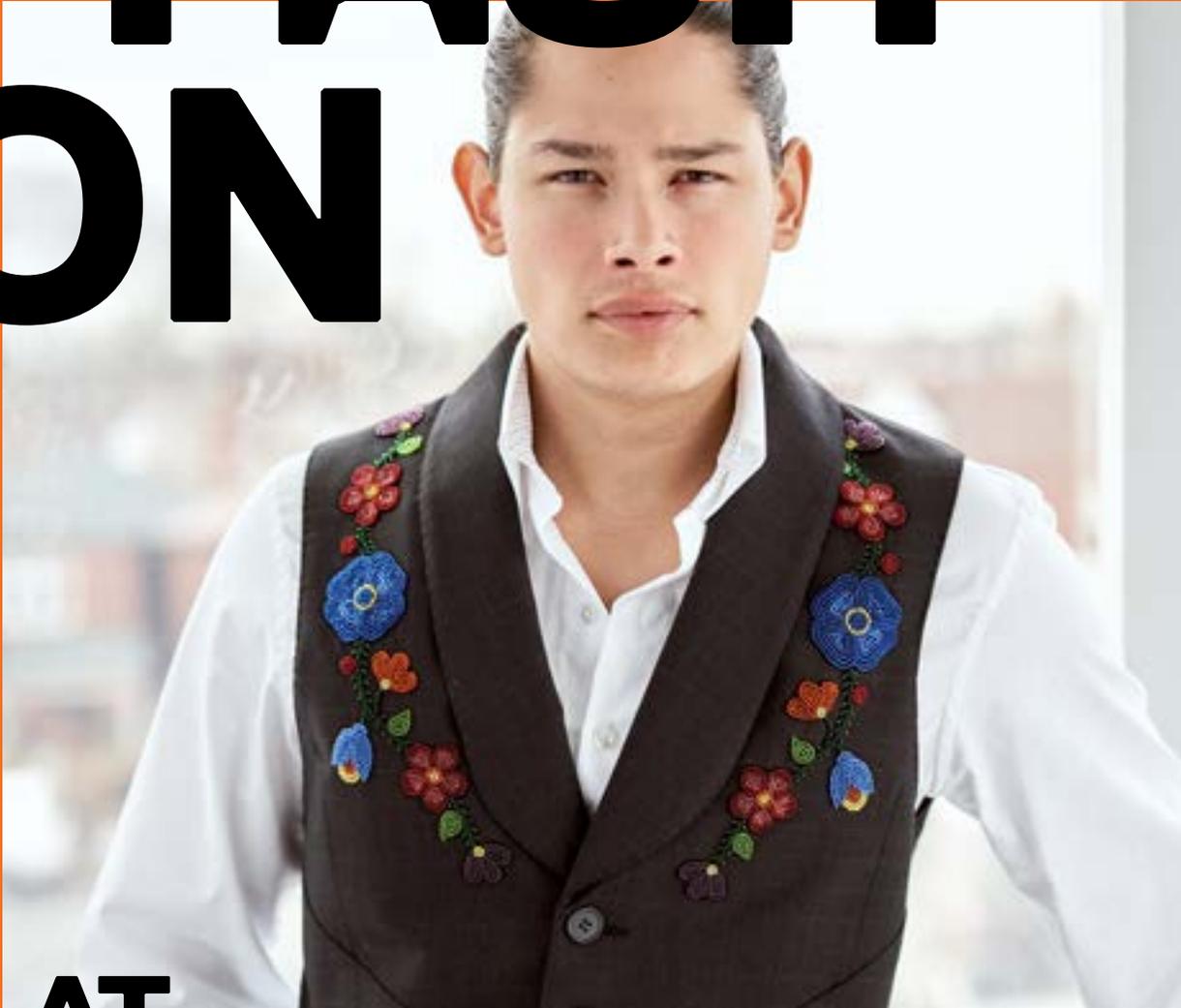


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the
World

**Student
Guide**
2019-20

**AT
RYERSON**

Ryerson
University

Fashion
Faculty of Communication
& Design

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Academic Year

Refer to the [Ryerson Undergraduate Calendar](#) for the complete list of [significant dates](#).

Below are the weekly dates for F19 and W20 Course Outlines.

Fall 2019

- WEEK 1** September 3–9
Labour Day, September 2
- WEEK 2** September 10–16
- WEEK 3** September 17–23
- WEEK 4** September 24–30
- WEEK 5** October 1–7
- WEEK 6** October 8–11 and Oct 21
- STUDY WEEK** October 14–18
No Scheduled Classes
University Closed for Thanksgiving, October 14
- WEEK 7** October 22–28
- WEEK 8** October 29–November 4
- WEEK 9** November 5–11
- WEEK 10** November 11–17
Nov. 15 is the last date to drop a course
in good academic standing
- WEEK 11** November 19–25
- WEEK 12** November 26–December 2
- EXAMS** December 3–14

Winter 2020

- WEEK 1** January 10–16
- WEEK 2** January 17–23
- WEEK 3** January 24–30
- WEEK 4** January 31–February 6
- WEEK 5** February 7–13
- WEEK 6** February 14 and February 24–27
- STUDY WEEK** February 17–23
No Scheduled Classes
University Closed for Family Day, February 17
- WEEK 7** February 28–March 5
- WEEK 8** March 6–12
- WEEK 9** March 13–19
- WEEK 10** March 20–26
- WEEK 11** March 27–April 2
- WEEK 12** April 3–9
Winter Classes End, April 9
- EXAMS** April 13–25

Administrative Matters

Ryerson Email Account

Visit [Student Accounts](#) to activate your online identity and troubleshooting activation issues. Your online identity is necessary to access to a number of Ryerson resources.

As per [Policy 157](#), students are responsible to manage all communications through their official Ryerson Email Accounts.

Procedures for Addressing Course-Related Issues

Students are responsible for notifying and consulting with their instructor regarding grades or course management issues. If students are reluctant to deal directly with the instructor, depending on the situation, they can consult with [Dr. Ben Barry, Chair](#).

It is the instructor and/or chair's responsibility to respond in a timely manner in order to informally resolve the issue where possible.

If academic concerns are not resolved informally with the instructor and/or Chair, students may follow the [procedure for submitting an Academic Appeal](#). Grade appeals are filed after the course is completed however, Course Management appeals may be filed at any time during the semester.

Refer to [Policy 134](#) for further details.

Appointment with the Chair

Students should email [Sadia Kamran](#), Communication Coordinator to request an appointment with

Dr. Ben Barry, Chair. Sadia will facilitate and confirm your meeting date/time.

Undergraduate Calendar

The [2019-2020 Undergraduate Calendar](#) outlines Program Curricula, Courses, Significant Dates and Deadlines for students.

Submitting Coursework

All assignment/project submissions are to be submitted directly to and/or coordinated with your instructors.

You are not allowed to drop-off any submissions at the School of Fashion Main Office.

School Council

The School Council is comprised of both faculty and student representatives. As a student rep, you will have opportunities to engage with curriculum decisions for Fashion programs. At the first meeting in the Fall semester, student reps will be elected for each year and program.

Student Rep Responsibilities include:

- › Attending a School Council meeting at least once per semester
- › Reporting back to students in your year/section the results of the meetings

Switching Programs

If you are interested in applying to switch programs between Fashion Design and Fashion Communication, complete and submit the 2019-2020 Application.

Please consider the following:

- › You must have a clear academic standing to be eligible for consideration.
- › A portfolio submission and Non-Academic Fee are not required.
- › Admission decisions will be considered by the program and based on criteria, assessments and/or procedures developed by the School of Fashion.
- › Past academic performance and space availability will be considerations.
- › Refer to the [Guidelines to Switch](#), for information on how to submit your requests. If you have any questions, please contact the [Academic Coordinator](#).

Program Withdrawals

Refer to [Short-Term Withdrawals](#) for information on how to submit a short-term withdrawal request via RAMSS. Short-Term withdrawals do not add time to the 8 years allotted to finish your program. To return to the program, students must contact the [Academic Coordinator](#) by email to activate their status and course intend. Deadlines to apply:

- › February 1, to return in Fall
- › September 1, to return in Winter

Refer to [Permanent Withdrawals](#) for information on completing the Application to Withdraw Form, important deadlines and more. Obtain the appropriate signatures in order and then submit the application to the Service Hub, POD 150.

Fashion and Ryerson Logo Use

In an effort to maintain consistency, official communication to the community such as posters, invitations, etc. whether for class projects or school sponsored activities must be shown to [Sadia Kamran](#), Communications Coordinator for approval.

Resources

Cage Storage Room

- › ext 7305
- › KHW 72

Mass Exodus Office

- › ext 57301
- › KHW 70A

Facilities Management

- › ext 5091
- › VIC 800
- › fixit@ryerson.ca

Media Services

- › ext 4444
- › KHE 227
- › avhelp@ryerson.ca

Medical Centre

- › ext 5070
- › KHW 181
- › medicalct@ryerson.ca

Fashion Course Union

- › rufashionunion@ryerson.ca

Fashion Student Lounge

- › KHS 159E

Security Desk

- › ext 5040
- › 111 Bond St
- › security@ryerson.ca

Computing & Communication Services (CCS)

- › ext 6840
- › Kerr Hall South 71
- › help@ryerson.ca

Academic Integrity

Academic Misconduct

Ryerson's [Policy 60](#) applies to all students at the University. Forms of academic misconduct include plagiarism, cheating, supplying false information to the University, and other acts. Suspicions of academic misconduct should be reported to the Academic Integrity Office (AIO).

- › The most common form of academic misconduct is plagiarism
- › It is expected that all examinations and work submitted for evaluation will be the product of each student's individual effort (or an authorized group)
- › Submitting the same work for credit to more than one course, without instructor approval, can also be considered a form of plagiarism
- › Students who commit an academic misconduct will have a Disciplinary Notation (DN) placed on their academic record (not transcript) and will be assigned one or more of the following penalties by the AIO:
 - › A grade reduction or a zero for the work
 - › For course components worth 10% or less, a grade reduction greater than a zero for the work. Any additional penalty cannot exceed 10% of the final course grade
 - › Receive a failing grade (F) in the course
 - › More serious repercussions including expulsion from Ryerson University

Unauthorized Use of Intellectual Property

The unauthorized use of the Intellectual Property by students for distribution, sale, or profit is a form of academic misconduct that is expressly prohibited, in accordance with [Policy 60](#) (Sections 2.8 and 2.10). Intellectual property includes, but is not limited to:

- › Slides
- › Lecture notes
- › Presentation materials used in and outside of class
- › Lab manuals
- › Course packs
- › Exams

For more detailed information on these issues, please refer to [Policy 60](#) on the [Academic Integrity Office](#) website.

Non-Academic Conduct

Students are expected to conduct themselves in a manner consistent with the educational objectives of the University, in accordance with generally accepted standards of behaviour, and in accordance with [Policy 61](#), the Student Code of Non-Academic Conduct.

Academic Matters

Advisement Report

The [Advisement Report](#) is a tool that shows all the courses that you have taken or are enrolled in as well as those courses needed in order for you to graduate. Use the Advisement Report to:

- › Assist during Course Intention and enrolment to determine outstanding requirements
- › Ensure that your course selections fulfill your requirements
- › Check the accuracy of your academic record.

If you have problems understanding the Advisement Report, book an appointment with the [Academic Coordinator](#).

Transfer Credits

If you have taken related University or College courses at another institution you may be eligible for [Transfer Credits](#). Apply early to avoid taking unnecessary courses.

Receiving transfer credits may not reduce the length of your program but may reduce the number of courses taken during a particular semester. Students can confirm if the credit applies to the degree on the [Advisement Report](#).

Enrolment

Refer to [Enrolment](#) in the Undergraduate Student Guide for more information on Adding, Dropping and Swapping Classes; Course Intentions; Online Enrolment Appointment; Open Enrolment; Auditing a Course; Letter of Permission; and more.

It is the student's responsibility to choose the appropriate Program and Elective courses. Consult the [Fashion Communication/Design](#) program page and refer to your [Advisement Report](#) for guidance.

Prerequisites

Students must ensure that the prerequisites have been successfully completed before selecting a course.

Liberal Studies Courses

Liberal Studies electives listed in the Ryerson Undergraduate Calendar are not all offered every semester or year. Refer to [Liberal Studies](#) to get the list of Table A (Lower Level) and Table B (Upper Level) courses offered in the 2019-2020 academic year.

Please consider the following course restrictions:

- › IRL 100, IRL 200 and IRL 500 cannot be taken for credit
- › Students may take only two Sociology courses

If you have questions regarding Liberal Studies visit [Faculty of Arts: Liberal Studies](#).

Department of Languages, Literatures and Cultures Courses

If you are interested in studying a language visit [Placement Tests](#) to book and complete the appropriate placement test.

Course Substitutions and Directives

Course Substitutions and Directives are considered when it is not possible to meet the degree requirements from the courses offered.

Refer to [Course Exceptions \(Substitutions and Directives\)](#) to download official forms.

Please contact the [Academic Coordinator](#) to book a consultation and submit forms for review.

Course Intention

Course Intention is the process where you indicate the courses you wish to take in the upcoming academic year via RAMSS.

1. When is Course Intention?

Please refer to [2019-2020 Significant Dates](#) for Course Intention and Adjustment periods.

2. Is Course Intention mandatory?

Yes, course intentions are mandatory for all students after first year because:

- › Students who do not participate do not have access to build their schedules during priority enrolment dates
- › Students who do not participate have last priority and have access only during the Open Enrolment period

3. What are the consequences of missing Course Intention?

If you do not course intend you will not be enrolled in your courses. Options for enrolment during the Open Enrolment period are based on space availability. If students do not course intend, the Academic Coordinator cannot register students prior to the Open Enrolment period.

4. What if I add courses to my Shopping Cart, does that mean I've successfully enrolled?

No, adding courses to your Shopping Cart is not course intending, there are several steps after the Shopping Cart to complete the course intention process.

5. How do I Course Intend?

There are five steps to successfully course intend via RAMSS:

- › **STEP 1:** Login to [RAMSS](#)
- › **STEP 2:** Run an [Advisement Report](#), which will assist you in planning your course intentions by identifying the curriculum requirements that you have completed and have yet to complete
- › **STEP 3:** Select [My Classes Offered](#) link from the Shopping Cart link in the Student Centre
- › **STEP 4:** After selecting courses for both Fall and Winter and adding them to your Shopping Cart, click the Finish Enrolling button
 - › **ALTERNATIVE METHOD:** You also have the option to use the [Class Search](#), [Add](#), [Drop](#) and [Swap](#) function to submit your Course Intentions.
- › **STEP 5:** Re-run your [Advisement Report](#). This will apply your Course Intentions to your curricular requirements

6. What if I course intend for Liberal Studies, Professional, and Professionally-Related electives, am I guaranteed a spot?

No, even if you course intend, enrolment in Liberal Studies, Professional, and Professionally-Related electives is not guaranteed. Scheduling conflicts, prerequisites, and high demand are some reasons why you may not get into a desired course. If this occurs, wait until the designated enrolment dates to try and register for the same course or pick a different one.

7. Additional Information:

- › If you are unable to enrol into a course during the designated enrolment periods, you are prompted with an “ERROR” message on RAMSS giving you the reason why.
- › If there is a hold on your account you will not be enrolled even if you completed your course intentions.

Enrolment Appointment on RAMSS

Enrolment Appointment dates are issued by the Office of the Registrar on RAMSS.

NOTE: In case you have to repeat courses or take courses offered in other years of your program you must wait until the Open Enrolment period to register.

Open Enrolment Period

Refer to [2019-2020 Significant Dates](#) for Fall, Winter and Spring open enrolment dates.

Enrolment Requests

Course section or elective course preferences can only be accommodated for documented health reasons. Schedule conflicts with commutes, internship opportunities, or employment commitments cannot be accommodated.

If a course/section is full, continue to check RAMSS regularly for a spot to possibly open.

Contact the [Academic Coordinator](#) if you are unable to get into a required FFC, FFD or FSN course. Provide the following information in your email:

- › First & Last Name
- › Ryerson Student Number
- › Program Name
- › Current Program Year
- › Semester (Fall/Winter)
- › Course Code, Course Name and Section Number

NOTE: Enrolment requests must be received by the Academic Coordinator before the deadline to add a course that semester.

Fall & Winter Schedules

Both Fall & Winter Schedules are released on RAMSS:

- › Fall schedules: August
- › Winter schedules: November

Regular Attendance

Regular attendance in their registered section is expected of all students. All scheduled classes begin 10 minutes past the hour; students arriving late will be accommodated at an appropriate time in the class. If a student is found to have attendance irregularities that continue for more than three classes, the instructor may request a meeting to correct the situation. Attendance irregularities include:

- › More than one absence without proper documentation
- › Lateness to class
- › Departing before the end of class

NOTE: Frequent absences without proper documentation may result in failing the course.

Examinations

Please consult [Policy 135](#) to review the University's examination policy and procedures. Please be mindful of the following:

- › Exams are only to be scheduled during the examination period
- › Students who miss an exam or are more than 30 minutes late for a scheduled exam, without documentation, will receive a zero grade
- › Final exams will not be returned to students
- › Exams are available for review in case of an appeal and are kept on file for a period of one year

Make-up Tests or Exams

Refer to section 2.2.7 of [Policy 145](#) for more information on making up tests/exams at Ryerson. If a student provides [appropriate documentation](#):

- › A make-up will be scheduled as soon as possible in the semester, and where possible, before the last date to drop the course.
- › Make-ups will cover the same material as the original assessment but may be in a different format.
- › To schedule a make-up test or exam you may be required to book an appointment online through the [Test Centre](#).

Late Assignments

All assignments are due as specified on the project brief, in the weekly breakdown and/or course outline. Incomplete assignments will be accepted at the time date specified for the assignment, and evaluated based on the completed elements.

Late assignments with proper documentation for health or compassionate reasons will be accepted without penalty; acceptance requires timely action by the student; please refer to [Academic Consideration](#) beginning on page 13.

Late submissions without documentation will be accepted with a 15% penalty up to seven days past the due date and time. Submissions after seven days will not receive a grade, but may receive feedback.

Approval is required if an assignment is to be submitted past the final week of class; extra time may not exceed the date and time agreed upon between the instructor and student.

There are no extensions for group work or presentations without documentation for health or compassionate reasons.

Incomplete (INC) Grades

Refer to [Policy 46](#) for full details regarding incomplete grades. Students should be mindful of the following:

- › Review the [Incomplete \(INC\) Grade Update Form](#) for instructions.
- › If an Incomplete (INC) grade is to be issued, the instructor and the student must meet before final grades are submitted on RAMSS to complete the Incomplete (INC) Grade Update Form. The instructor must complete the Incomplete (INC) Grade Update form, and submit to the [Academic Coordinator](#) at least two (2) days before the grade submission deadline.
- › If an in-person meeting between the instructor and the student is not possible, an email communication that covers the same details on the Incomplete (INC) Grade Update Form, via your Ryerson email accounts is an acceptable alternative. The instructor must complete the Incomplete (INC) Grade Update form, and submit a copy with the attached emails to the Academic Coordinator at least two (2) days before the grade submission deadline.

Special Topics Electives

Enrolment

Special Topics electives often have limited availability, therefore students cannot enrol themselves through RAMSS. They should contact the instructor to indicate their interest and the Academic Coordinator to request enrolment.

Special Topics (FSN 598, FSN 599, FSN 698, FSN 699) can be taken once as a Table II credit. A course code can be taken more than once with departmental approval and confirmation by Student Records that they are different courses. Please contact the [Academic Coordinator](#).

Course Proposals

A Special Topic elective may be initiated by an instructor or a student. Student initiated proposals must have commitment in advance from a full-time instructor. Please consider the following:

- › There must be a minimum of three interested students in clear academic standing.
- › The instructor will submit a proposal to [Dr. Ben Barry](#), Chair with the following:
 - › Draft course outline
 - › Learning objectives
 - › Proposed Projects / Assignments
 - › Minimum two
 - › One assessment should be a substantial written or creative project.
- › Deadlines to submit proposals:
 - › **MARCH 1:** This includes all proposed courses for fall or winter.

If the course is approved, the instructor will notify students and the Academic Coordinator. Students will then contact the Academic Coordinator for enrolment.

Course Outlines

The School of Fashion Course Management Policies are included in all course outlines on D2L. If the outline is not available contact the course instructor to inquire.

If you have questions about any policy please discuss it with your instructor or Program Director.

Office Hours

Faculty members are typically available for consultation one hour per week for every three hours they teach. Office hours and location will be:

- › Included on the Course Outline
- › Posted outside the Faculty member's office
- › Posted on D2L

Exchange Students (Outbound)

Credits

Students who successfully complete a full course load on exchange will receive credit for everything they would normally have taken at Ryerson during their exchange semester. This includes:

- › Required courses
- › one Table I, II or III
- › one Table B

These will be applied as Transfer Credits during the first semester back at Ryerson.

Credits earned on exchange will appear as CRT on your official transcript and will not contribute to your Grade Point Average (GPA).

Course Intention while on Exchange

You must participate in the course intention process for your returning Fall and Winter semester, it is your responsibility to course intend for required and elective courses.

Some prerequisites will be missing for your required courses and you will not be able to course intend through RAMSS for the following:

- › FFD 40 A/B Fashion Design Senior Project
- › FFD 403 Integrated Visual Communication II
- › FFD 802 Strategic Production Management
- › FFC 41 A/B Fashion Comm. Senior Project
- › FFC 400 Communication and Emerging Media

For the courses listed above, you must email a course intention request to the Academic Coordinator. Include the following information with your request:

- › First & Last Name
- › Ryerson Student Number
- › Program Name
- › Semester
- › Course Code and Course Name

Academic Accommodation Support

Students living with disabilities or ongoing health concerns that may impact their academic functioning can register for [Academic Accommodation Support](#). Individualized academic accommodation plans are developed to assist students to fully participate in their studies. This is a confidential process that values student privacy.

Refer to [Policy 159](#) for more information regarding Academic Accommodation.

Academic Consideration Requests

To receive consideration for missed work without penalty students must submit a request for Academic Consideration with the appropriate supporting documentation.

For health or compassionate reasons, students are required to inform their instructors by email in advance of missing assignments, tests or exams, or as soon as reasonably possible when circumstances do not permit advance notice.

Students must submit appropriate documentation, within three (3) business days. In extraordinary circumstances, exceptions to the 3-day requirement can be requested if the issues prevent a student from consulting a health professional or obtaining documentation in a timely manner. In such cases, students must email their instructors and the [Academic Coordinator](#) to request an extension.

Students must submit appropriate documentation within three (3) business days — online for health reasons, or to the [Academic Coordinator](#) for all other reasons. In extraordinary circumstances, exceptions to the 3-day requirement can be requested if the issues prevent a student from consulting a health professional or obtaining documentation in a timely manner. In such cases, students must email their instructors and the [Academic Coordinator](#) to request an extension.

The decision whether to accommodate or deny a request is at the discretion of each instructor. Students will be notified of the decision by their instructor.

Refer to [Policy 134](#) for more information on Undergraduate Academic Consideration and Appeals.

How to Submit an Academic Consideration Request

For Health-Related Reasons

Requests for health reasons are submitted online using the form for [Online Academic Consideration Requests \(ACR\)](#). Do not submit supporting documentation directly to your instructor. Your documentation will be verified by the Academic Coordinator and forwarded to your instructor for review.

Required documentation includes:

- › a [Health Certificate](#) or letter from an appropriate regulated health professional to be submitted to verify and understand the impact(s) on the student's academic performance.

For Non Health-Related Reasons

To request academic consideration for Compassion; Religious, Aboriginal and Spiritual Observance or Athletic Participation/Competition, send one email to the Instructor(s) and the [Academic Coordinator](#). Include the following:

- › First and last name
- › Student ID Number
- › Reason. Choose one:
 - › [Compassion](#)
 - › [Religious, Aboriginal or Spiritual Observance](#)
 - › [Athletic Competition](#)
- › Course Code and work missed
- › Dates absent
- › Type of documentation to be submitted
- › Two (2) potential appointment dates (Monday to Friday, 10-12 or 2-3)

Non Health-Related Grounds for Academic Consideration

Compassion

Requests for compassionate reasons are submitted in person to the [Academic Coordinator](#). Requests should be made in advance or at the earliest reasonable date after the missed class. Students may be required to submit official documentation confirming all applicable date(s) and reason(s) for the missed course time/work. Events, conferences, special occasions, and prior travel arrangements do not qualify for compassionate absence and will not be accommodated.

Required documentation includes:

- › [The Academic Consideration Request Form](#)

Secondary documentation may include:

- › Original letter from a counselor, therapist, religious leader, or community leader
- › Travel documents (if applicable)
- › Other verifiable documents relevant to the situation

Religious, Aboriginal or Spiritual Observance

Requests based on Religious, Aboriginal or Spiritual Observance are submitted in person to the [Academic Coordinator](#) two weeks prior to missing a class or with as much lead time as possible. For an exam, submit your request within two weeks of the exam schedule release. If the dates are not known in advance submit the request with as much lead time as possible.

Required documentation includes:

- › [The Academic Consideration Request Form](#)
- › [Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance](#)

Athletic Participation / Competition

Requests based on Athletic Participation / Competition are submitted in person to the [Academic Coordinator](#) two weeks prior to missing a class or with as much lead time as possible. For an exam, submit your request within two weeks of the exam schedule release. If the dates are not known in advance submit the request with as much lead time as possible.

Required documentation includes:

- › [The Academic Consideration Request Form](#)
- › Letter from the Director of Athletics confirming the request for schedule accommodations or Academic Consideration.

Academic Standings

When grades are released at the end of each semester students should check their Academic Standing on RAMSS. Refer to [2019-2020 Significant Dates](#) for Fall, Winter and Spring grade release dates.

Visit the [Registrar's Office](#) website for details about the following types of academic standing:

- › Clear
- › Probationary
- › Required to Withdraw (RTW)
- › Permanent Program Withdrawal (PPW)

If you have been assigned Probationary, RTW or PPW, contact the Academic Coordinator to enquire about an Academic Standing Appeal.

If you have a probationary, RTW or PPW status, reaching out to the [Centre for Student Development and Counseling](#) can be a great way to help you source the appropriate support and services that may help you as you work towards clearing your academic standing.

Probationary

If your academic standing is probationary, you must contact the [Academic Coordinator](#) to discuss your options and sign a mandatory Probationary Contract within the first five (5) days of the next term the student intends to take classes.

Students that do not sign a contract will be dropped from their courses.

Required to Withdraw

If your academic standing is Required to Withdraw (RTW), please contact the [Academic Coordinator](#) to discuss your options.

If your CGPA is between 1.33 and 1.67, the suspension period may be shortened by participating in the [Fresh Start Program](#) after a one (1) semester suspension period.

After your suspension period, you will need to apply for [Reinstatement or Transfer to a New Program](#). In your application letter for reinstatement you should:

- › Outline the reasons that led you to being assigned an RTW status and what you have done to address these issues.
- › Indicate at least two (2) courses you plan to take. Include the course codes, names, and dates
- › Indicate strategies and resources you will use to successfully complete these courses with a minimum grade of C- in each.

Permanent Program Withdrawal

If your academic standing is Permanent Program Withdrawal (PPW), please contact the [Academic Coordinator](#) to discuss your options. An Academic Standing Appeal may be submitted.

Appeals

Grade Appeals

If a student believes there is a reason for a grade appeal, they should first discuss the issue with the instructor. If the issue is not resolved or they are reluctant to speak with their instructor, then they should email [Dr. Ben Barry, Chair](#).

If academic concerns are not resolved informally with the instructor and/or Chair, students may submit an Academic Appeal.

- › Grade appeals are usually filed after the course is completed, however appeals based on grounds of Course Management may be filed at any time during the semester.

Failure to communicate about issues in a timely manner may negatively affect the outcome of an appeal.

Refer to [Appeals](#) in the Ryerson Undergraduate Student Guide for more information.

Academic Standing Appeal

An Academic Standing Appeal may be submitted when students have been assigned a Probationary, RTW or PPW status. Refer to Ryerson [Significant Dates](#) for appeal deadlines. Contact the [Academic Coordinator](#) for more information.

Refer to [Appeals](#) in the Ryerson Undergraduate Student Guide for more information.

Procedure for Submitting Appeals

Contact the [Academic Coordinator](#) to schedule an appointment to submit your completed appeal applications in-person by the deadline. You may submit your appeal by mail or email only if prior arrangements have been made with the Academic Coordinator

The appeal letter should be addressed to the School of Fashion Appeals Committee

- › Two (2) copies must be delivered to the Academic Coordinator
- › The Academic Coordinator will date stamp both copies and return one (1) copy to the student
- › Do not leave appeal applications underneath the door or with another person
- › Incomplete appeals will not be accepted
- › After your appeal is reviewed by the Appeals Committee, you will receive a written response within five (5) business days of the appeal submission deadline

Late Course Drop Retroactive Withdrawal

If you have faced sudden and serious life events that directly prevented from meeting the published deadlines to drop a course, you may submit a request for a [Late Course Drop or Retroactive Withdrawal](#) from a course or semester.

Requests for that have been reviewed through grade and academic standing appeals are not eligible for this process.

Safety, Security and Well-Being

In an emergency

If you have immediate safety or security concerns call **911**

In a non-emergency

Contact Security and Emergency Services:

- › Internal phones: **5040**
- › External phones: **416-979-5040**
- › Email: security@ryerson.ca
- › Victoria Building (VIC), 285 Victoria Street, 1st floor

Learn more about safety protocols and procedures on the [Community Safety and Security](#) page of the Ryerson website.

Blue Emergency Pull Stations

Most studios and labs have blue emergency pull stations. When these are pulled, Security is dispatched to the location immediately.

Suspicious Activity

If you have any suspicions about activities on campus, report to Ryerson Security 416-979-5040 or 416-979-5001

If You Discover a Fire

Please be mindful of the following:

- › If you see, smell or hear a fire, pull the closest fire alarm as you leave the fire area
- › Stop the class or other activity when the fire alarms bells sound
- › Provide assistance to persons with disabilities
- › Do not use elevators
- › Wait outside the building as directed by Security or the Fire Wardens

Injuries

First year students receive a presentation about equipment safety given by [Audrey Colphon](#), Fashion Design Technician, however injuries do happen occasionally. Any injury must be reported immediately to the instructor.

If a student is injured or distressed contact:

- › Internal phones: **5040**
- › External phones: **416-979-5040**

After security is contacted, notify

- › [Cira Nickel](#), ext 6596, Manager of Administration
- › Instructor of the course/project, if applicable

Any injured student should not be working on the industrial equipment for the remainder of the day.

Reporting a Student Death

This is a sensitive and difficult situation. It is important that the Chair, [Dr. Ben Barry](#) is notified so that proper procedure is followed to notify appropriate people.

Walk Safe

Ryerson offers a free service that pairs you with a uniformed security crew member to escort you to various locations on campus, including the subway and nearby parking lots.

This Walk Safe service is available to all Ryerson community members, including visitors 24 hours a day, 7 days a week.

Centre for Student Development and Counseling (CSDC)

The CSDC offers free and confidential professional counseling for all full and part-time Ryerson students. When you book an appointment at the counseling center you will meet one-on-one with a counselor who will listen to your concerns, provide immediate support and strategies, and work with you to plan next steps. The CSDC offers individual therapy, group therapy and crisis support. Please refer to the [CSDC](#) website for additional information on the services available to you and operating hours.

For additional mental health support, you can also connect to the following:

- › You can speak with a trained counselor by phone at any time, by calling the Good2Talk line for post-secondary students at 1-866-925-5454
- › If you are experiencing an emotional crisis, please contact the Gerstein Centre Distress Line at 416-929-5000
- › You may also text 741741 to reach the Ontario Online and Text Crisis Services
- › If you need emergency support please contact 911 or if on campus, contact campus security at 416-979-5040

Studio, Lab and Equipment Policies

General Policies

Studios and labs are a privilege arranged for use by Fashion students and faculty. Please be mindful of the following policies for all of these areas:

- › Faculty and students are responsible for cleaning up after themselves
- › Unclean studios and labs may result in limitations to access after hours
- › No food and drinks allowed
- › Glue or other adhesive substances to be used only in designated areas
- › Turn off all equipment to prevent damage
- › Turn off all lights and close studios after each work session
- › All equipment borrowed during class time must be returned to the instructor
- › Digital equipment is not available for loan outside of your scheduled class
- › Immediately report damaged equipment to [Audrey Colphon](#) or [Matt Tobin](#)

Computer Labs

Please be mindful of the following when using the computer labs:

- › Dispose of all excess print papers in the recycling bins
- › Do not unplug the computers to charge laptops or cell phones as it prevents the computers from updating

Design Studios

Please be mindful of the following when using the design studios:

- › Pick/sweep up and dispose of all excess fabric scraps, paper, tape, thread, trim, packaging, newspapers, etc.
- › Barrels for fabric scraps and recycling for paper are provided
- › Fill irons with water when water levels are below 1 inch from the bottom
 - › Irons will take a minimum of one week to be replaced if filaments are burnt

Illustration Studio

Please be mindful of the following when using the illustration studio:

- › Do not cut directly on the tables, use cutting mats available in the studio
- › No cameras or recording devices are allowed
 - › If a student needs an accommodation, they are required to obtain permission from the instructor to use a recording device.
- › To respect the privacy of models:
 - › Do not enter KHW 259 when classes are in session
 - › Do not enter the model changing area
- › Do not use the podium projector and sound system, ceiling heaters or portable heaters outside of class
- › Do not remove illustration dress forms from KHW 259

Photo Studio

The photo studio is to be used only by Fashion students, faculty, staff and the SRFI, and is only to be used for video and photography purposes.

- › No food or drinks are allowed inside the photo studio
- › All equipment is to be stored back in its place and the space cleaned at the end of booking
- › The user is responsible for any damage caused by misuse of facilities and equipment
- › Report any problems with equipment to [Matt Tobin](#) or your Instructor

Booking the Photo Studio

Excluding times when classes are scheduled, the Photo Studio can be booked for:

- › 30 minutes to 6 hours
- › Monday to Friday
- › 9am to 4:30pm

Please complete the Photo Studio Booking Agreement ([available on the Fashion website](#)) and email the completed agreement to [Matt Tobin](#) at least three business days prior to your intended use.

- › Submitting a booking request does not guarantee access.
- › You will receive a confirmation email from [Matt Tobin](#).
 - › If your requested time is not available, you will be notified

Booking Photo Equipment

Contact [Matt Tobin](#) with your request at least three business days prior to your intended use

- › Photo equipment is for in-studio use only and must be returned after the shoot
- › Students attending photography courses are given priority

Closing up the Photo Studio

After completing a work session, students and faculty are responsible for the following:

- › Photo lights must be switched off
- › Unplugged and stowed
- › Backdrops rolled up
- › Photo stations must be free of props
- › Clean up work area

Failure to comply with the policies could result in the loss of studio use privileges.

Dress Forms/Judies

Judy assignment, deposit payment, Judy inspection and deposit return procedures are organized through [Audrey Colphon](#), Fashion Design Technician located in KHW 68

- › The “in-class” Judies will be allocated on a sign-in basis
- › It is the student’s responsibility to maintain their Judy and ensure that their Judy remains in the apparel lab to which the students are assigned
- › Judies are not allowed out of the School of Fashion area.

Dress Form/Judy Deposits

Only applicable to 2nd, 3rd & 4th year Students. Refer to the Judy Contract ([available on the Fashion website](#)), please do not print

- › Deposit of \$100 per person will be required for the academic year
- › In some instances, more than one student may be using or signing up for the same Judy. If this is the case, each student has to pay \$100 deposit.
 - › \$25 of the \$100 deposit will be retained to offset the cost of Judy repairs and replacement.
- › The deposit/sign-out requirement aids in maintaining the condition and cleanliness of the form and its mechanisms
- › If the Judy is in its original signed off condition (no ripping, marking, vandalism, clean wheels) when inspected by Audrey Colphon, Fashion Design Technician, your \$75 deposit will be refunded

Penalties

Students are financially responsible for any damages to or loss of their Judy. The cost for repairs or replacement of Judies will be calculated on a case-by-case basis

- › Fines will be implemented for cases where new marks (pins, pen, pencil, etc.) have been added to the Judy
- › Final charges will reflect actual replacement/repair costs
 - › If charges are not paid there are penalties that will be applied.

Specialty Judies

A selection of specialty Judies are available to students for sign-out on specialized garments or collections. The Specialty Dress forms include:

- › Men’s Wear - Torso and Full Body Forms, size 38 and 40
- › Women’s Wear - Petite, Tall, Maternity,
- › Oversized, Bra Forms, Contour Forms and Pant Forms
- › Children’s Wear - Various Sizes

Industrial Sewing Machines

Students will be trained to use industry style sewing machines. Instructions on the proper set-up and use will be provided in the introductory session of your first year Apparel course.

Sewing Machine Accessories

Accessory pieces like needles, bobbin, bobbin case, presser foot, attachment screws, etc. are supplied in the Fashion Sewing Kit available through Ryerson bookstore

- › Students are responsible to maintain their sewing machine accessories
- › Individual machine accessories are available for short-term sign-out (emergencies) from [Audrey Colphon](#), Fashion Design Technician located in KHW 68

Industrial Sergers

Industrial Sergers are used for finishing raw edges of cut material

- › Most apparel studios have at least one industrial serger
- › A Baby Lock Serger is available for individual sign-out for on-campus use during office hours

Specialty Apparel Equipment

A variety of specialized items and machine accessories are available for sign-out through [Audrey Colphon](#), Fashion Design Technician located in KHW 68. The items are:

- › Specialty Sewing/Hemming Feet
- › Needle Boards for pressing velvet
- › Specialty Fabric Machine Needles
- › How-To-Reference Materials
- › Depending on the item sign-out time limit may vary from two hours, same day return, to 24 hours.

Industrial Irons

All apparel studios have an industrial steam iron for general class use

- › All irons will be refilled and turned on each weekday morning by Audrey Colphon, Fashion Design Technician
- › Students are responsible to maintain water levels
 - › During heavy use periods irons may need to be refilled during the day so that they do not burn dry
 - › The water level should not go below one inch on the water level indicator
 - › See refilling the boiler instructions below
- › Test sample pieces of your fabric first for reaction to heat and steam
 - › If any materials melt on the iron, notify [Audrey Colphon](#) so that it can be cleaned and prevent damage to the next user's fabric
- › Students are responsible to turn off the iron as the last person leaves

Refilling the boiler

- › The boiler should be refilled only when the iron has cooled off completely and the pressure gauge on the front of the boiler has dropped all the way to (0) zero.
- › Refill the boiler by removing the black knob screw located on the top of the water tank
- › Use one of the nearby funnels and full water jugs to refill the tank
 - › Do not put any other materials in the tank
- › Refill to one inch from the top of the glass water level indicator tube located on the front of the water tank (boiler)
- › Once refilled, close and turned on, the iron will take about 30 minutes to reach the required heat and pressure
- › If you are unsure how to refill the boiler ask, [Audrey Colphon](#) in KHW 68

Locker Assignments

First-Year Students

First year students will be assigned a locker that can be claimed during orientation or prior to the first day of classes

- › All claimed lockers must have a lock placed on them
- › There is limited amount of lockers assigned to the School of Fashion, so there may not be any left after orientation.

All Other Years

Hallway locker sign-up for 2nd, 3rd and 4th years will take place starting at 7:45am on the first day of classes (the Tuesday after Labour Day)

- › Lockers can be signed for on a first come, first grab basis
- › Students must be present to sign for a locker and a lock must be placed on the locker once signed for
- › Only one locker per student
- › For 3rd and 4th year design students, the lockers within the design studios (KHS 245, KHS 247 and KHW 253) do not need to be signed for

Student Responsibilities

- › Locker contents are the responsibility of the user
- › The School does not take responsibility for any lost or stolen items
- › Do not leave valuables in your locker
- › If you suspect your locker has been broken into, contact Ryerson Security at 416-979-5040 or see them at 111 Bond St., BON-101
- › Lockers are to be completely cleared out by the end of term in April
- › If you are going on exchange in the Winter term, your locker must be cleared out by December.
- › Lockers not cleared will have the lock removed and the contents cleared out starting May 1st. Items within the locker will be donated or disposed of at the discretion of the School.

Lock Removal

In order to get a lock removed, there must be a record of you having signed up for the locker. Please see [Audrey Colphon](#) to obtain a lock removal form.