

MLCE Student Checklist

Updated February 2020

Welcome to the Master of Leadership and Community Engagement (MLCE) program! To keep on track with your studies, please follow all of the steps in the checklist below. If you have any questions, please contact us at gradprogram@edu.yorku.ca.

This checklist is being provided as a supplement to the Graduate Student Handbook from Education (found at <https://edu.yorku.ca/academic-programs/graduate-studies/guidebook/>) and the Faculty of Graduate Studies' course calendar, found at <https://gradstudies.yorku.ca/current-students/regulations/program-requirements/>.

When you have been accepted to the program:

- Accept your offer before the deadline.
- Review the important dates for the university: <https://gradstudies.yorku.ca/current-students/student-status/important-dates/>. Mark your calendar accordingly!
- Register for the program online and pay your tuition before the deadline. Late fees will apply!
- Make sure your employer knows that your program will require you to make arrangements to complete two community placements as a part of the program. You may be taking vacation days in order to complete this requirement.

Before the program starts:

- Review the online orientation materials for York University at <https://gradstudies.yorku.ca/incoming-students/you-start/>. Ensure that you have the code to access the Graduate Students' Lab and Graduate Student Lounge. Contact the Graduate Program Office for details.
- Review the Graduate Student Handbook: <https://edu.yorku.ca/academic-programs/graduate-studies/guidebook/>.
- Set up your Passport York account. Instructions can be found at <http://passport.yorku.ca/maya/> If you need technical assistance, contact helpdesk@edu.yorku.ca.
- Mark your calendar for all on-campus orientation and class days.
- Enroll in courses online for the upcoming term.
- If you need accommodations, register with Student Accessibility Services (SAS) <https://accessibility.students.yorku.ca/new-students>.
 - Once you have your letter from SAS, provide this to **each** of your instructors. Please inform your instructors *before* classes begin, to ensure that the appropriate accommodations are in place for your first class.
- Register for each term before the deadlines. There are three terms per year (summer, fall and winter).

During the Spring/Summer Term (Term 1):

- Start to secure your fall-term community placement now! Follow the steps and required paperwork at <https://edu.yorku.ca/current-students/grad/forms/>.
 - Please be aware that if you have not submitted the required documents, you will not be able to enroll in EDUC 7015 next term.
 - If the placement requires a valid criminal record check with vulnerable sector screening, complete this process now!
- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Enroll in courses online for the upcoming term.

During the Fall Term (Term 2)

- Following the approved arrangements, complete your fall-term community placement in conjunction with EDUC 7015.
- Start to secure your winter-term community placement now! Follow the steps and required paperwork at <https://edu.yorku.ca/current-students/grad/forms/>.
 - Please be aware that if you have not submitted the required documents, you will not be able to enroll in EDUC 7025 next term.
- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>
- Enroll in courses online for the upcoming term.

During the Winter Term (Term 3)

- Following the approved arrangements, complete your fall-term community placement in conjunction with EDUC 7025.
- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Enroll in courses online for the upcoming term.

During the Spring/Summer Term (Term 4)

- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Enroll in courses online for the upcoming term.

During the Fall Term (Term 5)

- Read the weekly newsletter <https://edgradnews.blog.yorku.ca/>.
- Apply to convocate! Find details about the steps involved.
<https://convocation.students.yorku.ca/preparing/apply>.