

**York University
Joint Graduate Program in
Communication and Culture**

**INFORMATION AND INSTRUCTIONS
New Students 2017-18**

See last page for staff contact information

PART I	ADVISING, REGISTRATION and ENROLLMENT IN COURSES
IMPORTANT Information about Registration and Enrollment	<p>THERE ARE CERTAIN CHALLENGES ASSOCIATED WITH KEEPING TRACK OF STUDENTS IN A JOINT PROGRAM SUCH AS OURS. WE MUST, THEREFORE, IMPOSE SOME FAIRLY STRICT RULES REGARDING REGISTRATION AND ENROLLMENT.</p> <p>AS A NEW STUDENT YOU ARE BLOCKED FROM REGISTERING UNTIL YOU HAVE BEEN ADVISED.</p> <p>YOU MUST SUBMIT THE COURSE SELECTION/ADVISING FORM PRIOR TO BEING ADVISED. IF YOU DO NOT YOUR ADVISING APPOINTMENT WILL BE CANCELLED. SEE ADVISING SECTION BELOW FOR DETAILS.</p> <p>COURSES WILL CONSIST OF STUDENTS FROM BOTH YORK AND RYERSON UNIVERSITIES. THERE ARE A SET NUMBER OF SPACES FOR EACH UNIVERSITY. AFTER ADVISING YOU WILL BE ASSIGNED PERMISSION TO ENROLL IN YOUR CHOSEN COURSES. IF YOU DO NOT ENROLL IN A COURSE WITHIN A WEEK WE WILL ASSIGN PERMISSION FOR SOMEONE ELSE AND YOU WILL LOSE YOUR SPACE. PLEASE MAKE SURE YOU HAVE ALTERNATIVE COURSES IN MIND IN CASE SOME ARE FULL OR YOU MISS YOUR ENROLLMENT WINDOW.</p>
Course Selection/Advising Form	<ol style="list-style-type: none"> 1. Please review the Timetable and Course Description document. 2. Note your selections on the form. Some courses may not yet have a day/time but still list these if you are interested in taking them. Similarly with courses that require permission. 3. Return the form to Angie Ciuffetta (angela28@yorku.ca) well before your advising appointment. <p>Returning the Course Selection/Advising Form doesn't guarantee enrollment in any course. It is a way for us to see how popular some courses are, and gives us some basis on which to have a discussion about your choices. So it is very important that you return the form BEFORE you are advised.</p>
Course Load	<p>Full-time students normally take an average of two or three courses per term. Quite often, students enroll in only two courses in their first term to allow for a period of adjustment, and three in their second term.</p> <p>Part-time students normally take one, or on occasion, two courses per term.</p>
Advising Dates	<p>Although you may have spoken to either Prof. Bailey (PhD students) or Prof. Langlois (MA students) during the admissions process, they would particularly like to discuss your plans during your advising session. Stephanie and Angie will also be available to assist with advising and answer questions on administration and financial issues.</p> <p>Please note – phone and Skype advising is available for those who are not within easy commuting distance of York. We do not expect to Skype with students who are in Toronto, York Region, Mississauga, or anywhere that is within about an hour's drive, unless there is a compelling reason to do so. This is a great opportunity to get acquainted with our campus and become familiar with the program offices and staff, Graduate Studies, and York in general.</p> <p>For dates, see next page.</p>

	<p>PhD Advising</p> <p>Wednesday, June 21. Location: 3009 Victor Philip Dahdaleh Building (formerly TEL)</p> <p>MA Advising</p> <p>Monday, June 19 or Tuesday, June 20. Location: 3009 Victor Philip Dahdaleh Building (formerly TEL) Additional dates in July may be available.</p> <p>To arrange phone time, Skype, or make an in-person appointment, please contact Angie Ciuffetta. If your appointment is via Skype, Angie will let you know what our address is. Please provide her with your Skype address so that we know who is calling.</p> <p>Please make sure we have your Course Selection/Advising form on file before your appointment. We will cancel your appointment if we don't have the form.</p> <p>As mentioned above, we will have other scheduled advising sessions in either July and/or August. However, the later you leave it the less chance of getting the elective courses you want.</p> <p>Office Locations: http://maps.info.yorku.ca/</p>
PhD Students	It is expected all MA degree requirements will be completed before 1 September. You will be required to provide a letter from your supervisor confirming completion. If you do not complete your MA degree requirements the offer of admission may be rescinded.
MA Students	It is expected most of you will have graduated in June 2017 (or in a prior year) so that you can send in your final transcript clearing your admission condition if you have one. If you will not graduate until Fall 2017 please provide us with a letter stating you have completed all degree requirements.
NOTE	Students must be advised before the registration block is removed. This means you cannot enroll in a course until after your advising appointment.
<p>Registration and Enrollment</p> <p>There are two steps</p>	<p>Once you have been advised and the registration block is removed you must register on-line. For instructions please visit http://gradstudies.yorku.ca/incoming-students/checklist/</p> <ol style="list-style-type: none"> 1. Register. Registration means you confirm your status - either FT or PT - and you accept your fees. By clicking on "yes" you complete Registration. 2. Add courses. To enroll in courses you must use the SIX DIGIT CATALOG number (which is different from the course number). You can find them on the web lecture schedule at: https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm We do not reserve spaces in courses even after you have been advised. The sooner you register and enroll, the better your chance of getting the course you want. 4. There are enough combined spaces in CMCT 6004 and CMCT 6002 for all first year MA students. If you do not get into the section you prefer, you must enroll in the other section. You can check back with us at various times to see if you can get into the section you want, however we will not be keeping waiting lists. There are drop blocks on this course as it is a required course, so if you want to drop one section to get into the other, if there is a space, you have to notify Stephanie or Angie.

<p>Register for both Fall & Winter terms now</p>	<p>While you should register for both the Fall and Winter terms at the same time, it is actually a two-stage process - you register and enroll in courses for Fall <i>then</i> you repeat the process for Winter.</p> <p>If you enroll in a full-year course (6.0 credits) which runs across both fall and winter terms, you only need to enroll in it once, in the Fall term.</p> <p>The last date to register for the Fall term without incurring a late fee is 15 August, 2017.</p> <p>PLEASE BE SURE TO REVIEW THE “IMPORTANT DATES” ON THE FGS WEBSITE. IT IS YOUR RESPONSIBILIITY TO BE AWARE OF DEADLINES FOR REGISTRATION, ADDING/DROPPING COURSES, ETC. YOU CAN FIND THIS INFORMATION AT: http://gradstudies.yorku.ca/current-students/student-status/important-dates/</p>
<p>MINMIUM FEE</p> <p>IMPORTANT NOTICE</p>	<p>Unlike undergraduate studies, you do not pay a per-course fee. You pay a set fee per term regardless of the number of courses you are taking.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>MA STUDENTS: You must pay a minimum fee for the degree which is the equivalent of 5 terms of full-time study. For part-time students this would be the equivalent of 10 terms of part-time study. However, if you do not complete during that time, you continue to register and pay fees up to a maximum of 12 terms.</p> <p>PhD STUDENTS: The minimum fee is the equivalent of 6 terms of full-time study (12 terms part-time). Candidates continue to register and pay fees until degree completion. The maximum time allowable is 18 terms.</p> <p>If you complete your degree sooner than the minimum time to completion, you will be charged the balance of the fees.</p> </div> <p>Check here for information on fees: http://sfs.yorku.ca/fees/courses/index.php?term=su11&faculty=Graduate%2BStudies</p>
<p>Continuous Registration</p>	<p>Graduate students are required to maintain continuous registration during the summer term. This may be different from what many of you are used to in undergraduate studies or other universities. Summer registration starts in March of each year. You will need to be registered for the summer term in order to receive the third installment of your funding package.</p>
<p>Ryerson ID</p>	<p>York students MUST have Ryerson ID. This will enable you to gain access to Ryerson facilities and access Brightspace – an online teaching tool often used by Ryerson faculty. We will provide your Ryerson ID number during the first week of September.</p>
<p>PART II</p>	<p>TIMETABLE</p>
<p>Timetable Updates</p>	<p>The timetable for Communication & Culture is always subject to revision and the latest version will be available on the program website. The Registrar’s website, where the on-line lecture schedule is housed, may not be refreshed as often. The Course Description document is on the Com Cult website. Please note that elective course offerings vary from year to year.</p>

Changes to Course Schedule	Updates will be sent by e-mail, or see the latest timetable on the York Com Cult web site http://cmct.gradstudies.yorku.ca/
Limited Enrollment Courses.	Most elective courses have an enrollment limit, particularly those cross-listed with other programs. Demand usually exceeds the enrollment limit, so please have a second and third choice in mind. Often we can negotiate an extra space or two in cross-listed courses if interest is high. If you do enroll in a course and find it is not what you expected, please drop it immediately, as there may be someone waiting to get in. Again, we CANNOT guarantee enrollment in any course, but we will do our best to accommodate your requests and most students do end up in the courses they want. The Program Director determines which students will be registered in a course if there is a shortage of space. The decision is based primarily on a student's research focus and needs, NOT the location of the course.
"Permission of the Instructor" courses.	Please contact the instructor by e-mail for permission to take the course and forward it to Stephanie Margetts. You cannot enroll in these courses without permission. Obtaining the instructor's permission does not guarantee enrollment in the course however, it simply means you may enroll if space permits.
CMCT 6340 Managing the Broadcast & Digital Worlds	Entry into this course is by application only. The application is included with this information package, and posted on our website, under Prospective Students and "Preparing for York" as are most of our "Welcome" documents.
Adding and Dropping Courses	<p>Elective courses should not be dropped any later than two weeks after the start of classes. We cannot justify the continuation of a course without a minimum of six enrollments. CHECK your enrolments online a couple of weeks into each term to make sure you are enrolled in the right courses. Petitions for retroactive drops and adds cause unnecessary work for a lot of people.</p> <p>6002, 6004, 6005, 7000 and 7200 all have drop blocks on them. As these are required courses, you are expected to remain in them unless an exceptional circumstance arises. Please discuss with Stephanie in the program office if you require more information.</p>
Course Cancellation	Courses with insufficient enrollment are subject to cancellation - minimum enrollment is six students. The decision to cancel a course may be made prior to the start of the term in which it is offered or shortly after classes begin.
PART III	FUNDING CONTRACTS and FEE PAYMENT
All students who were offered financial assistance	In an attempt to have as many of you paid on September 25 th as possible, contracts must be processed by September 1st. Payment will not be released if you are not registered. In order to process contracts we need SIN and banking information. We will be collecting this information shortly.

PART IV	TEACHING ASSISTANTS
<p>Offer of Appointment</p> <p>Meetings</p> <p>Teaching Support</p>	<p>The hiring units (e.g. Communication Studies, Social Science, Humanities, Film and Video, etc.) will be sending out the <i>Offer of Appointment</i>. If you receive one, please send them your response as quickly as possible.</p> <p>Please notify Stephanie or Angie in the program office if you accept the offer of a teaching assistantship.</p> <p>Some course directors, especially those in the larger courses, will want to meet with their TAs prior to the start of classes to discuss course structure, reading lists, course outlines, and to determine tutorial groups. Please contact the Administrative Assistant of your hiring unit to find out what their procedures are (you can look them up on the York Atlas – click on “Directory” on the York home page).</p> <p>If you hold a teaching assistantship you may be interested in learning what support is available at the Teaching Commons: http://teachingcommons.yorku.ca/</p>
PART V	MISCELLANEOUS IMPORTANT STUFF
Forms	<p>Just about everything in the program requires a form. Forms specific to the program are on the York Com Cult web site at: http://cmct.gradstudies.yorku.ca/ You will also find program regulations, faculty biographies and course descriptions there as well.</p> <p>Forms relevant to the university in general are on the FGS website (petition forms, withdrawal forms, course transaction forms, etc.) http://gradstudies.yorku.ca/</p>
Websites	<p>There are a number of York web sites that are crucial to staying on top of things. For a comprehensive list visit: http://www.yorku.ca/yorkweb/cs.htm where, among other things, you will be able to check your course lists, grades, student account and change your address. It is your responsibility to provide current contact information at all times. You should also notify Student Accounts and Scott Library separately of any changes.</p> <p>We also have an internal program website called Spaces: https://spaces.yorku.ca You’ll be able to login after you start in the Fall term.</p>
Computing and Printing	<p>File Access Service for Students (FAS) and centralized printing for graduate students http://www.yorku.ca/computng/students/accounts/acadlabs.html</p>

OFFICE HOURS
CONTACT INFORMATION

For your convenience, we try to give prior notification to students when either Stephanie or Angie is away on a significant scheduled absence.

Office hours:

Monday to Friday, 8:30 – 4:30pm

During June, July and August the office will close at 3:30 on Fridays

Phone: 416 736-5978

Graduate Program Director

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Support Staff:

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Angie Ciuffetta, Graduate Program Secretary angela28@yorku.ca

3015 Victor Philip Dahdaleh Building (formerly TEL)

The information in this document is as accurate as possible at the time it is sent out. However, we are only human and errors do occur. It is your responsibility to check and verify information available on various York website or by contacting the appropriate administrative office.