

**WELCOME to Interdisciplinary Studies**

This guide is provided as a resource for students in our Graduate Program.

Please note: Students are responsible for familiarizing themselves with all of the rules, regulations and protocols that are laid out by the IS program (INST) at <http://interdis.gradstudies.yorku.ca/>, as well as the Faculty of Graduate Studies (FGS) and York University.

Full information is available on the FGS website at <http://gradstudies.yorku.ca/>

<b>Important Contacts: Graduate Program in Interdisciplinary Studies Contact</b>	<b>Purpose for contacting this person</b>
<b>Graduate Program Director:</b> Kym Bird <a href="mailto:gpdinst@yorku.ca">gpdinst@yorku.ca</a> 226 Vanier College	<ul style="list-style-type: none"> <li>• Challenging situations or concerns</li> <li>• Academic questions</li> </ul>
<b>Graduate Program Assistant:</b> Fiona Fernandes <a href="mailto:gradinst@yorku.ca">gradinst@yorku.ca</a> 227 Vanier College 416-736-5126	<ul style="list-style-type: none"> <li>• Graduate/Research Assistant contracts and information as well as all funding inquiries</li> <li>• Questions regarding Thesis procedures</li> <li>• Questions regarding convocation</li> <li>• Submitting forms and documents</li> <li>• Booking appointments with the Graduate Program Director</li> <li>• Scholarship information</li> </ul>
<b>Faculty of Graduate Studies</b> <a href="mailto:fgsnews@yorku.ca">fgsnews@yorku.ca</a> 416-736-2100 extension 55521	<ul style="list-style-type: none"> <li>• Information pertaining to FGS regulations</li> </ul>

<p><b>York Graduate Students in Interdisciplinary Studies (INST)</b></p> <p>Email to be supplied at Orientation</p>	<ul style="list-style-type: none"> <li>• Any issues pertaining to the YGSINST, which is the graduate students' association in Interdisciplinary Studies</li> <li>• Nominations &amp; self-nominations to serve on committees in the Faculty of LAPS or Grad Program in INST and the YGSINST</li> </ul>
<p><b>IT Helpdesk – Faculty of Education:</b>  <a href="mailto:helpdesk@edu.yorku.ca">helpdesk@edu.yorku.ca</a></p>	<ul style="list-style-type: none"> <li>• Help with classroom-based technology</li> <li>• Help with access to INST email</li> <li>• Help with the computers in INST student lounge</li> </ul>
<p><b>York Security Services:</b>  <a href="mailto:scc@yorku.ca">scc@yorku.ca</a>          General Phone: 416-650-8000 or Ex. 58000 Urgent          Phone: 416-736-5333 or Ex. 33333          Humanities Reception          77012</p>	<ul style="list-style-type: none"> <li>• In case of emergency on campus (and call 911 as appropriate)</li> </ul>
<p><b>Facilities:</b>  <a href="mailto:facilities@edu.yorku.ca">facilities@edu.yorku.ca</a>          416-736-2100 extension 22401</p>	<ul style="list-style-type: none"> <li>• To have messes in classrooms and/or hallways cleaned</li> <li>• If you are locked out of a classroom that is supposed to be open</li> </ul>

Looking for someone else? Use the York Atlas Directory in order to find any faculty or staff member at York <https://atlas.cookie.uit.yorku.ca/atlas/servlet/>

Listing of Graduate Faculty and their research interests and publications can be found on the following web site address: Look for tenure-stream faculty only.  
<http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/current-members/>

### **Dispute Resolution**

Student challenges can be addressed by the appropriate unit. These may include:

### **Grade Reappraisal**

In order to obtain the Grade Reappraisal Form, visit the Graduate Program in Interdisciplinary Studies or request the form by email at [gradinst@yorku.ca](mailto:gradinst@yorku.ca)

### **Human Rights Complaints**

Students, Faculty and Staff can make inquiries, voice concerns or make complaints relating to breaches of Provincial Human Rights Legislation and or York Human Rights Policies and

Procedures through the Centre for Human Rights, Equity and Inclusion

[https://atlas.cookie.uit.yorku.ca/atlas/servlet/atlas/action/AtlasAction/template/orgUnit.vm?eventsubmit\\_doorgunit=OrgUnit&searchorgunit=Centre+for+Human+Rights%2C+Equity+and+Inclusion](https://atlas.cookie.uit.yorku.ca/atlas/servlet/atlas/action/AtlasAction/template/orgUnit.vm?eventsubmit_doorgunit=OrgUnit&searchorgunit=Centre+for+Human+Rights%2C+Equity+and+Inclusion)

## **Health and Safety**

There are a number of health and safety resources available which will help you react appropriately in an emergency situation.

- Office of Emergency Preparedness – contact in case of natural disasters/snow storms/gas leaks etc. - To obtain the current status of an emergency situation, call the York University Information Line at (416) 736-5600. The **Office of Emergency Preparedness** link is - [epp.info.yorku.ca](http://epp.info.yorku.ca)
- Student Counselling and Disability Services– contact for any counselling/disability support <http://cds.info.yorku.ca/>
- Mental Health and Wellness at York – programs to support well being - <http://mhw.info.yorku.ca/>

## **Students Injured on Campus**

- If **you are injured on campus**, or in the course of your duties for York University, please follow all of the procedures. Please ensure that you make a report right away, to help ensure the safety of yourself and others - [http://www.yorku.ca/finance/documents/YU-IncidentReport\\_Non-Employee.pdf](http://www.yorku.ca/finance/documents/YU-IncidentReport_Non-Employee.pdf)

## **Mandatory Pre-Employment Health and Safety Training**

**Full-time** graduate students who will be working at the university, are also considered as employees of York University. As a new employee to York University, you will also need to complete some employee training, which is required by law. These include:

1. [WHMIS training](#)
2. [AODA training](#)
3. [Workplace Violence Prevention training](#)

In order to complete this training, log in with your Passport York user name and password, and select the training sessions needed. This training should be automatically recorded in your file, but we advise that you also print out the final “completion screen” on the computer, in case the information doesn’t record correctly.

## **Parking**

All employees, community members, students and visitors are required to pay for parking while on campus. You may either purchase a parking permit or pay the daily fee at our visitor lots/garages. With approximately 9200 parking spaces, the Keele and Glendon campuses are comprised of 32 various lots/garages. They include permit only, visitor, and mixed usage lots.

- Information regarding lots and prices and how to purchase parking permits can all be found through the Parking Office: There are various parking lots to choose from, you can see about getting a parking pass that is for the lot that is most convenient for you. In order to get a parking pass, you will need to go to the [Parking Office](#) which is located at 222 William Small Centre.

## Work Spaces

All graduate students have access to the Christopher Innes Graduate Students Lounge in Vanier College. This space is ONLY open to students who are currently registered in the Graduate Program in Interdisciplinary Studies. The room code can be obtained from the Graduate Program office during business hours. **Building hours are 6am – 11pm daily.**

☐☐ **The Graduate Student Lounge, Room Vanier College) contains:**

- Two computer workstations
- Group meeting table & chairs
- Microwave

We ask that students who are accessing these spaces:

1. Keep the door closed at all times, when not in the room
2. Keep the code to access the room in a secure location, and do not share
3. Please ensure that your own personal valuables are not left unattended in the room(s). The Faculty of Liberal Arts and the Graduate Program in Interdisciplinary Studies are not responsible for any personal items that are broken or missing
4. Clean up after yourself. Place any garbage into the appropriate receptacles in the hallways, since garbage is not removed from the room, and cleaning staff will not regularly maintain it

## Printing

You can also access other spaces and printing services through the [York University Libraries](#).

## Supplies & Technology

### Internet:

- Wi-Fi is available across all York University campuses except in residences. Students can log into Air York (log in each time) or Air York PLUS (log in once on your device) with your Passport York user id and password.
- York is also a member of EDUROAM. Once you have logged into AirYorkPLUS on your device, you will be able to automatically log into networks at other universities who are also members. This service is useful around the world, as you complete research or attend conferences at other universities. Please confirm your access username and password for access to Wi-Fi and computers on campus.
- Find **instructions for setting up and changing Passport York password:**  
[http://search2.info.yorku.ca/?q=instructions%20for%20setting%20up%20and%20changing%20Passport%20York%20password%20&client=External&proxystylesheet=External&site=default\\_collection&output=xml\\_no\\_dtd](http://search2.info.yorku.ca/?q=instructions%20for%20setting%20up%20and%20changing%20Passport%20York%20password%20&client=External&proxystylesheet=External&site=default_collection&output=xml_no_dtd)

### **Computer Login:**

- To access the [Interdisciplinary Studies webmail](#), enter your Passport York user name and temporary password. Your Passport York username will be created for you prior to your arrival at York. Please make sure you change your password the first time you log in. Instructions for changing your Passport York password can be found in Appendix 17 of this document. You use this same username and password to login to [SharePoint](#), a faculty information portal.
- **If you have any difficulties or need support with IT**, please contact the IT Helpdesk directly at [askit@yorku.ca](mailto:askit@yorku.ca)

### **Email and Social Media**

Please use your York email address for all communication pertaining to your work at York University.

As a part of the University's broader communications strategy, we have also been asked to ensure that staff and faculty are using the **official email signature** format, example shown below, moving forward. The format looks like this (including the York logo and disclaimer):

John Smith

MA Candidate, Graduate Program in Interdisciplinary Studies

York University | 282 Winters College | 4700 Keele Street | Toronto, ON | M3J 1P3 | Canada

[jsmith@yorku.ca](mailto:jsmith@yorku.ca)

### **The Faculty of Graduate Studies Email Account Policy**

Official communications from the Faculty of Graduate Studies or the Graduate Program Offices and other University Offices will be sent only to yorku.ca email addresses (.schulich.yorku.ca addresses in the case of Schulich students).

It is the students' responsibility to obtain a yorku.ca email address and manage their email account:

- Check for messages on a regular basis;
- Manage the "mailbox" within specified quota to ensure continued reliable delivery of messages;
- Where applicable attend to junk/spam messages to ensure that legitimate messages are not overlooked.

Forwarding of email messages to a non-yorku.ca address is discouraged; however, if this is done, the responsibility remains with each student to manage their email so as to ensure reliable receipt of messages.

When communicating with offices of the University or in a teaching capacity the yorku.ca email account must be used.

To activate your York e-mail account go to the York Home page ([www.yorku.ca](http://www.yorku.ca)), then click on “Current Students,” then click on “My Mail” on the left side of the screen and follow the prompts.

**Please note:-**

Graduate students will be required to **change their personal e-mail accounts to an official York e-mail account, i.e. an e-mail account ending in yorku.ca**, for all correspondence to be received from York. If students are already using a York e-mail account they will not have to do anything. Every graduate student should have a York e-mail account.

The Faculty of Graduate Studies has not brought this forward before because of difficulties with spam; however, Computing & Network Services (CNS) appears to have this under control.

The reasons for this change in policy are many:

- In the past Graduate Studies and Graduate Program Offices have had difficulties ensuring that graduate students have received official communications.
- Outside e-mail accounts like AOL, or Hotmail, sometimes perceive York e-mails as spam and as a result, the messages do not go through.
- We have had instances where people have misrepresented themselves through outside e-mail accounts as though they were graduate students.
- In the Faculty of Graduate Studies many students are both students and employees. For this reason, York official communications should be going out to a York e-mail account.

### **Students with Disabilities**

York University seeks to provide an optimal learning environment for all. In order to achieve this environment, [Learning Disability Services](#) has three units that offer a variety of supports for students with disabilities. If you have a disability or need accommodations:

- Please visit the Learning Disability Office at: <http://lds.info.yorku.ca/> in order to discuss your needs.
- After your meeting and any assessments, they will provide you with a letter that outlines the **accommodations that you require**.
- Please provide this letter to your professors so that the appropriate accommodations can be made.

### **Class Cancellations**

York University has a **policy on the cancellation of classes**.

Course schedules are set out at the beginning of the term and also outlined in your course outline. During inclement weather, the cancellation of classes will only take place if York University has closed the University. Information can be found at <http://webapps.yorku.ca/weather/>

## Plagiarism and Academic Integrity

The University takes academic integrity very seriously. In addition to the strategies presented in this document, please visit [an overview of Academic Integrity at York University](#) from the Office of the Vice-President Academic.

- [Senate Policy on Academic Honesty](#)
- [York University's Plagiarism Tutorial](#)
- Full [information about academic integrity](#) at York University

## General Regulations

The following information will help you to access information related to your program:

- **Important Dates** – dates for deadlines and other important FGS information and IS information can be found at <http://gradstudies.yorku.ca/current-students/student-status/important-dates/>
- **Student Status** – access your student account, tuition info, grades, enroll in classes, etc. <http://gradstudies.yorku.ca/current-students/student-status/>
- **Registration** – registering as an active student if not enrolling in classes: <http://gradstudies.yorku.ca/current-students/student-status/registration/>
- **Status Forms** – forms needed for registration, enrollment, other, etc. <http://gradstudies.yorku.ca/current-students/student-status/forms/>

## Student Financial Information

All full-time students entering the Graduate Program in Interdisciplinary Studies are guaranteed financial fellowships. The exact amount of the fellowship is specified in the admissions offer funding letter. Full-time MA students are guaranteed funding for up to two academic years.

## Campus Map

Keele Campus Map - [http://maps.info.yorku.ca/files/2013/02/KEELE\\_Map\\_Colour.pdf](http://maps.info.yorku.ca/files/2013/02/KEELE_Map_Colour.pdf)

**Mailboxes** for all students are located in VC, however they are **not** secure.

- **All announcements and correspondence will be forwarded to your yorku.ca e-mail only.**
- Students are responsible for checking their **yorku.ca accounts** on a regular basis.

□□□□□□ **If you encounter any technical issues, contact**  
[askit@yorku.ca](mailto:askit@yorku.ca)

## York University Graduate Students in Interdisciplinary Studies(INST)

The YGSINST is the student association that represents part- and full-time graduate students in Interdisciplinary Studies. It is a forum for graduate students to exchange views on their experience in the program, to share information from the various committees on which they may be sitting, to help committee members make important decisions which can affect the running of the graduate program, and to meet new colleagues. Its membership is drawn from volunteers each September and it meets approximately every 6 weeks during the fall-winter term. Graduate students are encouraged to put forward their names for one of the committee positions available



(the nomination and election process is usually announced in September) and to attend the first YGS meeting which will be held towards the end of September (the date, time and place will be provided closer to the beginning of the academic year). This is an excellent opportunity to better understand and more fully participate in the faculty and the university.

### **Get Involved in Governance!**

- Graduate students are a key part of the governance at York University. We value students' input, feedback and ideas in all aspects of the organization. We encourage you to get involved! There are a number of Committees that you can take on roles in, including:
  - York Graduate Students in Interdisciplinary Studies (YGS) student association
  - Faculty of Graduate Studies (FGS)
  - Graduate Program in Interdisciplinary Studies Committees
  - IS Committees of Faculty Council
  - Please note that most meetings take place during the day. If you commit to fulfilling a position, you are expected to attend the meetings.

A call for nominations will usually be sent out in the fall. YGS may hold elections for positions.

**A list of Committees will be available at the first YGS meeting or via email beforehand.**

### **Information for Students: Student Code of Conduct and Expectations**

Students have a **code of conduct** that they are expected to follow at York University.

<http://www.yorku.ca/oscr/studentconduct.html>

If students are completing placements or research in schools, and/or with children or seniors, they are expected to have an updated Criminal Record Check with Vulnerable Sector Screening, which now must also include a search under the mental health act, completed, as required by law.

### **New Graduate Students: Checklist for Getting Set Up**

When you receive an offer of admission, you must complete the following activities:

#### **Before classes start:**

- Ensure that you have accepted your offer by the deadline.
- Confirm your Passport York account user ID
- Obtain a YU Card: The **YU Card office** is located at **200 William Small Centre**. It is best to obtain this card in the summer, since line-ups in September are quite lengthy. You will need to bring your student number and valid government identification, such as: Passport, Driver's License, Citizenship card, etc.
- If you require any accommodations in classes, connect with [Learning Disability Services](#) at York
- Review the [CUPE-1 Collective Agreement](#) if you are offered a Research Assistantship or TA ship
- Complete your direct deposit forms and submit as appropriate:  
<http://www.yorku.ca/finance/documents/EmployeeDirectDeposit.pdf>

And <http://www.yorku.ca/hr/services/employees/payroll/generalinfo.html#PDO>

- Ensure that your personal information (home address, phone number, emergency contact information...) is included on your online account and that it is correct



- If you also have an employment contract (eg. as a GA) complete online training for AODA, Violence and Harassment, and WHMIS for all York University employees.
- Review all of the information in this manual, and familiarize yourself with the links and resources**
- Apply for scholarships and awards** <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

**During the academic year(s):**

- Ensure that you have the code to access the Graduate Student Lounge
- Ensure that you have registered for your course(s) on time
- Find out about opportunities to get involved with committee work through the Graduate Program and the York Graduate Students in Education (YGSE) student association
- Ensure that you are on schedule in completing your thesis
- Attend workshops to develop your teaching skills through the York University Teaching Commons - <http://teachingcommons.yorku.ca/>
- Check your mailbox regularly to ensure that you are not missing any correspondence, information, etc.
- Ensure that you are communicating with your Advisor or Supervisor and that you are progressing in your studies and research. Attend advising sessions as appropriate
- Attend events and planned activities. Get involved with the YGSINST and other student organizations

**At the end of your program:**

- Ensure that you apply to graduate by the appropriate deadline
- Have your coursework, Thesis completed and submitted before the deadline.
- Register for Convocation** by the appropriate deadlines

**Convocation**

- The university hosts two convocations ceremonies each year: o A Fall convocation, which usually takes place in mid-October
- A spring convocation, which usually takes place in mid-June; this is the larger of the two events
- You can also now complete a **Convocation in Absentia** without a ceremony in the month of February.

**NOTE: When you are in your last term of your program and expect to graduate, you [must apply to graduate](#).**

**Prepared by Fiona Fernandes,  
Program Administrator**

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