

York University
Joint Graduate Program in
Communication & Culture
GENERAL INFORMATION

THE PROGRAM OFFICE, STUDENT OFFICES, MAILBOXES, and COMPUTERS

The Administrative Offices of the Joint Graduate Program in Communication & Culture at York are in Rooms 3012 (Program Director - Steve Bailey); Room 3013 (Program Assistant – Stephanie Margetts); and Room 3015 (Program Secretary – Angie Ciuffetta) Victor Philip Dahdaleh Building, 88 The Pond Road. Phone 416 736-5978.

The Communications Suite where the program is housed has a computer room/general study area/meeting place and shared office space for those who have teaching assistantships in the Department of Communication Studies. In addition there is a computer classroom/lab, and video editing facilities.

We share the suite with the undergraduate Communication Studies Department and ITEC (both in the Faculty of Liberal Arts and Professional Studies). Student mail boxes are located in Room 3010. **Most monthly pay statements are electronic, but you may have mail occasionally in this office.**

The Suite is open from 8:30 am – 4:30 pm. Access after-hours and for the Graduate Lounge 3060 (which is always locked) is by swipe card. Swipe cards can be requested from Stephanie. Initial swipe cards are free – the replacement cost for lost or stolen cards is \$20.

PROGRAM SPECIFIC INFORMATION

For information specific to the MA and PhD degrees in the Joint Graduate Program in Communication and Culture, please visit the program's website at:

<http://cmct.gradstudies.yorku.ca/>

FEES

Information on graduate fees, and links to the fee and refund tables can be found at the following web site:

<http://sfs.yorku.ca/fees/courses/index.php>

Please note that as a graduate student you must pay fees for each and every term in which you are registered, **including the summer term**, and any term in which you are not taking a course but working on degree requirements (i.e. comps prep, research and writing). If you are not actively pursuing your academic studies, please discuss a leave of absence with the Program Assistant.

FACULTY OF GRADUATE STUDIES (FGS)

The Faculty of Graduate Studies' website is where you will find a wealth of information on policies and procedures, rules and regulations, admissions, degree requirements, course schedules, petitions, and other university matters. The website is:

<http://gradstudies.yorku.ca/>

Please pay particular attention to the “Important Dates” section under “Current Students”

This is the main university body governing graduate students. If you have any questions which cannot be answered by the program staff or director this is the place to go. FGS also issues a monthly news bulletin sent to the email on your student record. This newsletter provides information on many things of interest to graduate students, not the least of which is information on bursaries, awards and scholarships. Please note that we do not, as a general rule, send out separate notices for awards information/deadlines. Graduate Studies is located in York Lanes, Room 230 (above the shopping mall). Phone: 416 736-5521.

OFFICE OF THE REGISTRAR

The Office of the Registrar is where you can get your transcript, or a letter of attestation of official status. The RO is located in the Bennett Centre for Student Services along with all other student services (Admissions & Recruitment, Student Financial Services, and Student Community & Leadership Development).

OFFICE FOR STUDENT FINANCIAL AID

The financial aid office provides information and application forms for OSAP and the Work/Study Plan. Short-term loans can be made available to students who are waiting for their OSAP loans or other assistance funds to arrive. Student Financial Services is located on the second floor of the Student Services Centre.

HOUSING

For information on York Graduate Housing, please visit their web site at:

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

FINDING AN APARTMENT

For information about off-campus housing near York please visit:

<https://www.places4students.com/Places/School.aspx?SchoolID=8SnFMiLCDsA%3d>

Many students prefer to look downtown for accommodations. The best places to look are the housing services at Ryerson and the University of Toronto, although a fee may be charged to use the services. Both have extensive and continuously updated listings for all types of living arrangements.

OUR PARTNERS AT RYERSON

Jo Ann Mackie is the Program Administrator for Communication and Culture at Ryerson. You can find Jo Ann in the School of Graduate Studies, Rogers Communications Centre 317. Phone: 416 979-5000, Ext. 4837.