



**Highlights:**

- Get involved with Open Source! (see page 4)
- Many ICT-S@Y programs offer co-op (see page 5)
- Get connected with a mentor through SMILE program (see page 6)

May, 2016 Issue

# First Semester Student Guide

## Welcome to the School of Information and Communications Technology - S@Y

On **Monday, May 9th, 2016, starting at 9:00 a.m.** please take advantage of the student Experience Seneca (orientation) organized by Seneca College to introduce potential new students and acquaint our new first semester intake with the **Seneca@York** campus, and the facilities that are available in its two buildings, the Stephen E. Quinlan Building (SEQ) and the Technology Enhanced Learning Building (TEL).



Co-ordinators and our student advisor will be available **May 4th, 5th and 6th, 2016** for Academic Advisement.

The ICT-S@Y main office is located in room T2074 of the TEL building.

### *Classes Begin on Tuesday, May 10, 2016*

#### Before classes begin you should:

- **Pick up your student ID card** (One-Card) in Room S1029 of the SEQ building
- **Go Through the Seneca Computer Systems Overview** ([scs.senecac.on.ca/gettingstarted](http://scs.senecac.on.ca/gettingstarted)) to set up your email account (on the my.seneca server), Linux account (on Matrix), registration account (on Student Centre)
- **Check your timetable.** If you do not have all **required first semester courses** (6 for CPD/CPA/CNS/CTY/PMC6 on your timetable, see page 4.
- Come to the Orientation on **Monday, May 9th, 2016.** See details above.
- **Buy your textbooks**

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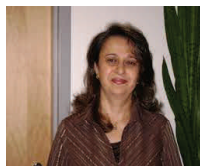
## ACADEMIC INFORMATION

### ICT — S@Y Student Co-ordinators

Student co-ordinators/advisors are available to assist you throughout the semester. They can help you with timetable changes (if possible), academic advice, and/or just to chat. Their hours are posted outside their offices (in TEL). Students can either make an appointment or drop in on a first-come, first-served basis.

(from top left to right)

Ian, Nagham, Peter, Praveen,  
Tim, Asma and Brenda



## Student Co-ordinators

**Ian Tipson (CPA,CPD)**

Room T2079, (416) 491-5050 x33233  
Email: [ian.tipson@senecacollege.ca](mailto:ian.tipson@senecacollege.ca)

**Nagham Kubba (CNS,CTY)**

Room T2078, (416) 491-5050, x33386  
Email: [nagham.kubba@senecacollege.ca](mailto:nagham.kubba@senecacollege.ca)

**Peter McIntyre (BSD)**

Room T2081, (416) 491-5050, x33251  
Email: [peter.mcintyre@senecacollege.ca](mailto:peter.mcintyre@senecacollege.ca)

**Praveen Mitera (DAD)**

Room T2077, (416) 491-5050, x33712  
Email: [praveen.mitera@senecacollege.ca](mailto:praveen.mitera@senecacollege.ca)

**Tim McKenna (PMC)**

Room T2085, (416) 491-5050, x33224  
Email: [tim.mckenna@senecacollege.ca](mailto:tim.mckenna@senecacollege.ca)

**Asma Paracha (IFS)**

Room T2082, (416) 491-5050, x33541  
Email: [asma.paracha@senecacollege.ca](mailto:asma.paracha@senecacollege.ca)

**Brenda Baker (Student Advisor)**

Room T2076, (416) 491-5050, x33083  
Email: [brenda.baker@senecacollege.ca](mailto:brenda.baker@senecacollege.ca)

Co-ordinators are available to assist students who want to make changes to their timetables.

## Advanced Standings for Professional Subjects

If you have earned relevant credits at a post-secondary institution (*not high school*), you may be eligible to receive an advanced standing in some subjects. To request advanced standing in professional subjects (i.e. computer related subjects, you need to complete a transfer credit form. The form is submitted to the Transfer Credit Office along with your transcript and detailed subject descriptions. For further information visit

[www.senecacollege.ca/degreetransfer/applying-for-transfer-credit/](http://www.senecacollege.ca/degreetransfer/applying-for-transfer-credit/). All transfer credit requests must be submitted thirty days before the semester starts. Note: A minimum grade of **C** is required (**C+** for credit in a degree program).

If you want to add a subject to your timetable to replace one for which you have received Advanced Standing, the deadline to add a course is Friday, May 13th, 2016.

Students may be exempted from subjects on the basis of Advanced Standing or Prior Learning.

## International Student Advanced Standing for Professional Subjects

International Students are advised that requests for advanced standing in professional subjects will only be processed upon receipt of **NOT ONLY** a transcript and detailed subject description **BUT ALSO** a credential evaluation from any **ONE** of the following providers:

**ICAS**—<http://www.icascanada.ca/home.aspx>

**WES**— <http://www.wes.org/ca>

**CES**—<http://learn.utoronto.ca/international-professionals/comparative-education-service-ces>

*Please keep in mind that it may take a month or more for credential evaluation.*



Visit the School of English and Liberal Studies website for helpful information such as:

- Curriculum requirements for your English and other Liberal Studies subjects
- Subject schedules and outlines
- Contact ELS faculty
- Exam Schedule
- Information on Advanced Standing



### CPA/CPD/CNS/CTY/CPAC/CTYC English Classes

CPA/CPD/CNS/CTY students must take English in the first semester at Seneca College. Your timetable should include either **EAC149** (4 hours per week) or **EAC150** (3 hours per week), or an **EAP** course. Placement at the appropriate level is based on your English Skills Assessment results. (Note: this English Skills Assessment is in addition to the entrance test you may have written). If you have been exempted from **EAC150**, “**EXM**” will appear on your transcript (available on Student Centre).

Your first semester timetable should also include **APC100** (Applied Professional Communications). ESL students will only be registered in **APC100** once they have successfully completed EAP330 and/or EAP300 and are enrolled in **EAC149** or **EAP500**.

To add a missing English subject to your timetable, see your English co-ordinator, Diane Hallquist (Room S2091 in the SEQ building).

Please read the signs posted in the School of English and Liberal Studies main office (Room S2086 in the SEQ building) to help process your request faster.

### **Heads-Up for 2nd Semester & Beyond: Your Electives**

Of your three English & Liberal Studies electives, one must be literature and one liberal studies; the third is your choice. You may take liberal studies if your English level is EAC149 or EAP 500 or above, and literature once you've finished EAC150.

View our semester course selection at <http://els.senecac.on.ca>, especially before Student Centre registration time!

### BSD/IFS English Classes

Students in the **BSD** degree program will be required to take 1 upper semester **LSO** and students in the **IFS** degree program are required to take 2.

An upper semester **LSO** is identified as a ‘300’ or ‘400’ course code.

To be eligible to graduate from a degree program, students must attain a C or ‘2.0’ GPA.

### Advanced Standing

If you are seeking advanced standings in English or Liberal Studies subjects, please bring your official transcript and subject outlines from the institution where you studied to Diane Hallquist in Room S2091 (in the SEQ building). Advanced standing will only be granted for credits that were earned with a minimum C grade at an accredited post-secondary institution.

To save time, please read and follow the instructions on the notice “Application for Advanced Standing” posted outside Room S2091 or on the ELS website.



**Undergrad students must take an English subject in their first semester at Seneca College.**

**Seneca**

**Diane Hallquist**  
**English and Liberal Studies**  
**Co-ordinator**  
**Room S2091 (SEQ)**  
**Phone: 416-491-5050 x33065**  
**E-mail: [diane.hallquist@senecacollege.ca](mailto:diane.hallquist@senecacollege.ca)**

## Timetables

Please review your timetable to ensure that you are registered in all required first semester courses ... visit [scs.senecac.on.ca](http://scs.senecac.on.ca) to see the curriculum for your program

If you are in CPD, CPA, CNS, or CTY and have not written your English Assessment Test, call (416) 491-5050 ext. 66868 or E-mail: [skills.assessment@senecacollege.ca](mailto:skills.assessment@senecacollege.ca) immediately, to arrange to write the English Assessment Test.

If you do not have your timetable, come to the School of Information and Communications Technology main office (Room T2074 in the TEL building at the Seneca@York campus) May 4th, 5th and 6th, 2016 (between 10:00 am and 4:00 pm) to pick up your timetable.

Student co-ordinators and the advisor will be available in the Information and Communications Technology - S@Y main office to assist you with questions concerning advanced standings and course requirements. The student advisor will create timetables for students who have not received one by mail.

**FIRST SEMESTER STUDENTS DO NOT HAVE THE OPTION TO ADD OR DROP COURSES IN STUDENT CENTRE.**

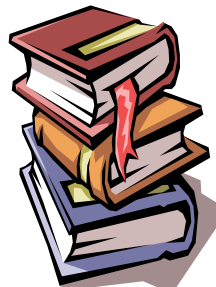
However, until Friday, May 13th a coordinator or advisor can **ADD** sections of a course, (if possible) and until Friday, May 20th, a coordinator/advisor can **DROP** a course without academic or financial penalty.

**Course Load** - Please make sure you know the financial, academic, and OSAP consequences if you do not maintain a full course load. A full load in 1st semester is 6 courses for CPD/CPA/CNS/CTY/PMC and 5 courses for other programs

The deadline for adding a course is Friday, May 13th, 2016.

### Prior Learning Assessment (PLA)

If you have acquired skills through work or life experience, but do not have the necessary academic credentials to obtain advanced standing/exemption for a subject, an alternative is to pursue the credit through a **Prior Learning Assessment**. Applications for Prior Learning Assessments are available in the ICT - SY office (Room T2074 in the TEL building).



Some PLA exams are scheduled in the first week of classes

There is a non-refundable PLA assessment fee, which can be paid at the Registration Office on the main floor of the SEQ building.

Details concerning the **PLA** process may be obtained from your co-ordinator.

## FSOSS

Open source software, such as the Linux operating system and the Mozilla Firefox web browser, is changing the way software is made, and Seneca students are helping to make that change. For example, did you know that Seneca student code is in Firefox. r that Seneca brings together top open source developers from around the world to our **Free Software and Open Source Symposium** every fall during study week.

Visit [www.fsoss.ca](http://www.fsoss.ca) for more information.

## Student Centre

Sign in to **Student Centre** using your MySeneca I.D. and password. Some of the options available through **Student Centre** are:

- Academic Record
- Fees Invoice
- Account Information
- Timetable
- Registration Options

The first time you sign on to **Student Centre** you will be asked for your MySeneca I.D. number and password. If you do not know your MySeneca I.D., or have not yet setup your password, please click on the Password Modifier link found near the bottom of the login page. Follow instructions provided on this site.

See [www.senecacollege.ca/students/student-centre](http://www.senecacollege.ca/students/student-centre) for more information about what you can do with **Student Centre**.

**Access from Home** - Launch an internet browser and then go to the ICT Home Page ([scs.senecac.on.ca](http://scs.senecac.on.ca)). Click on the link to “**Student Centre**” found under the **Login** heading on the left side of your screen.

**Access from Labs** – All computers in our labs and the Learning Commons require you to login. Refer to the ICT Pre-lab for detailed instructions on obtaining your login. Once you are logged onto a machine, follow the instructions above to login into **Student Centre**.

Co-op may be a good choice for you if you want to...

## Is Co-op the Right Choice for You?

- Gain valuable ‘hands-on’ experience that goes beyond the theory you’re learning in school and graduate with related work experience on your resume.
- Earn income to help finance your education.

## Is Co-op the Right Choice for You? (cont’d)

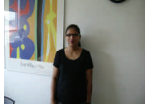
- Network and gain exposure with potential full-time employers.
- Develop your job search skills early (graduating co-op students have a definite ‘edge’ over students who do not go through the Cooperative Education system).
- Access our on-line posting system with its database of more than 3500 employers.
- Get personalized on-going support and counselling from your Co-op Advisor.

## How Does Co-op Work?

- You may apply for co-op during your second semester of CPA/CTY or first semester of DAD and PMC. For BSD/IFS co-op is mandatory so it is important to maintain a good standing in the program to complete two co-op work terms.
- Information sessions are held every semester to explain the eligibility criteria for the CPA, CTY, DAD or PMC co-op programs - you are expected to pass an English Assessment, and will need to maintain a good GPA (Grade Point Average).
- Once you have been accepted into the CPA, CTY, DAD or PMC co-op programs, you will take a half-semester course (CPP100) to learn how to use our on-line job posting system, to write a resume, and improve your job search skills. You may then start seeking your first work term.

See the Cooperative Education webpage for eligibility requirements and other information on the CPA,CTY, DAD or PMC co-op programs at: [www.senecac.on.ca/employers/coop](http://www.senecac.on.ca/employers/coop)

The last date to drop a course without academic or financial penalty is Friday, May 20th, 2016.



## Counselling and Special Needs Services

There are two aspects to our services:

- General counselling; personal, academic, and career counselling
- Special Needs; counselling services to students with learning disabilities and physical challenges

If you find that the program you have started is not right for you, we hope you will not just walk away from the college. Our counsellors will help you consider other career options. An assessment of your aptitudes and interests is available.

### **Special Needs**

Some of our counsellors specialize in assisting students who have documented disabilities to succeed in their academic programs. Such disabilities include learning disabilities, mental health problems and chronic medical conditions, as well as various physical impairments. Academic accommodations, such as extra time on tests, and note takers, are available to qualified students. For more information, please refer to our Special Needs pamphlet.

### **Counsellors**

Counsellors are available at the Seneca@York campus. Drop in to Room S1173 in the SEQ building or call to make an appointment at 416-491-5050 x33150.

**Our counsellors will help you with any problems that may be interfering with your ability to be a successful student.**

### **General Counselling**

Our counsellors will assist you with any problems that may be interfering with your ability to be a successful student. Problems commonly raised in counselling include: relationship difficulties, addictions, financial stress, depression, anxiety and academic difficulties. It is never too early or too late to come for assistance. A counsellor may help you discover options you had not considered. There is no cost to Seneca students for counselling services.

Our counsellors are also able to assist you with academic issues, such as study skills. Unlike high school guidance counsellors, we do not change your schedule. You must see a co-ordinator to drop a course.

## Make the Most of College Life with SMILE !! (Room S1169)



Seneca College has a unique program designed to help new students make the most of their college life. SMILE or "Student Mentoring in Life and Education" offers new students a great opportunity to connect with a senior student mentor in their program area who can support them in their transition into the College. With SMILE, students get the answers they need from someone who has been there. SMILE is about helping students gain the knowledge, self confidence and skills they need to make a success of their college career.

## STUDENT RESOURCES (all in the SEQ building)

**All Seneca@York Campus Resources  
are located in the SEQ building  
(416) 491-5050**

### Help Desk

In the Library and Computing Commons, first floor of SEQ building, extension 33039

### Learning Centre

Located at the back of the Library and Computing Commons (first floor, SEQ building). The Learning Centre provides tutoring, reading and language skills, pronunciations, presentations, resumes, interviews, etc...

### The Student Conduct Office

Room S1071, extension 33449

This department is intended to serve students when they have a problem, dispute or conflict.

### Counselling & Special Needs

Room S1173, extension 33150

### Financial Aid

Room S1155, extension 33011

### Student One-Card & MySeneca Accounts

Room S1029

Your One-Card is your student ID card and is needed to log onto Seneca computer systems, to sign out library books, etc...

### Student Council

Room S2014, extension 33427

### Student Services

Room S1161, extension 33000

Handles locker assignments, housing registry, general enquiries, medical insurance, etc...

### Student Registration Office

Room S1150, extension 33007 or 33008

Monday - Thursday 9:00am - 7:00pm

Friday 9:00am - 5:00pm



### Bookstore

**Room S1037, extension 33100**

The Seneca@York campus bookstore will be open from 9:00am - 8:00pm, Monday to Friday for the first two weeks of classes. A book list for first semester subjects has been enclosed. We advise you to purchase only the books listed for the subjects that appear on your timetable. The bookstore is open Monday to Friday throughout the semester.

### Or on-line...

<http://www.bkstr.com/senecacollegestore/home>

Seneca College also offers you the option of purchasing textbooks and other goods without having to wait in line, and without having to look for items on store shelves. In the comfort of your own home, and at your leisure, you can purchase an item and have it sent to you, or you can pick it up from one of our stores. This online store represents items from all Seneca stores, including the computer store.

The online store  
sells items from all  
Seneca stores,  
including the  
computer store.

## COMPUTERS AND PERIPHERALS

### Buying a Computer

There are computer labs on campus available to students 7 days a week including evenings.

However, we recommend that students purchase a home computer (desktop or laptop) to allow more flexibility in work hours. This proves to be extremely helpful when assignments are due and at test and exam time. Below is a list of the ideal hardware and software characteristics for a home computer system, if you are considering a purchase. Expect to pay approximately \$700-\$1,500 for a complete configuration.

#### Hardware Features

- A modern desktop or laptop that is less than two years old
- 4GB or more of memory
- 250GB or more free disk space
- Wired and wireless Ethernet networking
- All other standard components (e.g. display, CD/DVD drive, printer, etc.)

#### Software Features

- Windows 7 or 8, Mac OS X, or a modern mainstream Linux distribution
- An “office” application, like Microsoft Office or OpenOffice

Most of the work that you do will be on clients and servers that run Windows, UNIX, or Linux. Therefore, if you have a Mac or other non-Windows computer, make sure it supports the installation and operation of Windows in a multi-boot or virtual machine configuration.

ICT students have access to a wide range of no-cost software, including up-to-date versions of Windows and Linux, and many administrative and software development tools. During your studies, you will be directed to acquire and install some of this software, and you will have access to installation and configuration support.

A standard high-speed Internet connection at home is also strongly recommended. The Internet service providers that provide high-speed Internet services offer a range of speeds, costs, and features.

## Computer Clubs

The School of Information and Communications Technology has established a number of clubs in recent years, all of which aim to mix a little fun into your studies. Check out what’s new and exciting at our computer clubs:



#### ANDROID

[zenit.seneca.on.ca/wiki/index.php/ARK](http://zenit.seneca.on.ca/wiki/index.php/ARK)



<http://windowsclub.senecac.on.ca>



<http://linux.senecac.on.ca>



The MySeneca portal (located at <http://my.senecacollege.ca>) provides you with easy access to your e-mail, timetable, grades, and college announcements.

Web portal services often include a search engine or directory, news, email, stock quotes, maps, forums, chat, shopping, and options for customization of your portal.

Login to MySeneca using your email account username and password.

~~FYI~~

Seneca College has a strict policy regarding **Cheating and Plagiarism**. Go to [scs.senecac.on.ca](http://scs.senecac.on.ca) and click on “Academic Policy” to familiarize yourself with our policies and procedures.