

VIII. Office of Student and Academic Services (OSAS)

The Office of Student and Academic Services (OSAS) is located in Room 123 Atkinson, telephone 416-736-5222, fax 416-736-5923, e-mail OSAS@yorku.ca. Office hours are: Monday-Thursday: 8:30 am to 7 pm, Friday until 5 pm, except for June, July and August when the Faculty closes at 3:30 pm. The office is closed on statutory holidays.

To assist students with academic planning, Atkinson students are strongly encouraged to visit the OSAS Web site at www.atkinson.yorku.ca/OSAS/. The OSAS Web site provides students with quick links to the following information:

- New students, continuing students and international students
- Study plans (degree and certificate)
- Courses (new courses, course outlines, Lecture Schedule, Calendar, Registrar's Office)
- Registrar's Office forms
- Selecting or changing a major
- Changing a degree
- Transferring to Atkinson
- Returning to studies at Atkinson

Advising:

BA Liberal Studies Individualized Studies

OSAS provides advising for students proceeding in a BA Individualized Studies Program for clarification of degree and program requirements, course selection and sequencing, and theme selection.

Continuing Students

Continuing students are expected to follow their chosen program of study as outlined in the Atkinson Calendar. Information on all degree/certificate program requirements and sample study plans are available through the OSAS Web site. Students with questions relating to their major may contact their school for advising. Continuing students with questions and/or problems regarding degree/certificate program requirements, academic standing, regulations governing examinations and academic standards, are invited to book an advising appointment with OSAS.

Change of Degree

Students wishing to change their degree must submit a Change of Degree Request form to OSAS for consideration.

Pass/Fail, Alternative Grading Option

Students wishing to take a course on a pass/fail basis must submit a Pass/Fail Alternative Grading form to OSAS for approval.

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 program requirements, course selection and scheduling, enrolment and use of the Undergraduate Lecture Schedule and Atkinson Calendar. Enrolment blocks on the registration and 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. Further information for new students is available through the OSAS Web site.

Faculty transfers: Students from other York faculties who are interested in transferring to Atkinson can obtain further information regarding requirements to transfer through the OSAS Web site. Successful faculty transfer students will be required to meet with an OSAS adviser.

Returning students: Students who are returning to their studies after an absence of one year or more are required to meet with an OSAS adviser once their reactivation request has been processed by the Office of the Registrar. Further information is available through the OSAS Web site.

*For admission to Atkinson and to obtain a Calendar, application form, or information on advanced standing (transfer credit), call the Admissions Office, Tel: 416-736-5000.

**For information on enrolment, registration, and degree audit, contact 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 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: www.atkinson.yorku.ca/.

Class Schedules

Every effort will be made to adhere to the schedule of courses, times and places given. Atkinson, however, reserves the right to make changes if needed. Changes in room location, cancelled and newly added courses are listed on the Office of the Registrar's Web site www.registrar.yorku.ca/.

Cancellation and Rescheduling 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 www.yorku.ca/.