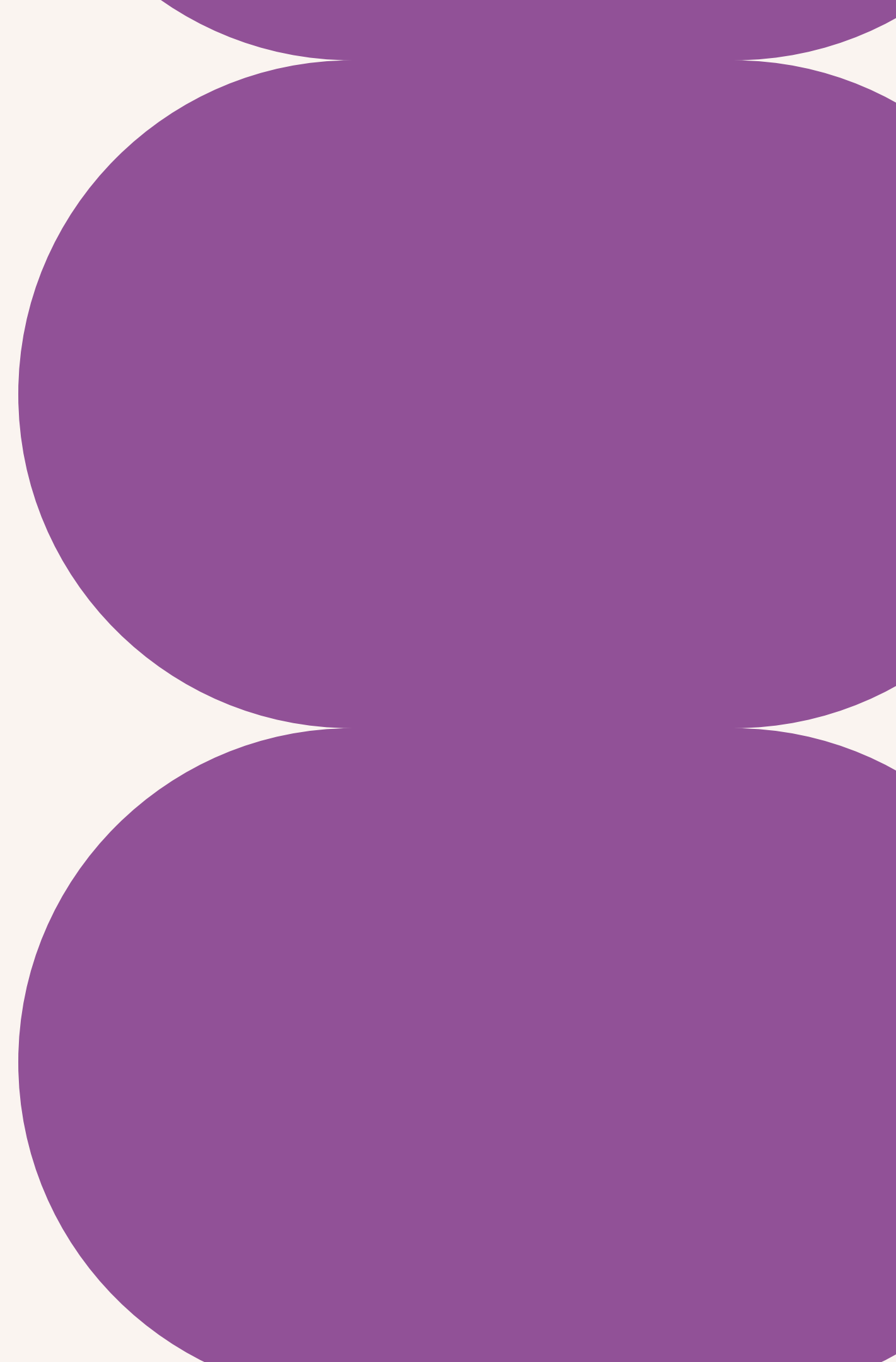


Graphic Communications Management

at The Creative School

Student Guide

2025/26





OUR MISSION

Graphic Communications Management (GCM) graduates are effective professionals in the printing industries who have a solid education founded in technical training that enables them to thrive as industry professionals.

As part of this education, we embed the values of equity, diversity, and inclusion (EDI), which are essential to academic excellence and social responsibility.

Working together, we aim to build a stronger, more inclusive community at GCM – where our commitment to equity, excellence, and the pursuit of knowledge, drives positive, lasting transformation within our institution as well as in the broader local and global community.

LETTER FROM THE CHAIR OF GCM

Dear Students,

On behalf of the School of Graphic Communications Management (GCM), I would like to warmly welcome you to our 2025-2026 academic year. GCM offers the only degree for management in graphic communications in Canada. More than just the excellent academics, we foster an environment in which every student matters. Your aspirations, the lessons you learn, the projects you create, and the many accomplishments you will achieve during your time here are arguably the most important part of your academic journey.

As a graduate of the program, I remember how impactful my time as a student was at GCM. During my degree, I met people who, 20 years later, continue to be my forever chosen family. Here at the Heidelberg Centre, our main building on campus, you too will find your people. People who care just as much as you do about stationary, beautiful packaging, and magazines. Together you will learn how to design, make and manage all things communications!

We hope you join us with an open mind and heart, ready to start becoming a future leader in our industry!

Warmly,

Natalia Lumby
Chair, Graphic Communications Management

GCM CONTACT LIST

General Inquiries

School of Graphic Communications Management
Heidelberg Centre (HEI Building)
125 Bond Street
Toronto, ON M5B 1Y2 Canada
416-979-5050

Faculty, Instructors & Staff

[See here for the complete list of current faculty, instructors, and staff.](#)

GCM Admin:

gcmadmin@torontomu.ca

For general university and office inquiries, including OneCards, lockers, assignment drop-off/picks-up info, [Connect & Collect points](#), and school events.

GCM Academic Advising:

gcmadvising@torontomu.ca

For all academic inquiries, including course selection, enrolment, grades, academic standing, significant dates, student-related initiatives and resources, and learning supports.

GCM Tech Help:

gcmtechhelp@torontomu.ca

For GCM lab tech support, including GCM lab computers, software, printers, lab access or equipment like CTP, cutting tables, and instrumentation tools.

GCM Internship:

gcminternship@torontomu.ca

For internship inquiries, including internship search resources, eligibility, and suitability of internship positions. Students complete a mandatory internship between 3rd and 4th Year.

TMU Service Hub (Office of the Registrar)

For inquiries and support with undergraduate admissions, fees, financial assistance, MyServiceHub support, exams, class schedules, official letters, transcripts, and applying to graduate. Contact [Service Hub](#): 416-979-5036, chat, or in-person (POD-150).

GETTING STARTED AT GCM

General Information

Welcome to Graphic Communications Management!

Please check out the [TMU Current Students](#) website, where you will learn about academics, fees, scholarships, finances, services, and supports.

The [Undergraduate Calendar](#) and [Significant Dates](#) are significant webpages that will alert you to deadlines to pay [tuition and fees](#). Late payment of fees may result in a hold on your account that will prevent you from enrolling into courses. All inquiries about tuition, fees, and student financial assistance should be directed to the [ServiceHub](#).

Significant Date	Deadline Period
Official Start of Fall 2025 Term	Tuesday, September 2, 2025
Fall Study Week	Tuesday, October 14 - Friday, October 17, 2025
Fall Examination Period	Wednesday, December 3 - Sunday, December 14, 2025
Last Day of Fall 2025 Undergraduate Classes	Monday, December 1, 2025
Official End of the Fall 2025 Term	Sunday, December 14, 2025
Mid-Year Winter Break	Friday, December 19, 2025 - Monday, January 5, 2026
First Day of Winter 2026 Term Classes	Friday, January 9, 2026
Winter Study Week	Tuesday, February 17 - Friday, February 20, 2026
March Course Intentions Period	Thursday, March 5 - Wednesday, March 11, 2026
Last Day of Winter 2026 Term Undergraduate Classes	Friday, April 10, 2026
Winter Examination Period	Sunday, April 12 - Saturday, April 25, 2026
Official End of the Winter 2026 Term	Monday, April 27, 2026
May Course Intention Adjustment Period	Wednesday, May 6 - Friday, May 8, 2026

ONLINE IDENTITY

[Activate your online identity](#) by logging into the **my.torontomu.ca** portal.

Students are required to activate and maintain their online identity. Be sure to monitor and retrieve information issued to you by the University faculty/staff via TMU online systems regularly. Students have the responsibility to recognize that certain communications may be time-critical (see [Senate Policy #157](#)).

Note: You must use your TMU email account to communicate with instructors and staff. Access includes:

- [TMU email and Google Workspace](#)
- MyServiceHub ([see tutorials](#))
- [D2L Brightspace](#)
- [TMU WiFi](#)
- [Online Library resources](#)

ONE CARD

Your TMU OneCard is required at all exams, and it serves as your card for campus services, discounts, and secure building access. Once you have activated your TMU online identity, apply for your OneCard. You can also register for a Digital OneCard. You will still require a physical OneCard. If you need access to a specific GCM classroom, or lab, and your OneCard does not open the door, [please contact the GCM Front Office](#).

TWO-FACTOR AUTHENTICATION

Multi-factor authentication (MFA) is a security control that adds an additional layer of security to protect your online account. TMU students must set up two-factor authentication for both [Google](#) and [Microsoft](#).

MICROSOFT OFFICE & ADOBE CREATIVE CLOUD

GCM students have access to [Microsoft Office 365 Education](#) and [Adobe Creative Cloud](#). Microsoft Two-Factor Authentication must be set up in order to start downloading applications.

PERSONAL INFORMATION

Any changes to your personal information should be promptly communicated to the University. Update your address, phone, number, email address, and chosen/preferred name via [MyServiceHub](#).

ASSIGNMENTS & DROP BOX

Instructors will review course outlines on the first day, detailing assignments, due dates, readings, and weekly topics. Assignments may have different submission guidelines depending on the work (essay, digital project, etc.). It is your responsibility to submit them properly by the due date. Late work is time stamped and subject to penalties noted in the course outline. Most of the assignments may be submitted online through D2L or in class. For on-screen grading of lab assignments, projects must be completed, saved on removable media (e.g., USB), and available during the lab session. Retain back-up copies of all work, and ensure only the project file for marking is saved on the USB. GCM assignments submitted outside class should go in the assignment drop box outside the GCM main office. If your instructor requires a folder or envelope, use a transparent one. **Do not** hand assignments to office staff or leave them on the counter. All assignments must be clearly labeled with your name, student number, instructor, class, and section. Once submitted to the drop box, assignments **cannot** be retrieved, so ensure they are complete.

RETURN OF ASSIGNMENTS, TESTS & EXAMS

Graded assignments are available for pick-up in the GCM Front office. You may pick up **only** your own individual or group assignment. **Do not leave your graded work in the GCM office for an extended period of time.**

Test feedback is provided by instructors; to review test results, book an appointment promptly after grading. Final exams are not returned to students, but are kept by the School. To view your graded final exam, make an appointment with your instructor.

LOCKERS

Sign up in person at the GCM Front Office (HEI 101) with Operations Assistant Taras Karpiuk within the first two weeks of classes. Lockers are in [Kerr Hall South](#); bring your own lock. TMU Security removes locks and contents 2-3 weeks after Winter term.

PROJECT ROOMS

Project Rooms (2nd & 3rd floors, TMU Heidelberg) are booked first-come, first-served via the sign-up sheet outside the project rooms.

RESPECTING THE GCM LEARNING ENVIROMENT

[Senate Policy #61: Student Code of Non-Academic Conduct](#) requires respectful behaviour that supports TMU's learning and work environment. Violations to this policy can affect your academic status. Respect the Heidelberg building.

Do your part by:

- Keeping noise to a minimum.
- Cleaning up after yourself. (If you need assistance with a spill, please contact GCM Front Office staff or one of the technicians to obtain tools to clean up).

GCM STUDENT RESOURCES

For a full list of resources, check out [GCM Student Resources](#).

STUDENT REPRESENTATION

GCM School Council

The School Council is the academic decision-making body that reviews and approves curricular, operational and other changes affecting GCM. Membership includes students, faculty and staff. One student representative from each year will sit on the Council. Student representatives are elected by the students in each cohort year of the GCM program.

GCM Course Union

The Course Union represents GCM students within TMU. The student-led executive and class reps organize social activities, trips, intramural athletic teams and academic events. The course union is also a good liaison between you, the student union, faculty and university administration. Find them on Instagram [@GCMCU](#), [LinkedIn](#) or the [GCMCU website](#).

First Year/Third Year Buddy System

The GCM Course Union runs a buddy system where incoming first year students are assigned a third year buddy who will mentor you through the first year, helping you navigate the program and printing industry. The buddy list will be distributed in September, so don't hesitate to reach out to yours when you get their name and contact info!

TMU Students' Union

The [TMU Students' Union \(TMSU\)](#) is your hub for activity on campus. The union advocates for student rights, supports student groups & events, and provides discounted services!

Society of The Creative School

[Society of The Creative School](#) is a student-led society that represents all nine schools in The Creative School focused on building community by hosting conferences and competitions, and offering extra-curricular project funding.

GCM Ambassador Program

The Ambassador Program offers students the chance to represent the Graphic Communications Management program at their former high schools. As ambassadors, students not only have the opportunity to earn up to 10 [CC points](#) annually for their active participation, but also play a crucial role in fostering community within GCM.

Ambassadors are actively involved in supporting various events such as our Open House, the Ontario Universities Fair, and more. This program is designed not only to recognize student leadership but also to create opportunities for students to connect with each other, share experiences, and contribute to the vibrant GCM community.

Join us in building lasting connections and making a positive impact on our program and beyond!

Reach out to our Outreach and Community Engagement Coordinator, Hirra Farooqi, at hfarooqi@torontomu.ca, if you'd like to join.

EVENTS

Industry Trade Shows

We strongly advise that you attend local printing industry trade shows like [Graphics Canada](#). There you'll see first hand what companies across the country are doing. You can earn Connect and Collect points by attending industry trade shows. You'll not only be building your career network, but you can also get credit for it!

Colloquium/End of Year Show

Our annual Colloquium is an event for you to get to know GCM alumni, industry reps and school partners. The night includes discussions on industry trends and open networking opportunities. This event is now paired with our Thesis and Business Plan Expo students showcasing their fourth year capstone projects.

Career Fair

Career Fair is an opportunity for 3rd and 4th year students looking for internships and full-time work to

interview directly with some of the top companies in the graphic communications and printing industry in Canada.

NOTE: Students can attend the Career Fair once for internships and once for graduate roles.

Volunteering at School Events

Many of our events are run and supported by student volunteers. If you're interested in helping put together amazing events like Awards Night or the ones above, keep an eye open for our email call outs!

GCM TEAMS & CLUBS

Consider joining a [GCM Student Team or Club!](#)

CONCENTRATIONS

A Concentration is a structured plan of study within a program (6 to 12 core or core electives) that provides an opportunity for advanced or in-depth study in a particular area of interest. Students must declare their concentration prior to applying to graduate. Courses used to fulfil the requirements of a concentration cannot also be used to fulfil the requirements of a minor. Concentrations are optional. GCM offers concentrations that allow students to build confidence and a level of expertise beyond the core curriculum that sets them apart when entering the workforce.

GCM students are advised to start taking Core Elective courses towards their concentration starting in 5th Semester (Third Year). Concentrations are subject to change by the time you are required to declare in Third Year.

Questions? Contact gcmadvising@torontomu.ca.

GCM has four Concentrations:

Graphic Output

Focusing on the digital premedia files and data that are essential to many forms of graphic output, including signage, ebooks and designs of all types.

Perfect fit if you: are passionate about designing and preparing files for different media.

Areas of focus: signage; ebooks; typography; workflows; variable data printing; material science; and non-traditional printing.

Leadership

Learn to guide and manage teams, oversee projects, make strategic decisions, and foster a creative and collaborative environment and deliver high-quality solutions.

Perfect fit if you: like to focus on the strategic vision and plan out logistics to achieve a project.

Areas of focus: business; entrepreneurship; management; accounting and finance; sustainability; and client/customer management.

Packaging

Design and create the graphics, structural, and sustainability aspects of product packaging to engage consumers, convey the product's essence and value, protect the contents, and meet logistical requirements.

Perfect fit if you: appreciate the 3D structure of printed form and enjoy working with brands.

Areas of focus: flexo printing; package prototyping; accessibility; sustainability; 3D printing; non-traditional printing; distribution; plastic in packaging; material science; and colour theory.

Publishing

Design and layout of publications, such as books and ebooks, magazines, and brochures. Focus on presenting content in an aesthetically pleasing and readable manner.

Perfect fit if you: enjoy seeing your work come to life in a printed form.

Areas of focus: magazine production; book publishing; ebook production; letterpress; Photoshop; accessibility; sustainability; typography; and binding.

To view course requirements for each concentration, visit the [TMU undergraduate calendar](#).

LAB POLICIES

GCM has the following labs available for work and research:

- Packaging Lab (HEI 004)
- Press Lab (HEI 010)
- Binding and Finishing Lab (HEI 005)
- Digital Press Lab (HEI 008)
- Multi Use Lab (HEI 304)
- Input and Output Labs (HEI 301 A/B)
- Premedia Computer Labs (HEI 302 & HEI 306)
- Instrumentation Lab (HEI 206)

The first five of these labs are regulated by instructors for special projects. The pre-media computer labs are independent and have their own set of guidelines.

GCM Computer Labs

Our computer labs are located on the third floor, and can be used for independent work when a class isn't taking place. A lab schedule will be posted on the

door and our website under "Student Resources" at the beginning of each semester. Lab space is first come, first serve.

Lab Rules

- **Entry by OneCard only between the hours of 7:30 AM to 8:30 PM Monday through Friday for the upstairs labs.** If your lab takes place outside these hours, your instructor will open the door for you. There are limited supervised open hours during and outside these times. When open hours occur on weekends, the Lab Monitor will open the lab door for you. There is no access to downstairs labs except during open hours with the supervision of Lab Monitors.
- **No food or drink in the labs.** Please leave food and beverages on the shelves next to the door and pick them up when leaving.
- **Professionalism in the lab.** Students are expected to work and interact quietly and avoid loud noises that may interfere with the work of others.
- **Entertainment software.** Students are not to use lab computers for entertainment software

including YouTube, Facebook, Netflix, video games and personal email.

- **Monitoring and Privacy.** Computers and their usage may be subject to monitoring. Students are not guaranteed privacy when using these systems.
- **Toronto Metropolitan University's harassment policies** require that you do not load any files that could be taken as being offensive to others. This policy also covers desktop pictures. [These issues are explained in the Student Code of Non-Academic Conduct.](#)

Lab Etiquette

- Respect the rights of others in the lab.
- Do not knock, walk in or otherwise disturb a lab that is in session.
- Do not customize the hardware or software in any lab.
- Use only the fonts and software supported by GCM.
- It is illegal to copy, load, and remove any software without permission.

- Do not play games or use personal email on lab computers.
- Use headphones when listening to music.

Quick Start Guide for HEI Computers

In order to use these computers in the TMU Heidelberg Building, students must use their TMU Online Identity.

New login process using RUAD system

- Use my.torontomu.ca username & password to gain access to GCM computers.
- If your my.torontomu.ca login works, so should your login for GCM computers; if you are having issues with your account please use the following to address issues:
 - Report problems with account activation.
 - Report general problems with your account or the [my.torontomu.ca](#) portal.

ThawSpace

The ThawSpace is a public shared folder that is ONLY accessible once you have logged into a GCM computer. The ThawSpace icon can be found on the Desktop.

- Files will be deleted from the ThawSpace NIGHTLY.
- ThawSpace is designed as a working/active file storage space when using applications.
- Always backup your ThawSpace files to USB or Google Drive before logging out.
- Always delete your ThawSpace files from the ThawSpace before logging out.

Visitors and Guests

Labs are only for students registered in GCM courses. Visitors can come to lab sessions only with prior permission of the lab instructor. Visitors are not permitted during open lab hours.

Enforcement of Lab Rules

Students who break computer lab rules may be subject to disciplinary action including but not limited to policies on academic and non-academic conduct.

Printing

Your ancillary lab fees cover the printing of **GCM lab-related projects and assignments only**. All other printing is disallowed unless prior consent is obtained from the Chair. The use of GCM printing for student group projects must be approved by the faculty advisor for the group.

Colour printers are to be used as proofing devices only. Please do not use the colour printers to output the documentation for other papers or projects.

File Storage and Backup

You have file storage space on Google Drive under your TMU account. Use an external hard drive or USB to ensure you do not lose anything.

Lost and Found

Label personal tools and materials used in labs. If you leave something in the lab, check the lab access schedule and arrive to collect it when the next break occurs. Any items left in the lab are usually turned into the GCM office, where they are held securely for a limited period of time. Any items not

picked up in a timely manner will be turned over to the lost and found in the security office at 285 Victoria Street. Lost USB drives may be with your lab instructor.

Reporting Hardware, Software and Equipment Issues

Issues and concerns about any equipment or systems anywhere in the GCM building can be emailed to: gcmtechhelp@torontomu.ca.

If you accidentally break a piece of equipment while using it, please report it. Accidents happen and reporting it lets us fix the problem right away.

- [Other computer labs on campus](#)
- [Borrow a laptop from TMU's Media Services](#)

PRINT, INSTRUMENTATION & BINDERY LABS

Housekeeping

Working with ink can be messy. It is your responsibility to clean workspaces. Use lab coats and cleaning supplies in the room. If you spill ink, please wipe it up immediately. It stains surfaces.

If you require additional instruction on how to maintain a clean and safe working environment, contact the [Printing & Packaging Technician, Scott Millward](#) (HEI 02). If you observe unsafe conditions in the printing processes or bindery and finishing lab, immediately report them to the technician or your instructor.

Lab Access

Labs are available:

- During your own lab section's scheduled period
- During posted, supervised open hours

EMERGENCIES IN THE LAB

In the event of a fire alarm or other evacuation notice, students are required to leave the building until it is safe to return. If you are working in the lab during Open Lab hours, do not wait for printouts, scans, etc. Remove yourself and your belongings until it is safe to return. The fire wardens for GCM are **Scott Millward (acting)** and **M. Khaled Ahmed**.

When to Contact GCM Tech Help

[GCMTechHelp](#) is your go-to resource for all technical support needs related to your academic work and campus IT services. Reach out to us for:

- Login Issues
- Software Support
- Printer Issues
- Account Lockouts/Lab Access Issues
- Lab Equipment Problems
- GCM Ricoh Digital Press Problems
- GCM Instrumentation Lab Issues

For general course content or specific assignment help, reach out to your professors first.

ACADEMIC INFORMATION

Full-time vs. Part-time Studies

TMU defines “full-time” study as four billing units per term (4 courses). This is also the course enrolment required for The Creative School [Dean’s List](#), [TMU’s renewable entrance scholarship](#) and [select awards/scholarships/bursaries](#) (if applicable). On the other hand, [OSAP](#) defines “full-time” study as three billing units per term (3 courses). Three courses is also the minimum requirement for international students with study permits; consult with [International Student Support](#) for further guidance. For inquiries, contact the [ServiceHub](#).

Course Management

[Senate Policy #166](#): Course Management stipulates the information that must be provided to students enrolled in each course, including course objectives, evaluation scheme, attendance requirements, schedule of topics, reading lists, teaching methods and assignments. Students are expected to be familiar with the requirements itemized in each

course outline. We recommend that you download and keep a copy of your course syllabi.

Academic Consideration Requests (ACR)

If you’ve missed an exam, assignment, or any other graded work due to illness or extenuating personal (compassionate) circumstances, you should notify your instructor and request an academic consideration. Academic considerations should be submitted within 3 days of the missed deadline via the online [Academic Consideration Request portal](#).

Students can submit an academic consideration request without documentation in limited circumstances one time per semester. Verified documentation must be submitted thereafter, and always submitted for missed final exams. ([See TMU Student Health Certificate](#)).

Instructors are not obligated to grant academic consideration requests. If they grant the request, it is your responsibility to contact them to make alternate arrangements to complete the required course work.

For more info, visit [Academic Consideration Requests - Senate Website](#) and [Senate Policy #167](#).

Academic Consideration Request - [Religious, Aboriginal and Spiritual Observances](#)

If a student is requesting accommodation due to a religious, Aboriginal and/or spiritual observance, they must submit their [complete request form](#) via the online [Academic Consideration Request \(ACR\) system](#) within the first two weeks of the class or, for a final examination, within two weeks of the posting of the examination schedule.

If the required absence occurs within the first two weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these requests should be submitted with as much lead time as possible in advance of the required absence.

More information can be found in [Senate Policy #150: Accommodation of Student Religious, Aboriginal, and Spiritual Observance](#). Requests for accommodation can be made informally or formally to the course instructor. Informal requests will be made verbally through private discussion or through an email between the student and instructor. For formal requests, students must submit a clear explanation of the observance and requested accommodation

along with a copy of the Accommodation of Student Religious, Aboriginal and Spiritual Observance form. Instructors will confirm accommodations (if possible), in writing, within 5 days of receiving the request.

[Academic Accommodation Support \(AAS\)](#)

Part of Student Wellbeing, Academic Accommodation Support (AAS) supports students with temporary or permanent disabilities, including, but not limited to, physical mobility, sensory impairments, ADHD, and mental health. AAS works with students to create and implement individualized academic accommodation plans so students can more fully participate in their studies.

Once registered, you must activate the sending of an accommodation letter via the online system to each of your instructors outlining your approved accommodation(s) for each course. This should be done prior to a graded assignment, test or exam.

In some cases, arrangements related to your accommodation needs may be made on your behalf by your Academic Accommodation Support Facilitator. You are not required to provide personal health information or seek accommodation directly from

your instructors or teaching assistants as it pertains to academic accommodation for disabilities.

Located on the 4th Floor of the Student Learning Centre. Call 416-979-5290 or email aasadmin@torontomu.ca. See [Senate Policy #159](#) for more information.

Academic Integrity

[Academic integrity](#) is achieved through honesty, trust, fairness, respect, and courage. TMU upholds the highest standards of academic integrity and violations are taken very seriously. It is your responsibility to familiarize yourself with and adhere to [Senate Policy #60](#) that defines academic misconduct as “Any behaviour that undermines the University’s ability to evaluate students’ academic achievements, or any behaviour that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit.”

Penalties range from grade reductions, disciplinary notice or suspension, failure in the course, to permanent removal from TMU. With the increased use of artificial intelligence (AI) tools, please seek guidance from your instructors to avoid policy violations. If you

are suspected of academic misconduct, contact your [TMSU \(Student Union\) Academic Advocate](#).

Academic Integrity and Group Work

Group work is an essential part of your educational experience, because many jobs involve collaboration in teams with diverse personalities. Instructors may require you to identify your individual contribution to these submissions or rank your group members. It’s your responsibility to work out issues within your group. If it becomes too challenging, contact your instructor promptly for assistance.

By putting your name on a group project, you’re accepting responsibility for the entire work. This means you know the content is original and meets academic integrity standards.

Course Enrolment

You MUST familiarize yourself with the GCM curriculum and degree requirements. It is your responsibility to select courses from the [GCM Undergraduate Calendar](#). Track your individual progress toward completing degree requirements through the [Advisement Report](#) in MyServiceHub.

TMU will enrol incoming First Year students into their required courses for fall and winter terms. After First Year, students are responsible for enrolling themselves into their required courses. Students of all years are always responsible for enrolling themselves into their elective courses. Enrolment student tutorials can be found via [MyServiceHub Support](#).

After you enrol in courses, [review your schedule](#) on MyServiceHub to confirm your class time, location, and section. Time conflicts are not allowed between classes. If you see an error message indicating a conflict, the reason is that there are GCM courses that are scheduled in multiple locations (classrooms and labs). Your instructor will inform you of where to show up on the first day of the class.

If you want to swap into a different section of the class (different time), and the section is full, we recommend that you wait to see if a spot will open up, find a classmate to swap with you, or contact your instructor to see if they can accommodate an extra student in the section.

Enrolment dates are listed on the [TMU Course Enrolment](#), and confirmed on your [Student Centre](#)

in MyServiceHub in early August for the fall term and late November for the winter term.

A prohibited “⊘” icon on MyServiceHub means that you have a hold on your account. Visit [Account Holds](#) for more information. IMPORTANT: A hold restricts access to specific services like enrolling/intending in courses and viewing your grades.

If you need to drop a course, please adhere to the [academic drop deadlines](#) for that semester. However, it is important to note that financial drop deadlines and academic drop deadlines differ, and you should refer to [Significant Dates](#) in the most recent Undergraduate Calendar.

Information regarding courses, significant dates, degree requirements, and FAQs are communicated through email, website, and social media. Visit the [GCM Academic Resources website](#) and [GCM Academics D2L shell](#). Contact gcmadvising@toron-tomu.ca for guidance on your academic plan.

Course Intentions

Course intentions is the process where students indicate the courses they wish to take in the upcoming academic year. Course intentions are used to generate students' course schedules, which are released ahead of the start of the fall and winter terms.

The course intentions period occurs in March for the upcoming fall and winter terms. Course intention changes can be made during the course intention adjustment periods in the spring (May) and fall (August to September).

Participation in course intentions is mandatory for all undergraduate students in full-time programs. The benefits of completing course intentions are:

- Opportunity to be enrolled into your preferred courses
- Access to priority enrolment dates
- Receive student financial assistance (OSAP) faster
- Maintain scholarships
- Confirm your enrolment

While TMU makes every effort to enrol students into courses based on course intentions, intentions are not guarantees of course enrolment. There are [several reasons](#) why a course intention selection cannot be accommodated. If you receive your schedule, and a course intention selection was not successful, you will have another opportunity to enrol into the course during your enrolment period.

Exams

Details of midterms and final exams are contained in individual course outlines. The final exam schedule is posted approximately one month before the start of the final exam period.

GCM exams may be delivered in-person, virtually, or over an extended period of time (open book). Please contact your instructor if you have a time conflict with a scheduled exam. Learn more about [Senate Policy #135 Final Examinations](#).

Note: Do not make personal travel plans before the exam schedule is available, as your instructors are not obligated to provide you with make-up exams under this circumstance.

Grades

Grading expectations will be communicated on course outlines. While most instructors will use numeric percentages (i.e. 80%) to grade an assignment, your final course grade is recorded as a letter grade ([see Grades Scale](#)). Once official final grades are released after the end of the term, they will be added together to calculate your overall [cumulative grade point average \(CGPA\)](#).

Note: Failing the same required course three times will result in being permanently withdrawn from the program.

Academic Standing

It is the student's responsibility to maintain a clear academic standing in order to continue in the GCM program from term to term without limitations. Your academic standing is determined at the end of each academic term based on your final course grades, and you must check your standing on MyServiceHub in a timely fashion as further action will be required on your part if you fail to maintain a Clear standing.

If your Academic Standing is Probationary - you **MUST** request an appointment with [GCM Advising](#) to clarify the basis on which your standing can become clear. Also, you will be required to sign a Probationary Contract with restricted conditions for the following semester. It is important to note that you cannot continue in your degree on Probation without first establishing a Probationary Contract.

Failure to meet the terms of a probationary contract will result in a Required to Withdraw standing. Students with this standing are advised to meet with the GCM Academic Advisor, attend recommended workshops, and connect with [Student Wellbeing](#).

CLEAR - A cumulative grade point average ([CGPA](#)) of at least 1.67 (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 - A cumulative grade point average (CGPA) of 1.00 to 1.66. Students with Probationary standing are required to have a developmental Probationary Contract outlining a specific plan for studies and academic supports authorized by their program School or Department, and signed by the student. who fail to have such a Probationary Contract by the last day to add courses in a semester, will have their course registrations and course intention requests cancelled for the term in question. 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 1.67 or higher, meet the terms of their Probationary Contract, and do not violate approved Department/School standing variations.

REQUIRED TO WITHDRAW (RTW) - 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 1.67 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).

Note: No student in their first semester at TMU will be required to withdraw in December. Students with a GPA of less than 1.00 in their 1st semester will be advised about their prospects for success and continue in their program for the subsequent Winter semester on PROBATION.

Grade & Standing Appeals

Students have the right to initiate an informal or formal appeal of a grade in a specific course or their overall academic standing. Grade appeals are submitted to the teaching School or Department in accordance with its procedures; only appeals of GCM courses and appeals of academic standing are submitted to GCM's Academic Manager. The decision-maker for Level 1 appeals to the School of Graphic Communications Management is the Chair; the decision-maker for Level 2 appeals is the Associate Dean for Faculty & Student Affairs, The Cre-

ative School. Refer to the [Senate Appeals](#) website for detailed information on acceptable grounds for appeals, procedural instructions, important deadlines, and to submit your appeal via the online portal. Please review [Senate Policy #168: Grade and Standing Appeals](#). Before submitting an appeal, seek guidance from the [GCM Academic Advising team](#).

Short-Term and Permanent Withdrawals

You may wish to temporarily withdraw from your program of study for either the current academic term or for future academic terms due to financial, health, personal, academic or other reasons. In this case, you may request a [Short-Term Withdrawal](#) for up to 3 consecutive terms/12 months.

Alternatively, you may wish to voluntarily and permanently withdraw from your program studies due to financial, health, personal, academic or other reasons. You would request a [Permanent Withdrawal](#) in this case. Permanent withdrawal requests are final once processed. If you wish to re-enter the program at a later time, an application for re-admission must be submitted to [Undergraduate Admissions](#). Re-admission is not guaranteed.

Transfer Credits

Students who have completed courses at another postsecondary program may apply for transfer credits through the University's online system. We recommend that transfer students email gcmadvising@torontomu.ca so that we can review your remaining credits. It is possible for credits to be ineligible for use in your GCM degree. They will be found under the "Non-Applicable" section of your Advisement Report.

Timespan and Graduation

To graduate, a student must complete their program's curriculum and graduation requirements within a specified number of years. Students in the GCM program have eight (8) years to complete their undergraduate degree.

If you plan to take courses out of sequence, it is your responsibility to ensure that you have completed all the required courses for your degree. Please note that some mandatory core courses are prerequisites for upper-year courses so taking them out of sequence may result in scheduling and enrolment complications.

If you do not enrol in and/or complete courses for a period of time, you will lose access to enrol in classes and you will eventually be discontinued from your program. Students that go three (3) consecutive terms with no course enrolments (Spring/Summer terms are included) will be assigned Inactive Enrolment Status. They are unable to enrol into courses, and must contact the program department to request reactivation of your record.

Students that go six consecutive terms with no completed courses will be discontinued from the program. To return after discontinuation, students must apply for readmission into the program using [TMU Application](#) and contact [ServiceHub](#). Readmission is not guaranteed.

In your final year of study, you must submit an [Application to Graduate](#). If you are pursuing a minor and/or concentration, please declare them at the time of application. Curriculum Advising will do a final graduation audit and confirm your eligibility to graduate via email. Once confirmed, you will be invited to attend Convocation. Graduation ceremonies are held in Spring (June) and Fall (October) of each year. Learn more about [Convocation](#).

Minors

Minors are optional. TMU defines a minor as an opportunity for a student to explore a secondary area of undergraduate study either for personal interest beyond a student's degree program, or as an area of specific expertise related to the student's degree program that will serve the student's career choice.

To complete a minor, students must complete a sequence of 6 courses in one of the subject areas identified in the [Undergraduate Calendar - Minors](#).

It is your responsibility to enrol into the correct courses and [declare your Minor](#) when you apply to graduate in MyServiceHub. Once declared, track your progress towards your minor requirements in your [Advisement Report](#). Plan early and seek guidance from gcmadvising@torontomu.ca.

International Learning Opportunities

Through GCM and The Creative School, [you have the opportunity to study abroad at one of our partner schools](#) in Australia, South Korea, Germany, Sweden, Denmark or Belgium and England! Selected students may go abroad in the Winter semester of Third Year.

If you're considering an international exchange, you should seek guidance from the GCM Academic Advising Team early and apply by January of your Second Year.

Awards and Scholarships

[GCM offers several awards, scholarships, and bursaries](#) to which you should consider applying if eligible; many of which are offered to Second, Third and Fourth year students. Deadlines and application information are announced in the Fall semester.

TMU also offers university-wide scholarship and award opportunities. It is recommended that students create a profile in [AwardSpring](#), which is a database with more than 1,400 awards, scholarships and bursaries. To be matched with awards, you will need to start by submitting a general application. If you require an accommodation during this process, [please inform the Student Awards and Scholarships office by email](#).

Third Year Internship

Between 3rd and 4th year, GCM students complete a 300 hour internship. Internships must be paid.

Students are responsible for finding their own placement. However, we do help through GCM's Career Fair in the spring and a D2L shell with resources, workshops and an electronic job board with postings from around the industry. You must complete all prerequisite courses (GCM220, GCM370, GCM375) and have your internship submitted to our Internship tracking system, FIT, for approval by our Internship Coordinator before you start working. After completing your paid internship hours, you will be eligible to enroll into the internship course of WKT 608 offered in both Fall and Winter term. You may use up to 60 connect and collect (cc) points = 60 hours of industry volunteer hours to count towards your total internship hours.

Internship and International Exchange

If you're studying abroad, we encourage you to ask your host university about internship options in that country. Working abroad is a great experience that can open up many doors for you. You'll need to make sure you can legally work through, which you can figure out with [The Creative School's International Programs Coordinator](#).

Due to differences in the semester start and end dates for our exchange partner schools, it may not be possible for you to return to Canada in time to participate in our normal internship period. Therefore, students who participate in exchange are exempt from completing the 300 paid internship hours. If you choose to complete an internship on your own, you would not have access to support from the GCM Internship Coordinator.

Internships Outside of Canada

Even if you're not going on exchange, you can still intern abroad. From past experiences, we recommend seeking internships in regions where you have relatives or family friends.

If you want to intern outside of Canada, consult the [GCM Internship Coordinator](#) as early as September of Third year, so you have time to figure out passport, visa and work permit requirements.

For more information about GCM's Internship program, please refer to the [Official GCM Internship Handbook](#).

GCM Connect & Collect (CC)

The [GCM Connect & Collect program](#) incentivizes you to build connections with industry and immediately collect credit towards your internship hours.

Opportunities where you interact directly with industry will qualify for CC points. There is no minimum or maximum amount of points that you can earn. Your CC points can be redeemed for a maximum of 60 internship hours, with each point having a value of one hour.

Submit information about the events you attend, log into the portal on the [GCM Connect & Collect website](#), enter basic information about the event, and include a selfie. If the information provided is accurate, complete, and valid, their submission will be approved and you'll see your points value increase on their GCMCC app dashboard upon next login.

For questions, contact gcmadmin@torontomu.ca.

STRATEGIES FOR SUCCESS CHECKLIST

Attend Class Consistently: Attending class is essential. Some instructors grade on attendance and engagement.

Get to Know Your Instructors: Reach out for help. Instructors hold office hours where you can meet them for support.

Confirm Program Requirements: When registering, ensure courses meet your degree requirements by checking your [Academic Advisement Report](#) in MyServiceHub.

Use [Learning Support Services](#): Visit the [Current Students on the website](#) for a list of resources for GCM students.

Plan a Manageable Course Load: Most first years take five courses in the fall semester and six in the winter.

Find Time to Relax: Make sure you incorporate relaxation time into your schedule.

Set Realistic Goals: Focus on developing new learning strategies, aim to thoroughly learn the material.

Learn to Study Effectively: Study alone or together? At home or at school? Find what works for you and stick to it!

CAMPUS SUPPORT

Health and Dental Coverage

All full-time students pay into Health and Dental coverage through the TMU Students' Union (TMSU). The plan also provides travel insurance. If you already have private insurance coverage, you can opt-out of the plan. Learn more on the [TMSU Health and Dental Care website](#). Contact 416-979-5000 x 552358 or health@yourtmsu.ca.

Consent Comes First (CCF)

[Consent Comes First](#) provides free, confidential, trauma-informed, healing-centred support to students affected by sexual violence and other forms of gender-based violence. Contact (416) 979-5000 ext. 553596, osvse@torontomu.ca, or in-person (Kerr Hall West 279).

Financial Aid

[Student Financial Assistance](#) can answer questions about government student aid (OSAP), scholarships

& bursaries, CareerBoost student employment, and budgeting tips & student discounts. Advisors are available via the [ServiceHub](#).

Good Food Centre

[The Good Food Centre](#) serves TMU students facing any level of food insecurity (the inability to obtain food that meets your dietary needs). You must register as a member first. Contact 416-979-5000 ext. 552363, foodcentre@yourtmsu.ca, or visit in-person at the Student Campus Centre (SCC B-03A Basement).

International Student Support (ISS)

[International Student Support \(ISS\)](#) fosters a sense of belonging and community for all students who are new to Canada. International Student Advisors offer group immigration advising, drop-in hours and one-on-one personal development appointments.

Contact: 416-979-5000 ext. 556655, issask@torontomu.ca, or visit in-person at the Podium Building (POD-50A).



SOCIAL MEDIA & NEWSLETTER

Follow GCM on social media!

- Instagram: [@gcmtmu](#)
- LinkedIn: [@gcmtmu](#)
- [In the Loupe](#): a newsletter is curated for GCM students, faculty, and staff.