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VII. Academic Services and Support

Academic Services

Bookstore (Keele Campus)

The York University Bookstore is conveniently located in York Lanes. Over 50,000 titles of general interest, (including journals, magazines, sale books, audio books and CDs), and new and used textbooks prescribed for courses are stocked. Books are priced at the Canadian publishers' or distributors' recommended list prices. Discounts and special sale prices are frequently offered. In addition the York University Bookstore carries a wide range of stationery, insignia items and electronics accessories.

The York Shop, (located next to the bookstore), carries York insignia clothing, gifts, and many other accessories, (hats, scarves etc.), for all ages.

Bookstore hours of operation are: Monday to Thursday, 9am to 7pm; Friday, 9am to 5pm; Saturday and Sunday, 11am to 4pm. The York Shop hours are Monday to Thursday, 10am to 6:30pm; Friday, 10am to 5pm; Saturday, 11am to 4pm: closed Sunday. For both stores the September, January and May rush periods, extended hours are announced in advance on our Web site.

Both outlets accept for payment: cash, debit card and the following credit cards, (Visa, Mastercard, American Express), sorry no cheques.

Our Web site offers a variety of services for York students including, course text lookup, buying textbooks, selling textbooks online as well as textbook buyback alerts, information on special events and sales, as well as sales of general books, clothing, gifts and other accessories.

Contact the bookstore by phone at 416-736-5024 or visit our Web site at <http://www.bookstore.yorku.ca>.

Computing and Network Services (CNS)

Computing and Network Services (CNS) provides a range of services for York's undergraduate students. These include:

- computer accounts
- e-mail
- Web space
- computing labs
- distributed kiosk computer stations
- York Computing Web site
- software downloads
- documentation
- help services and consulting
- printing and scanning
- residence telephone services
- Internet access from campus and home

For more information on these services, visit the York Computing Web site at <http://www.yorku.ca/computing/>.

English Language Institute

York University English Language Institute (YUELI) offers a range of non-credit, full-time and part-time English-language courses, primarily for students who wish to improve their English language skills for university entrance and/or professional advancement. Programs include:

YUELI Academic – a six level program offered throughout the year that teaches the language, critical thinking, information retrieval and study skills required to be a successful undergraduate or graduate student in a university where English is the language of instruction. Completion of level six of this program with distinction, honours or pass (depending on Faculty/program applied for) satisfies York's English language proficiency requirements for entry to all undergraduate and graduate programs.

Pre-MBA Program – a full-time, eight-week program offered twice a year, designed to prepare students who have already earned an undergraduate degree to be successful in an MBA program in an English-medium North American university.

YUELI Bytes – part-time programs (generally two evenings a week for four weeks) that focus on specific aspects of English language proficiency such

as Speaking English, Pronunciation, Business Presentation Skills, and Business Writing. A new Byte for 2004 (15 two-hour sessions over eight weeks) is Reading and Writing in English.

Custom-Designed Programs – are developed, often in collaboration with a York Faculty, for specific groups of students with particular educational and/or professional needs. These programs can be delivered on-site at York University, elsewhere in Canada and abroad or by distance education. Individual tutoring is also available.

For more information, contact:

York University English Language Institute
 Suite 287 Winters College
 York University, 4700 Keele Street
 Toronto, Ontario M3J 1P3
 Telephone: 416-736-5353; Fax: 416-736-5908
 e-mail: yueli@yorku.ca
 Web site: <http://www.yueli.yorku.ca>

Institute for Social Research (ISR)

The Institute for Social Research provides consultative and support services, many of which are offered without charge, to undergraduate students conducting research primarily in the social sciences, but also in the biological and physical sciences.

The Institute houses the largest university-based survey research organization in Canada and the staff of ISR's Survey Research Centre carries out all phases of survey research, from questionnaire and sample design, through data collection, to the preparation of machine-readable data files, statistical analyses and report writing.

The Institute's Statistical Consulting Service (SCS) provides assistance in research design, sampling, questionnaire design, statistical computing and statistical analysis. SCS also sponsors short courses on statistical analysis, research methodology and the use of statistical software (including SAS and SPSS). These courses are offered in the fall, winter and spring each year.

The Institute's annual Spring Seminar Series on Social Research Methods presents short courses in questionnaire and sample design, using focus groups for social research, how to analyze qualitative data, and survey data analysis.

ISR's Data Archive provides access to results of studies conducted by the Institute and other major Canadian surveys. The archive also provides access to official statistics such as the census aggregate and public-use data files from the Canadian Census.

York students may contact the Institute to arrange for consultation in any of these areas or to enquire about upcoming courses.

Institute for Social Research (ISR)
 5075 Technology Enhanced Learning (TEL) Building
 Telephone: 416-736-5061; Fax: 416-736-5749
 E-mail: isrnews@yorku.ca
 Web site: <http://www.isr.yorku.ca>

Learning and Study Skills Programs

Centre for Academic Writing

The Centre for Academic Writing assists students to become effective independent writers, within both their academic life and elsewhere. The primary means of achieving this objective is through the centre's individualized tutoring program. All Faculty of Arts students are eligible to enrol in this program and take advantage of the opportunity to work on their writing with one of the centre's experienced faculty. The centre also regularly offers mini-courses on various issues related to writing effectively in university.

In addition, students can enrol in one of the centre's credit courses on writing in the humanities or the social sciences. These courses provide the opportunity for students to develop their writing in all phases: research, composing, drafting and revising by learning to integrate the latest research on the writing process into these activities. Please see the Courses of Instruction section of this Calendar for more details.

Multimedia Language Centre

The Faculty of Arts Multimedia Language Centre provides service primarily to the Department of French Studies and the Department of Languages, Literatures and Linguistics. For more information, contact the Language Laboratory at S117 Ross, 416-736-5197.

Learning Skills

The Counselling and Development Centre offers assistance in improving learning skills. Please consult the Student Services section below for further information.

Libraries

Samuel Johnson once remarked that “the greatest part of a writer’s time is spent reading; in order to write, a man will turn over half a library to make one book.” Johnson’s observation makes it easy to see why York’s five libraries are at the intellectual heart of the University; we provide essential academic support to York’s teaching and research endeavours as a whole. The largest of our libraries, the Scott Library, holds major collections in the humanities, the social sciences, and the fine arts. In addition to Scott, the Peter F. Bronfman Business Library, the Steacie Science and Engineering Library, and the Law Library are all located on the Keele campus. The Leslie Frost Library supports research and teaching in all areas of academic inquiry on the Glendon campus. In addition to these libraries, the Scott Library building also houses Archives and Special Collections, the Map Library, and the Sound and Moving Image Library. All told, these libraries contain over six million items including books, print periodicals, theses, archival materials, microforms, maps, films, videos, CDs, and DVDs.

Professional librarians are available in all these locations to assist students with their research needs. Such assistance is available in person as well as by e-mail, telephone and live Web chat. More formal instruction in library use and research methods is also offered by subject librarians within course specific contexts as well as through voluntary drop-in workshops at the beginning of each academic term. All classes and workshops provide students with a basic introduction to selecting and narrowing a research topic, finding books and scholarly journal articles, and critically evaluating the relative merits of research materials. Students who have the benefit of attending a workshop or hearing a librarian deliver a guest lecture in their course are better equipped to earn higher grades and, more importantly, engage themselves as active learners in the courses they are taking. Because there is a direct relationship between the quality of the material that students consult during the research process and the quality of work that they ultimately produce, solid library research skills are just as important as solid writing skills.

In recent years the libraries have made both collections and services accessible on the Web. The libraries’ Web site is available twenty-four hours a day at <http://www.library.yorku.ca>. In addition to standard online services such as book renewal and transfer requests, our site functions as a unique gateway to more than 11,000 full-text electronic scholarly journals as well as other electronic resources including encyclopedias, dictionaries, subject pathfinders, government documents, and datasets. All licensed resources can be accessed by students and researchers with valid library cards from home or elsewhere outside the library buildings. For additional information on how to access our resources remotely, please consult <http://www.library.yorku.ca/Home/eResources/RemoteAccess.htm>

Even in this increasingly computer-mediated research environment, our print collections remain an important component of the resources to which we provide access. Because the libraries exist to meet the information and research needs of the whole York University community, borrowing regulations are essential to ensuring fair access to collections, services, and facilities. These regulations include the designation of specific loan periods, restrictions 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 users’ continuing adherence to established library regulations. For more information, please see <http://www.library.yorku.ca/Home/About/Policies/LendingCode.htm>

Librarians and other library staff members are here to help students (and all researchers) get the most out of the libraries. Developing the skills

necessary to access a broad range of viewpoints gives students the essential help they need to construct their own independent, yet credible and defensible, positions. Students who consult us first know that a solid foundation in research helps them turn in their best work.

Student Services

Art Gallery of York University

The Art Gallery of York University (AGYU) is a publicly funded art gallery specializing in the exhibition of recent, innovative Canadian and international art. Located on the Keele campus of York University, the AGYU offers a series of contemporary art exhibitions, public lectures by visiting artists as well as special seminars and discussions on topics relating to the contemporary visual arts.

As one of Canada’s leading university art galleries, the AGYU is committed to enriching the cultural and intellectual environment of York University. In keeping with this educational focus, the AGYU offers research and internship programs to York students, and acts as a distribution centre for exhibition catalogues, periodicals and books by artists through the “Bookstore at the AGYU”.

Gallery hours: (September to June) Monday, Tuesday, Thursday and Friday, 10am to 4pm; Wednesday, 10am to 8pm; Sunday, noon to 5pm.

Location: N145 Ross.

Career Centre

Regardless of whether you are in first year, your final year, or somewhere in between, you will find useful information and services at the Career Centre. We can assist you in conducting an effective job search, help you to find people to network with in your field, and guide you through researching career options. Whatever services or resource you choose, you will gain a better understanding of your career possibilities and how to achieve them. Visit us at <http://www.yorku.ca/careers/> or N101 Student Services Centre. Telephone: 416-736-5351, E-mail: career@yorku.ca

Clubs and Other Organizations

Clubs and other organizations offering programs to the Keele and Glendon communities are encouraged to register with Student Affairs. Registered groups may apply for and be permitted to use University space and facilities (subject to availability) and may seek funding from the York Federation of Students (YFS) or other University sources. Application forms and more information about clubs and organizations are available from Student Affairs, Student Services Centre, 416-736-5144. Web site: <http://www.studentaffairs.yorku.ca>.

Cooperative Childcare Centre

The York University Cooperative Childcare Centre, located in Atkinson Residence on the Keele campus, is licensed to serve 119 children between the ages of six weeks and 10 years.

Fees are from \$399 to \$951 per month, plus one-hour participation per child per week. The centre has a subsidy agreement with Metro Toronto Social Services for parents in need.

Further information may be obtained by contacting the Childcare Centre, 90 Atkinson Road, Apt. 128, Toronto, Ont. M3J 2S5; Telephone: 416-736-5190, Fax: 416-736-5291, e-mail: daycare@yorku.ca, or Web site: <http://www.yorku.ca/daycare/>.

Counselling and Development Centre (CDC)

The Counselling and Development Centre (CDC) helps students to realize, develop and fulfill their personal and academic potential through an assortment of diverse programs.

Personal Counselling

York students are invited to discuss their personal concerns with a counsellor. In order to make an appointment, come to 145 Behavioural

Sciences Building between 9am and 5pm Monday to Friday, or telephone 416-736-5297. All interviews are confidential.

Group Program

The CDC offers groups and workshops with a variety of focuses and themes, including: assertiveness training, effective presentation skills, eating and body image, anger management, achieving goals, stress management, building self-esteem and self-confidence and avoiding procrastination among others. Most groups are offered during both the fall and winter terms depending on enrolment.

Learning Skills

Through individual consultation and workshop series, students can work at improving reading, listening, note taking, memory, time management, exam preparation, essay writing skills and academic stress management.

Learning Disabilities Program

The Learning Disabilities program provides a range of specialized services to students with learning disabilities, including advice on courses and academic programs, orientation to campus facilities and services, diagnostic assessment of psychological and educational profiles, learning skills counselling, life skills counselling and advocacy and ombudsman services regarding evaluation and examinations.

Psychiatric Dis/Abilities Program

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.

Community Mental Health Consultation and Outreach

The staff of CDC are available to consult with any member of the York University community with regard to aspects of campus psychological well-being and development. Outreach programs may be tailored to community needs.

The Counselling and Development Centre's reception area in 145 Behavioural Sciences Building, is open from 9am to 5pm Monday to Friday (telephone 416-736-5297). Web site: <http://www.yorku.ca/cdc/>.

Atkinson Counselling Centre

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 8:30am and 7pm, Monday through Thursday, and 9am to 4pm Friday. The centre is open on Saturdays from 9am to 3pm 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, 116 Atkinson Building; Telephone: 416-736-5225; Fax: 416-736-5782.

Centre for Distance Education

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: <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 <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:

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

Health Education and Promotion

Located in Student Affairs, the Office of Health Education and Promotion acts as an informational touch point for York students. Run by a health educator and supported by a team of peer health educators, Health Education and Promotion supports students in numerous ways. The Office provides health counselling, information and referrals, runs on-campus health promotion programming for students in residence and commuters alike and hosts a yearly Health Fair aimed at promoting health services and pertinent health issues faced by students. Topics covered by the Health Education Team include safer sex, sexual health and wellbeing, nutrition, safer drinking and drug use, and stress management. The Office of Health Education also maintains a large selection of articles, books, pamphlets and videos on these subjects. Students are encouraged to drop in to the office, contact the health educator by phone (416-736-5196) or e-mail: healthed@yorku.ca. All services are confidential.

Centre for Human Rights and Equity

The Centre for Human Rights and Equity includes the Centre for Race and Ethnic Relations and the Sexual Harassment Education and Complaint Centre, as well as having responsibility for employment equity and for liaising with other areas of the University on all human rights and equity matters. The Centre coordinates the Sexual and Gender Diversity Advisory Committee, and, in conjunction with the Office of Student Affairs, the mediation service, Mediate@York.

Race and Ethnic Relations Centre

The Centre for Race and Ethnic Relations (CRER), was established in 1988 to advise the University on policy relating to race and ethnic relations, and to provide anti-racism education for the entire community, as well as support and services to York's multi-ethno-racial community.

Students, faculty and staff have the right to study, live and work in an environment that is free from racial harassment and discrimination. They also have the responsibility not to racially harass any member of the York community. This is in accordance with York University's Policy Concerning Racism and the Ontario Human Rights Code, which prohibits harassment and discrimination on the grounds of race, colour, citizenship, place of origin, ancestry, ethnic background and creed. Every person has a right to freedom from harassment in the community, including such places as the classroom and the residences.

The CRER works in cooperation with campus groups and associations active in the area of human rights, anti-racism and employment equity. The advisers at the centre are available to give workshops on anti-racism and related issues to all sectors of the University. The centre also has a small resource library.

The centre is also a complaint centre which provides a confidential place in which members of the York community can seek information regarding racial harassment and discrimination. The advisers outline the many options (both informal and formal) available to students, faculty and staff and discuss ways of handling the situation.

The Centre also works collaboratively with the University Complaints Centre and local complaints officers in the colleges and Faculties. The advisers, Teferi Adem and OmiSoore Dryden, aim to ensure that concerns expressed by all members of the community are addressed with sensitivity and fairness.

The Centre for Race and Ethnic Relations is located in the Centre for Human Rights and Equity, 108 Central Square. Appointments can be made with Liliana Hassani at 416-736-5682.

Sexual Harassment Education and Complaint Centre

The Sexual Harassment Education and Complaint Centre serves all members of the York community, students, faculty and staff. Anyone who

is experiencing sexual harassment or violence, or anyone who thinks what they are experiencing could be sexual harassment based on their gender, sexual orientation or gender identification, should make an appointment with an advisor at the Sexual Harassment Education and Complaint Centre. The centre offers advice, ensures confidentiality and provides a supportive atmosphere. No action will be taken unless the complainant requests it. The two advisers at the Sexual Harassment Education and Complaint Centre are available to give workshops on sexual harassment and related issues to colleges, residences and Faculties. There is a small library which students, staff and faculty are welcome to draw upon.

A former project of SHEACC's which is now self-standing is the Sexual Assault Survivors Support Line (SASSL). SASSL is a peer support telephone line, which provides referrals and support to callers on a 24-hour basis. The crisis line number is 416-650-8056 and the information line is 416-736-2100 ext. 40345. The line is closed on University holidays with a message providing alternative crisis line numbers.

The centre also works collaboratively with the University Complaints Centre and local complaints officers in the colleges and Faculties. The advisers aim to ensure that concerns expressed by all members of the community are addressed with sensitivity and fairness.

The Sexual Harassment Education and Complaint Centre is located in the Centre for Human Rights and Equity, 108 Central Square and is open from 8:30am to 4:30pm Monday to Friday, or in the evening by appointment. When the centre is closed, telephone messages may be left at 416-736-5500.

Lost and Found

A Lost and Found Office is maintained on the Keele campus at N101 Ross, ext. 33369, which is open from 11am to 3pm, Monday through Friday, and from 5 to 7pm, Wednesday and Thursday. Any items turned into this office are retained for 30 days only. On the Glendon campus, enquiries should be directed to the Security and Parking Office, Greenhouse Building which is open 24 hours daily.

The University regrets that it cannot be responsible for items of personal property left unattended on the grounds or within buildings.

Further information, please visit our Web site at <http://www.csbo.yorku.ca>.

Mail Services

The York University Central Mailroom is located in Curtis Lecture Hall, Room 019. All mail addressed to 4700 Keele Street, M3J 1P3 is received and delivered daily from the central mailroom. Interdepartmental and all off-campus mail are also processed from this location. All addresses on campus with postal codes other than M3J 1P3 is delivered directly by Canada Post.

The Department of Mail Services requests that all members note the correct mailing address and postal codes for their incoming mail to ensure prompt delivery. The individual codes are:

Keele campus (all academic, administrative and college buildings):
M3J 1P3

Glendon campus: M4N 3M6

York Apartment Residences:

2 Assiniboine Road, M3J 1L1
 4 Assiniboine Road, M3J 1L2
 6 Assiniboine Road, M3J 1L3
 8 Assiniboine Road, M3J 1L4
 90 Atkinson Road, M3J 2S5
 2 & 4 Passey Cres., M3J 3K8
 6 & 8 Passey Cres., M3J 3K9
 10 Passey Cres., M3J 3L1
 12, 14 & 16 Passey Cres., M3J 3L2
 18 Passey Cres., M3J 3L3
 51 Chimney Stack Rd., M3J 3L9

The correct address for the University is:

York University,
 4700 Keele Street,
 Toronto, ON
 M3J 1P3

The correct addressing format for students living in the undergraduate residences would be:

Name,
Residence and room number,
York University,
4700 Keele Street
Toronto, ON
M3J 1P3

The correct addressing format for York apartment residents would be:

Name,
Apartment number — number and name of road,
Toronto, ON
Postal code

A Canada Post franchise operation is located at the Keele campus in the Inkblotz Stationery store in York Lanes, telephone: 416-736-5911 or if on campus at ext. 55911.

Ontario March of Dimes - York University Attendant Services

The Ontario March of Dimes - York University Attendant Service program provides non-medical assistance to students, staff and faculty of York University, who have a permanent physical disability. Attendant Services provide scheduled bookings. On-call assistance is provided in urgent situations 24 hours per day per school year. Full service is provided from 6am to 1am. Urgent service is available from 1am to 6am. We provide assistance with personal hygiene, rising and retiring routines, meal preparation, light housekeeping, laundry, mobility and general daily activities.

Admission is open to students, staff and faculty who have a permanent physical disability on the Keele campus. Applicants must be willing to organize and direct their own attendant care services. All applications are considered for eligibility by the Ontario March of Dimes - York University Program Specific Committee.

For more information please call: Ontario March of Dimes - York University Attendant Services Office located in Central Square, Room 107, 416-736-5167, or York University's Office for Persons with Disabilities at 416-736-5140; e-mail: omodyu@yorku.ca.

Office for Persons with Disabilities

The Office for Persons with Disabilities (OPD) provides information, support and advocacy on behalf of students, staff and faculty with physical and sensory disabilities as well as medical conditions.

Office assistance includes advising on financial and academic matters, referrals for personal counselling as well as other University services and community resources such as the Independent Living Assistance program.

If you have received your acceptance to the University, it is in your best interest to contact the OPD as soon as possible.

While the OPD offers a short orientation, we do suggest that you take part in your college or Faculty orientation, which will provide you with valuable information and give you the opportunity to meet fellow peers.

The Office for Persons with Disabilities is open Monday to Friday, 9am to 4pm. The office is located in 109 Central Square: 416-736-5140 Voice, 416-736- 5263 TTY, 416-650-8068 Fax. You may also reach us by e-mail at opd@yorku.ca, or online at <http://www.yorku.ca/admin/sa/offdis/>.

Parking and Transportation Services

A limited supply of parking permits are available to all community members on a first come, first serve basis. Parking Services encourages early purchases for the availability of space and to avoid any line ups.

Please ensure you have fully completed an application form. Incomplete applications will be returned to the applicant and result in unnecessary delays. In order to purchase a parking permit you must provide valid proof of vehicle ownership or registration (photocopy of the front and back of your vehicle ownership will be sufficient for mail and drop off applications).

Parking permits can not be issued to persons or vehicles with outstanding violations on their parking account. For information about outstanding violations please call 416-736-5705 for the Keele campus, and 416-487-6788 for the Glendon campus and ask to speak with a Violations Officer.

The payment methods available to purchase your permit are cash, cheque, debit, Visa or Mastercard. To avoid line-ups and the need to apply in person, all applications can be processed by mail, or online.

Parking and Transportation Services and its highly trained, friendly staff of customer service representatives are located in:

Keele Campus Parking Services
Parking and Transportation Services
222 William Small Centre, (PSII)
155 Campus Walk
York University
4700 Keele Street
Toronto, Ontario
M3J 1P3

Glendon College Parking Services
Glendon Greenhouse
2275 Bayview Avenue
Toronto, Ontario
M4N 3M6

For more information, visit our Web site at <http://www.csbo.yorku.ca/parkingservices/>.

Religious Activities

The Scott Religious Centre is a meeting place for the many religious groups active on the Keele campus. A list of the groups is posted at the entrance door of the centre in Central Square.

The Inter-faith Council is comprised of representatives from all the religious groups, and is charged with running the centre and advises the University, through the director of Student Affairs, on matters relating to the centre and religious affairs and activities on campus. The Chair and other members of the Inter-faith Council may be contacted through the Office of Student Affairs, Student Services Centre, 416-736-5144.

The Scott Religious Centre contains a non-denominational chapel, a meditation room and several student religious group offices. The chapel may be booked on a regular basis or for a single religious event through the Office of Student Affairs (416-736-5144) from September 1 through April 30 and Hospitality York (416-736-5020) from May 1 through August 31. The Scott Religious Centre has entrances on the ground floor in Central Square and outside on the second floor between Scott Library and Ross Building.

For more information at <http://www.studentaffairs.yorku.ca/life/interfaith.htm>.

Department of Security Services—Security Control Centre (SCC)

The Department of Security Services, located at 227 William Small Centre, 155 Campus Walk, is a proactive community-based service comprised of full-time uniform staff members and specialists. York students working on a part-time basis staff additional support positions, such as CCTV operators. Our mission is to provide a safe and secure environment to over 50,000 persons including students, staff, faculty and visitors to the University. Predicated on a problem-solving philosophy in partnership with community stakeholders, our services are delivered through campus patrol services, outreach programs, advanced security systems such as closed circuit television, card access and a Crime Prevention Through Environmental Design (CPTED) program.

The service operates 24/7 as a first response to all urgent security matters at both campuses. Officers patrol the campuses in vehicles, on bicycles, and on foot.

The men and women of the Department of Security Services are dedicated professionals who take pride in maintaining a safe and secure environment for you to enjoy.

Campus Emergencies

The role of Security Services Campus Patrol section is to respond to urgent security matters on campus, and to assist public emergency agencies responding to 911 calls at the University.

For Police, Fire, Ambulance:

In a life-threatening situation, call 911 directly for police, fire or ambulance, then

Call Security Services at extension 33333 (or 416-736-5333):

- Public emergency agencies responding to 911 calls are met by Security Services campus patrol personnel and escorted directly to the location of the emergency. This practice ensures that valuable time is not lost searching for a campus location.
- All Security personnel are trained in first aid and CPR.
- Campus patrol vehicles also carry automatic external defibrillators.

Call 911 When:

Any situation exists where the safety of people or property is at immediate risk. These situations can include medical emergencies, crimes in progress, domestic disputes or fires.

When to Call Security Services - Ext. 33333 (416-736-5333):

After you have made a 911 call in a life-threatening situation

- Give your location.
- Describe what has or is happening.
- Give your name.

If you observe suspicious persons or situations.

Bomb threat calls.

Nuisance or harassing phone calls.

When crimes have occurred and are **not** in progress such as thefts or vandalism.

First aid for non-life threatening incidents.

Potential hazards.

When conflict resolution is required for disturbance situations or to keep the peace.

Hate crime incidents.

For routine non-urgent matters, call extension 58000 (416-650-8000):

Building or room access.

Minor floods, spills.

General security information.

Lost or stolen keys.

Broken windows, graffiti.

On occasion, a personal emergency may require a student to be contacted quickly. Students are urged to provide those who may need to reach them in an emergency with up-to-date information regarding their class timetable, specifying days, times and locations.

Shopping Services

York Lanes Mall

York Lanes, the “Retail Centre of the Campus”, is York University’s unique student-oriented enclosed shopping mall. York Lanes has a variety of retailers and service providers specifically selected for the campus market. York Lanes also hosts numerous special events throughout the academic year. Retailer hours of operation, our schedule of special events and detailed information about our retailers are all posted on our Web site, <http://www.csbo.yorku.ca/commercial/yorklanes/>. York Lanes is managed by the York University Department of Commercial Facilities which is located in 210 William Small Centre, telephone 416-736-5788, fax 416-736-5332.

York Lanes Retailers and Services

Aidia Accessories	416-667-7676
Bank of Montreal	416-665-4775
Berries & Blooms	416-663-0030
Blueberry Hill Restaurant	416-736-5594

Campus Cleaners	416-736-5960
The Campus Cove	416-736-5995
Campus Photo	416-736-5520
CIMS Pharmacy	416-736-5272
Company's Coming Bakery Café	416-650-0191
Data Integrity Computers	416-736-5993
Falafel Hut Restaurant	416-736-5767
The General Store	416-661-8382
The Great Canadian Bagel	416-736-5555
Indian Flavours Restaurant	416-663-2666
Inkblotz Cards / Canada Post	416-736-5911
InStyle Jeanswear	416-736-5505
Klik's Beauty Centre	416-661-3150
Mangia Mangia Italian Eatery	416-736-9484
Metro Credit Union	416-252-5621
Optical Elegance	416-736-5498
Popeyes Chicken & Biscuits	416-736-5883
Sakura Japanese Restaurant	416-736-5471
The Second Cup	416-736-5359
Senate Travel	416-661-0661
Taco Villa	416-736-5445
Tastes Healthy Foods	416-736-5952
The Tree of Life	416-663-4411
York Lanes Health Centre	416-736-5525
The York Shop	416-736-5551
York University Bookstore	416-736-5024
Government of Ontario	Kiosk

Central Square Concourse Areas

Four automatic teller machines are provided by the Toronto Dominion Bank in Central Square.

Applications for information/charitable booths in Central Square may be obtained from the Office of Student Affairs, Student Services Centre; telephone 416-736-5144.

Sport and Recreation

York University, through the School of Kinesiology and Health Science, has developed programs in both sport and recreation, aimed at offering opportunities across the broad continuum of physical activity to all students. Programs are designed to allow individuals to select appropriate levels of physical activity participation and, where possible, personal development, wellness and/or leadership opportunities to meet their individual needs and aspirations.

Students have not only the opportunity to participate in sport and recreation activities at York, but become involved in the planning, organization and implementation of programs, either as a volunteer, workstudy student or part-time employee. The University also encourages students to take advantage of the exciting environment generated through Sport and Recreation at York by attending events held on campus throughout the season.

Interuniversity Sport

The interuniversity sport program is an integral part of the University's educational mission and complements the potential for personal growth that the York experience fosters. All full-time students are welcome to try out for any of the 29 interuniversity teams offered by Sport York. Sport

programs give student athletes the opportunity for skill development and the pursuit of excellence through qualified coaching and competitive schedules.

A Proud and Growing Tradition - For more than 35 years, the York University student athletes have been making their mark on the Canadian sport scene. Provincial and national team titles, combined with numerous athletes and coaches who participate on many of Canada's national teams, attest to the success of York University.

Coaches - The coaching staff at York is composed of experienced, highly qualified and dedicated professionals, many of whom hold full-time positions within the University. A majority of our coaches also hold leadership positions in provincial and national sport organizations and are experts in their field of coaching. These individuals are dedicated to the attainment of the student athletes' potential in the sport and in the classroom.

Varsity Teams - York University offers the opportunity to participate at the highest level of university competition. In Ontario, universities compete in each sport for the provincial championship title within the Ontario University Athletics (OUA). Nationally, York competes within Canadian Interuniversity Sport (CIS).

Men's Teams - badminton, baseball, basketball, cross country, fencing, football, ice hockey, rugby, soccer, swimming, tennis, track and field, volleyball and water polo.

Women's Teams - badminton, basketball, cross country, fencing, field hockey, ice hockey, indoor hockey, lacrosse, rugby, soccer, swimming, tennis, track and field, volleyball and water polo.

Recreation

An important dimension of the total educational experience is the participation in physical activity. The Recreation York program provides an opportunity for the University community to participate in a wide range of activities including intramural sport competitions, fitness/lifestyle and instructional classes, sport clubs and casual recreation. The aim of the program is to provide activities that meet the individual needs, interests and abilities of York students. Registered students may enrol free of charge in most Recreation York programs (space permitting).

Intramural Sports - A variety of individual and team activities are offered at both a competitive and recreational level. Men's, women's and coed teams compete in 24 league/tournament sports and six special events ranging from ice hockey, badminton and ultimate frisbee to flag football and volleyball. Join a team from your college or form your own team with a group of university friends.

Fitness/Lifestyle and Instructional Classes - For the fitness enthusiast, more than 35 classes are offered each week. Several different levels of step classes, total body conditioning, cardio tae boxing and hi/lo are among the variety of fitness classes available. For those with other interests, instructional courses are offered in the areas of martial arts, dance, aquatics, relaxation and sports like tennis, skating and squash (for an additional charge).

Sport Clubs - For those who would like to join other members of the York community in an activity or sport that may not be offered at either the interuniversity or intramural level, there is a sport club program. Squash, table tennis and curling are a few of the many clubs waiting to welcome new members.

Casual Recreation - For those who like to swim, run, skate, play tennis or squash, or work out, there are many casual recreational opportunities for the person who enjoys the flexibility of self-directed physical activity. Of particular interest is the Tait McKenzie Fitness Centre, featuring exercise machines and free weights, and staffed by qualified fitness personnel who can assist with equipment use and provide exercise prescription. There are also casual use times set aside in facilities such as the gymnasium and the ice rink for pick-up hockey, skating, badminton, basketball, volleyball, indoor soccer, table tennis, outdoor tennis and squash.

Facilities

York University offers state-of-the-art sport and recreation facilities and amenities. At the Keele campus, the Tait McKenzie Centre serves as the centre of activity. For outdoor events, the York Stadium is the main attraction. The University also serves as the home of the City of Toronto

Track and Field Centre, the National Tennis Centre and the Beatrice Ice Gardens. At the Proctor Field House on the Glendon campus, a variety of facilities and amenities are also available, including a newly upgraded gymnasium and unique walking/hiking trails that lead to local parks.

Keele Campus - stadium, four gymnasias, four studios, five squash courts, five sport playing fields, three softball fields, nine outdoor tennis courts, ice arena, swimming pool, a fitness centre with 29 cardio machines, selectorized machines and free weights and a Sport Injury Clinic.

Plus - Ice Gardens at York University (six rinks, dry-land training facilities), City of Toronto Track and Field Centre at York University (indoor and outdoor), National Tennis Centre (ten outdoor summer courts and four indoor winter courts).

Glendon Campus - two gymnasias, five squash courts, swimming pool, fitness studio, weight room, indoor golf driving range, three outdoor tennis courts, softball diamond, playing field, walking/hiking trails.

For Further Information:

Keele Campus, School of Kinesiology and Health Science, 302 Tait McKenzie Centre, 416-736-5182, <http://www.sport.yorku.ca>

Glendon Campus, Department of Athletics, Glendon Proctor Field House, 416-487-6717

Student Affairs Office

Student Affairs is a focal point for a wide range of services and activities coordinated by the Assistant Vice President, Student Affairs and the Director of Student Affairs. This includes information and communication, problem solving and crisis intervention, student government liaison, advising, awareness training and education. The office has a unique role in providing problem solving and crisis intervention that minimizes disruptions to student life and to the academic and administrative functioning of the University. Most importantly, the office shares the University's commitment to quality, equity and diversity.

Student Affairs performs two main services: 1) information and communications and 2) problem solving. Almost everything we do fits into one of these two categories. Student Affairs answers inquiries from students, faculty, staff and the general public, either by phone, e-mail or in person. Many of these inquiries are routine and straight forward, while others are very complex. The nature of our service is very much defined by the demands of the community we serve. The front-line office staff, consisting of the Coordinator, Student Relations Assistant, Information York Assistant, Off-Campus Housing Assistant and five work/study students, work together to deliver services to student and the rest of the community.

Student Affairs also provides the following services: coordination of the Orientation Information Fair, Parents' Orientation, locker rentals, off-campus housing lists, various publications, recognition of the student clubs and room allocation for clubs, problem solving/dispute resolution and complaint intake, cult awareness education, assistance with student referenda, and a professional development library.

If you are having trouble finding your way around campus or just want to learn more about clubs and services at York, please come by and see us.

The Office of Student Affairs also houses the Off-Campus Housing Service and the University Complaint Centre. We are located in the Student Services Centre, 416-736-5144; TDD 416-736-5940, <http://www.studentaffairs.yorku.ca>.

Student Government

College Councils

Student or college governments take different forms in each of the colleges but have the same general goal - to serve their student members using funds made available to them each year, and to represent their interests in a variety of dealings with the University Faculties, service offices and departments, both academic and administrative.

York Federation of Students/Fédération des Étudiant(e)s de York (YFS/FÉY)

The York Federation of Students is dedicated to the representation and support of the student movement at York University. It is a democratic, non-profit, service-oriented organization committed to working towards a university environment wherein members of the federation (all undergraduate students) can pursue academic excellence as well as personal and social growth free from all forms of discrimination and harassment.

The federation is committed to universally accessible postsecondary education and rejects all impediments to postsecondary education including, but not limited to, financial constraints through tuition fees, residence costs, streaming and discrimination based upon gender, race, sexual orientation, class, religion, colour, ethnicity, nationality, geographic location, state of health or age.

In its quest, the federation strives for the highest quality of postsecondary education available. It supports student organizations, on and off campus, which promotes its stated principle.

The federation offers many services, including a health plan, a student datebook, a courtesy phone, five cent photocopies and free International Student Identity Cards and Student Saver Cards.

The federation is located in Room 336 in the Student Centre, 416-736-5324. Come and visit for more information.

Other Student Governments

There are 16 recognized student governments within the York University community: 14 within the colleges and Faculties of the University and a "federation" - York Federation of Students/Fédération des étudiant(e)s de York - which is a central student government representing all students in the Faculties of Arts, Fine Arts, Education, Pure and Applied Science, and undergraduate students of the Schulich School of Business as full members. Students of Glendon College and Atkinson Faculty of Liberal and Professional Studies are associate members. These latter units, as well as the Faculty of Arts, Faculty of Education, the Faculty of Fine Arts, and the Legal and Literary Society (Osgoode) also have their own student governments. At the graduate level, the student governments are the Graduate Students Association, the Graduate Business Council, and the Graduate Environmental Studies Students Association. Each of these organizations collects an annual levy from its members to finance its activities and programs. Student societies receive over one million dollars of support in this way. Annual elections within each unit provide the executive officer group which is responsible for the administration and accounting for these funds. Many of these organizations publish newspapers and newsletters to inform their members about their services and programs.

Twelve student organizations receive annual levies from their constituents: Excalibur Publications, CHRY North York Community Radio, Community and Legal Aid Services Program (CLASP), ProTem, Theatre Glendon, Ontario Public Interest Research Group (OPIRG) (refundable), Glendon Women's Centre, York Women's Centre (refundable), the Atkinson Essay Service (Atkinson students only), Cafe de la Terrasse (Glendon students only), Sexual Assault Survivor's Support Line (SASSL) (refundable) and World University Services of Canada (WUSC) (refundable). These organizations are subject to the same financial reporting requirements as student governments. Constitutions and financial reports of these councils are public documents and are available through the Office of Student Affairs, or the office of the individual council.

Student Representation on University Committees

The participation of students in the governance of the University is an important element in effective decision making and policy development at York University. Students are entitled to participate as full voting members on the Board of Governors, the University Senate, Faculty Councils and other bodies. The system of governance established by the *York University Act* is bicameral, with two central governing bodies: the Board of Governors and the Senate. Decision-making powers are divided and/or shared among the Chancellor, the President, the Board and the Senate and some of these powers are delegated to or shared with other bodies.

The Board of Governors. The Board of Governors is vested by the *York Act* with authority for the "government, conduct, management and control of the University and of its property, revenues, expenditures, business and affairs". The board consists of 30 members in addition to the President and the Chancellor. There are two designated seats on the board for students. By agreement of the board and the Student Senator Caucus, the selection of one student nominee each year has been done through a process of popular election among registered York University students, usually held in the spring. Upon election, the student's nomination must be confirmed by the Student Senator Caucus and recommended to the board. The term of office is two years. The board conducts much of its business through committees such as the Finance and Staff Resources Committee, the Academic Resources Committee, the Audit Committee, Land Use Committee, the Student Relations Committee, the Investment Committee and Communications Committee.

The Senate. The Senate is responsible for the academic policy of the University, including the recommendation to establish new Faculties and colleges, admission standards, student aid policies, the establishment of degrees and diplomas and the structure and content of all academic programs. It is composed of the Chancellor, the President, the Chair and representatives of the Board of Governors, Vice-Presidents, Deans, Department Chairs and elected faculty members from each Faculty with some representation from other groups both inside and outside the University. Students are elected to the senate through their Faculty Councils and in numbers which reflect the relative size of the Faculty in the University. Student representation on Senate constitutes 15 per cent of the total number of senate seats and elections are conducted each March. Students are represented on all Senate committees, examples of which include Executive; Tenure and Promotion; Senate Appeals; Academic Policy and Planning; Curriculum and Academic Standards; Library; Admissions, Recruitment and Student Assistance; and Research (<http://www.yorku.ca/secretariat/senate/index.htm>).

Faculty Councils. York University consists of 10 Faculties and each has a Faculty Council which is responsible for making decisions on the variety of matters affecting the curriculum and academic policies of the Faculty. Each Faculty Council is a committee of senate and has, in turn, a number of council committees on which students sit as members. More details on the specific structure and student participation in a Faculty Council may be obtained through the office of the secretary of the council in your Faculty.

The Council of Masters. One student is named by the combined college councils to join the Council of Masters.

Other Advisory Committees. There are a number of University departments and services which receive advice and recommendations throughout each year from advisory committees on which students have a voice. The precise mechanisms whereby students may join these committees varies, and further information about membership and terms of reference may be obtained from the office named in brackets after the advisory committee.

- Athletics and Recreation (Director, School of Kinesiology and Health Science)
- Board of Referendum Commissioners (Office of the Assistant Vice-President, Student Affairs)
- University Food Services Committee (Food, Beverage and Hospitality Services)
- Residence Budget Committee (Student Housing Services)
- Presidential Advisory Committee on Parking (Security and Parking Services)
- Arboretum Committee (Facilities, Planning and Management)
- Student Security (Security and Safety Services)
- Advisory Committee for Persons with Special Needs (Office of the Assistant Vice-President, Student Affairs)
- York University Development Corporation (Office of the York University Development Corporation)
- Presidential Committee on the Administration of the York University Smoking Policy (Department of Occupational Health and Safety)
- Advisory Council on Child Care Services (Office of the Vice-President, Finance and Administration)
- Presidential Advisory Committee on H.I.V. Infection (Office of the Assistant Vice-President, Student Affairs)
- Committee on Alcohol (Office of the Assistant Vice-President, Student Affairs)

Other Participation. Students also are entitled to participate on decision-making or advisory bodies at other levels in the University, e.g. in individual academic departments, most of which have formal departmental councils consisting of faculty and students. As well, students are entitled to membership on residence councils and on committees established by their college or Faculty-based student government.

General questions about student participation in university governance should be directed to the University Secretariat.

Student Security Escort Service

Why walk alone? The primary role of York's Student Security Escort Service is to provide safer movement after dark for campus students, faculty and staff. Student security officers will meet you at campus bus stops, parking lots, buildings and residences; escort you to your campus destination; wait with you for buses, cabs or until your vehicle starts. All requests will be accommodated by either foot, bicycle and/or van escorts. It is a complimentary service provided to the York community by Security, Parking and Transportation Services. The Escort Service operates daily during the academic year (September to April) from 6pm to 2am (3am on Thursdays), and during the summer months from 8pm to 2am. For more information, please call the Student Security Office at 416-736-5454 or ext. 55454.

Transportation

Glendon-Keele Shuttle Service

Security, Parking and Transportation Services offers a complimentary Glendon-Keele Shuttle Service for the York community. For further information and schedule details, please call 416-736-2100 ext.22541 (or 416-736-5454 from 6pm to 12am) or visit our Web site: <http://www.csbo.yorku.ca>.

TTC

The Toronto Transit Commission (TTC) services York University with the following routes:

Downsview Station: Take the York University 196 express bus or the 106 bus at non-peak times.

Sheppard Station: The York University 196B Bus goes to and from York University and Sheppard Station at peak hours with a stop at Downsview Station on the way.

Finch Station: Take the Steeles 60C or 60F to and from Finch Station and along Steeles Avenue directly into the university.

Jane Station: From Jane Station or along Jane Street south of Steeles, take the Jane 35E bus directly into the York University commons.

Keele Station: From Keele Station or along Keele Street south of Steeles, Keele 41B and 41C travel into the University Commons and return southbound on Keele Street.

Details concerning the designated routes and holiday service can be obtained from TTC Information at 416-393-4636. TTC route maps are available from subway ticket booths, the Office of Student Affairs, Student Services Centre and the Parking and Transportation Services Office, 222 William Small Centre. Also check out the City of Toronto's Web site <http://www.ttc.ca> and York University's transportation Web site: <http://www.csbo.yorku.ca/transportation/>.

GO Transit

Go Transit Services York University by both GO Train and GO Buses with the following routes:

Hamilton, Burlington, Oakville & Mississauga: From the Oakville GO Station/Square One Mississauga/Bramalea GO Station and locations in Hamilton and Burlington, take the Hwy 407 Go Bus Service eastbound and the westbound back home again in the afternoon. There is also an express bus to and from Meadowvale GO Station.

Markham, Unionville: From Markham GO Station, Mount Joy Station Unionville GO Station/Langstaff and Yonge, take the Hwy 407 GO Bus Service westbound to York University Commons and the eastbound to get back home again in the afternoon.

Scarborough and Pickering: From Scarborough Town Centre, Centennial Campus, U of T Scarborough, and locations in Pickering, take the Hwy 407 GO Bus Service westbound to York University and eastbound to return to Scarborough in the afternoon. It runs Express via 401, 404 and 407. Passengers can transfer from Durham Region by using the Oshawa Hwy 2 Bus that stops at Scarborough Town Centre.

Barrie, Bradford, Newmarket, Aurora, King, Maple: From GO Bus and train stations along the Bradford line at each of these locations take one of three morning trains stopping at York University GO Train Station and one of three evening trains going home. A free York University natural gas shuttle brings you from the station to the York Common in the morning and to the station from the York Common in the afternoon. There is also a midday bus service.

Richmond Hill, Newmarket, Aurora, Oak Ridges: From Newmarket GO Bus Terminal, through Aurora and Oak Ridges via Yonge Street to Richmond Hill GO station, then via Bayview Avenue on to Langstaff GO Station and York University.

Full-time students may buy a student 10-ride ticket or monthly pass only if they have a valid GO Transit student ID card. Applications are available in the Parking and Transportation Office, 222 William Small Centre. You can buy GO tickets and passes on campus at Inkblotz in York Lanes or at any GO rail station or bus terminal. Single-ride tickets are available from our bus driver.

For GO information please call 416-869-3200 Toronto local calling area; or 1-888-GET-ON-GO (438-6646) long distance toll free; or 1-800-387-3652 TTY teletypewriters only; or <http://www.go transit.com> or <http://www.csbo.yorku.ca/transportation/>.

York Region - Vaughan Transit

York Region Transit services York University with the following routes:

Woodbridge: Route 10 – York University travels from Islington and Langstaff, around a loop that includes the intersections Martin Grove/Woodbridge, Rutherford/Islington, Langstaff/Islington and then travels south on Annsley Grove and Weston Road to Steeles where it makes its way into the Commons of York University.

Thornhill: Route 3 – York University travels from the York Region Transit Terminal at Promenade Mall (with connections to YRT Routes 77, 83, 88 and TTC Bathurst 160) with a stop at Bathurst and Atkinson and then continues along New Westminister to Steeles Avenue. From there it continues directly into the University Commons, excepting a stop at Dufferin and Steeles.

Keele North: TTC Route 107 – Keele North Routes 107D and 107F leave the Rivermede and Keele in the morning heading south on Keele to the York Commons. In the afternoon, both buses return going north to Rivermede and Keele. This route is serviced by TTC and requires the payment of both a TTC and York Region Transit Fare.

Students are able to purchase tickets and passes at Inkblotz in York Lanes or at any ticket agent in Vaughan, Markham or Richmond Hill. Free transfers can be made with public transit buses in Vaughan or north of Steeles with a valid transfer.

For more information, please call 905-832-8527 or <http://www.city.vaughan.on.ca>; or the Parking and Transportation Services Office <http://www.csbo.yorku.ca/transportation/>.

Carpool

Carpooling is a simple way for students and staff to save thousands on gas, maintenance and parking by sharing a ride. Carpooling is an effective option for individuals who commute long distances to and from school/work and have limited access to public transit. For information on how to start carpooling or to register for a free ride-matching service, go to <http://www.blackcreekcarpool.org> or <http://www.csbo.yorku.ca/transportation/> to find a carpool partner to York University. On average it costs \$9,000 a year to own and operate a personal vehicle. When you switch from driving alone, you can save yourself a lot of money while helping to reduce traffic congestion, improve air quality and conserve energy. If you choose to carpool, you may qualify for the Revised Car Pool Parking Program. For more information, go to <http://www.csbo.yorku.ca/parkingservices/>.

University Complaint Centre

York is a large and complex institution and, through the course of your studies, you may encounter difficulties where expert advice and assistance are needed. Assistance with non-academic concerns is available from the University Complaint Centre or one of the many designated complaint officers representing each college, Faculty and the library. Complaints may also be directed to special centres such as the Centre for Race and Ethnic Relations and the Sexual Harassment Education and Complaint Centre (SHEACC).

For more information, contact: York University Complaint Centre, Student Services Centre; telephone 416-736-5275.

VAN GO

VAN GO is a service designed to assist persons with disabilities with their transportation needs in and around Keele's campus, in a newly acquired wheelchair-accessible van. This service is a joint effort between Security, Parking and Transportation Services and the Office for Persons with Disabilities, in consultation with ABLE York. The service will run from 8am to 10pm, Monday to Friday. For more information, please call 416-736-2100 ext. 82646 (VANGO) or the Office for Persons with Disabilities at 416-736-5140.

Women's Centre

We provide peer counselling, support, referrals and advocacy to women and/or trans people who would like support around a broad base of issues including housing, legal aid, abortion, psychiatric survivor and consumer issues, rape, incest, sexual harassment, racial harassment, gender questioning, birth control, coming out etc. We offer a comfortable lounge with couches and chairs, computer, free phone, fridge, microwave, coffee/tea, and a resource library. Drop by and chill out! We are funded by York students and are driven by staff and non-staff collective members and a large group of volunteers who are committed to making the Centre a reliable direct service and resource base for activism at York and in the broader community. Get in touch to find out how you can get involved! The York Women's Centre is located in 322 Student Centre. All of our services are open to women and/or trans people. For further information, call 416-736-2100 ext. 33484 or e-mail us at ywc@riseup.net.

Atkinson Writing Programs

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 6.00 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 6.00 Critical Thinking, Reading and Writing

AK/WRIT 3988 3.00 Effective Writing and Research

AK/WRIT 3989 3.00 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

116 Atkinson Building (Writing Programs/Essay Tutoring Centre) or by calling 416-736-5289.

York International

York International (YI) is the central international education office of York University. Our mandate is to:

- provide programs and services for international students, including new student orientation, University Health Insurance Plan (UHIP) and student advising;
- develop and administer international student mobility programs;
- design and coordinate co-curricular activities that internationalize the York community, such as the award-winning Emerging Global Leaders Retreat and the student run radio show Kaleidoscope.

YI also maintains a number of resources widely available and accessible to the York community, including:

- The International Resource Centre that includes multimedia information on universities worldwide and study and work abroad opportunities. The centre is located at 107 Vanier College, and is open Tuesdays, Thursdays and Fridays from 10am to 3pm.
- The International@York Web site provides comprehensive information on all international activities at York University.
- EFYI: an online newsletter provides up-to-date information on new programs, financial aid and scholarship announcements and other international education opportunities.

York International is located at 108 Vanier College, and can be reached via telephone at 416-736-5177, via e-mail at yinfo@yorku.ca and on the Internet at <http://international.yorku.ca>.

Housing

Undergraduate College Residences

Living on campus presents an affordable opportunity for undergraduate students to experience a diverse community and make lifelong friends while being conveniently situated at the centre of social, cultural and academic life, with a wide array of campus services at their doorstep.

York has approximately 2,280 beds available for undergraduate students across eight buildings on the Keele campus, and an additional 400 on the Glendon campus. Most residences are arranged in a traditional style with comfortably furnished double and single rooms, and shared common lounges and washrooms. With most rooms, students will purchase a mandatory meal plan that can be used at over 30 food outlets on the Keele and Glendon campuses, offering a wide selection of food types. York's Keele campus also has some space available in suite-style units where groups of four to six students share a small kitchen, living area and private washrooms. New for September 2004, York's Keele campus also has 430 beds in single rooms, arranged in 2 bedroom suites, each with a separate washroom and kitchen. Residence costs will vary according to accommodation styles; however, students should estimate \$5,500 for a typical arrangement of a double occupancy room with a meal plan.

Undergraduate students are welcome to apply for residence as long as they enrol in and plan to remain in a minimum of 24 credits or four full courses. Information about how to apply on line to residence will be included with your offer of admission to York.

Students who apply are encouraged to complete and return their application as soon as possible to improve their chances of receiving a room offer since the demand for residence will exceed the space available. Offers of a space will be guaranteed to students with a minimum of 80 per cent, if they apply by the deadline.

York Student Apartments

On the Keele campus only, accommodation is also available in the York apartments to eligible law, graduate and other mature students who are 23 years of age or over or who require family style accommodation.

A limited number of York apartments are available to students with physical disabilities.

The apartments consist of furnished and unfurnished bachelor, one-bedroom and two-bedroom units. The York apartments are not suitable for a couple with more than two children.

For more information about student housing on campus, contact:

Student Housing Services
York University
4700 Keele Street
Toronto, Ontario M3J 1P3
Telephone: 416-736-5152

Visit the Student Housing Services Web site address: <http://www.yorku.ca/studenthousing/>.

Beverage Services

Specific areas in the University are approved for the sale and consumption of alcoholic beverages under licences granted to various independent campus caterers and other campus bodies by the Alcohol and Gaming Commission of Ontario (AGCO).

University regulations governing licensed areas are contained in the York University Liquor Policy. Enquiries regarding the University Liquor Policy should be directed to the assistant vice-president, student affairs 416-736-5275 or the director of housing and food services 416-736-5258.

Off-Campus Housing

York University maintains a service for those students who require assistance in finding off-campus accommodation. We produce a listing of private and shared accommodation at varying prices located off-campus, which is updated every two weeks (weekly in the month of August due to volume). The listings can be found on the internet by visiting our Web site at <http://www.yorku.ca/och/>.

You may want to drop by and pick up useful publications: Getting Organized or Frequently Asked Questions. These publications are also available online by going to <http://www.yorku.ca/och> and clicking on "Publications". Information about public transportation routes and guides, accommodation comparison checklists, apartment checklists, updates on the Landlord Protection Act, tenants' rights and other related matters are available from the Off-Campus Housing Office.

Landlords are invited to leave descriptions of rental units with this service by telephoning 416-736-5141; a listing fee of \$20 is charged to landlords (\$10 for York students with ID; student must come in person to receive the \$10 rate).
