

## IX. Student Services

### Counselling Centre

Room: 116 Atkinson  
Telephone: 416-736-5225, Fax: 416 736-5782

The Atkinson Counselling Centre helps full-time and part-time students in the Faculty of Liberal and Professional Studies acquire the skills and attitudes needed for a successful academic career. Some of the programs and services we offer include: teaching learning skills and time management, career exploration, assessing and overcoming academic blocks, examining and restructuring self-defeating messages, and life-style re-evaluation. The Counselling Centre's office is open between the hours of 8:30 am and 7 pm, Monday through Thursday, and 9 am to 4 pm Friday. The centre is open on Saturdays from 9 am to 3 pm by appointment only.

### Individual Personal Counselling

Returning full-time 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, transgender and bisexual positive and sensitive to cultural differences. A simple phone call is all that is required to arrange an appointment immediately if necessary.

### Special Needs

The academic problems faced by full-time and part-time 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 a learning disability, or a physical or psychiatric disability. 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.

### Workshops and Group Programs

Entering university as a full- or part-time 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 Skills Building and Personal Development Workshops designed to address some of the part-time student needs: Study Skills, Notetaking, Writing Skills, Time Management, Understanding Anxiety, How to Write Essays And Take Multiple Choice Examinations and Stress Management. The centre will consider arranging workshops in any area relevant to members of the Atkinson community; your suggestions are welcome.

### Career Exploration

Full-time and part-time learners are by definition involved in career development. In many cases Atkinson 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, Room 116, 416-736-5225.

### Centre for Distance Education

Room: 215 Atkinson  
Telephone: 416-736-5831, Fax: 416-736-5439

The Centre for Distance Education at Atkinson provides students with information and administrative support for Internet, correspondence and mixed-mode (lecture-Internet) courses. Web access support is available

along with assistance for assignment submission and off-site examination scheduling.

### Internet and Correspondence Courses

Study at your own pace with Atkinson's Internet and correspondence courses. You can learn from the convenience of your home, office, or from the other side of the world. Atkinson's distance courses use the same textbooks and materials as in-class instruction and cover the same course content. Distance courses count towards your degree in exactly the same way as other in-class courses. Create a more flexible schedule by mixing in-class courses with Internet and correspondence courses or even complete an entire program by distance.

Correspondence students obtain instructional information, assignments, course requirements and relevant materials in a hard copy course kit. Internet students can view this information online at the course Web site. For both Internet and correspondence, students are required to complete assignments, (due on specific dates) and to write the exams at the University or an alternative location as scheduled.

Detailed Internet and correspondence course information is available on the course outlines, from the Atkinson Web site: [www.atkinson.yorku.ca](http://www.atkinson.yorku.ca) the outline includes: required texts and materials, computer requirements and access instructions.

### Programs Offered via Distance

Atkinson offers a bachelor of administrative studies (BAS) degree, a bachelor of arts (BA) in public service studies and a management certificate entirely by combining the flexibility of Internet and correspondence. Detailed degree requirements, prerequisites and descriptions are available at the online Atkinson course calendar available from [www.atkinson.yorku.ca/](http://www.atkinson.yorku.ca/).

### Mixed-Mode Courses: In-class and Internet

Atkinson offers mixed-mode courses which blend in-class and Internet modes of delivery. These courses combine and alternate on-campus classes with Internet online lectures. Mixed-mode courses combine the best of both teaching methods.

### Contact information:

Room 215, Atkinson  
Telephone: 416-736-5831, Fax: 416-736-5637  
Toll Free Number (in North America) 1-866-261-1790  
E-mail: [akcde@yorku.ca](mailto:akcde@yorku.ca)  
Internet: [www.atkinson.yorku.ca/cde](http://www.atkinson.yorku.ca/cde)

### Atkinson Writing Programs

Room: 116 Atkinson (Writing Programs/Essay Tutoring Centre)  
Telephone: 416-736-5289, Fax: 416-736-5782

Writing Programs offers a variety of courses to help students develop their research and writing skills. It also provides the English as a Second Language course for the Faculty, and is the home of the Essay Tutoring Centre. Writing courses may be taken for elective credit. The ESL course also counts as a humanities general education course.

### Writing Programs Courses (full course descriptions are available in the Courses of Instruction section):

#### \*AK/ENSL 1450 6.0 Thinking about Contemporary Canada

*\*This course comprises the ESL requirement for incoming ESL students. It may be counted as fulfilling the general education humanities requirement or as an elective credit.*

#### AK/WRIT 1400 6.0 Critical Thinking, Reading and Writing

#### AK/WRIT 3988 3.0 Effective Writing and Research

#### AK/WRIT 3989 3.0 Writing in the Workplace

## Essay Tutoring Centre

The Atkinson 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, or other writing assignment, in progress. All Atkinson 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. Daytime appointments are available on some weekdays and on Saturday. The centre is located on the first floor of Atkinson. Appointments for individual and group sessions can be made at Room 116 Atkinson (Writing Programs/Essay Tutoring Centre) or by calling 416-736-5289.

## Master's Office

Room: 120 Atkinson  
Telephone: 416 736-5870, Fax: 416 650-3869

The role of the Master of Atkinson College is a unique one in the University. The Master gives all members of Atkinson (students, faculty, and staff alike) the opportunity to participate together in events of both a social and cultural/educational nature. Through various conferences, lectures and programs, the Master's Office provides Atkinson 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 Faculty Council. While the Master is not Atkinson's ombudsman, he/she offers students support and guidance by ensuring that they are directed to the appropriate Faculty office for assistance.

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

Master of Atkinson: Room 118; 416-736-5727

Administrative Assistant to the Master: Room 120; 416-736-5870.

## Atkinson Students' Association

Telephone: 416-736-5880

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

The association is governed by a Board of Directors which meets at least once a month to discuss the concerns of the association. Membership to the board is open to all Atkinson students. The Board of Directors is comprised of eight elected individuals who hold the following positions: Chair, Vice-Chair, Treasurer, Secretary, Advocacy Director, Academic Director, Social Cultural Director and Publicity Director. These individuals also sit on various college and University committees, including College Council and Senate. Interested students are encouraged to participate in the government of the association.

Among the many activities of the association is the annual orientation for newly registered Atkinson students held just before the beginning of the fall term. Orientation provides valuable information about academic programs, library services, the bookstores and counselling services, as well as the association itself. Another major component of the ASA is *The Atkinsonian*, the ASA newspaper, which provides a forum for the opinions and ideas of the students, staff and faculty of Atkinson. Interested students are invited to submit articles. The ASA also publishes a handbook better known as *DIVERSITY* each year which details all the services available to students. The handbook can be obtained from the ASA office, the Master's

Office in Atkinson as well as the Office of Student and Academic Services (OSAS).

Questions concerning the association and its many activities should be directed to the association office, located in Room 346 Student Centre. The association welcomes feedback from all concerned parties. Please feel free to contact us at 416-736-5880, or by e-mail at [acsa@yorku.ca](mailto:acsa@yorku.ca) or you can visit our Web site at [www.yorku.ca/org/acsa/](http://www.yorku.ca/org/acsa/).

## Atkinson College Alumni Association

The ACAA is a volunteer organization attached to Atkinson. Membership is open to all graduates or soon to be graduates of Atkinson. Graduates can join the parent group at the Atkinson level or sub-groups associated with nursing or social work. There is also an opportunity for graduates of administrative studies to join the Student Accounting Club.

The mission of the ACAA is:

- To provide resources, information and activities for its members in the belief that their educational experience with the university is not confined to their years at the university, but continues throughout their entire lives.
- To encourage and promote a spirit of fraternity and unity among the members of the association.
- To promote the welfare, prestige and excellence of Atkinson.
- To foster an understanding of the function of the association among the undergraduates of Atkinson.
- To operate at all times as a charitable, benevolent and philanthropic organization.

Founded over 20 years ago the ACAA is one of the older organizations at York. The Atkinson College Alumni Association which includes the sub-groups is an independent self-governing organization that operates in conjunction with the York Alumni Association and the Atkinson Master's Office. The activities of ACAA are planned and administered by an executive that is elected every two years from members of a council comprised of Atkinson alumni.

The ACAA can be contacted through the Atkinson Master's Office or by e-mail [acaa@yorku.ca](mailto:acaa@yorku.ca). More information on the Atkinson College Alumni Association is available at [www.atkinson.yorku.ca/~alumni/](http://www.atkinson.yorku.ca/~alumni/).

## Libraries

York's libraries are housed in five buildings. The Scott Library, Business and Government Publications Library, Steacie Science Library, and Law Library are located on the Keele campus and the Leslie Frost Library is situated at Glendon campus. The Scott Library building also houses Archives and Special Collections, the Map Library and the Sound and Moving Image Library. These five buildings house just under six million items including books, print periodicals, theses, archival materials, microforms, maps, films and video collections. The libraries are accessing more and more electronic resources in support of research on the campus. Currently over 11,000 ejournals are accessible through the library's Web page. Materials support the instructional and research programs of the University. Reference services offering help with research are offered in all the libraries. These include workshops and instruction in using the collections, electronic resources, Internet resources and development of research skills. Many library services are now available electronically through the use of a variety of online forms, which means they can be accessed any time from any place.

Information on the University libraries resources, programs and services may be found via the library home page at [www.library.yorku.ca/](http://www.library.yorku.ca/).

The Lending Code, which outlines privileges and responsibilities in borrowing materials from the libraries, is available through the library Web site at <http://www.library.yorku.ca/Home/About/Policies/LendingCode.htm>. York University libraries exist to meet the information needs of students, staff and faculty at this University. Regulations, as stated in The Lending Code, are essential to assure fair access to collections, services and facilities.

These regulations include the designation of specific loan periods, the restriction on the circulation of certain library materials, the definition of borrower privileges and responsibilities, and the definition of access to and the use of library services and facilities. Privileges are granted subject to the continuing adherence to established library regulations.

A valid library card, which is a current sessional card registered with the libraries, must be presented in order to borrow materials or to obtain other library services, including electronic ones. Library cards are not transferable. The person named on the card is responsible for all library transactions with the card.

Loan periods are established to provide reasonable access to a large community of library patrons. Materials must be returned on or before the date and/or time due. Notices, preferably by e-mail, are sent when materials are overdue. The non-receipt of notices does not relieve the borrower from liability.

Sanctions, including the levying of fines, the assessment of charges for the replacement of library materials, and/or suspension of library privileges may be applied for failure to adhere to The Lending Code. Enquiries concerning the application of The Lending Code may be made to the appropriate circulation department. All borrowers may appeal the application of fines or sanctions.

The libraries' catalogue as well as electronic resources is available from home, residence, lab etc. to current holders of valid library cards. Information about setting up access from outside the libraries is available on the home page under remote access at <http://www.library.yorku.ca/Home/eResources/RemoteAccess.htm>.

Remember to check out the libraries' home page at [www.library.yorku.ca/](http://www.library.yorku.ca/).

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