

This information will be posted under *Quick lists* at http://www.sociology.uwo.ca/graduate_handbook/new_students_faqs.html

Two updates

There are two grad classes on Thursday (September 8)
9:30-12:30 9153 Sociology of Work
1:30-4:30 9265 Social Aspects of Aging

September 16 activities will begin at 12noon with the first speaker in our colloquium series, followed by orientation (part 2) and reception

GRADUATE HANDBOOK

[sociology.uwo.ca/Graduate/Graduate Handbook](http://sociology.uwo.ca/Graduate/Graduate%20Handbook)

Many of the topics listed on these FAQ pages can be found in the online *Graduate Handbook*. The *Handbook* provides a PhD and an MA section plus four other sections as follows:

1. Dates & Deadlines

2. Forms http://www.sociology.uwo.ca/graduate_handbook/Forms.html

If you are looking for a form or document, look here first! In addition to program forms and documents, this site provides links to forms for collaborative programs, SOGS, GTA Union and ordering business cards for your thesis research.

3. Policies & Procedures

MA, PhD program details, academic matters (i.e. good standing in the program), financial stuff, School of Graduate & Postdoctoral Studies (SGPS), registration status, thesis, Ombudsperson, Equity & Human Rights Services

4. Resources

Campus maps, campus safety, new students' FAQs, international students, computers & printers, Marg Sloan (Research & Instructional Services Librarian, Sociology associations, thriving in grad school, School of Graduate & Postdoctoral Studies (SGPS), Ombudsperson, Society of Graduate Students (SOGS), GTA union (PSAC 610), Teaching Support Centre

THE FIRST TWO WEEKS

○ **Test your card-swipe access!**

SSC entry (back & front of building), 5431 (grad computer lab), 5225 (PhD students), 5240 (lounge), 5230 (Centre for Population Aging and Health), copy & mail room (5307). Your mailbox is below your name. The address is: Department of Sociology, Social Science Centre, Western University, London, Ontario, Canada N6A 5C2.

○ **Request your office key –**

http://uwo.ca/fm/client_services/keys.html

○ **Pick up your office key** – Once your key request has been approved, you will receive an email and you may then pick up your key in the Support Services Building, Rm. 4150. Monday to Friday, 8:30 a.m. to 4:30 p.m. A \$25 deposit and student ID (WesternOne card) are required.

○ **Confirm your courses by the end of the first full week of classes.** Self-register in Sociology courses. Denise has instructions for reading courses and/or courses outside the program, as well as add/drop deadlines.

○ **For courses outside Sociology, contact professors, including winter** (many courses have a waiting list and fill up quickly).

○ **Apply for collaborative programs.** Two forms are required – the collaborative program form and the SGPS form.

Migration and Ethnic Relations

<http://www.ssc.uwo.ca/mer/MERprogram/admission.asp>

Transitional Justice and Post-Conflict Reconstruction

http://tjcentre.uwo.ca/academic_programs/collaborative_graduate_program.html

SGPS form - http://tjcentre.uwo.ca/documents/SGPS_form.pdf

○ **Attend MER information session.** All are welcome to attend the session on Thursday September 22 (usually 3:30 in SSC 5230/522).

○ **Meet with your TA supervisor to complete the Duties Specification Agreement and provide signed form to Denise.**

○ **Set up direct-deposit**

Sign in using your student User ID and password* at

http://www.uwo.ca/hr/my_hr/index.html

Once signed in, go to *Payroll and Compensation* – you will need your BANK ID, BRANCH ID and ACCOUNT NUMBER.

If you do not set up direct deposit, a cheque will be mailed to the home address that you provided on your grad school application, unless you change your address in the HR system. The HR home address will also be used for mailing your income tax receipt.

* **If you were employed at Western previous to 2009**, you must use your employee ID and password. If you don't know your employee ID and password, you can call the ITS Help Desk (519-661-3800 OR on campus X83800) with your employee number and they will provide them to you. If you don't know your employee number, contact Human Resources - 519 661-2194 (x82194 from a campus phone).

○ **Opt out of the SOGS health plan, if applicable** (see below)

THRIVING IN GRAD SCHOOL

[sociology.uwo.ca/Graduate/Graduate Handbook/→Resources](http://sociology.uwo.ca/Graduate/Graduate%20Handbook/Resources)

- SGPS http://grad.uwo.ca/current_students/living_well/index.html
- Stay informed about upcoming SGPS and other events through their newsletter: [The Wire](#).
- McIntosh Art Gallery → mcintoshgallery.ca
- Faculty of Music concert series → music.uwo.ca
- Mental Health Resources - http://uwo.ca/health/mental_wellbeing/resources.html

WESTERN FOOT PATROL 519-661-3650

[sociology.uwo.ca/Graduate/Graduate Handbook/→Resources](http://sociology.uwo.ca/Graduate/Graduate%20Handbook/Resources)

http://www.uwo.ca/footpatrol/what_we_do/index.html

FINANCIAL STUFF

[sociology.uwo.ca/Graduate/Graduate Handbook /→Policies & Procedures](http://sociology.uwo.ca/Graduate/Graduate%20Handbook/Policies%20and%20Procedures)

When will I receive my TA, GRA, or RA pay?

Western employees are paid on the second last banking day of each month. You will receive your first pay on September 29.

How can I check my tuition account balance?

You can check your account in the Student Center. Scholarship funding will appear as 'pending financial aid' until it is applied to tuition at the start of a term. For information on tuition amounts and payment options, go to

http://grad.uwo.ca/current_students/fees_and_tuition.htm

When are fees due?

Your scholarship funding will be applied directly to your tuition and fees each term and will appear as 'pending financial aid' until it is applied to your tuition on the first day of the term. If you pay the remainder ('second installment') by the deadline (October 13 in the fall 2016 term), you will not be charged any additional fees (\$129 late fee will be applied after that). If paying through your bank online, be sure to allow 2-3 business days for payment to be processed to your tuition account. The Registrar's web site provides further details http://registrar.uwo.ca/student_finances/fees_refunds/fee_payment_info_for_canadian_students.html

If I have fees owing, how do I pay?

http://www.registrar.uwo.ca/student_finances/fees_refunds/index.html

If I have a credit balance, how & when will I receive my remaining scholarship funding?

You will receive your remaining scholarship funding, by direct deposit or by cheque. Payments for credit balances in the fall term should appear in your bank account by September 18.

Where will my income tax receipts be sent?

Your receipts are disbursed in three places:

- Your **tuition** receipt will be available in the online Student Center – student.uwo.ca
- Your **scholarship** receipt will be sent out by the Registrar's Office using your HOME address as it appears in the online Student Center.
- Your **income** receipt(s) will be sent out by Human Resources using the address that you have provided in their system.

Be sure to update your address in the online Student Center and MyHuman Resources now to avoid headaches later!

Student Center - student.uwo.ca

MyHumanResources - http://www.uwo.ca/hr/my_hr/index.html

Is there funding available to attend conferences?

Budget permitting, the program provides students presenting papers at professional conferences up to \$300 each year. Request forms are available in the Forms section of the *Graduate Handbook*.

SOGS also has a travel bursary (with deadlines each term)

<http://sogs.ca/index.php/member-services/financial-support/#travel>

COMPUTERS & PRINTERS

sociology.uwo.ca→Graduate→Graduate Handbook→Resources

All students must activate their account through the Western Identity Manager

<https://idm.uwo.ca/uwo/activate/activateAccountController.jsp>

All email from Western will be sent to your uwo account (and you are responsible for accessing this information). It is an easy process to forward your uwo account to another account. See instructions at <http://www.uwo.ca/its/doc/hdi/email/wm-forward.html>

Do not store anything on the C: drive in Social Science (once you log off, nothing will be saved). Use the H: drive or your own storage device.

How do I access wireless internet with my laptop?

Instructors for specific devices and operating systems can be found at: <http://www.uwo.ca/its/doc/hdi/wireless/>

Where can I print?

You can print to the copiers in room 5306, from the computers in the grad computer lab (5431) or from your laptop. Choose TOSHIBA es3540c or es4540c (5307), using your personal code (sent to you via email and also available from Denise). 5 cents/page; colour 25 cents/page billed by our Administrative Officer, Emily Van Houtte.

If you are required to do printing related to your teaching assistantship, see our Administrative Office, Emily Van Houtte, for a separate printing code for that specific purpose.

Time permitting, our Technology & Media Coordinator, Amy Jacob (room 5302) is willing to provide assistance with technical issues with laptop computers such as printing, wireless access, remote access.

For email issues, contact the ITS helpdesk – SSB 4100

<http://www.uwo.ca/its/helpdesk/> ITS will NEVER ask you to click on a link or provide information via email. DON'T GET SCAMMED...just delete emails of this nature!

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT DENISE – statham@uwo.ca

REMOTE ACCESS TO SOFTWARE

<http://ssts.uwo.ca/network/remote/index.html>

AV EQUIPMENT

How do I request AV equipment for a tutorial?

For a list of AV equipment in your classroom, and AV instructions, go to: <http://www.uwo.ca/its/ctg/index.html>

If there is something that you will need that is not provided in your classroom, you may request the equipment via the "Support" link - Equipment Requests. This link also provides information on ordering equipment access keys (no charge for instructors, including TA's).

How do I request AV equipment for a grad course presentation?

If you need equipment that is not provided in the classroom, please contact Amy Jacob (SSC 5302). Minimum 48 hours notice is appreciated.

GRADUATE STUDENTS ON THE WEB

sociology.uwo.ca→People→MA Students, PhD Students

- Photo (send your favourite one to statham@uwo.ca or Denise can take a photo in her office (SSC 5312)
- Send links to other sites, i.e., LinkedIn, personal web page, Academia.edu to statham@uwo.ca for posting

SUPERVISORS sociology.uwo.ca→Graduate→Supervisors

This site lists all Sociology faculty members who can supervisor a thesis in our department.

THESES sociology.uwo.ca→Graduate→Find A Past Thesis

At this site, you can search by year, student, degree, format, supervisor, location (availability) for a thesis from 1995 on.

REGISTRATION STATUS

sociology.uwo.ca→Graduate→Graduate Handbook→Policies & Procedures
Leave of absence, etc.

SOCIOLOGY ASSOCIATIONS & CLUBS

sociology.uwo.ca→Graduate→Graduate Handbook→Resources

- Sociology Graduate Students' Association
- Public Sociology
- The Journal for Social Thought

WESTERN GRAD STUDENT ORGANIZATIONS

sociology.uwo.ca→Graduate→Graduate Handbook→Resources

- SOGS → sogs.ca → health and dental plan, financial assistance, bus passes, Grad Club, travel subsidy, International Student Identity Card (ISIC)
- PSAC 610 (GTA Union) → psca610.ca → extended health plan, financial assistance, Collective Agreement, GTA Handbook, hours log sheet

THE DEPARTMENT

- Graduate students may use our **Lounge** (5240 SSC), equipped with a refrigerator, microwave, kettle, toaster. Coffee is available during office hours (free but must supply your own cream and sugar).

- **Mailboxes** are provided in room 5307 -- your mailbox is below your name. The address is: Department of Sociology, Social Science Centre, Western University, London, Ontario, Canada N6A 5C2

OUR STAFF

Emily Van Houtte – Administrative Officer (5314)

Luan Chau – Financial Admin Assistant (5307)

Amy Jacob – Technology & Media Coordinator (5302)

Jacqui Saunders – Undergraduate Counsellor (5304)

Denise Statham – Graduate Admin (5312)

