

STUDENT SERVICES

COUNSELLING CENTRE

The Atkinson Counselling Centre helps returning students to acquire the skills and attitudes needed for a successful academic career. Some of the programmes and services we offer include: teaching learning skills and time management, career development, assessing and overcoming academic blocks, examining and restructuring self-defeating messages, and life-style reevaluation. The Counselling Centre's office is open between the hours of 10 a.m. and 7 p.m., Monday through Thursday, and 8:30 a.m. to 4:30 p.m. Friday. The Centre is open on Saturdays from 10 a.m. to 3 p.m. for appointments; later evening appointments are held after office hours during the weekdays of Monday to Thursday.

Individual Consultation

Returning and part-time students are often faced with a number of difficulties and life situations that can impede their academic growth. Often discussing these issues with a trained professional can be helpful in acquiring the skills, resources and attitudes necessary for success. Atkinson Counselling offers individual consultation to the Atkinson student on a short-term basis. The Centre is gay, lesbian, and bisexual positive and sensitive to cultural differences. A simple phone call is all that is required to arrange a meeting immediately if necessary.

Special Needs

The academic problems faced by adult learners can arise from a variety of sources. Upgrading courses and study skills workshops can address many of these needs. However, for some, academic problems can arise from disabilities related to visual, hearing, physical impairments, as well as medical conditions, or learning disabilities. The Atkinson Counselling Centre is committed to helping students with Special Needs achieve success in the university setting. Counsellors trained in assisting students with Special Needs can provide assessment, academic adaptations, advocacy and individualized study skill instruction for all Special Needs Students on Campus.

Workshops and Group Programs

Adult learners have special needs. Entering university as a mature student, resuming an interrupted university career, and attending classes while working, are just some of the special circumstances faced by Atkinson students. The Counselling Centre offers a variety of workshops designed to address some of the mature student needs. Personal Growth and Change Workshops are given in areas such as juggling course, job and home responsibilities; time management; assertiveness; and stress control. The Centre will consider arranging workshops in any area relevant to members of the Atkinson community; your suggestions are welcome.

Career Planning

Adult learners are by definition involved in career development. In many cases Atkinson College is a part of an overall plan leading to a new career, job enrichment, or simply a change in direction. A variety of resources are available at the Centre to assist in career exploration, development, and planning.

Atkinson Counselling Centre Phase I Atkinson College, Room 116 (416) 736-5225.

CENTRE FOR DISTANCE LEARNING

The Centre for Distance Learning is the administrative department in Atkinson that carries forward Atkinson's educational mission to reach out and improve access to university study for those with distance, time and

commitment demands. The Department offers students the opportunity to take courses in a flexible self-directed format via correspondence and on the Internet.

INTERNET COURSES: Co-ordinators assist students to navigate on-line course materials and other pertinent web resources. Course kits will contain helpful materials for beginning users as well as specially-created course texts to further complement the on-line course content.

The Centre for Distance Learning is located in room 215 Atkinson College. Telephone: (416) 736-5831. Fax: (416) 736-5637.

CORRESPONDENCE COURSES are designed for self-directed studies. They are exactly equivalent to courses offered via classroom instruction, cover the same subject matter and academic content, and appear on your transcript in exactly the same way as other Atkinson courses. Correspondence courses therefore differ from regular Atkinson courses in that they do not require regular classroom attendance.

COURSES OFFERED OFF-CAMPUS are Atkinson's way of reaching out to serve the community. The goal is to help students begin or continue a part-time programme of university study. Through the Centre for Distance Learning, Atkinson College offers courses off-campus at a variety of convenient locations, in the greater Toronto area. You can take your classes at locations that are convenient to you; such as at hospitals, schools, community centres and business organizations.

UNIVERSITY CENTRE AT DURHAM

Through a partnership between York University and Trent University and Durham Community College, students can take a full-time day Bachelor of Administrative Studies degree programme locally. Classes are held at Durham College's Oshawa campus while degrees are granted by York or Trent University.

For more information about the University Centre at Durham, call the U.C.D. office at (905) 721-3003, or Atkinson College at (416) 736-5222.

ATKINSON WRITING PROGRAMMES

The ability to organize and express one's thoughts in clear and precise prose is crucial to success in almost all University courses. Atkinson offers a variety of programmes to help students improve their writing skills.

AK/EN1400 6.0 Critical Thinking, Reading and Writing is an interdisciplinary course which concentrates on academic writing skills. It is designed to be taken as a first or second course, but it is open to all students in the College who have completed fewer than ten courses. Some sections are reserved for students for whom English is a Second Language. AK/EN1400 6.0 counts as an elective credit toward a degree.

AK/EN1480 3.0 (AK/MODR1780 3.0) Writing with Reason is a course using material from the humanities and social sciences to develop students' skills in academic writing and textual analysis while introducing them to strategies for assessing how arguments are constructed and evaluated in various academic disciplines. When taken as AK/MODR1780 3.0 and combined with AK/MODR1790 3.0, it will be counted toward the Modes of Reasoning General Education requirement.

The Atkinson College Essay Tutoring Centre provides students with one-to-one and group instruction in essay writing. All instruction, both individual and group, is based on students' course assignments, usually on the draft of an essay in progress. All students enrolled in Atkinson courses, at whatever level, and at any stage of a particular course assignment, are welcome to make appointments at the Centre. Instructors will not, however, provide editorial assistance. Appointments are for one hour and are available evenings Monday through Thursday and on Saturday and Sunday. Group sessions are held on Saturday and Sunday. The Centre is located on the 1st floor of Atkinson. Appointments

for individual and group sessions can be made at Room 116 Atkinson (Writing Programmes/Essay Tutoring Centre) or by calling (416) 736-5289.

Writing Programmes staff also provide guest lectures on essay writing for classes at all levels. These lectures are based on actual course assignments. For further information, contact the Writing Programmes Coordinator: Room 116; (416) 736-5289.

MASTER'S OFFICE

The role of the Master of Atkinson College is a unique one in the University. The Master gives all members of the College (students, faculty, and staff alike) the opportunity to participate together in events of both a social and cultural/educational nature. Through the programme of various conferences, lectures, and entertainment evenings, the Master provides Atkinson College with an increased sense of community and belonging.

The Master also acts as liaison among the Atkinson College Students' Association, the Alumni Association, the Office of the Dean and the Office of the College Council in an attempt to better the communications system within Atkinson College. While the Master is not the College ombudsman, he/she does offer students support and guidance by ensuring that they are directed to the appropriate College office for assistance.

The Office of the Master, and that of the Administrative Assistant, is located on the first floor of Atkinson College. Students are invited to contact the Master with ideas and suggestions which help further the general objective of creating a more collegial atmosphere within the College.

The Master is available for meetings with students in the evenings, but advises students to arrange evening appointments in advance.

Master of Atkinson College: Room 118; (416) 736-5727

Administrative Assistant to the Master: Room 120; (416) 736-5727.

ATKINSON COLLEGE STUDENTS' ASSOCIATION

The Atkinson College Students' Association (ACSA) seeks "To foster activities and events which will enhance the University experience of its members and contribute to the educational values of the College." Comprised of the student body of the College, the ACSA provides a channel of communication between the students and all components of the College, the University, and other related student organizations.

The Association is governed by a General Assembly which meets monthly to discuss the concerns of the Association. Membership in the General Assembly is open to all Atkinson students. From the General Assembly are selected ten Executive Officers, fifteen College Councillors, and two Senators. Interested students are invited to participate in the government of the Association.

Amongst the many activities of the Association is the Orientation Programme for newly registered Atkinson students held at the beginning of each academic term. Orientation provides valuable information about academic programmes, library services, the bookstores, and Counselling Services, as well as the Association itself. Another major activity is The Atkinsonian, the ACSA newspaper, which provides a forum for the opinions and ideas of the students, staff and faculty of the College. Interested students are invited to submit articles. A handbook is published by the Association that details all the services provided to students. It can be obtained from the Association office.

Questions concerning the Association and its many activities should be directed to the Association Office, Room 346, Student Centre. The telephone number is (416) 736-5880, ext. 2480. An Association staff

member is also on duty in Room 120, York Hall, Glendon College while classes are in session. The Association is always pleased to hear from all concerned parties about its functions and activities.

ATKINSON COLLEGE ALUMNI ASSOCIATION

Formed in 1975 by a small group of alumni interested in keeping in touch with and serving the University, the Atkinson Chapter has evolved into a dynamic, growing organization.

Currently we have an Executive Committee and Council that annually arrange a programme of guest lectures, dinner meetings, dances and so on, as well as keeping Atkinson alumni informed of ongoing social and cultural events within the College to which the alumni are always welcome.

Other activities include:

- communication among alumni, and between alumni and the College
- continuing education for alumni
- counselling to undergraduates as well as alumni fund raising
- promoting and clarifying functions of the College and the University to the outside community
- social and cultural events.

In addition, the Atkinson Chapter sponsors two Awards yearly:

The John A. Sheran Memorial Scholarship

The Atkinson College Alumni Teaching Award

Emphasizing the importance of individual involvement, the Chapter seeks to extend and strengthen its sphere of services, and is most willing to assist students and alumni in any possible way. Queries may be directed to the Atkinson Alumni Office, Atkinson College, or to the York University Alumni Association.

ATKINSON LIBRARIAN

The Atkinson Librarian provides library instruction and information to members of Atkinson College. Basic instruction in library use is offered for students and faculty at York University, Glendon and off-campus. Classes, workshops and seminars are available at various times throughout the year.

In cooperation with faculty members, advanced course-related instructional sessions are prepared for specific courses or disciplines in order that students may acquire the knowledge and skills required to use the specialized library resources at various levels of study.

The librarian publicizes library services and resources to faculty and students and assists them in getting access to library materials.

Of particular importance is the fact that the librarian assists Atkinson students with their information needs by advising on the most effective search strategy or method of finding information; by answering their reference and catalogue enquiries; by counselling students on term papers and self-help strategies; by referring them to other sources and libraries.

Come to the office of the Atkinson Librarian at Room 203E, Scott Library, or phone for assistance or to arrange an appointment (day or evening) (416) 736-2100 ext. 88896.