

STUDENT HANDBOOK

Ryerson University

Department of Computer Science

2009 - 2010



It is the responsibility of each Full-time undergraduate student to access the updated Full-time Undergraduate Calendar each year, and follow the curriculum as stated.

The undergraduate online Calendar is available at:
www.ryerson.ca/calendar

Because the Calendars are legal documents, they take precedence over this Student Handbook. In the event of any inconsistency, the Calendar will prevail.

Computer Science Administration Directory

		Ext.	Office	@ryerson.ca
Associate Dean	Dr. Chris Evans	7921	ENG367	cevans
Chair	Dr. Alireza Sadeghian	6961	ENG286	asadeghi
Program Director	Raj Nagendra	7058	ENG284	rnagendr
CE Coordinator	Raj Nagendra	7058	ENG284	rnagendr
Facilities Coordinator	Raj Nagendra	7058	ENG284	rnagendr
Co-op Coordinator	Dr. Isaac Woungang	6972	ENG282	woungang
Administrative Assistant	Lucia Flaim	6977	ENG285	lflaim
Departmental Assistant	Lori Fortune	7411	ENG287	lfortune

Foreword from the Chair

Dear First-Year Computer Science Students:

Welcome to Ryerson University and the Department of Computer Science. We are delighted and honoured to have you study with us for the next four years. During that time your principal focus is your coursework, but you should also explore the broad range of cultural events that this great university offers.

Please use this handbook as an introduction to the Department of Computer Science and a guide to topics such as (1) significant dates deadlines for adding or dropping courses, (2) description of academic standings, (3) instructions on appealing grades or standing, (4) description of course management forms, (5) location of labs, (6) the uses of your Ryerson One Card, and other useful information.

If you have course-related questions you should not hesitate to ask your professors. You can find their office hours on both the Course Management Form and in a binder in the main Computer Science Office. Your most useful contacts for administrative questions are the administrators listed above. Lucia and Lori in the computer science departmental office (open 8:30 AM to 4:30 PM) will assist or advise you in registering for courses, handling changes, problems and complaints.

Best of luck in your first year at Ryerson!

Alireza Sadeghian,
Chair of Department of Computer Science

Introduction

This handbook summarizes information that may be useful to you during your first year in Computer Science at Ryerson. The goal of the handbook is to provide easy access to information most pertinent to our program. Two more important and authoritative references with which you must become familiar are published by the Registrar's Office: **The Student Guide**, which you receive when you obtain your Student ID card, and the **2009-2010 Ryerson University Full-Time Undergraduate Calendar** (which is available online to you): <http://www.ryerson.ca/calendar/>

Computer Science Department

The Computer Science Department is one of a dozen departments within the Faculty of Engineering, Architecture and Science. The purpose of our department is two-fold: (1) to produce Bachelor of Science (Computer Science) graduates, and (2) to produce research which will advance the field of Computer Science. Both of these goals may affect you, since we will be trying to offer you the best education possible, and at some point you may get involved in research yourself, either in a thesis course or working as a research assistant.

The courses in this program present you with both theory and practice. Theory gives you an understanding of the complexity of problems and algorithms, while practice will prepare you for the development of applications. You will learn programming languages (including Java and C), artificial intelligence, software engineering, database technology, web technology, and even a little hardware and electronics.

There is a periodic review every ten years to ensure that the program meets recognized standards for a Bachelor of Science degree program in computer science. A review was completed in 2003 and implemented in 2004 as the new **CTRS** program of study.

First-Year

Students take ten courses: three courses in basic computer science and programming methodology, four courses in foundational mathematics, one course in basic science and two courses in humanities.

Significant Dates

Tuesday, August 18

- Final date for admission, re-admission or re-instatement to a full-time undergraduate degree program or as a Special Student for the Fall 2009 term.

Monday, August 31 to Friday, September 4

- Fall term undergraduate (full- and part-time program students) enrollment and orientation activities.

Monday, September 7

- Labour Day (University closed).

Tuesday, September 8

- Classes commence for full- and part-time undergraduate programs.

Note: for full- and part-time programs accessing courses through The Chang School, some courses will begin on Monday, September 14; see your Fall timetable for further information.

Friday, September 11

- Final date for payment of fees for the academic year (Fall and Winter terms) for undergraduate programs.
- Final date to request missing Spring/Summer 2009 undergraduate grades.
- Final date to clear all outstanding academic and financial graduation requirements to be eligible for the Fall 2009 Convocation.

Saturday, September 12

- Final date of open enrollment for courses offered through The Chang School.

Monday, September 14

- Classes commence for The G. Raymond Chang School of Continuing Education courses for Fall 2009.

Friday, September 18

- Final date to add undergraduate courses, or change course sections in Fall 2009.
- Final date to withdraw from an undergraduate program and be eligible for the majority of fees to be refunded (\$400 non-refundable charge for Fall admission, re-admission, or re-instatement approvals, full-time programs; \$200 non-refundable charge for Fall admission, re-admission, or re-instatement approvals, part-time programs).
- Final date to drop an undergraduate course and be eligible for full refund of fees (if a course drop results in a lower fee range). Refer to Refund Schedule in the 2009-2010 Ryerson University Full-Time Undergraduate Calendar.
- Final date to appeal Spring/Summer 2009 final undergraduate grades or Academic Standing.

Week of September 28

- Course Intention changes for the Winter 2010 term must be completed by October 2.

Friday, October 9

- Final date to drop a Fall undergraduate course and be eligible for a 50% refund, if applicable. A 50% drop charge applies if a course drop results in a lower fee range. Refer to Refund Schedule in the Calendar. No refund after this date.
- Final date to withdraw from an undergraduate program and be eligible for a 50% refund of Fall 2009 fees.

Monday, October 12

- Thanksgiving (University closed). Classes missed will be made up on an individual course basis.

Friday, October 16

- Final date to submit an appeal for OSAP funds for any trimester, co-op or other programs with a December year end.

Wednesday, October 21 and Thursday, October 22

- Fall 2009 Convocation

Thursday, October 22

- Final date to submit OSAP application to be eligible to receive funding for the current September to April academic year. Applications submitted after this date will be eligible to receive OSAP funding from the date the application was received.

Monday, November 2

- Final date to submit an application for re-admission or re-instatement into an undergraduate program for the Winter 2010 term (for guaranteed consideration).
- First date to apply on RAMSS to graduate at the Spring 2010 Convocation.

Friday, November 13

- Final date to officially drop a Fall undergraduate term course(s) in good Academic Standing (no refund of fees). Non-attendance in Fall courses after this date will result in a failing grade.
- Final date to withdraw from an undergraduate program for the Fall 2009 term in good Academic Standing (no refund of Fall 2009 fees).

Friday, November 27

- Last meeting date for Fall 2009 undergraduate classes scheduled on Fridays.
- Final date for students to apply for Transfer Credit assessment for the start of the Winter 2010 term. Applications received after this date will be assessed for the start of the Spring 2010 term.

Friday, December 4

- Classes normally scheduled on Mondays will meet for the last time on this day.
- Classes end for full- and part-time undergraduate programs. Note: for part-time program students (or full-time program students) accessing courses through The Chang School, some continuing education classes may continue until Monday, December 15.

Monday, December 7 to Saturday, December 19

- Fall term undergraduate examination period, including Saturdays, December 12 and December 19.

Week of December 7 (including Monday, December 14)

- Classes end for courses offered through The G. Raymond Chang School of Continuing Education.

Friday, December 11

- Deadline for clearing any Fall 2009 and prior outstanding debt, library book/fine, or other borrowed property in excess of \$10 to ensure that Fall 2009 grades are not withheld.

Saturday, December 19

- Official end of term for undergraduate programs.

Thursday, December 24 to Sunday, January 3

- Mid-Year (Christmas) Break, the University will close at 4:30 pm on Wednesday, December 23. The University will re-open at 8 am on Monday, January 4.

Monday and Tuesday, January 4 and 5

- Winter term undergraduate (full- and part-time program students) enrollment and orientation activities.

Wednesday, January 6

- Final date for payment of fees assessed for the Winter term for full- and part-time undergraduate students, and part-time undergraduate students accessing classes through The Chang School.
- Classes commence for full- and part-time undergraduate programs.

Friday, January 8

- Final date to request missing Fall 2009 undergraduate grades.
- Final date to appeal Fall 2009 final undergraduate grades or Academic Standing.

Monday, January 11

- Classes commence for The G. Raymond Chang School of Continuing Education courses for Winter 2010.

Week of January 11

- Winter Carnival activities week; classes to continue as scheduled.

Tuesday, January 19

- Final date to add or change undergraduate courses in Winter 2010.
- Final date to drop a Winter undergraduate course and be eligible for full refund of fees (if a course drop results in a lower fee range). Refer to Refund Schedule.
- Final date to withdraw from an undergraduate program and be eligible for full refund of fees (\$100 non-refundable charge for Winter admission, re-admission or re-instatement approvals).

Friday, January 22

- Final date to apply for OSAP for the current September to April academic year. Please note that funding assistance may be prorated based on when the application is received.

Monday, February 1

- Final date to submit an application for re-admission or re-instatement in an undergraduate program for the Fall 2010 term (for guaranteed consideration).

Tuesday, February 9

- Final date to drop a Winter undergraduate term course(s) and be eligible for a 50% refund, if applicable. A 50% drop charge applies if a course drop results in a lower fee range. Refer to Refund Schedule. No refund after this date.
- Final date to withdraw from an undergraduate program and be eligible for a 50% refund of Winter 2010 fees.
- Final date to officially drop a Fall/Winter multi-term undergraduate (A and B combination) course(s) in good Academic Standing (no refund of Winter 2010 fees). Non-attendance in Fall/Winter (A and B combination) course(s) after this date will result in a failing grade.

Wednesday, February 10

- A 100% drop charge applies (no fees refunded) if a Winter Undergraduate course(s) drop results in a lower fee range.

Friday, February 12

- Final date to submit a review for OSAP funds for the current September to April academic year.

Monday, February 15

- Family Day (University Closed)

Week of February 15

- Study Week for Undergraduate and Graduate Students.

Monday, February 22

- Final date to apply for graduation on RAMSS for the Spring 2010 Convocation (no late fee). A non-refundable late fee will apply after this date until March 19.

Week of March 15

- Course Intention for Fall 2010 and Winter 2011.

Tuesday, March 16

- Final date to officially drop a Winter undergraduate term course(s) in good Academic Standing (no refund of fees). Non-attendance in Winter term courses after this date will result in a failing grade.
- Final date to withdraw from an undergraduate program for the Winter 2010 term in good Academic Standing (no refund of Winter 2010 fees).

Friday, March 19

- Final date to apply in person for the Spring 2010 Convocation (with non-refundable late application fee).

Friday, April 2

- Good Friday (University closed).

Week of April 12

- Classes end for courses offered through The G. Raymond Chang School of Continuing

Education.

Monday, April 12

- Final date to clear any previous term(s) outstanding grades for Spring 2010 Convocation.

Tuesday, April 13

- Classes end for full- and part-time undergraduate programs. Note: for part-time program students (or full-time program students) accessing courses through The Chang School, some continuing education classes may continue until Saturday, April 17.

Friday, April 16 to Thursday, April 29

- Winter term undergraduate examination period, which includes Saturdays April 17 and 24.

Friday, April 23

- Deadline for clearing any outstanding Winter 2009 and prior debt, library book/fine or other borrowed property in excess of \$10 to ensure that Winter 2010 grades are not withheld.

Thursday, April 29

- Official end of term for undergraduate programs.

Ryerson Terminology

A

ACADEMIC CONSIDERATION AND APPEALS

The Undergraduate Academic Consideration and Appeals Policy may be found in its entirety at <http://ryerson.ca/senate/policies/pol134.pdf> or in the Student Guide. The following is only a brief summary of some key points of the policy.

Note: If during the semester you experience medical or compassionate circumstances, which may later affect your academic standing, it is your responsibility to bring the situation to the attention of the Program Director at the earliest possible time.

Academic consideration is the general name given to a number of different alternate arrangements that may be made, depending on the circumstances and on what is appropriate for both the student and the University. These arrangements include the extension of a deadline for an assignment, the re-weighting of an exam or assignment due to missed work, the permission to continue on probationary status, and the provision of a grade of Incomplete or Aegrotat. It should be understood that *students may only receive grades which reflect their knowledge of the course material*. The Undergraduate Academic Consideration and Appeals Policy (see URL above) describes the process by which students may seek academic consideration. Refer to Appendix A for quick reference.

If you are facing circumstances beyond your control that are preventing you from performing well academically, you may be eligible for academic consideration. You should always make such circumstances known to the Program Director before, and not after, the academic damage has occurred. Upon receiving proper medical and/or other documentation, the Program Director will circulate a message to your instructors, requesting that they give you due consideration based on the circumstances. Claims of difficult circumstances affecting academic performance will not be given much weight if they are made after an academic failure has occurred, unless the student can clearly justify, with supporting evidence, why they were unable to come forward with their situation sooner.

You have the right to request a number of academic considerations given valid justifications in support of your request. This includes, for example, asking that you be allowed to write a make-up examination in lieu of a scheduled one that you cannot or could not attend. It also includes dropping a course after the deadline, as long as you provide valid justifications. Work commitment cannot be used in support of such requests. You also have the right to see all your graded work, including your final exam, and to ask for reassessment of that work. You must provide substantive reasons when asking for a re-grading, and must make your request within ten working days from the date you received back the work. Requests for re-grading of a final exam must be made by the deadline date for appeals.

The Undergraduate Academic Consideration and Appeals Policy describes the grounds and process by which students may appeal if they believe the academic consideration provided was not appropriate or if they were unable, for medical or compassionate reasons, to seek academic consideration. The deadline for appealing a grade or academic standing after the term has ended is **Friday, January 8, 2010** for F2009 and **Friday, May 28, 2010** for W2010. Appropriate forms and instructions are available at: <http://www.ryerson.ca/essr/appeals/>.

There are two types of appeals:

1. **GRADE APPEAL:** Must be filed with the department that offered the course you are appealing.
2. **STANDING APPEAL:** Must be filed with the Department of Computer Science Office.

NOTE:

1. There are three appeal levels for both grade and standing appeals.
2. Since the appeal of a grade may affect your standing, you must attach a copy of any grade appeals to a standing appeal.
3. You must make a copy of your entire appeal before submitting it to the appropriate department.

ACADEMIC INTEGRITY

Intellectual freedom and honesty are fundamental to the sharing and development of knowledge. Ryerson University is committed to these principles and places a high value on Academic Integrity. As a member of the Ryerson community and a future Computer Scientist, it is your responsibility to understand and adhere to Ryerson's Academic Integrity policy.

Academic misconduct can take many forms, including copying assignments and lab reports from published sources, websites, or peers; cheating on tests and exams; and

handing in the same assignment more than once. Ryerson has produced an online tutorial and resource page to clarify the issues. Please visit it early in your academic career and make sure you understand what academic misconduct means and how to avoid it: <http://www.ryerson.ca/academicintegrity/>.

ACADEMIC STANDING

In undergraduate degree programs, each student's Academic Standing will be established from the student's formal course grades at the end of each academic term on the basis of the following categories and criteria for overall academic performance:

CLEAR STANDING

A cumulative grade point average (CGPA) of at least 2.00 (except where the student has violated an approved Department/School Standing variation or, while on Probation, the student has violated the terms of their Probationary Contract). Students with CLEAR Standing may continue their program studies with no restrictions except for the obligation to satisfy prerequisite requirements.

PROBATIONARY STANDING

A cumulative grade point average (CGPA) of 1.00 to 1.99. Students with PROBATIONARY Standing may not continue their program studies until a Probationary Contract outlining a specific plan for studies and academic supports has been authorized by their Department/School, and signed by the student. Students who fail to have such a Probationary Contract by the last date to add courses for the semester will have their course enrollments and course intention requests cancelled for the term in question and will be REQUIRED TO WITHDRAW (RTW) from their program unless their Department/School determines otherwise.

Students with a PROBATIONARY Standing at the start of any semester will be eligible to continue their studies in a subsequent semester as long as they achieve a term grade point average (TGPA) of 2.00 or higher and provided they meet the terms of their Probationary Contract and do not violate approved Department/School Standing variations. Failure to meet the terms of the Probationary Contract as set out by the Department/School will result in the students being REQUIRED TO WITHDRAW from their Ryerson program.

For more information, refer to ACADEMIC STANDINGS in the Undergraduate Calendar, <http://www.ryerson.ca/calendar> or in Section P of this handbook.

REQUIRED TO WITHDRAW STANDING

Students will be REQUIRED TO WITHDRAW from their program for one of the following reasons:

- i. A CGPA of less than 1.00 (except students enrolled in their first semester); or

- ii. A term GPA below 2.00 while on PROBATION; or
- iii. Violation of any approved Department/School Standing variation; or
- iv. Violation of a Probationary Contract (including unauthorized changes to the contract or failure to negotiate a Probationary Contract).

No student in their first semester at Ryerson will be REQUIRED TO WITHDRAW (RTW) in December. Students with a GPA of less than 1.00 in their first semester will be advised about their prospects for success. Such students who continue in their program for the subsequent Winter semester will do so on PROBATION.

Students REQUIRED TO WITHDRAW from their program will not be eligible for reinstatement in their program for 12 months. However, in cases where a further semester of study could result in a CLEAR Standing by the end of that semester, students may request the permission of their Department/School to continue to take courses on PROBATION in the immediately following semester (or a later semester with the permission of their Department/School). If the student fails to achieve a CGPA of 2.00 at the end of that semester, s/he will be REQUIRED TO WITHDRAW.

Students who have been REQUIRED TO WITHDRAW from a Ryerson program may not continue their program studies. Applications for reinstatement to the student's original program or for transfer to another program will be considered. In such cases a student may not return to studies until 12 months have elapsed following the REQUIRED TO WITHDRAW standing. No courses taken between when a student is REQUIRED TO WITHDRAW and reinstatement or transfer to another program will be granted Ryerson credit.

For more information, please refer to Required to Withdraw in Section R of this handbook.

ACCESS CENTRE

Located in POD 61, the Access Centre assists students who have learning disabilities, are deaf or hard of hearing, are blind or partially sighted, have a physical, medical, or psychiatric disability, or have any other disability that requires adaptations. The Centre provides advice and co-ordinates the provision of services and adaptations, both in the academic area and in the physical environment on campus, for its students. For more information, call 416-979-5290 or see <http://www.ryerson.ca/student-services/accesscentre/>.

ADDING COURSES

Students with a probationary standing are not allowed to add courses without written permission from the Program Director. The deadline to add a course in the Fall 2009 semester is Friday, September 18, 2009. The deadline to add a course in the Winter

2010 semester is Tuesday, January 19, 2010.

ADDRESS CHANGES

It is imperative that you keep your address and telephone information up-to-date in Ryerson's records. The University may contact you periodically with important information. You can update your address and telephone number information on-line at <http://my.ryerson.ca>.

ATTENDANCE

The Department of Computer Science has no general policy regarding attendance.

B

BURSARIES

Bursaries are awards given primarily on the basis of financial need. Satisfactory academic performance is required. Details are available from Student Financial Assistance, POD 59, e-mail funding@gwemail.ryerson.ca, <http://www.ryerson.ca/currentstudents/awards/>.

C

CAREER CENTRE

The Career Centre (POD 60, Podium Building, 416.979.5177, career@ryerson.ca, Monday to Thursday 8:30am to 6:30pm, Friday 8:30am to 4:30pm) has innovative programs and partnerships to assist students and alumni with their employment and career related goals. Services are FREE while you are a registered student.

Services include day and evening workshops, review sessions, counselling services, a Mentoring and Career Resource Centre, exploration of occupational options, and a self-assessment package. (A materials fee applies for the assessment program, where applicable.)

Learn more about the job market and labour market trends (locally and nationally), how to access the hidden job market, develop your industry knowledge through research,

self-marketing and networking (including How to be successful at a Career Fair)
Use extensive job hunting materials in our Mentoring and Career Resource Centre or check out job postings on <http://www.workopoliscampus.com>. (Institutional password: contact the Career Centre)

Visit our website <http://www.ryerson.ca/career> regularly where you will find up to date information related to Company Information sessions, Industry related guest speakers, the Get Ready-Get Set- GO! Career Strategies Certificate program, Faculty Specific Career Fairs, CareerScope Speakers Series and other Career Centre special events.

CLASS PARTICIPATION

The Department of Computer Science has no general policy regarding the use of class participation as a basis for grades. If class participation is given a nonzero weight in the grading scheme, then the weighting must be specified in the course management form.

CODE OF CONDUCT

Student Code of Academic Conduct

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on- and off-campus, of all students enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy. See <http://www.ryerson.ca/senate/policies/pol60.pdf> or the Undergraduate Calendar <http://www.ryerson.ca/calendar>.

Student Code of Non-Academic Conduct

The Ryerson Student Code of Non-Academic Conduct (*the Code*) reflects an expectation that students conduct themselves in a manner consistent with the educational objectives of the University, in accordance with generally accepted standards of behaviour, and in accordance with published university regulations and policies. At the heart of accepted standards is respect for other members of the Ryerson community.

The Code in its entirety is intended to identify behaviour which the University considers to be inappropriate, to outline the procedures the University will use to respond to such behaviour, and to indicate the possible consequences of such behaviour.

Ryerson students are responsible for familiarizing themselves with this policy. See <http://www.ryerson.ca/calendar/> (the Undergraduate Calendar) or <http://www.ryerson.ca/senate/policies/pol61.pdf>.

CONCERNS

When you have questions or encounter difficulties, it is usually best to talk it over first with the faculty or staff member involved. If questions remain, you have the option to consult with others. For more information, refer to your Student Guide or see <http://www.ryerson.ca/studentguide/IfThingsGoWrong.html>.

CONTINUING EDUCATION

Authorization is required in order for you to take Continuing Education courses for credit towards your degree. To request such authorization, obtain the form titled Permission for Computer Science students to take CE courses from the Departmental office, fill it out and submit it to the Administrative Assistant for possible approval.

CO-OPERATIVE PROGRAM

The Department of Computer Science (in conjunction with Ryerson's Office of Co-operative Education & Internship) offers an optional co-op program, which provides graduates with 20 months of work experience integrated into their academic program. Second year students will receive notice in September of an introductory seminar on the co-op program. Interested students should attend the seminar to find out more about the program and how to apply. One of the admission requirements is a cumulative G.P.A. of 3.0 at the end of your second semester. See the Calendar for further details. For more information see <http://www.scs.ryerson.ca/~co-op/>.

COUNSELLING

The Faculty of Engineering Architecture and Science employs its own counsellors. They are seconded from the Centre for Student Development and Counselling but housed within Engineering and Science. For professional counselling of a personal matter, engineering, computer science and architecture students may visit Shannon Robinson. Her email is s1robins@ryerson.ca, ext 4262.

Students may seek academic counselling from the Program Director. Students may also seek advice from the Centre for Student Development and Counselling (JOR 07C), which provides a wide range of free services to students relating to developmental, personal, and transition issues. Professional counsellors provide individual counselling and/or group sessions to help you make satisfying career and educational choices. (416) 979-5195, <http://www.ryerson.ca/counselling>.

COURSE MANAGEMENT FORM

At the beginning of each course, students will receive a course management form,

which will include information on the following:

1. Name and number of course; semester and year, if appropriate; prerequisites, if any;
2. Faculty member's name, office location and scheduled student consultation hours; office telephone number and e-mail address; faculty/course web site(s) if available;
3. Method of posting grades. Students who wish not to have their grades posted must inform the instructor in writing.
4. Any instructions or limitations on student use of e-mail for faculty contact.
5. Calendar Course Description.
6. A synopsis of the course's academic focus and scope, course objectives and/or intended learning outcomes, and topics with their tentative sequence and schedule;
7. Texts and reading lists.
8. A description of the teaching method(s) to be used (e.g., lecture, laboratory, studio, case- study, problem-based learning, seminar, fieldwork);
9. A schedule of any field trips or required activities outside of class time.
10. An indication of any requirement for the submission of work to an electronic plagiarism detection service.
11. Specific details on any Information Technology requirements in course work, assignments or exams.
12. In cases where there are multiple sections of the same course, students will be provided with at least a brief section/instructor-specific description in addition to the generic course outline.
13. Information (or references to information) must be given regarding Departmental/University policies on group work, academic integrity, course variation, attendance, class participation, accommodation of students with disabilities, and other areas relevant to the school or department.
14. A list and tentative schedule of all assignments, test, exams, and other work to be graded, and general descriptions of these.
15. The weighting of each assignment, test, and/or other unit of evaluation.

For more information on Ryerson's course management policy, see:

<http://www.ryerson.ca/senate/policies/pol145.pdf>.

CSCU

The Computer Science Course Union (CSCU) represents undergraduate students enrolled in Ryerson University's Computer Science Program. CSCU operates under and receives annual funding from the Ryerson Students' Union (RSU). All full-time Computer Science students at Ryerson are automatically members of the CSCU. The CSCU office is located in the Ryerson Centre for Computing and Engineering, room ENG 111. Contact the CSCU president at cscu@scs.ryerson.ca if you are interested in being on the executive. Executives of the CSCU attend and vote during Department of Computer Science Council meetings as representatives of students enrolled in Computer Science. Other services include providing a test bank and tutors, helping with orientation, and hosting seminars and social events. For more information see <http://www.scs.ryerson.ca/~cscu>.

D

DEADLINES

It is your responsibility to be familiar with all important deadlines and other significant dates. Missing deadlines may result in monetary or academic penalties. For a full listing of significant dates, refer to your Undergraduate Calendar <http://www.ryerson.ca/calendar/>. A partial list (from September 2009 to April 2010) is copied at the beginning of this handbook.

DEPARTMENTAL COUNCIL

The Departmental Council is a faculty and student advisory body that reviews and approves curricular, operational, and other changes affecting student life. One student representative from each year will sit on the Council. Representatives are elected -- contact the CSCU president cscu@scs.ryerson.ca if you are interested in running.

DISCRIMINATION AND HARASSMENT

The Office of Discrimination and Harassment Prevention Services works with members of the Ryerson community to promote a study, work, and living environment free of discrimination and harassment. The office advocates for fairness and for a community where the dignity and human rights of all its members are respected and upheld. For more information, call (416) 979-5000 ext. 7494 or see <http://www.ryerson.ca/equity/>.

DROPPING COURSES

If you would like advice with regard to dropping a course from your computer science curriculum, you can speak to the Program Director.

Be very aware of drop deadlines, found in the section Significant Dates of this handbook and in the Calendar. **Non-attendance in classes after drop deadlines will result in a failing grade.** Also keep in mind that dropping one course will not necessarily result in a refund, and that it may affect OSAP (if applicable). Please contact the Cashier's Office at 416-979-5015 or refer to the Refund Schedule at <http://www.ryerson.ca/calendar/2009-2010/pg117.html>.

E

E-MAIL

All students are required to activate and maintain a Ryerson Matrix e-mail account. Forwarding mail to another account may result in lost information. Always check your e-mail. It 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 <http://www.ryerson.ca/ccs/>. Furthermore, your e-mail address at scs.ryerson.ca is the official means of e-mail communication between you and a computer science course instructor.

EXAMINATION POLICY

You are responsible for making sure you are in the right place at the right time to write your exam. Exam schedules will be available at <http://my.ryerson.ca> prior to the start of exams. You must be prepared to identify yourself with your Ryerson One card at any time during the examination. If you do not have your Photo ID for whatever reason, Records and Registration can give you a temporary one. If you have a conflict in your exam schedule, you must report it to your professor(s) within one week of the announcement of the exam schedule. If you have an exam scheduled on a religious holiday or holy day, you must speak with your professor at least three days before the exam period, so that satisfactory alternate arrangements can be made. Refer to the Ryerson Student Guide for rules of proper conduct in exams and penalties for misconduct. Ryerson's Examination Policy can be found at <http://www.ryerson.ca/senate/policies/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. The final date for payment of fees for the full academic year is Friday, September 4, 2009.

G

GRADES AND GRADE POINT AVERAGES

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
	B+	75-79	3.33
Good	B	70-74	3.00
	B-	66-69	2.67
	C+	63-65	2.33
Satisfactory	C	60-62	2.00
	C-	57-59	1.67
	D+	54-56	1.33
Marginal	D	52-53	1.00
	D-	50-51	0.67
Unsatisfactory	F	0-49	0

The grade point average (GPA) is calculated as the sum of the products of course weights and earned grade points, divided by the sum of the course weights, where a one-term course has weight 1.00 and a two-term course has weight 2.00. For further details of GPA calculation, see the Undergraduate Calendar.

GROUP WORK

The amount of group work to be allowed in a course and procedures to ensure that

students are afforded sufficient individual assessment are currently left to the discretion of each instructor, keeping in mind that Academic Council recommends that group work for which a student does not receive an individual assessment not constitute more than 30% of a course grade. Fair, appropriate and timely procedures must be developed for students who encounter difficulty with their working group.

H

HEALTH CENTRE

The Ryerson University Health Center is a medical clinic staffed by physicians, a lab technician and receptionist. Appointments can be made by calling 416-979-5070 or dropping by the centre at KHW 181. Services are similar to those you receive from your family doctor. This includes the treatment of illnesses, such as colds or flu, routine examinations like annual physicals and PAP smears, allergy and flu shots, immunization and TB tests, blood work as well as emergency and regular contraception. The clinic also provides services such as form completion, HIV/STD testing, sexual education, counseling and treatment, psychosocial counseling and referrals and prescription refills. Please bring your health card to every visit or you will be charged for services. Hours of operation vary over the year. Please see <http://www.ryerson.ca/student services/healthcentre/index.html> for details.

HEALTH PROMOTION

Ryerson Health Promotion provides students with education and guidance in making informed healthy lifestyle choices that contribute to achieving success in academic goals and lifelong health and wellness. Ryerson Health Promotion is staffed by a Health Promotion Nurse, Peer Health Educators and Volunteers. Services from Health Promotion include individual counseling on wellness issues, workshops and presentations on a variety of health topics, wellness information at various locations around campus including residence, campus wide health awareness events, displays around campus and peer lead wellness initiatives. Our peer education groups include the AIDS Education Project, Nutrition Information Service and Responsible Party People; Leave the Pack Behind, Stress Management Team and General Health Promotion group. The Health Promotion office is located in KHW 389 and its website is <http://www.ryerson.ca/student services/healthpromotion>.

Contact us with any questions or if you would like to become involved at healthpromo@ryerson.ca or 416-979-5000 ext. 4295.

I

INTERNATIONAL SERVICES FOR STUDENTS

International Services for Students (ISS) in POD61 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 information, call (416) 979-5000 ext. 6655, or see <http://www.ryerson.ca/student-services/international-services/>, or e-mail issask@ryerson.ca.

L

LABS

The Department of Computer Science offers 8 computer laboratories: ENG201, ENG202, ENG203, ENG205, ENG206, ENG207, ENG209 and ENG211 - available to all computer science students. Information regarding lab policies and procedures are available at <http://facilities.scs.ryerson.ca/labs.shtml>. You will be introduced to the labs and given help, a username and password during the first lab periods of CPS109.

Please note that there are no lab periods during the first week of term.

If you have a question or problem during the term requiring help from a system administrator, send an e-mail to William or Ivan at request@scs.ryerson.ca or drop by rooms ENG246 or ENG248.

Academic Computing Services operates:

- four general-purpose teaching and drop-in computer labs (BUS 403, KHE 130, KHE 135, and LIB 393),
- two general-purpose drop-in only labs LIB 386L and KHW 71,
- two Web/E-mail drop in areas KHW 71F and systems dispersed throughout the library (near the elevators),
- three specialized labs (KHW 71A, KHW 71B, and KHW 71C). Access to the A, B, and C labs is restricted to students taking courses that are booked there.

The Academic Computing Services labs are available to all Ryerson University students. More information is available at <http://www.ryerson.ca/ccs/resources/labs/>.

LEARNING SUCCESS CENTRE

The Learning Success Centre (LSC) helps students develop learning strategies and skills to improve academic performance.

- Doing well in your courses but spending all your time studying?
- Struggling to keep up with your work and stay organized?
- Need a better method of taking notes?
- Don't feel like you're performing as well as you could, despite your best efforts?

THE LEARNING SUCCESS CENTRE CAN HELP!

We offer several programs specifically for ENG students. Successful Learning Groups are 90-minute sessions that take place over four weeks. A learning strategist facilitates these interactive groups, and participants determine the content and focus. Sessions begin at different times during the semester and are offered to both students on academic probation and students with clear standing. To find out when the next group is starting, contact the First Year Office. The LSC also offers a series of seminars especially for ENG students. These seminars address a wide range of topics, including Managing Time, Using your Learning Style for Academic Success, and Test Taking for ENG students. Watch for posters around the ENG building or contact the LSC for details.

Our regular seminar schedule is available on our website:

<http://www.ryerson.ca/studentsservices/learningsuccess/>.

Seminar topics include: Managing Your Time & Staying Motivated, Learning from Lectures, Studying for Quantitative Courses, Writing Exams, and Dealing with Performance and Test Anxiety. For a complete schedule and to register for these seminars, please visit our website.

Students on academic probation may be required to take a Successful Learning group or some of our seminars; however, we invite all ENG students, regardless of their standing, to attend our sessions and groups. We encourage you to take responsibility for your learning and are here to help you get the most out of your program.

For more information about any of these programs, visit our website or call the Learning Success Centre at 416-979-5000 ext. 7350. We are located at VIC B15, 285 Victoria Street.

LIBERAL STUDIES POLICY

Students must complete Liberal Studies as part of the requirements for graduation in all Ryerson programs. Please see the Ryerson Undergraduate Calendar for your program requirements.

LIBRARY

The library is located on the second floor of the Library Building. All full-time and part-time Ryerson Undergraduate students are issued a Student Photo I.D./Library Card (the Ryerson One Card) during registration week. Cards are valid for one year and must be revalidated at Student Records and reactivated at the Library Circulation counter each September upon registration.

Typical library hours during the term are:

Monday to Friday	8:00 am to 12:00 midnight
Saturday and Sunday	10:00 am to 12:00 midnight

For more information see <http://www.ryerson.ca/library/>.

LOCKERS

You may sign up for a locker during orientation during the first week of classes, and thereafter, depending on availability, at the Computer Science office. At the end of September, there is a locker free-for-all, where students may choose any locker still empty.

M

MANAGEMENT SCIENCE SPECIALIZATION

This specialization in management science is designed to provide students with 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 a management-related specialization (e.g., MBA).

The specialization will consist of a total of six additional courses: five core/required courses and one elective chosen from a list of three. Courses are offered during the Spring term, accommodating students in the various programs, including those with co-op and internship options. For more information, see the Full-Time Undergraduate

Calendar.

MEDICAL CERTIFICATE

If you become ill at any point in the semester, you and your doctor must fill out a Ryerson Medical Certificate. Bring the completed Medical Certificate to your instructor(s) as soon as possible, and within 72 hours of any missed test or examination. It is then your responsibility to make arrangements with your professor(s) to make-up for any missed tests or assignments.

The Ryerson Medical Certificate can be found in your Student Guide or online at <http://ryerson.ca/currentstudents/forms/>.

O

OSAP

The Ontario Student Assistance Program is available to full-time Ryerson students who meet eligibility requirements. Applications are available online at <http://osap.gov.on.ca> or from the Student Financial Assistance Office, POD 59, (416) 979-5113.

P

PROBATION

A cumulative grade point average (CGPA) of 1.00 to 1.99. Students with PROBATIONARY Standing may not continue their program studies until a Probationary Contract outlining a specific plan for studies and academic supports has been authorized by their Department/School, and signed by the student. Students who fail to have such a Probationary Contract by the last date to add courses for the semester will have their course enrollments and course intention requests cancelled for the term in question and will be REQUIRED TO WITHDRAW (RTW) from their program unless their Department/School determines otherwise.

Students with a PROBATIONARY Standing at the start of any semester will be eligible to continue their studies in a subsequent semester as long as they achieve a term grade point average (TGPA) of 2.00 or higher and provided they meet the terms of their

Probationary Contract and do not violate approved Department/School Standing variations. Failure to meet the terms of the Probationary Contract as set out by the Department/School will result in the students being REQUIRED TO WITHDRAW from their Ryerson program

For more information, refer to ACADEMIC STANDINGS in the Undergraduate Calendar, <http://www.ryerson.ca/calendar/>.

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 (see the Undergraduate Calendar for details). The contract is drafted by the Program Director, then signed by the student and submitted to the Office of The Registrar. PLEASE NOTE THAT WHILE ON PROBATION YOU MAY TAKE NO MORE THAN FOUR COURSES.

R

RAMSS

Ryerson's Administrative Management Self Service (RAMSS) is Ryerson University's web portal and you can find it at <http://my.ryerson.ca>. Undergraduate program students should visit the RAMSS site for all enrollment (course registration) activity. To access RAMMS, you must first activate your Ryerson online identity by completing a series of web forms available via <http://www.ryerson.ca/accounts/>.

RELIGIOUS OBSERVANCES

Students have the option to address religious observance issues informally or to invoke a more formal process. Download the Student Declaration of Observances Form at: <http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>.

REPEATING COURSES

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 transcripts.

No course can be repeated more than twice (i.e. registered initially, repeated once, repeated twice = 3 registrations). If you fail a required course for the third time, you will be assigned an academic standing of withdrawn and will be ineligible to continue in your

program.

REQUIRED TO WITHDRAW STANDING

Students will be REQUIRED TO WITHDRAW from their program for one of the following reasons:

- i. A CGPA of less than 1.00 (except students enrolled in their first semester); or
- ii. A term GPA below 2.00 while on PROBATION; or
- iii. Violation of any approved Department/School Standing variation; or
- iv. Violation of a Probationary Contract (including unauthorized changes to the contract or failure to negotiate a Probationary Contract).

No student in their first semester at Ryerson will be REQUIRED TO WITHDRAW (RTW) in December. Students with a GPA of less than 1.00 in their first semester will be advised about their prospects for success. Such students who continue in their program for the subsequent Winter semester will do so on PROBATION.

Students REQUIRED TO WITHDRAW from their program will not be eligible for reinstatement in their program for 12 months. However, in cases where a further semester of study could result in a CLEAR Standing by the end of that semester, students may request the permission of their Department/School to continue to take courses on PROBATION in the immediately following semester (or a later semester with the permission of their Department/School). If the student fails to achieve a CGPA of 2.00 at the end of that semester, s/he will be REQUIRED TO WITHDRAW.

Students who have been REQUIRED TO WITHDRAW from a Ryerson program may not continue their program studies. Applications for reinstatement to the student's original program or for transfer to another program will be considered. In such cases a student may not return to studies until 12 months have elapsed following the REQUIRED TO WITHDRAW standing. No courses taken between when a student is REQUIRED TO WITHDRAW and reinstatement or transfer to another program will be granted Ryerson credit.

Applications for reinstatement will be considered by faculty and/or program admission committees based on criteria, assessments and/or procedures developed by the faculty or program in consultation with the Registrar's Office. Past academic performance and space availability will normally be considerations. Students who are reinstated to their program will be reinstated on PROBATION, and will be required to have a Probationary Contract.

Some programs may reinstate students with a Probationary Contract which may significantly restrict course load and require successful completion of specific program courses. Programs may also specify grades which must be achieved. Successful

completion will allow the student to continue on PROBATION (or CLEAR Standing if a CGPA of 2.00 or higher is achieved). Students who are unsuccessful will be permanently withdrawn from their program. Normally a student may not receive more than one Probationary Contract of this sort.

RSU

Ryerson Students' Union (RSU) offers a number of services to help students stay healthy and safe, and to make university life easier. RSU is located at SCC 311, 55 Gould St., 416-979-5255. It's current URL is <http://www.rsuonline.ca/>.

All students are automatically enrolled in RSU's extended health and dental insurance plan. If you have insurance coverage via another plan, contact RSU before the deadline (usually the very beginning of October) to opt out. You must provide proof of alternate coverage. A refund will be mailed to you.

RYERSON ONE CARD

The Ryerson One Card is Ryerson's official ID card, plus a whole lot more! It is issued to all program students. The card displays your name, picture, and student number, and 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 activated and loaded with funds, acts as the Ryerson One Card's stored value prepaid service. It can be used:

- as your University ID card;
- on University-owned photocopiers, plan copiers, and film readers;
- laser printers in the computer labs and Library;
- to carry your meal plan (food contract);
- in the Duplicating and Print Centre, JOR 02, on colour printers, plotters;
- to purchase items from over 50 vending machines.

For more information see <http://www.ryerson.ca/onecard/>.

S

SCHOLARSHIPS & AWARDS

Ryerson offers many scholarships and awards to new and returning students. Information on awards and scholarships is available from the Student Financial Assistance Office in POD59, (416) 979-5113, <http://www.ryerson.ca/financialaid/scholarshipaward/>.

The Department of Computer Science also offers over a dozen small scholarships for outstanding academic performance in particular courses and years of study. No application is required for these awards.

SENATE

The Senate is Ryerson's academic decision-making body. The Senate is responsible for determining the curricula for all programs, admission and graduation requirements, conducting examinations, awarding certificates, diplomas, and bachelor's, master's, doctoral and honorary degrees. To assist with its work, the Senate has established Departmental/School and Faculty Councils (including the Department of Computer Science Council) in which curriculum and academic policy are formulated and through which they are presented to the Senate for information or review and decision. Students comprise about a third of its elected membership. Nomination forms for full-time students are available online at <http://www.ryerson.ca/senate/forms/electionforms/studentnom.pdf>. See <http://www.ryerson.ca/senate/index.html> for more information.

STUDENT INFORMATION & ADVISING CENTRE

The Student Information and Advising Centre (SIAC) is located in POD 144, just inside the main doors of Jorgenson Hall. SIAC staff will provide you with general information about Ryerson, referrals to services and resources, and any other answers to questions about student life.

They may be contacted by e-mail at SIAC@ryerson.ca, but SIAC is primarily a drop-in service.

T

TIMETABLES

Timetables will be made available on RAMMS after the first week of August.

TRANSFERRING PROGRAMS

If you decide that you would like to transfer to another program, obtain a Ryerson application from the Undergraduate Admissions Office in POD 144 or download a copy from <http://ryerson.ca/currentstudents/forms/>.

TRANSITION PROGRAM

The objective of the First-Year Transition Program is to provide first-year students, who may need more time to adapt to the demanding university curriculum, with an immediate opportunity to upgrade their academic standing. In the second semester, Phase I of the Transition Program offers CPS109 in parallel to the second-semester regular program courses. Students who have failed or are missing CPS109 at the end of the first semester may take it in the Transition Program. Phase II of the Transition Program is in the Spring term. Courses offered in Phase II will be posted in the Departmental office in the Spring. The Transition Program is offered through the Faculty of Engineering and Applied Science and not through Continuing Education. Space is limited in Transition Program courses. Therefore, students who are missing courses or who are required to register in the Transition Program as part of their Probationary Contract will have priority consideration. Students who wish to register in Transition Program courses to upgrade their marks may do so on the last day of the registration period, subject to availability of space. Students who register and complete Transition Program courses will have their academic standings re-evaluated upon completion of the Program.

For more information on the First-Year Transition Program, refer to the Faculty of Engineering, Architecture and Science website <http://www.feas.ryerson.ca/> or visit the Computer Science Departmental Office.

TRI-MENTORING

The Tri-Mentoring Program helps first year students make a successful adjustment into university life. As a first year student, you will be matched with an upper year mentor who can provide academic, social and cultural support during the academic year. This is a great way to get connected and make friends within your program. Facilitated by a group of committed full-time and student staff, the Tri-Mentoring Program aims to support students in their development of leadership skills and their pursuit of academic, personal and career success.

Visit the Tri-Mentoring Office in POD 54, (416) 979-5000 ext. 6634;
<http://www.ryerson.ca/student-services/trimentoring/>.

TUTOR REGISTRY

The Tutor Registry is a matching service based on Ryerson course codes. If you need a tutor in one or more of your courses, call the Learning Success Centre at 416-979-5000 ext. 7350 or visit our website at <http://www.ryerson.ca/learningsuccess> and follow the "Tutoring" link. We will provide you with a list of qualified tutors. All tutors must have taken the course before and achieved at least a B+. See <http://www.ryerson.ca/student-services/learningsuccess/tutoring/>.

W

WOMEN IN COMPUTER SCIENCE

If you are a female computer science student, why not attend special evenings, listen to guest speakers, or get advice from a female mentor working in computer science or the engineering industry? These are just a few of the benefits of Women in Computer Science (WICS <http://stw.ryerson.ca/~wics/>) or Women in Engineering (<http://www.discoverengineering.ryerson.ca/>, room ENG 341, ext. 7220).

WRITING CENTRE

If you get stuck writing an essay or do not 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. A Satellite Writing Centre in EPH 202 is also available to specifically serve engineering students. Visit <http://www.ryerson.ca/writingcentre/> for more information.

