Monday, September 9 . . . . . . . . . . . . . . . . . . . . . . . . . . . Classes begin today for F13 and Y13/14!

During the first week, and most especially the first lecture, many students will go to the wrong rooms. Please announce and write on the board at each lecture during the first week what course and section it is, and who you are.

Course Outlines are mandatory as required by Senate and are to be given out to students at the beginning of the class. Course Outlines should contain the syllabus of the course, grading scheme, textbooks, if any, and dates of mid-terms and quizzes, if any. A copy of the Outline must be filed at the Undergraduate Office for uses such as complaints and reappraisals. It can be sent to Madeline by email, given to her in person or left in her mailbox in N520 Ross.

Tuesday, September 10

3:00 p.m.  
FSc Council Meeting  
306 Lumbers

Administrative Staff Absences  
Madeline will not be in the office today. See Janice in N503 if you need assistance.

Susan will not be in until approximately 11:30 a.m.

Friday, September 13

2:30 p.m.  
Applied and Industrial Mathematics Seminar  
N638 Ross  
Liu Zhen, University of Minnesota, will give a talk entitled “Stochastic Control of Insulin Level for Diabetic Patients under Continuous Glucose Monitoring”.

Please email srainey@yorku.ca to make an announcement in a future bulletin.
REMINDERS / ANNOUNCEMENTS

The International Congress of Mathematicians (ICM) is the largest international congress in the mathematics community. It is held only once every four years and features the awarding of the Fields Medals, the Nevanlinna Prize, the Gauss Prize, and the Chern Medal. The department is very proud of the fact that Professor Ilijas Farah has been selected as an invited speaker to the upcoming ICM to be held in Seoul Korea.

- **Room Requests from Instructors:** If additional rooms are required for Fall 2013 and Fall/Winter 2013–2014 tests (to accommodate double/triple spacing) or make-up classes for the academic term please contact Madeline via email, a note given to her in person or put in her mailbox in N520 at least four weeks prior to the date needed. See the email of August 29th from Madeline for full details.

- **Administrative Office Hours:** The administrative staff would greatly appreciate their posted office hours being respected. If a staff member does not have their hours posted, please see, online, The Faculty Survival Guide (under ‘News and Events’). General Rule is, (with the exception of Primrose) if the door is closed, no one is available. **DO NOT DISTURB.**

- **Grad Student Survival Guide:** The guide can be found under ‘Academic Programs’, ‘Graduate’. Like the Faculty version, consult it for any questions you may have.

- **Visitor and Visitor Extension Form:** If you wish to invite a visitor or wish to extend the duration of your visitor, a form from the Chair’s Office must be completed.

- **YUFA Post-doc Invitation Letters:** If you intend to pay a post-doc you are inviting, please .cc the Post-doc Committee Coordinator as well as srainey@yorku.ca with your information (name, address, start and end dates, field of specialization, amount and amount breakdown). Do not leave your invitation until the last minute as the letters need to be signed by the Dean of Science.

- **Everyone and Teachers Email List:** If you have a visitor or post-doc and would like them to be kept informed of seminars and other events, please email srainey@yorku.ca with their email address. They will be placed on the ‘everyone’ email list. If you are teaching this term but are not receiving any emails from the ‘teachers’ list, please inform srainey@yorku.ca immediately.

- **Faculty Absence:** Please inform Ann-Marie and Anne Marie, besides the Chair, when you will be away from the office for any length of time. If you need to cancel a class due to illness or other emergency, contact the UPD as outlined in The Faculty Survival Guide.

- **Seminars and Colloquia:** Keep informed of seminars and colloquia by checking http://www1.math.yorku.ca/new/event-date.

- **Important Dates and Religious Observances:** For full details on important dates and religious observances, check http://www.registrar.yorku.ca/enrol/dates/index.htm. Event planners and faculty members are encouraged to take these days into consideration when scheduling classroom events, tests, etc.

- **Fields Institute Seminars:** Please refer to www.fields.utoronto.ca/programs for full details.