

Checklist - What you can do before arriving

- Ensure that the conditions on your offer of admission are met.
- **Register for the School of Graduate and Postdoctoral Studies' Graduate Student Orientation, TA Day, ITA Day, TA Training Program** More info in next column and next page (Graduate Teaching Assistants).
- Applications for **collaborative programs** may be completed at this time. It is ok to wait if you would like to discuss this with our graduate chair. Each web site provides details and the application form:
- Migration and Ethnic Relations - http://migration.uwo.ca/collaborative_program/admissions_and_applications.html
- Transitional Justice & Post-Conflict Reconstruction - http://tjcentre.uwo.ca/academic_programs/collaborative_graduate_program.html
- **Complete Academic Integrity Module.** As mentioned in your Offer of Admission, all incoming graduate students are required to complete Western's School of Graduate and Postdoctoral Studies (SGPS) Academic Integrity module. You will have access to the module through the SGPS web portal, as early as August 1 - <https://grad.uwo.ca/student/index.cfm>
- See also *Western University Required Training* (next page).
- **Send a favourite photo of yourself to Denise for our website and hall composite** statham@uwo.ca To see our current students, go to... MA http://www.sociology.uwo.ca/people/graduate_students_ma.html PhD http://www.sociology.uwo.ca/people/graduate_students_phd.html
- **Send a photo to Western's Registrar for your student card** (optional, see *Pick up your student card (Western ONE Card)* below for details.
- Shared offices will be assigned to all incoming students. By about mid-August, you will receive an email from Denise with your office number and instructions for key request.
- Set up direct deposit (see Human Resources on page 2).

Checklist - What to do when you arrive

- **Pick up your student card (Western ONE card).** If you are new to Western, this is the first thing you should do when you arrive on campus. Exception: international students must first present their study permit to SGPS (see below). To avoid waiting in line to have your photo taken, you may submit a photo to the Western ONECard Photo Upload Service, following specific photo guidelines found on the [Registrar's website](#). Student cards are available for pick up in the Western Student Services Bldg in August, provided conditions on your offer of admission have been met. You will need your Offer of Admission and one piece of photo ID (driver's licence, passport, health card).
- **Pick up bus pass** (included in your fees) and SOGS day planner in SOGS office, room 260 UCC. Usually available September 1 (sometimes a bit earlier). You will need student card and proof of payment (printout of account balance from the Student Centre – student.uwo.ca)
- **Pick up office key.** You will receive an email from the Keys Office when your key is ready for pick-up in the Keys Office (just inside the front door of the Support Services Building). \$25 deposit & WesternOne card) are required.

Additional Checklist for International Students

- Present study permit (and any other items listed under the conditions on your Offer of Admission) to the School of Graduate and Postdoctoral Studies (International & Graduate Affairs Building, Room 1N07).
- Present study permit (required for Teaching or Research Assistantship payment) to Denise.
- Apply for Social Insurance Number (SIN) at Service Canada, Dominion Public Building, 457 Richmond St., London. Hours: Mon-Fri 8:30-4:00. <http://www.servicecanada.gc.ca/cgi-bin/sc-dsp.cgi?rc=3620>
- For information on the process, go to http://www.uwo.ca/international/iesc/visas/working/apply_sin.html
- Open a bank account (if you don't already have one in Canada) for direct deposit of your Graduate Research or Teaching Assistant pay.
- Present Social Insurance Number (SIN) to Denise.
- UHIP is a mandatory health insurance plan for all international students and their dependents (spouse/partner and/or children) who are here in Canada. You should receive an email indicating that your University Health Insurance Plan (UHIP) card is ready to be picked up. Spouse/children must be registered in UHIP within 30 days of their arrival. For details, go to uhp.ca
- Inform Denise of any change in your citizenship status.

Dates to Keep in Mind (updated from April)

Thurs, September 1 ~ International TA Day (11-3)

Recommended for international students with a Teaching Assistantship. See Graduate Teaching Assistants (next page).

Tuesday, September 6 ~ Orientation (Part 1)

Orientation (Part 1) for our incoming graduate students. For PhD students, this will begin at 10am and end at about 12noon. For MA students, this will begin at 11am and end at about 1pm. Attendance is required. Students should come to this session prepared to make their course selections for the fall term. Sessions will be held in room 5220 Social Science Centre - see map on our website - http://www.sociology.uwo.ca/graduate_handbook/Resources.html Light refreshments will be provided.

Wednesday, September 7 ~ TA Day (9-4:30)

Optional. Recommended for domestic students with a Teaching Assistantship. See GRADUATE TEACHING ASSISTANTS (over).

Thursday, September 8 ~ School of Graduate and Postdoctoral Studies' Graduate Student Orientation (9-1)

Attendance is optional. For a schedule of events and registration, go to http://grad.uwo.ca/prospective_students/preparing/orientation.html

Thursday, September 8 ~ Classes begin

We have one class on that day --Sociology 9265 Social Aspects of Aging 1:30-4:30. All classes will be on the fifth floor of the Social Science Centre (exact rooms will be posted on Denise's door and online <http://sociology.uwo.ca/graduate/courses/index.html>)

Friday, September 16 ~ Orientation (Part 2) & Welcome New Grad Students! (1-4:30ish)

Orientation (Part 2) for new students. Attendance is required. 1PM-3PM in room 5220 Social Science Centre.

Following Orientation, there will be an informal get-together to welcome you to the program! This event provides an opportunity for you to mingle with faculty members, continuing students, and staff from our department. 3:00PM in room 3036 Social Science Centre.

TA Training Program

See GRADUATE TEACHING ASSISTANTS

Registration/Access to Western Accounts

If you have accepted the Offer of Admission online and have met all conditions on your Offer of Admission, you will be automatically registered at Western.

Course Registration

Thank you to those who have emailed preliminary course selections to me. If you haven't, please forward the form (see email attachment) to statham@uwo.ca Thank you for your assistance with this; it is greatly appreciated as it helps our professors with their preparations and also prepares you for Orientation (Part 1) on September 6 when you will make your final course selections in consultation with Professor Tracey Adams (Acting Graduate Chair).

If you know which courses you would like to take, you may go ahead and self-register into your courses (see email attachment for instructions).

Scholarship Funding

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 each 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. 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

See the Registrar's website for OSAP information and forms - http://registrar.uwo.ca/student/finances/osap_government_loans/index.html

External Awards

In order for payments to begin, recipients of external scholarships must inform the School of Graduate and Postdoctoral Studies (SGPS), according to the instructions for the respective award. In addition, please send an email to Denise Statham informing her of the award. As indicated in your funding letter, receipt of external scholarship funding will affect the amount of funding that you receive from Western. The Annual Financial Support Package will confirm your program funding. External scholarship funding is split into three equal lump sums which are disbursed in the first month of each term (September, January, May) during the tenure of the award. The funding is applied to outstanding fees each term (if applicable) and the balance is issued by direct deposit.

Graduate Teaching Assistants

GTAs are members of a union and pay union dues. The *Collective Agreement between The University of Western Ontario and The Public Service Alliance of Canada*, as well as information on their **extended health plan**, needs and bursaries fund, etc is available on the **GTA Union web site** - <http://www.psac610.ca/> GTA funding is paid monthly, by direct deposit, on the second last banking day of the month. The first pay will be deposited on September 29. All GTAs will receive a contract and a Duties Specification Agreement. Note that you must sign your union card each year in order to be eligible for union benefits, vote, etc. The blue union cards will be available at Orientation (Part 2) on September 16 and may also be picked up from the Union office (room 1313 Somerville House).

TA training through Western's Teaching Support Centre (TSC) is optional, but recommended for new Teaching Assistants, especially anyone with no previous teaching experience in a university setting. There are one-day and 2 ½ day options as follows:

Thursday, September 1 (11AM-3PM). International Graduate Student Conference on Teaching. Recommended for international students with a Teaching Assistantship. The TSC website provides details and registration information - http://www.uwo.ca/tsc/graduate_student_programs/international_students_programs/ita_day.html

Wednesday, September 7 (9am-4:30pm). Graduate Student Conference on Teaching. The TSC website provides details and registration information - http://www.uwo.ca/tsc/graduate_student_programs/ta_day.html

The first in-depth training session (2 ½ days, starting on a Friday afternoon and over a weekend) will be Aug 19-21 and again over the following 5 weekends into September. Watch the TSC website for registration details - http://www.uwo.ca/tsc/graduate_student_programs/tatp.html

Society of Graduate Students (SOGS)

Full-time graduate students at Western are members of the Society of

Graduate Students (SOGS). See their web site for information on the **health plan, dental coverage**, scholarships and bursaries, etc. - sogs.ca For the latest on festivities at the Grad Club (located in Middlesex College), go to <http://www.uwo.ca/sogs/gradclub/>

Research Assistants

Research Assistants are paid monthly, by direct deposit, on the second last banking day of each month of their appointment. The first pay will be deposited on September 29.

The Bookstore

The Book Store is located in the lower level of the University Community Centre (UCC).

Student Center

student.uwo.ca

On this site: offer of admission conditions; UWO academic record; tuition account balance; tuition statement (for proof of registration); your address/phone information, OSAP information, T2202A (tuition receipt for income tax filing purposes). Tax receipts for scholarship funding will be sent to the address listed in the Student Center so be sure to keep it up to date.

Human Resources

Direct deposit is HR's preferred method of payment. If you have not provided banking information, a cheque will be sent to the address in the HR data base (note that this is separate from the Student Center data base). Income tax receipts are also sent to the address appearing in the HR data base. To set up direct deposit, and/or check/change your mailing address, sign in at: http://www.uwo.ca/hr/my_hr/index.html Students with all admissions conditions met will have access to the system by around mid-August.

Western University Required Training

The following training is required for all Western employees – WHMIS, Employer Health & Safety Orientation, Safe Campus Community, Accessibility at Western. Once your employment as a teaching or research assistantship has been processed by our Administrative Officer (Emily Van Houtte), the online training modules will be available through the following web site - <http://www.uwo.ca/hr/learning/required/index.html>

Managing Email Accounts

Available online at myoffice.uwo.ca

All email from the Department will be sent to your Western student email address. To forward your messages to another address, go to the ITS website <http://www.uwo.ca/its/doc/hdi/email/wm-forward.html>

Parking Services

<http://www.uwo.ca/parking/>

London's Bus Services (London Transit)

<http://www.ltconline.ca/routes.htm>

Temporary Accommodation

My recommendation - Guest House on the Mount is close to campus and reasonably priced. Go to <http://questhouseonthemount.ca/> for more information.