on the computer system. To protect the privacy and integrity of your official student record, you must take every precaution to keep this information confidential. You will be responsible for any fees resulting from transactions carried out using these numbers. If you are concerned that the confidentiality of your personal identification number has been breached, have forgotten your (PIN) number or wish to change it, you can do so online through the Registrar's Web Site or contact the Helpdesk at 416-736-5800 or helpdesk@yorku.ca



Manual Enrolment / Enrolment Deadlines and Course Fees:

Over the term many students add and drop courses. Although the procedures are fairly straightforward, with each transaction you must consider deadlines and course fees. Students enrolling in Fall/Winter courses offered by the Faculties of Liberal Arts & Professional Studies as well as other faculties such as Education, Environmental Studies, Fine Arts, Science & Engineering, and Glendon drop and add courses using the Web-based enrolment system, up to the dates indicated in the enrolment materials. After the date to add a course without the Course Director's permission, students must contact the department responsible for the course. If the student qualifies for the course and there is room in the classroom the department will then mount the permission against the student record.

Enrolment Updates:

Students are welcome to confirm their course enrolments at any time by accessing the Registrar's Web site (www.registrar.yorku.ca). The Registrar's Office, located in the Bennett Centre for Student Services (BCSS), is open weekdays from 9am to 4pm, except Fridays when they open at 10am. It is your responsibility to know the courses in which you are enrolled and to ensure that they do not conflict.

Adding Courses:

Students may continue to add fall term and full year courses up to September 24, 2009 without the instructor's permission. To have full-time status, you must be enrolled, in most cases, in at least 18 credits, although a normal course load is 30 credits or fewer; some students have an additional course limitation and should take no more than 18 or 24 credits. In most cases the allowable maximum is 36. Special Needs students with university approved documentation are considered as having full-time status with a 12 credit course load. If you have added a new course you will receive an invoice in the mail indicating the required deadline for payment.

Dropping Courses:

Students must use the Web-based enrolment system to drop courses before the academic drop deadline. After that deadline, you must petition to drop a course without academic penalty (through the Registrar's Office, BCSS – this is for Liberal Arts & Professional Studies, Science & Engineering and Fine Arts courses only; for all other courses you should contact the corresponding Faculty directly). Students sometimes mistakenly assume that if they stop attending a course they are automatically dropping it. This can result in a failure in the course. When you properly drop a course, if you qualify for a full or partial refund, you will automatically receive the appropriate refund from the Office of Student Financial Services.

When is the last day to add or drop a course – or can I do this at anytime?

It is important for students to be aware of the add and drop deadlines. Adding and dropping courses have both academic and financial implications. You should consult the refund schedule published in the 2009/2010 Fall/Winter Undergraduate Lecture Schedule, or look up this information on the Registrar's Office web site (www.registrar.yorku.ca/importantdates), or refer to the deadlines summarized below.

Fall/Winter 09-10	Add and Drop Deadlines		
	Term F	Term Y	Term W
Last date to enrol without permission of course instructor	Sep. 24	Sep. 24	Jan. 19
Last date to enrol with permission of course instructor	Oct. 9	Oct. 23	Feb. 3
Last date to drop courses without receiving a grade	Nov. 6	Feb. 6	Mar. 8

*All dates accurate as of Sept. 1st, 2009

What should I keep in mind when managing academic matters?

Organizing Your Records – University Document Files:

You should create a personal file in which you can save important documents. You should keep it together with this handbook, lecture schedules and other materials you collect during the academic year. This file should also contain any prerequisites or requirements that may be waived for you on an individual basis.

Note that you may graduate under policies that were in effect the year you entered University, even if regulations change during your academic career.

You should also keep records and receipts of all your financial dealings with the University in this file (tuition receipts, library fine receipts, etc.). Errors can happen. The University may withhold your grade report or refuse to mail out a transcript until all outstanding fees have been paid. They may also de-enroll you from courses unless they have proof of payment. Errors of this kind can be readily corrected if you can produce a receipt or cancelled cheque proving that you have paid all charges.



Academics: FYI

Petitions

The Petitions Committees of each Faculty consider requests for exceptions to be made on Faculty regulations. In addition, students may file a financial petition to recover academic course related fees for reasons of medical, compassionate or other extenuating circumstances.

The Office of the Faculty Council of the Faculty of Liberal Arts and Professional Studies has compiled information about submitting a petition, as well as providing electronic copies of petition forms that you can download and print. Visit <http://www.yorku.ca/laps/council/students/petitions.html>.

For further information on petitions, contact the Registrar's Office or the Office of Student Financial Services for financial petitions (416-736-5440).

Term Work, Tests and Examinations

Past Exam Database

New College Council has collected a large number of past midterms and final examinations in their database which will soon be made available to students on their website: www.yorku.ca/ncc.

Term Work:

Term work includes all reports, assignments, essays, tests and other written work assigned in a course with the exception of final examinations. Term work must be submitted by the first day of the official Examination Period of the term in which the course ends. Instructors, departments and divisions may, however, set earlier deadlines for the submission of term work.

Tests and Examinations:

Tests and examinations are important parts of the educational process. They must be conducted under fair conditions that allow students to demonstrate what they have learned. Disruptions or attempts to obtain an unfair advantage are offences against academic process and carry severe penalties. (See Senate Policy on Academic Honesty and Academic Conduct in the University Calendar and on the Website: www.yorku.ca/secretariat/policies)



The following rules apply:

1. General Regulations

- a) Identification: Students who are being tested or examined are required to present their YU-card and a piece of government issued photo ID.
- b) Students' Right to Review: Students may always have the opportunity, under properly controlled conditions, to review and discuss their graded test and examination answers, but final examination answer booklets (and at the discretion of the course director, other answer booklets) remain the property of the University and are retained by the teaching unit for a certain period of time before they are destroyed.

2. Tests and Examinations During the Term

- a) Restriction at End of Term: In the Fall/Winter Session, the total value of any test(s) or examination(s) given in the last two weeks of classes in a term must be no more than 20 per cent of the final mark for the course.
- b) Instructors are obligated, under normal circumstances, to provide graded feedback worth at least 15 per cent of the for Fall, Winter or Summer Term, and 30 per cent for 'full year' courses offered in Fall/Winter Term be received by students in all courses before the drop deadline, so that students may make an informed decision. (Note that instructors in the Faculty Science & Engineering are required to provide at least 20 per cent of the course grade before this deadline; this includes NATS courses. There are also a number of exceptions to this rule, for more information visit www.yorku.ca/secretariat/policies/document.php?document=86 for the Senate Policy on Grading)
- c) Scheduling of Tests: Except where testing is conducted during individual appointments which accommodate the schedules of students (for example: individual oral interviews in language courses, individually scheduled make-up tests), tests or examinations given during the term must be held within the hours regularly scheduled for the course in question.
- d) Students' Right of Refusal: Students who are asked to write tests or examinations in contravention of the preceding two regulations may refuse to do so without academic penalty; they also have the right to raise the matter with the Chair of Department or the Division in which the course is offered, or with the Dean of the Faculty.

3. Formally Scheduled Examinations

- a) Final Examination Period: There is a final examination period at the end of each term.
- b) Examination Schedules: The dates and times of formally scheduled examinations are published on the Registrar's Office Web site or through the main York Courses Web site: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm>. Examinations may last two or three hours.
- c) Missed examinations: A student who wishes to write a make-up examination must petition for deferred standing in the course. The best information available about this process is at the following Web site: www.registrar.yorku.ca/services/ds_faq.
- d) Rewriting of Examinations: There is no provision for the rewriting of a final examination to improve a mark.
- e) York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. Every effort will be made to avoid scheduling in-class or formal examinations on days of special religious significance throughout the year. Students may inquire at the Registrars Office about procedures for requesting and arranging such accommodation as required. For more detailed information on this topic you may consult the Registrar's web site under *Senate Policy on Religious Observance (Senate Policy 032)*, and *Religious Accommodation Guidelines*: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>.

Student Financial Profile

The Student Financial Profile is a multi-purpose online application form that is used to apply for scholarships, bursaries and on-campus employment programs such as Research at York (RAY) and Work/Study. You should complete the SFP at the start of each academic session to be considered for a variety of programs.

When applying for these programs, be sure to review the relevant program information before you submit the Student Financial Profile. The deadline to submit a Student Financial Profile for the Fall/Winter 2009-2010 Session is **Monday, March 8, 2010**.

Follow this link to learn more and to fill out your application:

<http://sfs.yorku.ca/services/sfp/>

*All dates accurate as of Sept. 1st, 2009



Fees and Financial Assistance

Student Financial Services:

Student Financial Services is your source for information about Fees and Refunds, Financial Assistance (i.e. Financial Advising, as well as a useful Scholarships, Bursaries and Awards search) and your Student Account online at <http://www.yorku.ca/osfs/>. Student Financial Services (SFS) provides a number of services and programs to assist students with expenses related to their academic endeavours. SFS administers scholarship and bursary programs for undergraduate students, the Work/Study and Research at York (RAY) programs, government student assistance programs (i.e., OSAP), and Student Accounts. Detailed information on services and online resources are available at: www.sfs.yorku.ca or <http://yorku.intelliresponse.com/registrar/index.jsp>

Fees:

Fees for all undergraduate students are assessed on a per credit basis (excluding Design) and the program in which a student is enrolled. Detailed information on fees and methods of payment can be found at the following Web site:

<http://sfs.yorku.ca/fees/>.

Some courses have additional associated fees for course materials, lab fees, etc. Course outlines indicate where such fees apply.


Financial Assistance:

There are a number of scholarships, bursaries and other awards for students entering or already enrolled, some specific to programs, Faculties or college affiliation. The following provides an overview of the various types of funding available:

Student Access Guarantee: York University is committed to ensuring that eligible students with demonstrated financial need are able to cover the direct educational costs associated with attending university. This includes tuition, books and mandatory course fees. Students must apply for and receive OSAP and submit the Student Financial Profile to participate in the Access Guarantee. For more information visit

www.yorku.ca/futurestudents/financialsupport/yorkscommitment.html

Need-based Awards: Need-based awards, such as bursaries, are awarded on the basis of financial need. Some bursaries have additional requirements such as community service or extracurricular activities. To be considered for a bursary, students must submit the Student Financial Profile (SFP) which is available at: <http://sfs.yorku.ca/scholarships/current/bursary.htm>.



Merit-based Awards: Merit awards reward academic excellence and include scholarships, prizes, and medals. Scholarships can be awarded at the time of admission (based on prior academic work) while others are awarded based on academic work completed at the university (in-course). Some merit based awards require an application, while others are automatically granted. For a listing of available scholarships, prizes and medal, check out the online award search engine at http://sfs.yorku.ca/services/award_search/index.htm. For detailed information on scholarships and awards and application information, visit <http://sfs.yorku.ca/scholarships/current/scholar.htm>.

Work Study: The Work/Study program provides on-campus part-time job opportunities for eligible fulltime York University students. These jobs are available during the September to April academic session. The Colleges and various administrative and faculty departments participate in this program so there are a broad range of jobs from which to choose. Students who are awarded a Work/Study position cannot hold another Work/Study or RAY position concurrently. To be considered for a Work/Study position, students must apply for positions through the Career Centre Web site and submit the Student Financial Profile. Details at <http://sfs.yorku.ca/employment/workstudy/>.

Research at York (RAY): The Research at York (RAY) program provides part-time on-campus employment for eligible full-time undergraduate students. All RAY positions provide students with the opportunity to participate in research projects with faculty members and/or fellow students, while receiving compensation at a competitive rate. Students who are awarded a RAY position cannot hold another RAY or Work/Study position concurrently. To be considered for a RAY position, students must apply for positions through the Career Centre Web site and submit the Student Financial Profile. Details at <http://sfs.yorku.ca/employment/ray/index.htm>.

Government Assistance Programs: Government assistance programs such as the Ontario Student Assistance Program (OSAP) consists of a variety of loans, bursaries, grants and other financial support programs for students with financial need. It is important to submit your complete OSAP application early to ensure funds are available by the September payment deadlines. Completed OSAP applications, including supporting documentation should be submitted no later than June 15 each year. For full details on the program's availability, eligibility, and application information visit <http://sfs.yorku.ca/aid/>.



Things to Know





Things to Know

The YFS Health and Dental Plan

New College Students receive their health coverage through the YFS Health and Dental Plan. We are a proud member of the National Student Health Network, a consortium of the Canadian Federation of Students – Services.

The plan offers 80% coverage on prescription drugs and birth control; coverage on items such as physiotherapy, massage, chiropractor, and naturopathy; and up to \$500 of coverage for dental work. Many of the plan benefits also support health promotion and illness prevention, such as annual dental cleaning and maintenance medication.

Check out the [website](#) for:

- Information about benefits
- Access to Dental and Vision discounts
- Claims forms
- Frequently Asked Questions
- Where to go for more information
-

For more information contact: Joseph Adubofuor yfshp@yfs.ca (416) 650-8066 or visit our [Member Services Office](#).

Security Services

Your York University Campus Security Services department is located in 227 William Small Centre. Their service delivery model is 'community based' which means they seek collegial partnerships with community stakeholders and provide inclusive solutions to security problems for our campus that best meet the needs of the large and diverse community we serve. York University Security Services is comprised of three sections: patrol, campus relations and investigations.

The security and safety of the campus requires the cooperation and support of the whole community. Please actively participate by taking personal precautions and reporting immediately any suspicious activity to security.

Visit <http://www.yorku.ca/security/>, or for urgent matters call 416-736-2100 (33333)



Things to Know

goSAFE

goSAFE is a complimentary service, provides a safe and secure means of transporting York Community members on campus and selected campus locations. At the Keele campus, **goSAFE** has a North Route and a South Route with hubs as pick up and drop off locations. Additionally, York Student Safety Officers will walk you by request from non-hub locations to the routes or to other non-hub locations.

North Route & Hubs:

Vari Hall

Winters College

Kinsmen Building (only until 10:30 p.m.)

Tait McKenzie

Calumet

Jane and Shoreham (Terminal 2) at the Petro Canada Gas Station

South Route & Hubs:

Vari Hall

Pond Residence/TEL

Assiniboine Bus stop

The Village (Delabo Road)

500 Murray Ross

Finch and Sentinel (Terminal 1) at #455 Sentinel Road

The Village East (Leitch)

York Student Safety Officers are easily identifiable by their red vests or white golf shirts, identification badges and walkie talkies. goSAFE operates seven days a week, all year round, including University closures.

Call the goSAFE office at 416-736-5454 or extension 55454 during hours of operation. Please give your name, location and destination.

Hours of Operation

6:00 p.m. - 2:00 a.m. (Sept. - Apr.)

8:00 p.m. - 2:00 a.m. (May - Aug.)

More info at <http://www.yorku.ca/gosafe/index.html>.

*All dates and times are accurate as of Sept. 1st, 2009

Things to Know

TTC

You can ride for \$2.75, or you can obtain tickets and passes from any subway station or Ink Blotz in York Lanes. Discount Metropasses are available on campus at the William Small Centre for \$96.00/month.

The following TTC busses run to York University:

35 Jane	35E (Jane Stn – York U Express)
41 Keele	41B (Keele Stn – Steeles & Petrolia via York U)
60 Steeles West	60C (Finch Stn – York U) 60F (Finch Stn – York U Express)
106 York University	(Downsview Stn – York U)
107 Keele North	(Downsview Stn – Cranston Park at Teston via York U)
196 York University Express	196A (Downsview Stn – York U Express) 196B (Sheppard Stn – York U Express)

Go Transit

For cities surrounding Toronto, try the GO Transit system. There are regular GO bus pick-ups along the south end of York Blvd. along the York Commons.

Visit www.gotransit.com.

VIVA/York Region Transit

VIVA and York Region Transit (YRT) cater to York University commuters through stations lined up on the east end of Ian MacDonald Blvd. along the Archives of Ontario building. These services offer the convenience of a two-hour transfer and a real-time “VIVA-smart” display that indicates when to expect the next bus. VIVA/YRT can also connect you with the TTC or GO transit. Visit the websites for schedules:

VIVA: www.vivayork.com

YRT: www.yrt.ca



Things to Know

Resources for Students

Centre for Women and Trans People

The Centre for Women and Trans People is a survivor-driven service that will use all of its resources to strengthen community networks of peer support for women and trans people. It assists and advocates for women and/or trans people to attain the quality of life that they deserve, and to live their lives free from violence and oppression as they see fit.

Visit www.yorku.ca/ywc for more information.

Community and Legal Aid Services Program (CLASP)

CLASP is a community service provided by the students of Osgoode Hall Law School. They provide legal representation in certain areas of law, along with engaging in education, law reform and community building.

Visit their website at www.osgoode.yorku.ca/clasp/index.html.

TBLGay

TBLGay is a safe space on campus for transsexual, bisexual, lesbian and gay students and community members. They host panel discussions, support groups, social events and house a large resource library of approximately 500 books, articles and magazines. Visit www.yorku.ca/tblgay/index.html.

Scott Religious Centre

The Scott Religious Centre has an interfaith Council and is a space for hosting various activities and seminars for the groups affiliated with the centre. It is located at 144 Central Square. You can call them at 416-736-5144.

York International

This resource and information centre provides a support system for international students and students who are interested in studying abroad. Visit

<http://international.yorku.ca>.



Things to Know

Useful Links

LA&PS Homepage: <http://www.yorku.ca/laps/>

New College : <http://www.yorku.ca/newcollege/index.html>

New College Council: www.yorku.ca/ncc

York Federation of Students: www.yfs.ca

YFS Health and Dental Plan: <http://yfs.ca/content/98>

York Lanes: <http://www.yorku.ca/yorklanes/>

York Bookstore: <http://bookstore.yorku.ca/>

York Libraries: <http://www.library.yorku.ca/>

RedZone: <http://www.yorku.ca/web/futurestudents/firstyear/redzone/>

York Sports and Recreation: <http://www.yorku.ca/sprtyork/index.asp>

Eateries at York: <http://www.yorku.ca/foodservices/locations/index.html>