

Department of

Mathematics

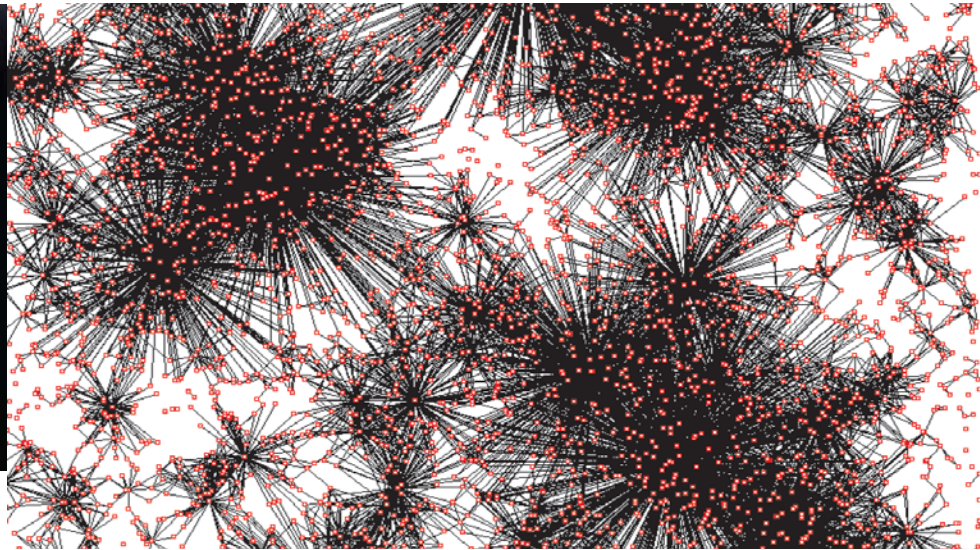


Table of Contents

Program Overview.....	3
Directory.....	7
Fall Semester Checklist	10
Important Deadlines.....	11
Academic Grades, Faculty of Engineering, Architecture & Science	12
Academic Standings.....	13
Essential Services.....	14
A-Z Quick Reference Guide	19

Program Overview

First Year: The BSc in Mathematics shares a point of entry with the BSc programs in Biology, Chemistry, Contemporary Science and Medical Physics through which all new science students at Ryerson complete a common first year. This allows students to explore various science-based routes to degree completion before they commit to the Mathematics program. In addition to the BSc foundational courses, the first year of studies will include an introduction to the use of computers as scientific tools and an orientation course ([SCI 180](#)) that will support students in making a successful transition to university and planning their steps to degree completion. All students in science programs must enroll in [SCI 180](#) in their first semester of studies.

Upper Years: For those students with a particular interest in the interrelationship between mathematics and computer science, we offer an **Option in Computer Science** which provides the opportunity to take many more courses in that subject. For those who wish to explore the relationship between mathematics and economics we offer an **Option in Economics**.

Students not taking one of the above Options will be enrolled in the Regular program and will select an area of specialization by the beginning of the fourth semester. Six of the total elective courses must be from the specialization chosen. The areas of specialization are: Accounting, Biology, Chemistry, Finance or Physics. Six of the elective courses must be chosen from any one of the specializations. Furthermore, students must take four upper level mathematics electives. Students who opt to take specializations in Accounting, Biology, Chemistry, or Finance would be ideally situated to obtain a minor in their chosen area.

Faculty members of the Department of Mathematics have expertise in applied and pure mathematics. The topics include: Computer Security, Financial Mathematics, Applied Statistics, Biomathematics, Software Testing, Graph Theory, Fluid Mechanics, Differential Equations and Operator Theory. Students will have the opportunity to work on a supervised thesis project that draws on faculty research in combination with your research interests. After graduation, students can go on to graduate studies in mathematics, as well as to work in industry.

All students enrolled in Mathematics and its Applications have the option to enroll in the Management Science Specialization.

Co-operative Program

An optional co-operative program is available for students who wish to obtain work experience and receive a salary from an employer while studying at Ryerson. The program leads to a BSc degree. In this option school terms alternate with four or five paid work terms starting from the second year (see the Table below). This schedule is the same as that used by the rest of the science programs at Ryerson and is designed to ensure that students attend winter and fall semesters in the correct order.

Although neither the Department nor the Office of Co-operative Education can guarantee a placement, they provide major assistance in locating suitable positions and counseling of students in their search for suitable jobs. This co-operative program enables students to earn competitive wages to offset the costs of a university education.

Students who have completed the first year of the program must apply through the Mathematics Department for admission to the co-op program prior to the beginning of the second year. Enrollment in the co-op program is limited and the department retains the right to deny access to the co-op program based on the number of available placements and student's grade point average. Once in the co-op program, the terms alternate between four months of study and four months of on the job experience. The co-op program usually takes an additional year to complete. The graduation requirements for the co-op program are the same as those for the BSc in Mathematics.

The sequencing of academic and work terms is shown below:

TERM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
FALL	SEMESTER 1	SEMESTER 3	SEMESTER 5	WKT 601	SEMESTER 7
WINTER	SEMESTER 2	SEMESTER 4	WKT 500	SEMESTER 6	SEMESTER 8
SUMMER	FREE TERM	WKT 401	WKT 501	WKT 602	GRADUATION

Students must successfully complete a minimum of four work terms in order to graduate from the co-op program. Students completing less than five work terms will be required to take an additional Professional elective.

The co-op program requires five years to complete the degree in Mathematics and its Applications. The regular program can be completed in four years.

All co-op placements must be approved by the Office of Co-operative Education and the Dean's designate responsible for administering science programs.

Optional Specialization in Management Sciences (OSMS)

Students who opt for this specialization will gain a solid foundation in management science courses, specifically tailored to better prepare them for a career in engineering or applied science management or for graduate studies in management related specializations (e.g. MBA). Students must complete all first year courses and obtain a CLEAR Standing to be eligible to enroll in this specialization.

Furthermore, in order to continue taking courses within the specialization, students must maintain their CLEAR Standing. Students' CGPAs will continue to be calculated based only on their required program courses and separate CGPAs will be computed for courses in the specialization. In order to have the specialization designation reflected on their degrees, students must successfully complete all six courses in the specialization and achieve a CGPA of 2.00 or more before graduation.

Courses within the optional specialization cover four major areas in management science: Strategic Engineering Management, Operations Management/Operations Research, Financial Sciences, and Organizational Sciences. Each area will have one required course and at least one elective. Required courses include: Managerial Accounting, Entrepreneurship and Innovation Management, Operations Management, and Organization Design and Dynamics. Elective courses span the following: Investment Analysis, Management Information Systems, Operations Research, and Project Management.

Required courses: [EMS 201](#), [EMS 202](#), [EMS 204](#), [EMS 303](#), [ECN 801](#).

Elective courses (select one): [EMS 203](#), [EMS 301](#), [EMS 302](#), [EMS 304](#).

Courses are offered in the Spring/Summer term. All required courses are prerequisite to the corresponding elective courses. For example, [EMS 201](#) is a prerequisite to [EMS 301](#). Additional prerequisites may be required. See the course description pages for details.

Career Opportunities

Graduates with a Bachelor degree in Mathematics, whether it is a single subject or in combinations with some other discipline, will have a wide range of prospective careers, ranging from finance to computer security to medical research to name a few. Mathematics graduates work for industry, business and governments, where they are involved in a wide variety of tasks such as biological and environmental studies (for ministries of the environment), market research (for finance institutions), software development (for the security and coding of data), statistical analysis (polling agencies, financial institutions, Statistics Canada), market analysis (for financial institutions) and others. It is universally recognized that training in mathematics develops strong problem-solving skills and the ability to reason analytically. Aptitude in problem solving and analytical reasoning is important and highly valued in all areas of industry. Graduates of the program will thus satisfy a current and growing demand for mathematically trained individuals who are able to move into business and industry. There is a consistent demand for students who are able to combine mathematics with another discipline. Students who are able to combine knowledge from mathematics with another area of expertise have a greater chance of employment in a variety of jobs. Science students with a mathematical background also have more flexibility and are better prepared when pursuing graduate studies in science. We note that graduates taking the Computer Science Option would be particularly well suited for careers as Systems Analysts and Computer Programmers. Those pursuing the Economics option would be well suited to work as Auditors, Accountants, Investment Professionals, Finance and Insurance Clerks. All graduates of the program would be eligible for the most common occupation: Mathematicians, Systems Analysts and Computer Programmers.

We would like to direct students to Human Resources Development Canada (HRDC). Specifically, Job Futures (www.jobfutures.ca), a Government of Canada web-site that provides overviews of the labour market and general economic trends, detailed information on all occupational groups and post-secondary fields of study, current and future labour market conditions and prospects for finding work in the Canadian workforce. The site has an entry for those studying undergraduate mathematics, and this category includes applied mathematics, actuarial mathematics, and statistics. Graduates usually find work as mathematicians, statisticians, systems analysts, accountants, financial auditors in finance and insurance.

Liberal Studies

Students must take three lower level liberal studies courses and three upper level liberal studies courses to graduate.

Minors

Students may pursue any Minor offered by Ryerson (with exceptions), and are eligible for only one Minor. Please refer to the Minors Policy section of this calendar for further information on individual Minor requirements and restrictions.

The G. Raymond Chang School of Continuing Education Certificates

Undergraduate students wishing to pursue a continuing education certificate program should be aware of possible restrictions. Please refer to the Curriculum Advising website at www.ryerson.ca/curriculumadvising for complete details.

Directory

Faculty

Bonato, Antony *Associate Professor*

Tel. ext. 2538, Room EPH419, Email: abonato@ryerson.ca

Danziger, Peter *Associate Professor*

Tel. ext. 7413, Room ENG223, Email: danziger@ryerson.ca

Delic, Dejan *Associate Professor*

Tel. ext. 6971, Room ENG228, Email: ddelic@ryerson.ca

Escobar, Marcos *Assistant Professor*

Tel. ext. 4867, Room ENG213, Email: escobar@ryerson.ca

Ferrando, Sebastian *Chair, Associate Professor*

Tel. ext. 4912, Room ENG219, Email: ferrando@ryerson.ca

Grandison, Chris *Professor*

Tel. ext. 2139, Room EPH421, Email: cgrandis@ryerson.ca

Ha, Dzung Minh *Associate Professor*

Tel. ext. 6963, Room ENG231, Email: haminh@ryerson.ca

Ilie, Silvana *Assistant Professor*

Tel. ext. 4870, Room ENG221, Email: silvana@ryerson.ca

Kim, Chul *Assistant Professor*

Tel. ext. 7064, Room ENG233, Email: chulkim@ryerson.ca

Kolasa, Lawrence *Assistant Professor*

Tel. ext. 4871, Room ENG225, Email: lkolasa@ryerson.ca

Lan, Kunquan *Associate Professor*

Tel. ext. 6962, Room ENG229, Email: klan@ryerson.ca

Lawrence, Peter *Professor*

Tel. ext. 5293, Room ENG237, Email: plawrenc@ryerson.ca

Olivares, Pablo *Assistant Professor*

Tel. ext. 4868, Room ENG212, Email: pablo.olivares@ryerson.ca

Ord, Garnet *Associate Professor*

Tel. ext. 6967, Room ENG222, Email: gord@ryerson.ca

Pascal, Jean-Paul *Associate Professor*

Tel. ext. 4872, Room ENG227, Email: jpascal@ryerson.ca

Rohlf, Katrin *Assistant Professor*

Tel. ext. 6976, Room ENG240, Email: krohlf@ryerson.ca

Tasic, Boza *Assistant Professor*

Tel. ext. 7415, Room ENG235, Email: btasic@ryerson.ca

Todorow, Bozena *Assistant Professor*

Tel. ext. 7949, Room ENG238, Email: btodorow@ryerson.ca

CUPE Instructors

Wang, Changping

Tel. ext. 4657, Room EPH442C, E-mail: cpwang@ryerson.ca

Homayouni, Soheil

Tel. ext. 4657, Room EPH442C, E-mail: shomayou@ryerson.ca

Post-doctoral Fellows

Zhu, Changrong

Tel. ext. 4235, Room EPH420, E-mail: changrong.zhu@ryerson.ca

Quintanilla, Maite

E-mail: maite@ryerson.ca

Alvarez, Alexander

Tel. ext. 2130, Room EPH442C, E-mail: alexander.alvarez@ryerson.ca

Jasmine, Hosne

Tel. ext. 2130, Room EPH442C, E-mail: hjasminwe@ryerson.ca

Office Staff

Chan, Luisa *Administrative Assistant*

Tel. ext. 6966, Room ENG220, E-mail: lachan@ryerson.ca

Labib, Jouanna *Departmental Assistant*

Tel. ext. 5079, Room ENG215, E-mail: jlabib@ryerson.ca

Technical Staff

Jawaid, Khurram *IT Specialist*

Tel. ext. 2130, Room EPH442B, E-mail: kjawaid@ryerson.ca

Fall Semester Checklist

August – What I need to do	What I need to know
<p>To secure funding and apply for OSAP, visit website www.ryerson.ca/financialaid</p> <p>Visit the Student Financial Assistance Office located in POD-59, 416-979-5113.</p> <p>Visit the Campus. Drop by the Student Campus Centre located at 55 Gould Street. www.rsuonline.ca 416-979-5250, ext. 2353.</p> <p>Get new and used books. Ryerson University bookstore located at 17 Gould St. and 105 Bond St. (Tip - Buy after 1st week of class).</p> <p>The Used Book Room is a student owned and operated bookstore of the Students' Union www.rsuonline.ca, located in SCC B03, 416-979-5263.</p>	<p>To connect with other student leaders in your program and interact with other first year students even before you come on campus. Visit www.ryerson.ca/ruconnected</p> <p>Orientation runs August 31 to September 4, 2009, providing a welcome to Ryerson, information packed sessions and opportunity to connect with all incoming students. Located at POD-61. Visit website www.ryerson.ca/orientation/orientation09 416-979-5187.</p>
September – What I need to do	What I need to know
<p>Attend Learning Success Workshops to prepare for university level work. For a complete listing of workshops, seminars and services, visit www.ryerson.ca/learningsuccess Located at VIC B15, Telephone: 416-979-5000 Ext. 7350. Workshops include:</p> <ul style="list-style-type: none"> • Using your learning style to success; • Writing exams and dealing with test anxiety; • Managing your time and staying motivated; • Writing university essays; • Test preparation. 	<p>How to use Blackboard and RAMSS.</p> <p>At the beginning of September, the Students' Union distributes its FREE Handbook and Day Planner to its members – all full-time undergraduate and graduate students. The handbook has everything students need to know about convenient cost-saving services, great events, campus groups, educational issues and how to get involved. Student Campus Centre located at 55 Gould Street. Office, 416-979-5250, ext. 2353.</p> <p>Join the Recreation and Athletics Centre (RAC) located in St. James Square, also referred to as the "Quad".</p> <p>What each of my professors expects from me.</p>

October – What I need to do	What I need to know
Pick my Elective. Assess academic strengths and weaknesses. Study and prepare for midterm exams.	
November – What I need to do	What I need to know
Complete my lab reports. Balancing relaxation with beginning to study for exams.	How to write lab reports. How to review for exams. How to alter my study strategies based on my midterm performance.
December– What I need to do	What I need to know
Just keep studying. Stay healthy. Answer the question: Am I in the right program so far?	How to manage stress. How to stay motivated. When and where are my exams?

Important Deadlines

Deadlines are very important and must be observed. Missing deadlines could prove detrimental to you since it might result in monetary or academic penalties!

It is your responsibility to be familiar with important deadlines. Please take time to familiarize yourself with these deadlines and other significant dates located in the front of the Undergraduate Calendars at www.ryerson.ca/calendar/2009-2010/

- Last day to add courses.
- Last day to drop courses. There are different deadlines for one-term and multi-term courses.
- Last day to withdraw in good Academic Standing.
- Last day to apply for graduation.
- Last day to apply for re-admission.

Academic Grades, Faculty of Engineering, Architecture & Science

The following table gives the performance designations for courses taken in the Faculty of Engineering, Architecture and Science:

Performance Description	Letter Grade	Conversion Range Percentage Scale to Letter Grades	Ryerson GPA
Excellent	A+	90 - 100	4.33
	A	85 - 89	4.00
	A-	80 - 84	3.67
Good	B+	75 - 79	3.33
	B	70 - 74	3.00
	B-	66 - 69	2.67
Satisfactory	C+	63 - 65	2.33
	C	60 - 62	2.00
	C-	57 - 59	1.67
Marginal	D+	54 - 56	1.33
	D	52 - 53	1.00
	D-	50 - 51	0.67
Unsatisfactory	F	0 - 49	0

Academic Standings

Each student's academic standing will be established from the student's formal course grades at the end of each academic term; i.e., Fall, Winter and First Year Transition Program (Spring/Summer term grades will be combined with Fall term grades) on the basis of the following categories and criteria for overall academic performance:

CLEAR	A cumulative grade point average (CGPA) of at least 2.00. Students with clear standing may continue their program studies with no restrictions except for the obligation to satisfy prerequisite requirements.
PROBATIONARY	A CGPA of 1.00 to 1.99. Students with Probationary standing may not continue their program studies until a specific plan for studies and academic supports has been authorized by their program School or Department, and signed by the student. Please refer to http://www.ryerson.ca/senate/policies/pol46.pdf for further info.
REQUIRED TO WITHDRAW	Students will be required to withdraw from their program for one of the following reasons: i) a CGPA of less than 1.00; or ii) BOTH a term GPA and CGPA below 2.00 while on probation; or iii) violation of any approved Department/School standing variation; or (iv) violation of a probationary contract. Please refer to http://www.ryerson.ca/senate/policies/pol46.pdf for further info.
PERMANENT PROGRAM WITHDRAWAL	Students will be permanently withdrawn from their program for the following reasons: i) Any academic performance that would result in "Required to Withdraw" standing for a second time. ii) Failure of a course required by their program for a third time. Students who are permanently withdrawn from a program may not apply for reinstatement into that program. Students who are permanently withdrawn from a program may apply to a different program for the Fall semester of the following calendar year.
DISCIPLINARY SUSPENSION	Students who are placed on disciplinary suspension (DS) for student code of conduct violations will not be permitted to register in any course at the University during their period of disciplinary suspension. Students who have served their period of disciplinary suspension must contact their program department to make arrangements for reinstatement.

Essential Services

- › [Academic & Learning Advancement](#)
- › [Campus Life & Community Spirit](#)
- › [Financial Matters](#)
- › [Employment & Professional Growth](#)
- › [International Services for Students](#)
- › [Aboriginal Services for Students](#)
- › [Resolving Concerns & Complaints](#)
- › [Information Desks](#)
- › [Health & Well Being](#)
- › [Other Resources](#)

ACADEMIC & LEARNING ADVANCEMENT SERVICES

Access Centre for Students with Disabilities

POD-62B (Podium Building) www.ryerson.ca/accesscentre/

416-979-5290, accessfrontdesk@ryerson.ca

Services Offered: disability-related accommodations for tests and exams, notetaking, sign language interpreting, alternate formats for texts, assistive technology services, and other support services

English Language Support

VIC-B-17 (lower level, Victoria Building) www.ryerson.ca/els

416-979-5000 ext. 4064, els@ryerson.ca

Services Offered: Programs and services for students whose first academic language is not English; Assistance with conversation, writing and pronunciation is provided

Enrollment Services & Student Records

POD-70 (Podium Building) www.ryerson.ca/essr,

416-979-5136

Services Offered: Curriculum Advising, Enrolment Student Records, Transfer Credits, Validate OneCard

Learning Success Centre

VIC-B-26 (lower level, Victoria Building) www.ryerson.ca/learningsuccess

416-979-5000 ext. 7350, lss@ryerson.ca

Services Offered: Seminars on essential learning strategies, Tutoring services, Learning support for students with disabilities

Library Reference & Technology Support Desk

Ronald D. Besse Information and Learning Commons (main floor, Library) www.ryerson.ca/library

416-979-5055, refdesk@ryerson.ca

Services Offered: Reference and borrower services, Interlibrary loans and audiovisual services, Library skills workshops, Student technology support and laptop loans, Individual and group study facilities

Undergraduate Admissions and Recruitment

POD 144 (Podium Building) www.ryerson.ca/undergraduate/admission
416-979-5036

Services Offered: Admissions advising, Campus tours, Undergraduate program information

Writing Centre

LIB-272B (Library Building) www.ryerson.ca/writingcentre
416-979-5000 ext. 7192, writingcentre@ryerson.ca

Services Offered: One-on-one tutoring; Workshops in APA and MLA Referencing, Essay Writing, Editing, and Grammar; and Online resources including Writing University Essays, Grammar, Citation Methods, and Avoiding Plagiarism

CAMPUS LIFE & COMMUNITY SPIRIT

Student Housing Services

PIT-100 (Pitman Hall), www.ryerson.ca/housing
416-979-5284, housing@ryerson.ca

Services Offered: Off-campus Housing Registry, Study groups, Connections to students in your program

Student Programs – Student Community Life

JOR-03 (Jorgenson Hall) www.ryerson.ca/stuprog,
416-979-5000 ext. 7352 orientation@ryerson.ca, leadership@ryerson.ca

Services Offered: Leadership and Development Program (LEAD), Ryerson Off Campus Living Links Program (ROLL), Campus-wide Orientation

Tri-Mentoring Program

POD-54 (Podium Building), www.ryerson.ca/trimentoring
416-979-5000 ext. 6634, tmentor@ryerson.ca

Services Offered: Peer mentoring, First Generation Project, Career mentoring

FINANCIAL MATTERS

Student Fees Office

POD-64 (Podium Building), 416-979-5015

Services Offered: Student fee payments/refunds, Residence payments, Miscellaneous payments, Validate OneCard

OneCard Office

JOR-02 (Jorgenson Hall) www.ryerson.ca/onecard
416-979-5000 ext. 7565, onecard@ryerson.ca

Services Offered: Issue/validate/replace Official Ryerson photo ID Cards, Purchase special in-residence and commuter meal plans, Add money to your OneCard for photocopy/laser print/vending/food, OneCard is also your library card

Student Financial Assistance

Financial Assistance Advisors 1

POD-59 (Podium Building), 416-979-5113, finaid@ryerson.ca

Awards Administrator 2

POD-59 (Podium Building), 416-979- 5000 ext. 7571, awards@gwemail.ryerson.ca

Work Study – Financial Administrator 3

POD-59 (Podium Building), 416-979- 5000 ext. 7298, jobs@gwemail.ryerson.ca

Services Offered: Government Student Loan Programs 1 , Scholarships/awards/bursaries 2 , On campus jobs/SAG/Ryerson Bursary 3

EMPLOYMENT AND PROFESSIONAL GROWTH

Career Development & Employment Centre

POD-60 (Podium Building) www.ryerson.ca/career,
416-979-5177, career@ryerson.ca

Services Offered: Career and job fairs, On and off campus employment opportunities, Career resources and workshops, one to one employment counseling

Centre for Student Development and Counseling

CSDC@ryerson.ca

INTERNATIONAL SERVICES FOR STUDENTS

International Services for Students

POD-61 (Podium Building) www.ryerson.ca/student-services/international-services
416-979-5000 ext. 6655, issask@ryerson.ca

Services Offered: international orientation, immigration advising, status letters, International student employment programs, University Health Insurance Plan (UHIP), international events and programs

ABORIGINAL SERVICES FOR STUDENTS

Ryerson Aboriginal Student Services

KHW-389 (Kerr Hall West) www.ryerson.ca/aboriginal,
416-979-5000 ext. 7699

Services Offered: Learning support, Tutoring service, Academic program advocacy, Peer support program, Cultural and traditional programs, Bursary/scholarship information

RESOLVING CONCERNS & COMPLAINTS

Discrimination & Harassment Prevention Services

POD-254A (Podium Building), www.ryerson.ca/equity
416-979-5349, dhps@ryerson.ca

Services Offered: Confidential information about discrimination/harassment concerns, mediation and investigation of discrimination and harassment complaints Educational initiatives to promote awareness of human rights, Human Rights Resource Room, Referral to appropriate resources,

Ombudsperson

OAK-215 (Oakham House), www.ryerson.ca/ombuds
416-979-5000 ext. 7450, ombuds@ryerson.ca

Services Offered: Impartial/independent/confidential resource for addressing administrative and academic concerns, Fair and equitable approach, Generation and evaluation of options for problem solving

INFORMATION DESKS

Information Desk

POD-61 (Podium Building), www.ryerson.ca/studentsservices
416-979-5187

Services Offered: General information, Student event planning Student project funding (P-FACS)

Undergraduate Admissions and Recruitment

POD 144 (Podium Building) www.ryerson.ca/undergraduate/admission
416-979-5036

Services Offered: Admissions advising, Campus tours, Undergraduate program information

Welcome and Student Information

POD-144 (Podium Building), SIAC@ryerson.ca

Services Offered: General information about Ryerson, Referrals to services and resources, Answers to questions about student life

Ryerson Students' Union, Student Campus Centre

Main floor, Student Campus Centre, <http://www.rsuonline.ca>

416-979-5255, info@rsuonline.ca

Services Offered: Assistance with grades/fee disputes/standing, Free legal advice, Over 50 part-time on-campus jobs, Health and Dental plans, Campus event tickets, International Student Identity Card/Discount TTC pass, Campus Lost and Found, Used Book Room.

HEALTH AND WELL BEING

Centre for Student Development and Counseling

JOR-07C (Jorgenson Hall) www.ryerson.ca/counselling,
416-979-5195, CSDC@ryerson.ca

Services Offered: Personal counseling, Career and educational planning/counseling, Crisis intervention

Medical Centre & Health Promotion

KHW-181 (Kerr Hall West), www.ryerson.ca/student-services/medicalcentre/,
www.ryerson.ca/healthpromotion
416-979-5070, healthct@ryerson.ca

Services Offered: Appointments with family physicians and psychiatrists, Advice on healthy lifestyles

Recreation and Athletics Centre (RAC)

RAC, (Quad), www.ryerson.ca/sportsandrec/
416-979-5096, rac@ryerson.ca

Services Offered: Sports and Recreation information, RAC memberships and services registration, Recreation and activity program registration, Intramural sports leagues registration

OTHER RESOURCES

Student Computing

KHW-71 (Kerr Hall West) or Reference & Technology Support Desk, Ronald D. Besse Information and Learning Commons (main floor of the Library)

Services Offered: Account activation, Password reset, my.ryerson portal, Wireless assistance

Media Services

KHE-227 (Kerr Hall East), www.ryerson.ca/ccs/resources/mediatech
avhelp@ryerson.ca

Services Offered: Audio visual equipment loan

A-Z Quick Reference Guide

-A-

Access Centre

(POD-61, 416.979.5290, www.ryerson.ca/accesscentre)

(TDD/TTY: 416.979.5274, email: accessctr@ryerson.ca)

Test/Exam Centre, VIC-B21, ext. 7932

The Access Centre is one of several initiatives undertaken to meet the needs of disabled persons at Ryerson. The Centre assists students who have learning disabilities, are deaf or hard of hearing, are blind or partially sighted, have a physical, medical, psychiatric, or learning disability, or have any other disability that requires adaptation. Advice and coordination of the provision of services and adaptations – both in academic areas and in the physical environment on campus – are provided. Any accommodation must be presented to the professor as soon as possible, and may not be presented after-the fact. The professor may wish to discuss accommodations with you and the Access Centre to ensure that they are appropriate.

Appeals (First Level)

First level appeals application packages must be submitted to the Departmental Office. Appeals are adjudicated by the Chair. The Academic Consideration and Appeals Policy and relevant forms can be found at <http://www.ryerson.ca/senate/forms/index.html>.

Download a copy of the *Ryerson Student Guide to Avoiding Academic Appeals* from <http://www.ryerson.ca/studentguide>

Appointments

Consultation hours are posted by the individual professors.

Assignments

Assignments to be submitted to the individual professors.

Awards & Scholarships

Scholarships are awarded on the basis of academic excellence. With some exceptions, students need not apply for scholarships, as these awards are generally granted to the recipients on the basis of their performance during the previous year. Full details of all scholarships and awards are published annually on the Student Financial Assistance Web site www.ryerson.ca/financialaid.

-B-

-C-

Career Centre

(POD-60, 416-979-5177 www.ryerson.ca/career)

The Career Centre provides individual counselling and group programs to help students gain the self-knowledge and labour market awareness needed to make satisfying educational, career and employment decisions.

Class Cancellations

Notices are usually posted on the classroom door.

Course Selection

Full-time undergraduate course selection will now be done online using the new RAMSS web service (Ryerson Administrative Management Self Service)

Co-op

Students should contact the Office of Cooperative Education & Internship at (416)979-5068, 101 Gerrard Street East. Website: www.ryerson.ca/co-op, Email: ryecoop@ryerson.ca

Course Management Policy

Students receive a course outline at the beginning of each course. The course outline gives details such as the instructor's coordinates, topics covered, evaluation scheme and policy on missed assignments and tests. The Course Management Policy may be found at <http://www.ryerson.ca/senate/policies/pol145.pdf>.

Course Prerequisites/Co-requisites

Students will not be allowed to register for courses that they do not have the required prerequisites or co-requisites.

Course Repeats

The grade earned for a repeated course is substituted for the previous grade in calculating subsequent grade point averages even if the later grade is lower, but both attempts are recorded on the transcripts. No course can be repeated more than twice (i.e., registered initially, repeated once, repeated twice = 3 registrations). If at least one of the course attempts results in a passing grade, the course will count towards graduation requirements irrespective of the sequence of grades earned.

Curriculum Substitution

Curriculum Substitution Form, which can be downloaded at http://www.ryerson.ca/currentstudents/forms/course_sub_ugrd.pdf, is first submitted for consideration to the teaching department responsible for the required course.

-D-

Departmental Council

The Departmental Council is a student/faculty advisory body that reviews and approves curricular, operational, and other changes affecting student life. One student representative from each year and program will sit on the Council. Representatives are elected during classes in September.

-E-

Email Account

All students are required to activate and maintain a Ryerson Matrix e-mail account. Forwarding mail to another account may result in lost information. Check your e-mail regularly. Your Ryerson email account will often be used to direct information to you from the Department, from faculty members and from the Registrar's office. Procedures for activation and use, as well as the Ryerson Student Computing Guidelines, are available at www.ccs.ryerson.ca

Exam Schedule

The exam schedule can be downloaded from RAMMS website at www.ryerson.ca/rows/exam_main.htm. Examination Policy can be found at <http://www.ryerson.ca/acadcouncil/current/pol135.pdf>

-F-

Fees

Students are required to pay for their full academic year prior to the start of fall classes. Outstanding fees or failure to make suitable payment arrangements may result in students being dropped from their courses and/or programs. Refer to the significant dates of the Ryerson calendar <http://www.ryerson.ca/calendar/2009-2010/pg11.html> for the final date for payment of fees.

Final Exam Schedule & Policy

The final exam schedule can be downloaded approximately one month before examinations at www.ryerson.ca/rr or <http://my.ryerson.ca> (RAMMS tab).

The Examination Policy may be found at www.ryerson.ca/senate/policies/pol135.pdf

Forms & Documents Available Online

www.ryerson.ca/rr/forms.htm

General Laboratory Safety Guidelines

Safety standards are designed to reduce, to an acceptable level, the risks inherent in the use of dangerous materials and potentially dangerous procedures or practices. All laboratories can be inherently dangerous places, and the attitudes and actions of those who work in the laboratory determine their own safety and that of their colleagues and ultimately, that of the community.

Different standards are set for different levels or risk. High levels of risk require more stringent standards than lower levels of risk. Compromises are, therefore, made in setting safety standards so as not to impede much needed research while keeping the risks of those involved to a minimum. Laboratory equipment and design has become more sophisticated and safer, but safe and proper utilization still depends on properly trained and genuinely concerned personnel, who are safety conscious at all times.

This guide is intended to provide basic rules for safe practices in a laboratory.

Awareness – Communication

- BE FAMILIAR with the locations and operation of safety and emergency facilities such as fire extinguishers, first aid kits, spill kits, emergency wash facilities, fire alarm pull stations, telephones, and emergency exits.
- ALWAYS BE ALERT to unsafe conditions.
- PROMPTLY REPORT unsafe equipment, conditions and accidents to your supervisor.

Personal Protective Equipment

- Wear clothing appropriate for the level of hazard. For example, lab coats and proper footwear are required for work involving radioisotopes.
- Gloves and safety glasses or safety goggles must be worn as required by the work being performed.
- Long hair must be tied back or otherwise restrained when working with radioisotopes, open flames or moving machinery.

Conducting Experiments

- NEVER perform unauthorized work, preparations or experiments.
- Consider safety issues BEFORE beginning work.
- Check all equipment for damage prior to setting up experimental apparatus.
- DO NOT leave an experiment unattended if it represents a potentially hazardous situation.
- Perform a safety check at the end of each experiment.
- Make sure that gas, water, and electricity have been turned off unless required.
- If you have used hazardous materials in your experiments, wash your hands and arms thoroughly with warm soapy water before leaving the laboratory.

Proper Usage of Laboratories

- In the event of a medical or personal emergency contact Ryerson Security. Dial "80" from any office phone OR press the **RED** "EMERGENCY" button on any pay phone on Campus. Pay Phones are located at the corner of North and East wings of Kerr Hall. To contact Police, Fire, Ambulance, **dial 911** for "EMERGENCY" from any pay phone on Campus. Internal office phones may require you to dial 9 911. If you dial 911 first, you should also notify Security, they may be able to respond faster and they can direct Emergency Personal to the scene.

-G-

General Computer Lab Policy

Should it be deemed necessary, the System Administrator has the right and at his/her discretion to monitor the actions and terminate any processes owned by the account holder.

The account holder is fully accountable for the contents of their account and will be held liable should those contents become questionable. You will be requested to fill in a form.

-H-

Health Centre

The Ryerson Health Centre is located in KHW-181, call (416)979-5070 to make an appointment.

-I-

International Students

International Services for Students (ISS) in POD-61 provides support services for registered international students. ISS also promotes international awareness to all students, as well as promoting opportunities for work-study abroad. For more info, call (416)979-5000, ext. 6655; www.ryerson.ca/internationalservices; or email issask@ryerson.ca

-J-

-K-

-L-

Labs

Please note that there are no labs during the first week of school. If your timetable says your lab is in “Alt Weeks 1”, your first lab will be in Week 3. If your timetable says your lab is in “Alt Weeks 2”, your first lab will be in Week 2.

Learning Success Centre

(VIC-B15), 416-979-5000 ext 7350 www.ryerson.ca/learningsuccess

As part of other services provided by Student Services, free learning skills sessions are provided to students to enhance the power of your learning strategies and to increase your grades. Method of Inquiry (MOI) Learning Success Seminars are a set of one or two-hour sessions on a variety of basic and advanced learning skills topics. Attending these sessions and applying the strategies taught will help you become a more confident and intelligent learner. Session dates are posted online at www.ryerson.ca/student-services

Library Cards

Valid for one year, to be renewed each September. For more info, please visit

<http://www.ryerson.ca/library/info/borrower/cards.html>

-M-

Medical or Compassionate

Documents for the missing of a test, exam or assignment due date must be submitted within 3 working days. This should normally be done on a Ryerson Medical Certificate, but if you get a note from a physician it must contain all of the information required on the form, and you must submit the affidavit (the top part of the form) with the note. Your certificate must be for the period of time in question. Your Department has the right to verify the validity of the certificate. You are responsible for notifying the instructor, as soon as possible, if you will be missing a test or exam. The medical certificate can be downloaded from <http://www.ryerson.ca/senate/forms/medical.pdf>.

If you have illness or other situation, which affects your overall academic performance, you must consult with your Chair who will make recommendations on a plan for your studies and will inform your instructors. (You must still contact your instructors to verify the details.)

Minors

Students may pursue any minor offered by Ryerson, and are eligible for only one minor. Please refer to the Minor's Policy at <http://www.ryerson.ca/calendar/2009-2010/pg1330.html> of the calendar for further information on individual minor requirements and restrictions.

-N-

-O-

OSAP

The Ontario Student Assistance Program is available to full time Ryerson students who meet the eligibility requirements. Applications are available online at our application must be submitted to the Student Financial Assistance Office, located at POD-59, 416-979-5113. This office administers a number of financial assistance programs. www.ryerson.ca/financialaid

-P-

Pedagogical Info

A reference to style guides, oral presentation guidelines, etc., can be found at

<http://www.ryerson.ca/library/refshelf.html>

Permanent Program Withdrawal

Students who are permanently withdrawn from a program may not apply for reinstatement into that program.

Students who are permanently withdrawn from a program may apply to a different program for the Fall semester of the following calendar year.

Probation

A CGPA of 1.00 to 1.99. Students with Probationary standing may not continue their program studies until a specific plan for studies and academic supports has been authorized by their program School or Department, and signed by the student. Please refer to <http://www.ryerson.ca/senate/policies/pol46.pdf> for further info.

Probationary Contract

A probationary contract provides an academic plan for students who fail to perform up to an acceptable academic standard as per Ryerson's promotion policies. The contract is drawn up by the Undergraduate Coordinator of the Department, then signed by the student and submitted to the Department. Please note that *while on probation you may only take a maximum of four courses*. Failure to follow your probationary contract will result in a required to withdraw status.

-Q-

-R-

Re-grading or Recalculation

Requests for the regarding or recalculation of your work must be made within 10 working days of the date the graded work is returned to the class. It is your responsibility to discuss your work with your professor, and he or she may ask you to put your request in writing detailing where you believe the grading is incorrect.

- If your professor does not re-grade your work, or if you still believe that there is merit to your concern, you may request a formal re-grading from your Chair. You must submit a detailed outline of where you believe the grading is incorrect. Be aware that your grade could go down (or up or remain the same). The result of the regarding is the grade that is recorded.

Re-instatement of Students Required to Withdraw

Students seeking re-instatement into the same program following their period of 'Required to Withdraw' should:

- Complete a Ryerson application form available online at: www.ryerson.ca/undergraduate/admission/apply/forms. Application procedures and fees are outlined in the application and supporting documentation.

- Submit the following directly to Undergraduate Admissions and Recruitment: any written conditions (e.g. School or Departmental Statement of Understanding); a letter that outlines academic and non-academic activities since receiving your Required to Withdraw status, and provides reasonable evidence of the prospect of successful study. If applicable, include any officially certified transcripts for courses taken at other post-secondary institutions during the term of Required to Withdraw. **NOTE:** Reinstatement is subject to space, competition, and academic consideration. Courses completed during a period of required to withdraw will not be credited towards degree requirements unless previous written approval is given by a School or department, to a maximum of two single-term courses or equivalent.

Application for re-instatement should be made as early as possible. The equal consideration date for the Fall term is **February 1st** and for the Winter term is **November 1st**. Applications received after these dates will be reviewed subject to space availability.

Re-instatement, if granted, will be with PROBATIONARY Standing, and its requirements for defined limited studies. (See section on [Academic Standings](#).)

Religious Obligation

Ryerson recognizes that a student's religious observance may require an absence from any required course activity as scheduled in the course syllabus (available and/or distributed by the first day of class), or scheduled after the first day of class, or from a final examination as announced later in the term. Final examinations may be scheduled seven days a week. This policy provides a mechanism to address student religious observance requirements as they relate to meeting these course requirements. The Student Declaration of Religious Observance form is available at <http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>. Refer to <http://www.ryerson.ca/senate/policies/pol150.pdf> or the complete policy on Religious Observance Obligations

RSU

(SCC-311, 416-979-5255)

www.rsuonline.ca

The Ryerson Students' Union (RSU) is the students' union for Ryerson's full-time undergraduate and graduate students. It offers many services to help students to stay healthy and safe, to make university life easier. It holds events and activities of both social and educational nature. RSU is students working together.

Ryerson One Card

(JOR-02, 416-979-5000, ext. 7565)

www.ryerson.ca/onecard

The Ryerson One Card is Ryerson's official ID card, plus a whole lot more!

The card displaying your name, picture, and student number is issued to all program students. It contains a barcode on the front and a magnetic strip on the back. The barcode is used to check out resources from the Library. The

magnetic strip, when loaded with funds, acts as the Ryerson One Card's "stored value" prepaid service. It can be used on:

- food on Campus;
- photocopiers, microfiche/film readers in the Library, Architecture, Interior Design, etc;
- laser printers in the computer labs and Library;
- colour printers, plotters in the Duplicating and Print Centre, JOR 04;
- over 50 vending machines;
- Library fines.

-S-

Scholarships & Awards

Ryerson offers many scholarships and awards to new and returning students. Information on awards and scholarships are available from the Financial Aid and Awards Office at <http://www.ryerson.ca/financialaid/scholarshipaward/>.

Students who have a yearly GPA of 3.50 with an average load of over 4.0 for two terms of the academic year are eligible for the Dean's List. Refer to <http://www.feas.ryerson.ca/undergraduate/deanslistCriteria.pdf>.

Special Students

Special students status can only be granted by the Dean's Office in ENG377, not from the Department of Mathematics. Information on Special Students are available from http://www.feas.ryerson.ca/undergraduate/special_students_permission_form_and_instructions.pdf

Statement of Understanding

You may be issued a Statement of Understanding if you become suspended from your program. The FYCSO's Academic Coordinator will assign you two courses on the Statement of Understanding that you may take upon completing your term of 'Required to Withdraw'. You must then achieve a minimum grade of "B" in these courses to be eligible to apply for reinstatement in the following semester. If you are issued a Statement of Understanding, you will take the specified courses as a Special Student.

Student Code of Academic Conduct & Non-academic Conduct

The Student Code of Academic Conduct may be found on pages 75 in the Ryerson Calendar, or at the website <http://www.ryerson.ca/senate/forms/index.html#conduct>

Student Complaints

Students should first talk about any course-related concerns they have with their instructors. If they do not feel comfortable doing this or cannot resolve the concerns, they may bring this up with the Undergraduate Coordinator followed by the Chair of the Department. If the complaints are not course-related, students should consult with the Chair. Students may also consult Ryerson's Ombudsperson (www.ryerson.ca/ombuds) to discuss any complaints they may have. 416-979-5000 Ext. 7450, OAK-215/216.

-T-

Transfer Credit

To be completed by the student and submitted to the Admissions office. The form can be downloaded at http://www.ryerson.ca/currentstudents/forms/tc_credit.pdf

Transferring Programs

To transfer to another program, visit the Undergraduate Admissions Office in LIB-82 for an application.

Tutor Registry

(VIC-B15, 416-979-5000, ext. 7350)

<http://www.ryerson.ca/student-services/learningsuccess/tutor%20registry/>

The Tutor Registry matches students seeking academic help for specific course with a qualified tutor.

-U-

-V-

-W-

Writing Centre

(LIB-272B, 416-979-5000, ext. 7192)

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

If you get stuck writing an essay or don't know how to start, the Writing Centre can help. Book an appointment with a tutor or drop by LIB-272B. Tutors will teach you strategies of organization and writing that you can use for your next assignments too. The Writing Centre also provides handouts on the major styles of referencing and on bibliographies.

-X-

-Y-

-Z-