

RYERSON UNIVERSITY
School of Graduate Studies
MOLECULAR SCIENCE PROGRAM

ADMINISTRATIVE INFORMATION FOR NEW STUDENTS - FALL 2010

Graduate Students Orientation

The Department of Chemistry and Biology will be hosting a **Program Orientation** session for new graduate students on **September 9, 2010** from 1:00 – 6:00 p.m. in Room POD250. All students should plan to attend this important session.

Please **RSVP** by Wednesday **September 3, 2010** by e-mail to: molsci@ryerson.ca to attend the Program Orientation.

Orientation hosted by the Office of International Affairs for Graduate International students will be held on **September 10, 2010** from 10:30-12:30. To register for this event visit their website at: www.ryerson.ca/studentervices/internationalservices/newarrivals/orientation/

2010-2011 Graduate Program Fees

Fees charged for the Molecular Science graduate program are by semester and not by course. Fees are paid on a yearly basis with three equal payments. The School of Graduate Studies requires continuous registration until graduation or withdrawal. A student is required to maintain continuous registration in every semester of their graduate program until graduation or withdrawal, unless they have applied for and been granted Inactive Status. Fee Schedules and information is available on at http://www.ryerson.ca/currentstudents/fees_finances/detail/graduate/S14I23.pdf

You may view your fee account on RAMSS once you have been matriculated.

Financial Aid

OSAP - Graduate Students are eligible to apply for OSAP funding if you are enrolled in a Full-Time Graduate Program. Keep in mind it is not the purpose of OSAP to supply all the assistance you may need to meet your educational and living costs. OSAP is there to supplement, not replace, the financial resources that you (and your family, if applicable) are expected to contribute.

Bursaries – are emergency funding for unexpected shortfalls in planned funding sources. Visit the website at www.ryerson.ca/graduate/funding/GraduateBursaryProgram.html

Stipends – are study allowances not pay for hours worked. They are treated as scholarships for income tax purposes. They are processed by Human Resources and the funding offer will indicate what process to follow.

Scholarships and Awards

Scholarships and Awards are processed through the School of Graduate Studies. It is important that students read and understand the **Terms and Conditions** of any award or scholarship. This document was either included with your offer of admission or given to you during Orientation. If you do not have a copy, please request one from the Program Administrator. The Terms and Conditions also indicate the disbursement method of payment.

External Scholarships – Information sessions will be posted on the SGS website, and around campus, usually during the month of October for OGS, SSHRC and NSERC (internal deadline) and during the first week of December for CIHR. Refer to the Significant Dates and Deadlines for specific dates and deadlines. Links for awards and scholarships available to graduate students can be found on the SGS at www.ryerson.ca/funding

Ryerson Email Accounts

Ryerson students are given a Ryerson Matrix e-mail account which must be activated as soon as you are matriculated. Instructions are provided online at <http://www.ryerson.ca/accounts/>. The program will use the email to communicate with incoming students using their personal e-mail addresses only until the first term of study starts. Each Program has a ListServ to communicate information to students. All communications go through the Program Administrator and all addresses are the @ryerson.ca. **NO OTHER E-MAIL ADDRESS WILL BE USED.**

Ryerson One-Card (Student Photo ID Card)

An official identification card bearing your photograph, signature, student number, Library bar code and status at the University (student/faculty/staff, etc.) is issued to all students registered in a degree/diploma program at Ryerson University. You should carry your ID card with you at all times as you are required to present it on request by University personnel. The Ryerson Photo ID is used for identification purposes within the University including:

- Evidence of registration
- Participation in student activities (i.e. voting)
- Athletic privileges at RAC (Recreation & Athletics Centre)
- Identification for tests and examinations
- Access to buildings on campus or if asked by Ryerson Security
- Library privileges

Ryerson One Card Services: use the magnetic stripe on your Photo ID card to pay for meals, photocopying, Laser printing, and vending machines on campus.

For more information, visit www.ryerson.ca/onecard

Security

Building access is controlled at various levels. For more on Security visit their website at: www.ryerson.ca/security

Library - Interlibrary Loan (ILL) service allows you to borrow items and obtain articles from other libraries through the ILL staff, if materials are not owned by the Ryerson University Library. For more information contact them at 416-979-5314.

Policies and Procedures of the School of Graduate Studies

All policies and procedures are posted on the Graduate Studies website at www.ryerson.ca/graduate/policies . Program specific policies and procedures are posted on the program website.

Forms

Forms that are of general nature are posted on the Graduate Studies website at www.ryerson.ca/graduate/forms . Program specific forms are posted on the program website at http://www.ryerson.ca/graduate/programs/molecular_science/molecularscience.forms.html

Significant Dates

The significant dates and deadlines for the School of Graduate Studies can be found at www.ryerson.ca/graduate/dates/. They are also included with your Welcome package. It is highly recommended that you review these dates periodically so that deadlines for scholarships, adding and dropping courses, appeal deadlines, etc. are not missed.

Working on Campus

TA/GA/RA Positions

TA/GA positions can be viewed on TAGA (Teaching Assistant, Graduate Teaching Assistant) website at <https://taga.ryerson.ca/jobs> At this site, you can view postings, create your own profile and apply for positions on line. The other option is to visit the individual department's job postings. Please note that Graduate students are only allowed to work a maximum of 10 hours/week.

Work Permit

An international student is required to have a work permit for working off-campus. If there is an off-campus internship, field placement, practicum, co-op, or similar component for their program, a co-op work permit is required. For more information about different work permit applications, please visit www.ryerson.ca/internationalservices/ or contact the Office of International Services for Students (ISS) as noted below.

International Services for Students (ISS)

www.ryerson.ca/internationalservices/

Telephone: 416-979-5000, ext. 6655

Fax: 416- 598-5904

E-mail: issask@ryerson.ca

The Access Centre for Students with Disabilities

The Access Centre staff work in cooperation with departments at Ryerson to ensure that students with disabilities receive the services they need. If you are a student with disabilities, please contact the Access Centre at:

Telephone (Voice): 416-979-5290 or via E-mail: accesctr@ryerson.ca.

Important Websites to Tag:

On-line Student Information System (RAMSS): <https://my.ryerson.ca/webapps/login/>

RAMSS, Ryerson's Administrative Management Self Service, offers web-based self-service access to your student records. Although you cannot register yourself in classes, you can view your enrolled courses, schedule, location and instructor, update addresses and telephone numbers, view a detailed breakdown of your financial information, and download tuition tax receipts, etc. by logging on to RAMSS. You access RAMSS using your Matrix ID and password. Once you have logged in, you access RAMSS via the last tab at the top right of the screen. NOTE: You must have an active MATRIX account in order to use RAMSS.

School of Graduate Studies (SGS) Web site: www.ryerson.ca/graduate

Graduate students should review information available on the SGS Web site if they have not already had a chance to do so. This Website contains important information pertaining to graduate studies at Ryerson.

The Office of Research Services (ORS) site: www.ryerson.ca/ors

Students should take some time to review the Office of Research Services' information on the ethics approval process for research proposals. All research conducted by Ryerson faculty and students must have prior authorization of the Ethics Review Board (ERB). Although some of you may already have ideas about the topic of your major research paper or Thesis, it is important to wait for ERB approval before beginning any data collection.

Department of Chemistry and Biology: <http://www.ryerson.ca/cab/>

Ryerson Faculty/Staff Directory and Contact Information: www.ryerson.ca/contact

GO Transit Student ID Cards

<http://www.ryerson.ca/currentstudents/financialaid/gotransit/>

User's Guide to Academic Computing and the Internet

<http://www.ryerson.ca/acs/usersguide/>

The Learning & Teaching Office

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

For Job Postings: <https://taga.ryerson.ca/jobs>

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