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VIII. 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, 11am to 4pm; closed Sunday. The York Shop hours are Monday to Thursday, 10am to 6:30pm; Friday and Saturday, 10am to 5pm; 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, YU-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, stationery, electronics, gifts and other accessories.

Contact the bookstore by phone at 416-736-5024, e-mail at bookstor@yorku.ca 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/students/>.

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 most 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 eight weeks) that focus on specific aspects of English language proficiency such as Speaking English, Pronunciation and Business Writing.

Summer Language Program – a special four-week intensive program, offered in July and again in August, which emphasizes speaking and listening in English. Cultural visits and trips are an integral part of each course.

Custom-Designed Programs – 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 035 Founders 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://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, conducting Web-based surveys, 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: ismews@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 Learning Skills Program in the Counselling and Development Centre offers individual learning skills counselling as well as regular workshops on selected topics designed to improve your study habits, organizational skills and learning strategies. Please consult the Student Services section below for further information.

Libraries

York's five libraries provide essential support for York's teaching, learning, and research activities. The largest of our libraries, Scott Library, holds our major collections in the humanities, social sciences, and fine arts. The Scott Library building also houses the Clara Thomas Archives, Special Collections, the Map Library, and the Sound and Moving Image Library. 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 the curriculum and research on the Glendon campus in both French and English. All told, these libraries contain over 6.5 million items including books, periodicals, theses, archival materials, microforms, maps, films, videos, CDs, DVDs—even a skeleton.

Professional librarians are available in all these locations to assist with research needs. Assistance is available in person as well as by e-mail, telephone, and live Web chat. Instruction in library use and research methods is also offered by librarians in course-specific sessions and through general drop-in workshops. These classes provide an introduction to selecting and narrowing a research topic; finding books, scholarly journal articles, and Internet materials; critically evaluating information; and using it ethically. Students who attend these “information literacy” classes are better equipped to earn higher grades and, more importantly, to engage themselves as active learners in their courses and beyond.

The libraries have made both collections and services accessible on the Web. The libraries' Web site is available 24 hours a day at <http://www.library.yorku.ca>. In addition to standard online services such as book renewal, hold, and transfer requests, our site functions as a unique gateway to more than 37,000 full-text electronic scholarly journals and other electronic resources including e-books, encyclopedias, dictionaries, subject pathfinders, government documents, datasets, and image collections. The libraries also provide RefWorks®, a premier Web-based citation management program. All these licensed “e-resources” can be used online by students and researchers with YU-card (or other valid library card) from home or elsewhere beyond the library buildings. For additional information on how to access our e-resources remotely, please consult <http://www.library.yorku.ca/ccm/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>.

The libraries provide study facilities for students of various kinds. There are areas and furnishings suitable for group work, including some 30 group study rooms. There are also silent study rooms for both undergraduate and graduate use. In addition to the provision of alternate format materials for

students with disabilities, we have an adaptive equipment lab for drop-in use. Students can sign out laptop computers for use in the library building or use any of our approximately 350 desktop computers, most of which also provide access to word processing, spreadsheet and presentation applications. Our libraries are open from early morning to late evening most days and the first floor of Scott Library is open for study until 1am most weeknights (see exact opening hours online: <http://www.library.yorku.ca/ccm/Home/Hours/index.htm>).

We welcome you to the libraries and we encourage frequent visits, whether you come to read at a carrel, debate with classmates in a group study room, or search a database through our Web site. Librarians and other library staff members are here to help students (and all researchers) get the most out of the libraries: do ask us!

Student Services

Art Gallery of York University

The Art Gallery of York University (AGYU) is a publicly funded art gallery specializing in the professional exhibition of contemporary Canadian and international art. Located on the Keele campus of York University, the AGYU offers exhibitions, artist residencies, off-site and education programs.

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, internship and work study programs to York students, and publishes exhibition catalogues available at the gallery.

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

New Location: 83 York Boulevard, Accolade East

Career Centre

Wondering how to make your degree work for you? York's Career Centre has programs and services to help you throughout your university years – from learning about career opportunities and finding jobs you want, to building career-related skills and experience and exploring further education. The Career Centre is committed to your success. Whether you are in your first year, a new grad, or somewhere in between, you can develop the confidence and abilities to create your own future. Visit us in Suite 202, McLaughlin College or online at <http://www.yorku.ca/careers/> or contact us by telephone at: 416-736-5351, or by e-mail at: career@yorku.ca.

Clubs and Other Organizations

Clubs and other organizations offering programs to the Keele campus community are encouraged to register with the Centre for Student Community and Leadership Development (SC&LD). 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 SC&LD, N200 Bennett Centre for Student Services, 416-736-5144. Clubs and organizations at Glendon can register with the Glendon College Student Union, <http://www.gcsu-aecg.ca>, 416-736-2100, ext. 88230.

Web site: <http://www.yorku.ca/scld/organizations/>.

Cooperative Childcare Centre

The York University Cooperative Daycare Centre, located in Atkinson Residence on the Keele campus has served the York community for 39 years. It is licensed for 119 children between the ages of six weeks and 10 years.

Fees range from **\$445 to \$1,073 per month**, plus one hour's participation per week per child. The centre has a Purchase of Service Agreement with the City of Toronto, that permits it to accept subsidized children. Priority is

given to children of students, staff and faculty of the York University, then children from the surrounding community.

Qualified staff, playgrounds, delicious meals prepared on the premises and optional Martial Arts program are offered.

Further information may be obtained by contacting the daycare centre by telephone: 416-736-5190, or by e-mail daycare@yorku.ca or by mail to York University Co-operative Daycare Centre, 90 Atkinson Road, Apt. 128, Toronto, Ontario, M3J 2S5. You may download an application form from our 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 N110 The Bennett Centre for Student Services between 9am and 4:30pm 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, mindfulness, 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 workshops, 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, academic accommodations, orientation to campus facilities and services, psychodiagnostic assessment, personal career counselling, learning skills counselling and workshops, peer tutoring, consultation and advocacy academic concerns.

Psychiatric Dis/Abilities Program

Educational support for students with on-going mental health issues such as depression, post traumatic stress, bipolar disorder, anxiety disorder and schizophrenia. Services include: annual orientation to campus, one-on-one educational support, access to assistive technology, learning skills workshops, peer groups/workshops and peer mentor program, advocacy and self-advocacy and linkages to community resources.

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 N110 The Bennett Centre for Student Services, is open from 9am to 4:30pm Monday to Friday (telephone 416-736-5297). Web site: <http://www.yorku.ca/cdc/>.

Atkinson Counselling Centre

The Atkinson Counselling Centre is committed to supporting the emotional, social and academic well-being of the Atkinson student community through a variety of counselling and disability services.

Individual Personal Counselling

Full- and part-time students are often faced with a number of difficulties. Discussing these issues with a trained professional can be helpful in acquiring new skills, resources and approaches. Atkinson Counselling Centre offers individual consultation to the Atkinson student on a short-term basis. A simple phone call is all that is required to arrange an appointment. The Centre is gay, lesbian, transgender and bisexual positive and sensitive to cultural differences.

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 student needs: Study Skills, Notetaking, Time Management, Understanding Anxiety, and Stress Management are examples of topics covered in workshops. 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.

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.

Atkinson Counselling Centre, 116 Atkinson Building; Telephone: 416-736-5225; Fax: 416-736-5782, TTY 416-736-5782.

Health Education and Promotion

Health Education and Promotion is located in the Centre for Student Community and Leadership Development. Students can schedule an appointment with a professional health educator who is available to provide referrals on health related needs and answer questions relating to sexual health, healthy relationships, birth control, smoking cessation, alcohol and drug information, as well as any other health related questions or concerns. All services are free and confidential. In addition, a team of Student Peer Health Educators deliver creative presentations, organize educational events and plan weekly programs such as Wellness Wednesday and Mellow Mondays. For more information on Health Education at York visit <http://www.yorku.ca/healthed/>, e-mail: healthed@yorku.ca or call 416-736-5196.

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:

320 Assiniboine Road, M3J 1L1
340 Assiniboine Road, M3J 1L2
360 Assiniboine Road, M3J 1L3
380 Assiniboine Road, M3J 1L4
90 Atkinson Road, M3J 2S5
2 and 4 Passey Cres., M3J 3K8
6 and 8 Passey Cres., M3J 3K9
10 Passey Cres., M3J 3L1
12, 14 and 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,
Building or Department,
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 N112 Ross Building, 416-736-5167, or York University's Office for Persons with Disabilities at 416-736-5140; e-mail: omodyu@yorku.ca.

Office of the Ombudsperson and Centre for Human Rights

Welcome to York University's Office of the Ombudsperson and Centre for Human Rights. The mandate of the Office is to provide an independent, impartial and confidential process through which any current student or

employee of the York University community may pursue the just, fair and equitable resolution of complaints about University-related concerns. Such complaints may be about:

- Alleged unfairness in a University process, application of a process or absence of a process as outlined in its policies, procedures, rules or directives
- Alleged discrimination and/or harassment as defined in the Ontario *Human Rights Code* or York University's human rights policies

The Office provides impartial information, advice, referrals, problem solving and informed intervention. We are available to listen to concerns, issues, and complaints; to clarify university policy and procedure; to explore informal and alternative conflict resolution options; and, to help you find the person or department that can address your inquiries. Sometimes we will conduct an investigation but mostly we mediate and facilitate resolutions between people. We collaborate and coordinate with other offices across York as needed to solve problems and miscommunications as they arise.

The Ombuds Office can be your "last resort," offering assistance when existing channels, processes, and procedures have failed to adequately address or bring resolution to a problem. Or, we may be your first stop when you do not know where to begin.

In terms of Human Rights, the Office assists individuals and groups to address and resolve allegations of discrimination and harassment as defined by the Ontario *Human Rights Code* along with York's Human Rights policies and provisions. If you have or are dealing with a human rights complaint, for example, sexual harassment or racial discrimination, our Office is available at any time to assist.

The Office plays a significant role in promoting Human Rights through the distribution of information and educational programming. Additionally, the Office houses an extensive and expanding collection of print and audio-visual resources, which are available to members of the York community.

The Ombudsperson and Director of the Centre for Human Rights at York University reports to the President of the University but has an arm's length relationship and is independent of all administrative structures. The role of the Ombudsperson is to provide all university constituencies an accessible, impartial, non-adversarial, and confidential resource for the timely and fair resolution of problems. The Ombudsperson works independently and objectively to assist in mediating and resolving misunderstandings and disagreements. The universally recognized features of Ombudship include: Independence, Flexibility, Accessibility and Credibility.

The Office of the Ombudsperson and Centre for Human Rights is located at S327 Ross South Building. It is open daily from 9am to 5pm and if you need to see us outside office hours, we can arrange that. You can reach us at 416-736-5682, TTY 416-650-8023 or by e-mail at ombuds@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 N108 Ross Building. 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/opd/>.

Religious Activities

York University offers a unique environment for faith-based programming on campus. The Interfaith Council is designed to provide a forum where harmony and good will permit the diversified religious communities at York to address common concerns and express mutual support.

The Interfaith Council at York is administered and supported by the Centre for Student Community and Leadership Development (SC&LD), which devotes staff time and resources to the smooth and effective operation of the Interfaith Council with a view of enhancing the faith-based student club experience at York. The Chair and other members of the Interfaith Council may be contacted through SC&LD, N200 Bennett Centre for Student Services, 416-736-5144.

The Scott Religious Centre provides a comfortable chapel for religious services and peaceful meditation room for individual introspection and quiet prayer. It also provides office space for many of the faith-based student clubs.

The chapel may be booked on a regular basis or for a single religious event through SC&LD (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 the Scott Library and the Ross Building.

For more information visit our Web site <http://www.yorku.ca/scld/organizations/>.

Security, Parking and Transportation Services

York University Security Services

York University Security Services is located in the William Small Centre, room 228, at the Keele Campus and in the Greenhouse at the Glendon Campus. We are comprised of dedicated security personnel who are focused on the delivery of quality security services to all people within our community. Our service is "community based". This means we seek collegial partnerships with community stakeholders and provide inclusive solutions to security problems for our campus' that best meet the needs of the large and diverse community we serve. Security Services remains committed to the timely delivery of security services in a professional and sensitive manner, treating all persons with the utmost respect, dignity and absolute fairness.

York University Security Services is comprised of four groups: patrol, property watch, campus relations and investigations. Each partners with various community groups or external agencies to provide a specific need to the community, such as pro-active patrolling, service response, emergency response, pro-active event planning, crime prevention, safety programs, statistical analysis, outreach/liaison, and investigation of complaints and criminal activity. Security Services has partnerships within the University community and with external agencies and organizations to provide a better, more efficient and effective service to our community.

The security and safety of the campus requires the cooperation and support of the whole community. Security Services encourages the community to take personal precautions and report any suspicious activity immediately.

The Security Control Centre is staffed and operational 24 hours a day/365 days a year. Any security related information may be obtained by contacting Security Services' general telephone number at 416-650-8000 or extension 58000. For all urgent matters contact 416-736-5333 or extension 33333.

Urgent Matters

Extension 416-736-5333 or 33333:

- If you observe suspicious persons or situations
- First aid for non-life threatening incidents
- When crimes such as thefts have taken place
- Potential hazards
- Hate crime incidents

Non-urgent Matters and Service Enquiries

Extension 416-650-8000 or 58000:

- Building or room access
- Minor floods, spills
- General security information
- Lost or stolen keys
- Broken windows, walls, or graffiti

911 Emergencies

In a Life Threatening Emergency Call 911Direct

For situations where people or property is at immediate risk, for example a medical emergency, fire or a crime in progress we ask that you contact 911 directly, and then notify Security Services at 416-736-5333 or extension 33333. York Security meets and expedites emergency vehicles directly to the scene of the emergency so that valuable time is not lost searching for a particular building or location.

Keele Campus

York University
4700 Keele Street, 228 William Small Centre
Toronto, Ontario M3J 1P3
General matters: 416-650-8000 or extension 58000
Emergencies: 416-736-5333 or extension 33333
Fax: 416-736-5377 or extension 55377
e-mail: scc@yorku.ca

Glendon Campus

York University
2275 Bayview Avenue, Greenhouse
Toronto, Ontario M4N 3M6
General matters: 416-650-8000 or extension 58000
Emergencies: 416-736-5333 or extension 33333
Fax: 416-736-5377 or extension 55377
e-mail: scc@yorku.ca

Security Control Centre

Located in the William Small Centre, room 228, the Security Control Centre is open 24 hours a day/365 days a year and houses a dispatch centre, Closed Circuit Television Operation (CCTV), alarm monitoring equipment and a first aid station. The Security Control Centre ensures that appropriate community related security services and emergency response are available to the Keele and Glendon community at all times.

Security Officers

Security Officers are customer service professionals trained in non-violent crisis intervention, crime prevention, emergency response, first aid, CPR, Automated External Defibrillators, and a variety of other relevant skills. While maintaining strong working relationships with the Toronto Police Service, they serve a different role. Their primary duties are to provide community security services, proactive visual patrolling, medical response and a variety of other duties, such as assisting community members, alarm response, responding to reports of crime, report writing and investigations. Uniform officers can be seen on foot patrol, in marked patrol vehicles and on mountain bikes. Security Officers have extensive knowledge of York University regulations, grounds, departments and services.

Campus Relations

Campus Relations Officers are a support body within Security Services that initiates and formulates proactive security and safety oriented communication ties with community groups, activity leaders, administration, and academic liaisons. Campus Relations Officers function in a security capacity for events and incidents, using community liaisons to manage the security component of the events. The aim is to provide prevention, non-violent crisis intervention and/or de-escalation, information services and readiness. These officers actively educate community members regarding departmental policies, activities and accomplishments, as well as provide tips about personal safety.

York University Security Services - Behind the Scenes

Investigations

In addition to investigating and providing follow-up to criminal and provincial offences committed on campus, York Security Services proactively researches upcoming events to ensure student safety while continuing to provide a peaceful forum for York educational objectives. On a continual basis Security Services works in conjunction with the Toronto Police Service to enhance the level of service provided to our community.

Crime Prevention

Part of Security Services' crime prevention mandate consists of compiling and analysing statistical information to proactively deploy campus patrols and formulate crime prevention programs and services. These programs are designed to educate people in the community. Through education, individuals become increasingly resilient to the factors that can trigger and influence criminal behaviour. The department also fosters Crime Prevention Through Environmental Design (CPTED) to make it harder, riskier, or less rewarding for offenders to commit crime. The CPTED program introduces ways to deter crime by changing the design of buildings and public spaces.

Emergency Preparedness

York Security Services actively upgrades and sustains an emergency response plan, which is designed to protect life and property, prevent injury, and reduce the negative impact of an emergency on the University community.

Medical Assistance

York Security Services provides 24-hour medical assistance to individuals experiencing illness or injury. The advanced Security Control Dispatch Centre allows the department to ensure appropriate emergency services are dispatched and escorted to the scene, ensuring the fastest and most appropriate response in an emergency.

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

goSAFE

The primary role of the goSAFE program is to provide safer movement after dark for students, faculty and staff. Student Safety Officers will meet you at campus bus stops, parking lots, buildings and/or residences and safely accompany you to either your destination or one of the goSAFE stops on campus. There are two routes on campus the North Route and the South Route with 11 pick up/drop off locations. It is a complimentary safety service provided to the York community by Security, Parking and Transportation Services, CSBO. The Service operates daily during the academic year (September to April) from 6pm to 2am, and during the summer months (May to August) from 8pm to 2am.

For more information, please call York Student Security/Escort Service at 416-736-5454 or ext. 55454, or visit us at <http://www.yorku.ca/gosafe/>.

Lost and Found

A Lost and Found office is maintained on the Keele campus at N107 Ross, with operating hours from 11am to 3pm, Mondays through Fridays, and from 5 to 7pm, on Wednesdays and Thursdays. We can also be reached via e-mail lost@yorku.ca. If you are leaving a message by phone or e-mail, please indicate a description of the item that you lost, the date and time that you last saw it, and a contact name and number (or e-mail) where you can be reached. 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 in the Greenhouse, or call 416-487-6808.

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

For further information, please visit our Web site at <http://www.yorku.ca/gosafe/lostfound.html>, or call us at 416-736-2100, ext. 33369.

Parking 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 result in unnecessary delays. In order to purchase a parking permit you must provide a valid vehicle ownership or registration (photocopy of the front and back of your vehicle ownership will be sufficient for mail/fax and drop off applications). If the vehicle driver is different than the vehicle owner, the vehicle owner must also sign the application.

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

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

Applicants renewing their parking permits may be eligible to renew online. Please visit our Web site at <http://www.yorku.ca/parking/> for more information.

Parking and Transportation Services are located in:

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

Transportation Services

Carpooling

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 the Smart Commute North Toronto, Vaughan Web site <http://www.smartcommuteNTV.ca> 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 a lot of money while helping to reduce traffic congestion, improve air quality and conserve energy.

VAN GO

VAN GO is a service designed to assist persons with disabilities with their transportation needs at York University. This service is a joint effort between Transportation Services and the Office for Persons with Disabilities, in consultation with ABLE York. The service operates from 8am to 10pm, Mondays to Fridays, during the academic year.

For more information, please call 416-736-2100 ext. 82646 (VANGO) or the Office for Persons with Disabilities at 416-736-5140.

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. 22546 (or 416-736-5454 from 6pm to 12am) or visit our Web site: <http://www.yorku.ca/transportation/shuttle.htm>.

GO Train Shuttle Service

Security, Parking and Transportation Services offers a complimentary GO Train Shuttle Service to/from the York University GO train Station and York University. For further information and schedule details, please call 416-736-2100 ext. 22546 or visit our Web site: <http://www.yorku.ca/transportation/shuttle.htm>.

There are many public transit alternatives and we have several buses and transit companies routed through campus or have express services to York University. Please find below a list of the common ones:

Toronto Transit Commission (TTC)

Downsview Station and Sheppard Station:

- 196 York University Rocket – Express from Downsview Station; 196B from Sheppard Station via Downsview during peak times
- 106 York University – from Downsview at non-peak times
- 107 B and C Keele North – Downsview Station to Rutherford GO Station (107B) or Teston Road (107C) via York U (one-fare service between York Region and York University)

Finch Station: Steeles 60C or 60F

Jane Station: Jane 35E – Express to York U

Keele Station: Keele 41 (41B – including Petrolia; 41C – including Steeles Ave. via Murray Ross Parkway)

Discounted TTC Metropasses

TTC monthly metropasses are sold at a discounted rate from the Parking and Transportation office, located at 222 William Small Centre.

Please note that interested parties must provide photo ID (i.e. YU-card, driver's licence, passport or health card), **and** a valid York University YU-card, employee pay stub or Great West Life card, in order to confirm York University status (these passes will not be sold to unaffiliated York University people). Community members can also purchase their TTC metropass online. For full details about the TTC sales and eligibility, please contact the Parking and Transportation Office at 416-736-5335 or e-mail transit@yorku.ca or visit our Web site: <http://www.yorku.ca/transportation/ttc-metropass.htm>.

GO Transit Student Identification Card Application Process

York University and GO Transit have an online method of applying for the application. Please note that this GO Transit Student Identification Card is only available for full time enrolled and registered students. In the application you will be provided with the option to either having the card mailed to you or picking it up from the Parking and Transportation Office at the William Small Centre.

Please go to the following Web site to apply for your GO Transit Student Identification Card: <http://gocard.yorku.ca> or through the Transportation Web site at <http://www.yorku.ca/transportation/>.

For more information please call 416-736-5335 or e-mail transit@yorku.ca.

GO Transit

Hwy. 407 Express GO Bus Service: Hamilton – Burlington – Oakville – Mississauga – Bramalea – York U Common – Thornhill – Mount Joy – Scarborough – Pickering – Oshawa

Newmarket GO Bus Service: Newmarket – Aurora – King – Maple – York U Common – Yorkdale

Meadowvale Express GO Bus Service: Meadowvale – York U

Bradford GO Train Service: Barrie – Bradford – Newmarket – Aurora – King – Maple – York U – Union Station. A free York shuttle transports passengers to/from the York U Common to the York U GO train Station.

York Region Transit/Viva

Jane-Concord: Route 20 is a new service which provides direct connections to Vaughan Mills Mall; Jane Street Industrial-Employment Corridor; Interchange Restaurants and Entertainment Complex; Ahmadiya Mosque; Paramount Canada's Wonderland (provided only during park operating season) and many other local destinations.

Woodbridge: York University 10 – Islington/Langstaff – Martin Grove/Woodbridge – Rutherford/Islington – Langstaff, south on Ansley Grove and Weston Road – Steeles – York U

Thornhill: York University 3 – from York Region Transit Terminal at Promenade Mall (with connections to YRT Routes 77, 83, 88 and TTC Bathurst 160) – Bathurst/Atkinson – New Westminister – Steeles – Dufferin/Steeles – York U

Viva

Viva means life and life at York University just got better.

Viva rapid transit service is now providing students with a frequent, reliable and comfortable way to get to and from class.

Hop on at the closest Viva station to you, and then hop off at the York University station.

Viva service operates along Yonge Street from Finch Station to Bernard (Blue Line), and Highway 7 (Purple Line) from York University to Town Centre Boulevard.

Viva service operates along Highway 7 from Town Centre Boulevard to McCowan (Purple Line); from Martin Grove to Downsview Station via York University (Orange Line); and from Don Mills Station to Unionville Station (Green Line).

Viva service expands along Yonge Street from Bernard to Newmarket Terminal (Blue Line). Weekday peak-hour service begins between York University and Martin Grove (Purple Line), and Unionville Station and McCowan (Purple Line).

The newest addition is the Viva Pink Line, a week-day peak service running from Finch Station to Unionville Station via Richmond Hill Centre. It runs along Yonge Street and Highway 7 from 5:45am to 9:10am and from 3:10pm to 6:20pm with vehicles arriving every 10 minutes or less.

Viva is part of a GTA wide transit system. It hooks up with York Region Transit (YRT), the TTC subway system, and GO Transit, allowing students to get around without a car.

When you purchase a ticket to ride on Viva or YRT, you have up to two hours to hop-on and hop-off to grab a bite to eat, to buy a book or to visit a friend, all for a single fare.

Visit <http://www.vivayork.com> to register for e-mail updates, ask questions, send us your comments.

Greyhound Canada

Greyhound is a great new service for students to go home or away for the weekend. Greyhound has buses leaving from York University on Fridays and returning to York University from the following locations: Barrie; London and Windsor; Guelph and Kitchener; Peterborough and Ottawa. Tickets are sold for Greyhound services from the Parking and Transportation Office, located at 222 in the William Small Centre. For schedule information, please visit our Web site at <http://www.yorku.ca/transportation/>.

Cycling to York

For recommended bike lanes, pathways, and suggested on-street routes, refer to the Toronto Cycling Map at <http://www.toronto.ca/cycling/> or call 416-392-7592. York University provides safe and secure bike cages. For further bike cage information please contact Transportation Services at transit@yorku.ca.

For more specific information on bus routes and transit services to York University, please refer to the contact information below:

York Transportation Services

<http://www.yorku.ca/transportation/>

e-mail: transit@yorku.ca

416-736-2100, ext. 22546

GO Transit

<http://www.gotransit.com>

416-869-3200 Toronto local calling area

1-888-GET-ON-GO (1-888-438-6646) long distance toll free

1-800-387-3652 TTY teletypewriters only

York Region Transit (YRT)/Viva

<http://www.yorkregiontransit.com>

1-866-MOVE-YRT (1-866-668-3978)

Toronto Transit Commission (TTC)

<http://www.toronto.ca/ttc/>

416-393-INFO (416-393-4636) 24 hours

Greyhound Canada

<http://www.greyhoundcanada.ca>

416-367-8747

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.yorku.ca/yorklanes/>. York Lanes is managed by the York University Department Development Corporation. York Lanes Management Office is located in Room 277 York Lanes, telephone 416-736-5462, fax 416-736-5511.

York Lanes Retailers and Services

Aidia Accessories	416-667-7676
Alternia Savings	416-252-5621
Anders & Flynt Opticians Inc.	416-663-8887
Archives of Ontario Presentation Ctr.	416-736-5341
Bank of Montreal	416-665-4775
Berries & Blooms	416-663-0030
Blueberry Hill Restaurant	416-736-5594
Campus Cleaners	416-916-2034
Campus Photo	416-736-5520
Company's Coming Bakery Café	416-650-0191
Daisy Gift Shop	416-663-4411
Data Integrity Computers	416-736-5993
Falafel Hut Restaurant	416-736-5767
Indian Flavours Restaurant	416-663-2666
Inkblotz Cards / Canada Post	416-736-5911
Klik's Beauty Centre	416-661-3150
Mangia Mangia Italian Eatery	416-736-9484
Popeyes Chicken & Biscuits	416-736-5883
Sakura Japanese Restaurant	416-736-5471
Taco Villa	416-736-5445
Tastes Healthy Foods	416-736-5952
Telus Mobility	1-866-558-2273
The Campus Bubble Tea	416-931-8662
The General Store	416-661-8382
The Great Canadian Bagel	416-736-5555
The Second Cup	416-736-5359
The York Shop	416-736-5551
Travel Cuts	416-661-0661
York Lanes Chiropratic Clinic	416-736-5414
York Lanes Dental Clinic	416-736-5038
York Lanes Health Centre	416-736-5525
York Lanes Pharmacy	416-736-5272
York University Bookstore	416-736-5024
York University Student Copy Ctr.	416-736-2100, ext. 70300
Government of Ontario	Kiosk

Central Square Concourse Areas

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

For information and to arrange a Student Organization information table in Central Square (Keele campus) contact the Centre for Student Community and Leadership Development, N200 Bennett Centre for Student Services, 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 not only have 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 23 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 36 years, 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 Ontario University Athletics (OUA). Nationally, York competes within Canadian Interuniversity Sport (CIS).

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

Women's Teams - badminton, basketball, cross country, field hockey, ice hockey, 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. Featuring 44 tournament and sport leagues including three-on-three basketball and the All-Night Rage

Volleyball Tournament. 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 50 instructional classes are offered each week. Several different levels of step classes, total body conditioning, cardio taekwondo 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 state of the art 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, York Stadium is the main attraction. The University also serves as the home of the City of Toronto Track and Field Centre, the Rexall (tennis) Centre and Canlan Ice Sports - York. At the Proctor Field House on the Glendon campus, a variety of facilities and amenities are also available, including a renovated gymnasium and unique walking/hiking trails that lead to local parks.

Keele Campus - stadium, four gymnasia, five studios, five squash courts, five sport playing fields, three softball fields, nine outdoor tennis courts, swimming pool, a recreational cricket pitch, a 12,000 square foot fitness centre with 45 cardio machines, 23 selectorized machines and free weights and a Sport Injury Clinic.

Plus - Canlan Ice Sports at York University (six rinks), City of Toronto Track and Field Centre at York University (indoor and outdoor), Rexall Centre (outdoor and indoor tennis courts).

Glendon Campus - two gymnasia, 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

The Centre for Student Community and Leadership Development (SC&LD)

Reporting to the Assistant Vice President, Student Community Development, the Centre for Student Community and Leadership Development is dedicated to continuously improving the quality of student life at York University.

Through the efforts of a dedicated, student focused staff team, the Centre coordinates a wide range of services and activities which directly benefit students' communal and co-curricular life on the York University campus, including: leadership development; student government liaison; elections support; administration of student clubs; off-campus housing listings; coordination of first-year Orientation events, the Information Fair and Parents' Orientation; Health Education and Promotion, and Residence Life and York is U. Through a combination of assessment, planning, and meaningful program design, we can effectively maximize opportunities for academic excellence and personal development.

Student Community and Leadership Development enriches student life by promoting education, awareness and growth; celebrating diversity, encouraging collaboration and developing citizenship.

The Centre for Student Community and Leadership Development is located at N200 Bennett Centre for Student Services, 416-736-5144; TDD 416-736-5940. E-mail: scld@yorku.ca. Online at: <http://www.yorku.ca/scld/>.

Student Conduct and Dispute Resolution

The Office of Student Conduct and Dispute Resolution is responsible for administering the University's non-academic Student Code of Conduct. Under the Code, students are expected to conduct themselves in a way that supports an atmosphere of civility, diversity, equity and respect. Any community member may file a complaint about a student or group of students under the Code. Students wishing to make a complaint about another student's behaviour must complete a Complaint Form and submit it to the Office of Student Conduct and Dispute Resolution. The office will assess the complaint and take appropriate action. The office also provides advice, referrals and services related to conflicts and dispute resolution. For more information on the Code, filing a complaint or seeking advice please visit <http://www.yorku.ca/scdr/> or call 416-736-5231.

Student Government

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.

YFS 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.

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.

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

College and Faculty Student Governments

Student governments take different forms in each of the colleges and the Faculties 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.

Graduate 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.

Other Student Organizations

Eleven 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), 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 Centre for Student Community and Leadership Development, or the office of the individual organization.

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 Audit Committee, the Academic Resources Committee, Land and Property Committee, the Student Relations Committee, the Investment Committee and Community Affairs 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. 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 most senate committees, examples of which include Executive; Tenure and Promotion; Senate Appeals; Academic Policy and Planning; Curriculum and Academic Standards; Libraries and Information Technology; Admissions, Recruitment and Student Assistance; and Research.

Faculty Councils. York University consists of 11 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.

Students are also members of a variety of advisory and decision-making bodies throughout the University. Information about these positions can be obtained by contacting academic units or administrative offices. General questions about student participation in university governance should be directed to the University Secretariat (<http://www.yorku.ca/secretariat/>).

The Centre for Women and Trans People

The Centre for Women and Trans People ("the Centre") is a student-funded, collectively run, volunteer-driven organization at York University. We are a progressive, pro-choice, anti-racist, queer-positive, trans-positive, feminist organization committed to:

- breaking the social isolation that women and trans people face on campus through programming, socials and networking events;
- individual and collective empowerment through esteem building, education and decolonization;
- providing services such as peer-to-peer crisis intervention, peer counselling, advocacy and referrals from a feminist, anti-oppressive framework;
- acting as a resource base for understanding, exposing and organizing on issues around gender violence and social justice;
- creating working relationships between students and the University administration, where students are directly involved in developing programs and policies that make the campus safer for everyone;
- developing a culture of resistance and celebration by supporting initiatives by local artists.

We offer a comfortable lounge with couches and chairs, free phone, computer and Internet access, a fridge, a microwave and good company! Whether you want to debrief with someone about your day, or are looking for a place to chill, eat your lunch, catch up on your readings, get involved in our work — don't be shy, drop by and check us out!

Web site: <http://www.yorku.ca/ywc/>

Telephone: 416-736-2100 ext. 33484

e-mail: 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 2000 3.00 Writing and Research About Business

AK/WRIT 3900 3.00 Professional Writing for Nurses

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. Instructors will not edit papers. 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. Appointments are for fifty minutes 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 118 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. York International's three major areas of programming for students are: International Student Services and Programs; Student Mobility; and Internationalization Programming.

International Student Services and Programs (ISSP)

York International provides programs and services for international students such as international student orientation, as well as advising and workshops throughout the year on such topics as income tax and options for graduating students.

Student Mobility

York International administers the York Exchange Program, which allows students to earn some of their academic credits while studying overseas. The York International Internship Program also allows students the chance for growth through an international experience – in this case by working in another country. York International also provides information for students on where to start for other study, work, or volunteer abroad options.

Internationalization Programming

Through programming such as the Emerging Global Leaders Program (EGLP) and Kaleidoscope, a student-run radio show about international issues, York International helps all York students add an international component to their degree.

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

Housing

Undergraduate 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 35 food outlets offering a wide selection of food types on the Keele campus and a main dining hall and fast food outlet at the Glendon campus. 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 in-suite washroom. The Pond Road Residence is York's Keele campus newest undergraduate residence and offers 428 spaces arranged in 2 bedroom suites, each with a separate washroom and kitchen. Residence costs will vary according to accommodation styles; however, students should estimate \$7,000 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. Residence offers will be guaranteed to all first year students, if they apply by the deadline of June 1, 2008. Information about how to apply online to residence will be included with your offer of admission to York.

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 21 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

University regulations governing The Sale, Service and Use of Alcohol on Campus are at <http://www.yorku.ca/secretariat/policies/document.php?document=36>.

Specific areas in the University are approved for the sale and consumption of alcoholic beverages under York's policies and licences granted to various independent campus caterers by the Alcohol and Gaming Commission of Ontario (AGCO); these are available as appendix I to the above and at http://www.yorku.ca/univsec/policies/background_docs/Alcohol%20Procedures/040702%20Alcohol%20Procedures.revisedappendixI.pdf.

Enquiries regarding the University Liquor Policy should be directed to the manager of food services 416-736-5517 or ahussain@yorku.ca.

Off-Campus Housing

Students who require assistance finding off-campus accommodation can use the online off-campus housing service, Places4students. This service is available free to students who use the Places4students Web site to look for vacancies or advertise for a roommate. For more information, visit Places4Students.com and click on "Partner Schools".

Students can drop by the Centre for Student Community and Leadership Development for publications and guides that can assist them with their housing search. These publications are also available online by going to <http://www.yorku.ca/scld/offcampushousing/> and clicking on "Important Rental Information for Students".