

# OFFICE OF STUDENT AND ACADEMIC SERVICES (OSAS)

The Office of Student and Academic Services (OSAS) is located in Room 123, first floor of Atkinson College. The telephone number is (416) 736-5222, the FAX number is (416) 736-5923. Office hours are: Monday-Thursday: 8:30 am to 7:00 pm, Friday until 5:00 pm, except for July and August when the College closes at 3:30 pm. The Office is closed on statutory holidays.

Following is some of the information that OSAS provides to students:

- Degree and program requirements
- Certificate requirements
- Course selection and sequencing
- Choice of Major
- Academic Standing requirements
- Prerequisites
- Admission to the College\*
- Advanced Standing\*
- Graduation (degree audit)\*\*

## Degree and Program Planning

### Continuing Students

Continuing students are expected to follow their chosen program of study as outlined in the Atkinson Calendar. Information on all degree/certificate and program requirements and sample study plans are available at OSAS. In-person academic advising appointments are available.

Continuing Students with questions and/or problems regarding degree/certificate and program requirements, regulations governing examinations and academic standards, or any of the other items listed above are invited to call or visit OSAS for further assistance.

### New Students

**New Student Advising:** Newly admitted students are required to attend an advising appointment as a condition of admission to Atkinson. This session provides new students with valuable information on commencing studies at York University. The session consists of students participating in a group orientation session to discuss and review course selection and scheduling, enrolment and use of the Lecture Schedule and Atkinson Calendar. Enrolment blocks on the Voice Response Enrolment System will remain in place until such time as new students contact OSAS to book an advising appointment. Details are outlined in the Offer of Admission package.

**Faculty Transfers:** Students from other York faculties who are interested in transferring to Atkinson can call or come into OSAS to obtain further information regarding requirements to transfer. Successful faculty transfer students will be required to meet with an advisor.

**Reactivating Students:** Students who are returning to their studies after an absence of one year or more are required to meet with and OSAS advisor once their reactivation request has been processed by the Office of the Registrar.

\*For admission to the College and to obtain a Calendar, application form, or information for Advanced Standing (transfer credit), call the Admissions Office, Tel.: (416) 736-5000.

\*\*For information on enrolment, registration, transfer credits and the degree audit, call the Office of the Registrar, Tel.: (416) 736-5440.

## Rules and Regulations

It is the responsibility of each student to make themselves familiar with the rules and regulations published in the Atkinson College Calendar and to follow the requirements specific to his/her chosen program. For the most up to date information, students may access the calendar on the University Web site at: <http://www.atkinson.yorku.ca/>.

## Class Schedules

Every effort will be made to adhere to the schedule of courses, times and places given. The College, however, reserves the right to make changes if needed. Changes in room location, cancelled and newly added courses are listed on Atkinson's Web site and at the OSAS office.

## Cancellation and Re-scheduling of Classes

Classes missed because of University and statutory holidays or because of inclement weather may be rescheduled at the course director's discretion. The University announces cancellations due to bad weather, no later than 4 pm on that day, on the following radio stations: CBL, CFRB, CHUM, CKEY and CKFM.

University closures are also announced on the weather emergency line - (416) 736-5600, and on the York University Web Site.