

Information for New Graduate Students: 2016-2017

1. 2016-2017 Yeates School of Graduate Studies Significant Dates

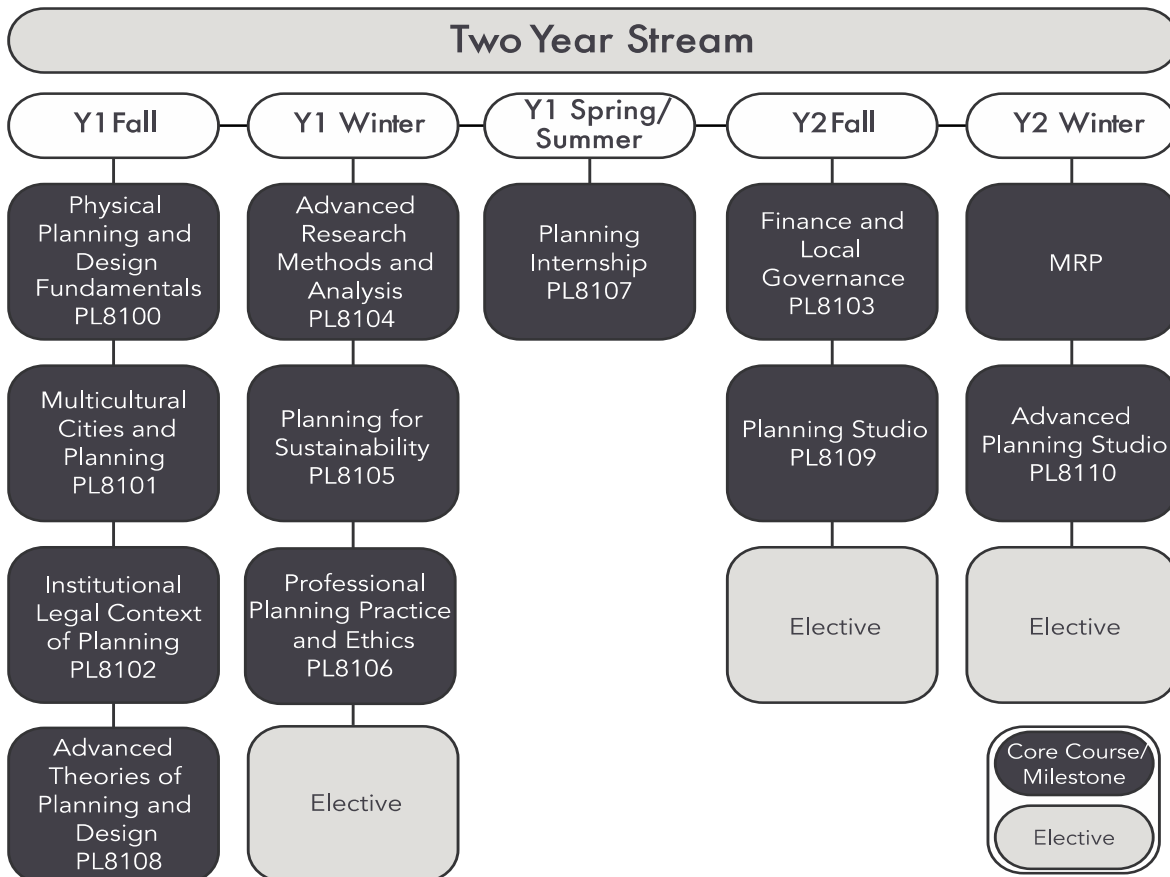
A listing of the Yeates School of Graduate Studies Significant Dates is available from the YSGS Web site at:

<http://www.ryerson.ca/graduate/currentstudents/calendarsanddates/current.html>.

You will find important academic dates of each of the Fall 2016, Winter 2017 and Spring/Summer 2017 terms in this list. You are responsible for knowing these dates, so please take a moment to look through them.

2. Fall 2016 Course Selection & Registration

As you will see in the Course Action document provided, you will register in four core courses in the Fall 2016 term. Please make sure to self-enroll in the courses once the online course enrollment period for Fall 2016 starts on August 22, 2016. **Students are strongly encouraged to enroll in courses as soon as the self-enrollment period starts.** To assist you with understanding the structure of our two-year stream curriculum, we have created the following chart:



Please note that for Fall 2016 and Winter 2017, PL8101 and PL8105 have been exchanged. Therefore, you will self-enroll in PL8105 for Fall 2016 and PL8101 for Winter 2017.

Also review the attached *Program of Study and Urban Development Curriculum* (also at <http://www.ryerson.ca/graduate/currentstudents/calendarsanddates/calendars.html>) document. To view your courses after registration, please go to my.ryerson.ca (see below No. 12 b).

3. New Students Contact before September 9

The program predominantly uses electronic mail to communicate with all students. If the e-mail address you provided when applying to our program has changed, please email this change to Julia.Macan@ryerson.ca or urbandev@ryerson.ca at your earliest convenience.

All students' personal e-mail addresses will be used until the end of the first week of Fall 2016 term classes (Sept 9th). All students should have their Ryerson e-mail account activated by Sept 9, 2016. (see below for activation instructions)

After August 2016, new students should be able to update addresses and telephone information online in Ryerson's Administrative Management Self Service RAMSS (see Item # 12 b below). Students should always keep the mailing and permanent address and telephone information current in RAMSS.

4. Ryerson Student E-mail Account Activation:

Every student **must** activate a Ryerson e-mail account. The Ryerson e-mail account will be the student's official means of receiving university and program electronic communications.

Please go to <http://www.ryerson.ca/ccs/services/accounts.html> and fill in the "Account Activation Form". Activation can only be done in the last weeks of August. Once you activated your account, please provide your Ryerson e-mail address to our program office.

Ryerson's policy on student email accounts explicitly states that "students are expected to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis." Further, "students have the responsibility to recognize that certain communications may be time "critical" and "remain responsible for ensuring that all University electronic message communication sent to their official Ryerson E-mail account is received and read." In summary, you are responsible for checking your Ryerson email regularly and often.

5. OneCard – an official Ryerson Student Photo-ID card

The OneCard is a multi-purpose student identification card. Students, who are interested in learning more about different functions of the student ID OneCard, please refer to this Web site:

<http://www.ryerson.ca/onecard/>.

To obtain your OneCard, please complete the online application on the OneCard site provided above (personal e-mail address may be used for application process). The deadline to apply for the OneCard is **AUGUST 15th, 2016**.

Please note the times and location for picking up your OneCard (if applied in advance):

Kerr Hall West 73 (KHW-73, Lower Gym)	Aug 29 - Sept 8, 2016 (closed Sept 3 - 5) Mon - Thurs 9:00am - 6:00pm Friday 9:00am - 4:00pm
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6. 2016-2017 Graduate Program Fees

Graduate Program Fees must be approved by the university's Board of Governors before the information becomes available online to students. Students will find the 2016-2017 graduate programs' fees on the Yeates School of Graduate Studies FEES web site <http://www.ryerson.ca/graduate/fees.html>. You will find the Payment Methods for tuition on the same website.

The fees payment deadline for each term is available in the Yeates School of Graduate Studies Significant Dates listing (see <http://www.ryerson.ca/graduate/currentstudents/calendarsanddates/current.html>). Here you will also find the final dates for withdrawals from programs and information on eligibility for refunds of fees paid.

Please be reminded that graduate students are charged program fees based on the student's status in the program as a full-time or part-time student and not on course registration.

The Scholarship, Fellowship and Award disbursement method is included in the Terms and Conditions document sent to you with your Offer of Admission. For students in receipt of a Ryerson Graduate Fellowship (RGF): You will receive your fellowship funds in three instalments at the beginning of each term. The money will be deposited into your student account. Please make sure to familiarize yourself with the Terms and Conditions for your source of funding. Note that if you do not meet the Terms and Conditions, your funding will be revoked.

For general details regarding funding sources, please visit

<http://www.ryerson.ca/graduate/funding.html>

7. Program of Study

The Program of Study sets the stage for new students to plan and think ahead about how to complete the program requirements (including the research component) of their program of registration within the required time frame. Please review the form carefully and once signed, submit it to the Graduate Program Administrator. Students are advised to keep a copy of the Program of Study form for future reference.

8. Progress Reports

All students actively registered in a graduate program must complete a Progress Report each term, which is then submitted to the Graduate Program Administrator. The deadline to submit a Progress Report each term is published in the Yeates School of Graduate Studies' Significant Dates (on the YSGS website).

The purpose of the Progress Report is to review the student's academic progress and, if applicable, to re-define a student's research direction or focus.

Students are required to submit a Progress Report for every term that they are active within a graduate program – even during terms when they are focusing on research and not taking any courses.

Students who have outstanding Progress Reports will have a BLOCK put on their account in RAMSS and/or may be subject to negative academic consequences.

9. Graduate Student Workspace

The Graduate Student Workspace and Lounge is located on the 1st Floor of the building at 111 Gerrard Street East. This workspace is shared by all graduate students, however, the School of Urban and Regional Planning offers students their own Workspace and Lounge area (on the 3rd Floor of the South Bond Building – 105 Bond St.).

The 111 Gerrard St building is locked at all times. You require a 'programmed' OneCard to gain entry. The entry permission to the building is for about a year's time from the middle of September to the end of August of the following year. It is accessible 24 hours a day 7 days a week. Your OneCard will automatically be activated for access to 111 Gerrard.

The Student Learning Centre offers quiet study space, silent study space, 30 collaborative and group work rooms and a dedicated Graduate Study area accessible by OneCard on 7th Floor.

The Library has floors which are designated for silent study and some which allow for group discussion. A graduate student reading room is available on the 4th floor of the Library accessible with your OneCard (activation to be processed beginning of September 2016).

10. Faculty of Community Services Learning and Academic Support

The FCS Academic Support and Counselling Team (<http://www.ryerson.ca/fcs/students/support.html>) is comprised of the following dedicated staff members:

Iram Khan - Learning Strategist

Chris Cachia - Learning Strategist

Joanna Holt - FCS Counsellor

Dina Buttu - FCS Counsellor

The team offers different support services to students including:

FCS Academic Support Programs:

To make individual appointments, please email:

Iram Khan at iram.khan@ryerson.ca or Chris Cachia at ccachia@ryerson.ca

FCS Counselling Support for Students:

To book an appointment, visit the office in Jorgenson Hall, Room JOR-07C on the Lower Ground Floor or contact the front desk at

(416) 979-5195

Other academic support services offered by Ryerson include:

Graduate Student Support: Aids Ryerson graduate students in their learning by offering individualized help sessions, workshops, and other programs aimed at graduate-level studies. For further details, please visit:

<http://www.ryerson.ca/studentlearningsupport/graduate-student-support/index.html>

Student Learning Support: <http://www.ryerson.ca/studentlearningsupport/>

English Language Support:

<http://www.ryerson.ca/studentlearningsupport/english-language-support/index.html>

Academic Accommodation Support:

<http://www.ryerson.ca/studentlearningsupport/academic-accommodation-support/index.html>

Career Centre: <http://www.ryerson.ca/career/>

Student Financial Assistance: <http://www.ryerson.ca/currentstudents/financialaid/index.html>

Website includes instructions on how to get OSAP!

International Student Services: <http://www.ryerson.ca/studentlife/internationalsupport//index.html>

Student Housing and Residence Life: <http://www.ryerson.ca/housing/>

Ryerson University Library & Archives: <http://library.ryerson.ca/>

11. Application for OPPI/CIP Membership

The Ontario Professional Planners Institute (OPPI) is the recognized voice of the province's planning profession. OPPI provides leadership on policy related to planning, development, the environment, and related issues.

As the Ontario affiliate of [CIP](#), OPPI represents more than 3,000 practicing planners across the province and approximately 500 student members. OPPI members work for government, private industry, community agencies, and academic institutions. A not-for-profit Ontario Corporation, OPPI is funded entirely by membership fees and program and activity revenue.

Please see attached a letter from the OPPI Student Representative for further information as well as the link to the OPPI online application wizard <http://ontarioplanners.ca/>

12. Important Websites to Remember

- a. **my.ryerson.ca** - Ryerson University's Web Portal. To login, you use your Username and Password you create for your Ryerson e-mail account. In this portal you can access D2L Brightspace, which is where courses are posted, RAMSS and the Library Catalogue.
- b. **RAMSS (Ryerson's Administrative Management Self Service)** In the RAMSS page, students can enroll in courses, view academic information, update address/telephone information changes, download their time table, look up/download the fee statement in a term, download tuition tax receipts, apply to graduate.

Step 1: students must have the Ryerson e-mail address activated first

Step 2: use the same user-id and password for your Ryerson e-mail account to login at <http://my.ryerson.ca>

Step 3: in the 'my.ryerson.ca' page, click the 'RAMSS' tab

For RAMSS Support, please visit http://www.ryerson.ca/RAMSSsupport/ugrad_grad.html

- c. **Yeates School of Graduate Studies (YSGS) Web site:** <http://www.ryerson.ca/graduate/> has all policies and guidelines for graduate programs.
- d. **University Faculty/Staff on-line Directory:** <http://www.ryerson.ca/contact/>
- e. **Graduate Assistant/Research Assistant Job Postings:** <http://www.ryerson.ca/career/students/gain-experience/on-campus-jobs.html>
Students who are interested in a teaching assistant position should visit this website periodically for job postings and to learn about instructions on how to apply. Typically, jobs are posted in the beginning of or during the teaching terms (Fall and Winter terms). Full-time graduate students may work up to a maximum of 130 hours per term or 10 hours per week in any employment.
- f. **Office of the Vice-President, Research and Innovation:** <http://www.ryerson.ca/research/about/ovpri/>
Students should take some time to review the Office of the Vice-President, Research and Innovation's information on the Ethics Approval process for research proposals.

Contact Information

Yeates School of Graduate Studies (YSGS)

Location	1 Dundas Street West (Yonge and Dundas) on the 11 th Floor
General hours	Monday to Friday 8:00am to 4:00pm
Website	http://www.ryerson.ca/graduate/

Master of Planning in Urban Development

Title	Director of the School of Urban and Regional Planning (Interim – Fall 2016)	Graduate Program Director	Graduate Program Administrator
Name	Dr. Mitchell Kosny	Prof. Nina-Marie Lister	Julia Macan
Office Location(s)	Room: SBB-406 South Bond Building – 105 Bond Street, 4 th Floor	Room: SBB-432 South Bond Building – 105 Bond Street, 4 th floor	Room: SBB-422 South Bond Building – 105 Bond Street, 4 th floor
Telephone	416-979-5000, ext. 7314	416-979-5000, ext. 6769	416.979.5000, ext. 2099
E-mail	mkosny@ryerson.ca	nm.lister@ryerson.ca	Julia.Macan@ryerson.ca or urbandev@ryerson.ca
Office hours	By Appointment	By Appointment	8:00am-4:00pm
Program Website	http://www.ryerson.ca/surp/current/graduate/		