

Student Guide

Graduate Research Intensive Programs
Master of Arts and Doctor of Philosophy



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Student Identity

Western Identity (Computer and Email Account)

Your Western Identity is your key to central services at Western and consists of your User ID and Password. It is used as a central authentication source, granting you access to a wide variety of services, including your Western email account, Student Center, and OWL.

Activating your Western Identity:

- 1) Obtain your Western Access Code at: <https://studentservices.uwo.ca/secure/PIN/GetPinInfoApplicationNumber.cfm>.
- 2) Activate your the Western Identity at: <https://idm.uwo.ca/uwo/activate/activateAccountController.jsp>.

Password:

- 1) Change Your Password – login to Western Identity Manager: <https://idm.uwo.ca/user/login.jsp>
- 2) Reset Your Password: <http://www.uwo.ca/its/identity/resetpw.html>

Western E-Mail (<https://myoffice.uwo.ca>)

It is every student's responsibility to activate their Western Identity and use their Western email account. **It is university-wide policy to ONLY use Western email accounts to communicate with students and we cannot be held responsible if you miss information due to not reading your email or your inbox being full.** Mail can be checked online at <https://myoffice.uwo.ca>. Please contact WTS on for technical assistance for your Western email account: www.uwo.ca/wts/helpdesk, 519-661-3800, or in person.

Western ONECard (Student ID Card)

A student card is issued to every student when they first come to Western University. The Western ONECard functions as an identification card for bus pass and Campus Recreation. It is also a library card, meal plan card, can be used for door access, and vending machine purchases.

Please see the Office of the Registrar website at:

www.registrar.uwo.ca/general-information/western_onecard.html for more information on the Western ONECard.



The photo upload service for the Western ONECard is available through Student Center (<https://studentservices.uwo.ca>) to students who will be attending Western for the first time. Photos uploaded must follow the Western ONECard Photo Standards as stated within the service. If you do not wish to use the upload service, you may have your photo taken at Student Central (Room 1120, Western Student Services building).

Student Center—Login using your Western Identity

Personal Information

- Update your Address and Phone Number
- Release of Information
- Update your Emergency Contact Information
- Remove your information from the Western Directory

Academics

- View your enrollment
- View your grades
- View your Web Academic Report
- Order an Official Transcript
- Apply to Graduate

Finances

- View Statement of Account
- View your T2202A tax form

student.uwo.ca

* Subject to Change

Student Finances

Term Activation

Graduate academia at Western operates on a three term annual cycle. Approximately one month prior to the upcoming term, new and continuing students are activated for the upcoming term. Your activation prepares your student record for course registration, funding, fees, and various other activities related to your attendance at Western as a graduate student.

Tuition Fees

Fees are set by the University and approved by Senate for Fall/Winter, and separately for Summer. Once approved, they are published on the Office of the Registrar's Fees and Refunds web page (www.registrar.uwo.ca/student_finances/fees_refunds/index.html).

Your Statement of Account can be viewed by signing into the Student Center (student.uwo.ca). Fee bills and statements of account are not printed or mailed out to students. For those who need to have proof of payment or proof of registration for an external agency, you can print a summary online, via the Student Center.

All fees must be paid as indicated on your Student Center account. Payments received after the published due date will be assessed a late payment charge (\$141*). For those receiving Western Graduate Research Scholarship (WGRS) or similar funding, please subtract your "Anticipated Aid" amount from the total.

Graduate students have the option of paying half (50%) of the tuition plus a \$28.00* deferred payment charge on the published due date with the balance (50%) on October 15th, 2018 for the Fall term, February 10, 2019* for the Winter term, and June 11, 2019* for the Summer term. Please check the Office of the Registrar's Fees Schedules page for more information: http://www.registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html

Recipients of external scholarships such as OGS, OGSST, SSHRC, and NSERC may pay their tuition in three equal installments, plus a deferred payment charge added to the first installment. These installments will be due the

last day of the month for the first three months of term.

Students whose fees will be paid by an external sponsor must provide proof of funding for each term to Western Student Services Building, Room 1140F before the tuition deadline to avoid late payment charges. Students are responsible for payment of any fees or penalties not paid by the sponsor.

Office of the Registrar
www.registrar.uwo.ca

For tuition payment methods including how to arrange payment from outside of Canada, please consult the Office of the Registrar's Fees and Refunds page.

OSAP

For information on the Ontario Student Assistance Program (OSAP), please visit the OSAP website (<https://www.ontario.ca/page/osap-ontario-student-assistance-program>) and the Office of the Registrar's OSAP web page (www.registrar.uwo.ca/student_finances/osap_government_loans/ontario_student_assistance_program_osap.html).

Tuition will only be remitted from your OSAP funding if you agreed to this on your OSAP application. If your OSAP funding is not enough to cover your full tuition, the outstanding balance must be paid by the posted due date. If you are unable to pay your fees contact Student Financial Aid for a possible deferment.

Student Financial Services can be contacted by calling (519) 661-2100 or emailed at fnaid@uwo.ca.

Funding Sources

Students looking for funding sources should check the Graduate Programs' Scholarships page (<http://www.edu.uwo.ca/graduate-education/scholarships.html>) and the School of Graduate and Postdoctoral Studies' Funding Opportunities page (http://grad.uwo.ca/current_students/student_finances/funding_opportunities.html). Please note that for most funding, students must be activated as a full-time student, and is restricted to Canadian Citizens or Permanent Residents of Canada.

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OGS, SSHRC, and CIHR

PhD and MA students who are receiving a Western Graduate Research Scholarship (WGRS) and meet the eligibility criteria are strongly encouraged to apply for the Social Sciences and Humanities Research Council (SSHRC) or Canadian Institutes of Health Research (CIHR) and Ontario Graduate Scholarship (OGS) awards. CIHR applications are due late September. SSHRC applications are due in October, and OGS applications in February. Information on scholarships will be emailed to students in September. Students who are not receiving funding but are eligible to apply are also encouraged to apply for the scholarships. More information on both scholarships are available on the Fees and Funding page (<http://www.edu.uwo.ca/graduate-education/scholarships.html>).

SOGS Health Insurance

Full-time students are automatically enrolled in the SOGS health and dental plan. Students are assessed their annual premium in September (appears in Fall fees) and have access to their plan benefits through to August 31 of the same academic year. If you have alternate coverage and wish to opt-out of the SOGS health and dental plan you have to submit your request online through the Graduate Student Web Services Portal at <https://grad.uwo.ca/student> by September 30 each year. Part-time students are not automatically enrolled in the SOGS health and dental plan, but may opt-in through SOGS. To opt-in to the SOGS health and dental plan (for yourself or your family) you have to submit the "Health Plan OPT-IN" form located on the SOGS website at <http://sogs.ca/healthplan/#Opt-in> and submit it to the SOGS office, UCC Room 260, by September 30 each year.

Please visit <http://www.studentcare.ca/> for information about the SOGS Health and Dental Plan.

SOGS Health and Dental Plan
Opt-out/in by September 30 each year
[Click here for more information](#)

UHIP (for International Students)

University Health Insurance Plan (UHIP) is a mandatory health care package for International students and their dependents. International students are automatically enrolled in UHIP for the twelve month period (September 1 to August 31) of the current academic year.

After arriving at Western, International students receive an e-mail directing them to a website to download and print their UHIP card. The UHIP fee amount is posted on the student's Statement of Account in the Student Center. Students are responsible for paying their UHIP premium and will not be considered registered in their program until their premium is paid.

If a student's spouse, common-law partner, or children are accompanying them while in Canada, they must also be enrolled in UHIP while they are here. Dependents are not automatically enrolled. Application forms to enroll dependents are available at Human Resources (Support Services Building Room 5100).

For more information, please visit International Student and Exchange Centre - UHIP page (http://www.uwo.ca/international/iesc/current/health_care_in_canada/uhip/index.html) or University Health Insurance Plan website (<http://www.uhip.ca>).



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Registration and Regulations

Policies

Students need to be familiar with, and adhere to the Graduate Programs policies as listed on the Policies page of our website at: https://www.edu.uwo.ca/CSW/my_program/graduate-degrees/policies.html and School of Graduate and Postdoctoral Studies' Regulation listed at: <http://grad.uwo.ca/administration/regulations/index.html>.

Continuous Enrollment

Graduate students must maintain continuous registration and pay fees in each successive term from initial registration until all requirements for the degree are completed. "Registration" may include a course or other degree requirements, such as Thesis Proposal, Internship, Comprehensive/Qualifying Exams, or Thesis. Students will apply to graduate in the term when they complete their final program requirement.

Academic Offences/Plagiarism

Please review the information on the School of Graduate and Postdoctoral Studies' web site with regard to scholastic offences, including plagiarism: http://grad.uwo.ca/current_students/regulations/index.html.

Plagiarism – the "act or an instance of copying or stealing another's words or ideas and attributing them as one's own." (Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, Comprehensive or Qualifying examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, Associate Deans, or the School of Graduate and Postdoctoral Studies. Students also may consult style manuals held in the University's libraries (see www.lib.uwo.ca/services/styleguides.html). Students must write their essays and assignments in their own words. Whenever students take an idea or a

passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Western University uses software for plagiarism checking. Students may be required to submit their written work in electronic form for plagiarism checking. Please also see the Student Code of Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Academic Integrity Module

All incoming graduate students are required to complete the School of Graduate and Postdoctoral Studies' Academic Integrity module in order to progress beyond the first term of their degree. If it is not completed, you will not be registered in the next term.

This short module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offenses. When finished with the module, students are required to complete a 10-question test designed to evaluate their knowledge of academic integrity. Students have an unlimited amount of opportunities to pass the module, and failure to do so will prevent the student from progressing beyond the first term of their degree.

Students can access the module in the Graduate Student Web Services Portal (<https://grad.uwo.ca/student>). Instructions regarding access and how to complete the quiz are emailed to students in the first week of the first term.

Faculty of Education Graduate Programs Policies
https://www.edu.uwo.ca/CSW/my_program/graduate-degrees/policies.html

School of Graduate and Postdoctoral Studies,
Regulation
http://grad.uwo.ca/current_students/regulations/index.html

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Leave of Absence

The Vice-Provost (Graduate and Postdoctoral Studies) may grant a leave of absence for pregnancy, parental, medical, or compassionate grounds normally to a maximum of three terms or 12 months, on the recommendation of the Graduate Program Office. While on leave, students are expected to be away from normal activities as graduate students (e.g. attending classes, conducting research).

Normally the leave will coincide with the start and end of terms. Requests for Leave of Absence are completed online on the School of Graduate and Postdoctoral Studies' website by login into the Graduate Student Web Services Portal (<https://grad.uwo.ca/student/>). More information about Leaves of Absence can be found in the Graduate Regulations Section 4.06 (http://grad.uwo.ca/current_students/regulations/4.html).

Withdrawals

Withdrawal from a program can occur in one of two ways.

If it is necessary for you to withdraw from the program you can do so through the SGPS Graduate Student Web Services Portal (<https://grad.uwo.ca/student/index.cfm>) under "Change of Registration". Assuming the student is in good standing at the time of withdrawal, they will be invited to reapply to the program. If the student does so within a two-year period of withdrawing, the Graduate Programs Office will normally recommend that advanced standing be given for all courses completed at the time of withdrawal. If the student reapplies after this two year period, they apply and go through the same competitive process as first-time applicants. Normally, advanced standing would only be recommended for up to two half or one full course. Please contact the Graduate Programs Office for information and assistance with reapplication procedures following a voluntary withdrawal.

Alternatively, the Graduate Programs Office or the School of Graduate and Postdoctoral Studies can withdraw a student for failure to meet admission conditions, progression requirements, specified

deadlines for completion, or failure to pay fees. Graduate students are expected to meet progression requirements in a timely fashion according to milestones specified by the program concerned. If the Associate Dean (Graduate Programs) and/or Supervisor judge that process in scholarly work or research is unsatisfactory, a student may be required to withdraw at any time. In addition, a graduate student must maintain at least a 70% average calculated each term over all courses taken for credit, with no grade less than 60%. A student who fails to achieve this standard will be considered as not making satisfactory progress towards the degree.

Once withdrawn from a program (and the School of Graduate and Postdoctoral Studies), the person withdrawn is no longer a student and may not attend classes, receive supervision, or have access to any resources of the University.

Conditions on Offers of Admission

Official transcripts, final transcripts, proof of Study Permit etc. – In the case of a Study Permit, fee bills will not be produced, nor will you be registered in courses until you clear this condition. In the case of final transcripts, these need to be provided as soon as they are available. For those who have just completed a previous program, you must wait until your transcript specifies "degree conferred." Please contact the Graduate Programs Office if you have questions about outstanding admission conditions.

Western Transcripts

Current and former students can order their Western transcript in four different ways: in person, by mail, by fax, or online. A student's transcript is a confidential document. To ensure student records are kept secure the student's signature is required for verification purposes or if ordering on-line a combination of your student number and personal identification number (Access Code) are required before copies of your academic record can be released. For more information please visit http://www.registrar.uwo.ca/student_records/transcripts/index.html.

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OCT Record

Please note that the Graduate Programs Office does not have a reporting relationship with the Ontario College of Teachers (OCT) as the Teacher Education (formerly, Preservice) and Aspire (formerly, Continuing Teacher Education) Offices do. Once you complete your degree requirements, you will need to order an official Western transcript and send it to the OCT for your record to be updated.

FIPPA/Release of Information

You may from time to time hear the acronym “FIPPA,” which stands for Freedom of Information and Protection of Privacy Act. This Act bounds many of our processes such as the collection, storage, and release of personal information. For example, the Graduate Programs Office is not permitted to distribute personal information such as your phone number and address, to anyone – including your instructors, without your consent. We are, however, permitted to distribute such information to other Western staff when it is required for them to do their jobs. See also Section 1.02 of the Graduate Regulations (http://grad.uwo.ca/current_students/regulations/index.html) as well as Western’s Privacy web site (www.uwo.ca/privacy).

Forms and Confirmation of Registration Letters

For informal verification letters (i.e. not needing University Seal), please see your Graduate Affairs Assistant. For Statements of Registration, Canada Pension Plan, Orphan’s Benefits, Scholarship Voucher/ Passport to Education (BC), or forms/letters requiring University Seal, please see Student Central in room 1120 Western Student Services Building. Please note that there is a charge for documents requiring the University Seal.

Dates and Deadlines

Important dates and deadlines are posted on the Important Dates page of the Graduate Programs’ website at <http://grad.uwo.ca/>. Thesis timelines are listed on the Timetables and Timelines page at https://www.edu.uwo.ca/CSW/my_program/graduate-degrees/timetables_etc.html.

Courses

Terms

The academic year is divided into three terms: Fall, Winter, and Summer. The Summer term is further subdivided into an Intersession and a Summer Session. Fall and Winter courses typically run for 12 weeks (or the equivalent), with the exception of Counselling Psychology classes which run for 13 weeks (or the equivalent). Intersession courses run for two evenings per week for 6 weeks beginning in May. Finally, Summer Session courses run for 3 mornings or afternoons per week for 4 weeks in July.

Program Planning/Course Registration

This is a mandatory annual process for all Graduate Education students, takes place in June or July. Each term, a few weeks before the end of the term, we do the “course upload” or process that formally registers you for the following term. Once this occurs, you will see your courses in the Student Center. The exceptions to this are students who are registered in Qualifying or Comprehensive exams, thesis (9590, 9790, 9791), and IPP-9683; these are milestones and do not appear in the Student Center.

Timetables

Timetables are posted on the Graduate Programs Office’s website at: https://www.edu.uwo.ca/CSW/my_program/graduate-degrees/timetables_etc.html. Timetable information is not published in the Student Center.

Course Descriptions

Course descriptions are posted on the “Course Descriptions” page of the Graduate Programs website at https://www.edu.uwo.ca/CSW/my_program/graduate-degrees/timetables_etc.html.

Class Attendance

Students are expected to attend all classes. In the case of absence, instructors may assign additional course work. Normally, students who are absent from one-quarter or more of their classes will be assigned a grade of “F” (Fail), (Graduate Studies Subcommittee - December 3, 1999). As an example, most onsite half courses (with the exception of some Counselling

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Psychology classes) meet 12 times during a term, so students in these courses cannot miss more than two classes.

For on-line courses, participation will be determined by the instructor/professor in the course outline and will reflect the same principles as attendance policy for on-site courses.

Add/Drop for Graduate Education Courses

Please do not try to add or drop courses in the Student Center! For the Fall and Winter terms, Add/Drop takes place the first week of classes. For Intersession and Summer Sessions you may add/drop after your first class only due to the condensed schedule of these sessions. Contact your Graduate Affairs Assistant with your add/drop request. **Ceasing attendance to a class does not constitute withdrawing from it.**

Contact your Graduate Affairs Assistant to Add/Drop a Class.

Ceasing attendance to a class does not constitute withdrawing from it.

Add/Drop for Undergraduate Courses

To register in an undergraduate course, graduate students must submit the Undergraduate Course Form for Graduate Students to the Graduate Programs Office. This form is located on our Forms and Guidelines page: https://www.edu.uwo.ca/CSW/my_program/graduate-degrees/forms_guides.html. Undergraduate timetables are available on the Office of the Registrar's page at http://www.registrar.uwo.ca/course_enrollment/timetables.html. See also SGPS' Regulations in section 6.07 at http://grad.uwo.ca/current_students/regulations/index.html. Please note that undergraduate courses are not included in graduate tuition, you will be assessed tuition for these separately.

Courses at other Faculties/Institutions

Graduate Education students may request permission to take up to 2 half or one full course in other faculties at Western, or other accredited universities. Provincially and nationally, this is referred to as "(Ontario) Visiting

Graduate Student" or "(O)VGS." Permission must be obtained from each institution or faculty involved. Forms can be obtained on the Forms and Guidelines page of the Graduate Programs website: https://www.edu.uwo.ca/CSW/my_program/graduate-degrees/forms_guides.html.

OWL

Online and onsite courses are available via the OWL platform, although instructors of onsite courses use this tool to varying degrees as well. Access to a course in OWL is typically opened the first business day of each term. Please note that although your own access may be granted prior to the first business day, course content may not be posted until closer to the scheduled term of classes. Your Western University login and password is required to access the course. Access to OWL is found here: <https://owl.uwo.ca>.



Grades

Final grades can be viewed on the Student Center (<https://student.uwo.ca>). Please note that grades for continuing students are not due until a couple of weeks into the following term (including the Summer, regardless of which session you study in), and will show in the Student Center shortly thereafter. The Graduate Programs Office is not at liberty to provide students with grades.

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Text Books

Education texts and materials can be purchased from Books Plus (located in the plaza at the corner of Sarnia and Western Roads) or on main campus the Bookstore is located in Room 7 (lower level) of the University Community Centre. Please visit www.bookstore.uwo.ca for business hours. Typically you will be provided with textbook information the first day of class, but periodically you will be contacted in advance of the start-date of a course with information such as the course outline, text book requirements, or initial readings/ assignments. To order text books on-line, go to www.bookstore.uwo.ca and click on the purple "textbooks" box at the top of the page and the textbook search link. Graduate Education is not specifically listed in the drop box; select "University of Western Ontario" followed by the appropriate Grad term. Select your course from the list ("GED" prefix followed by the course number) and follow the prompts to order and pay for your text. The Bookstore will ship books overseas in approximately one week, for a fee.

Faculty of Education Building Resources

After Hours Building Access

Card access is in effect at the Faculty of Education building between 7:00pm and 7:00am, Monday to Friday, and on the weekends. Students need their Western ONECard to enter the building during these hours. If you have an old Western ONECard you may need a replacement card, verify that on the back of your card (at the bottom) it states "HID iCLASS". If you are unsure, the Graduate Programs Office can verify for you, just bring us your card.

Graduate Students Rooms and Labs

- Room 1130 - First year PhD students.
- Room 1135 - Upper year PhD students.
- Room 1111 - Restricted to MA graduate students.
- Room 1141 - Lunch room.

All of the above rooms, will have keypad locks on them for easy access. The codes for these rooms will be distributed to students by the Graduate Programs Office.

To log into the computers at the Faculty of Education

students use their Western Identity credentials. If you have difficulty logging into a computer in the Faculty of Education, please contact our local technical support: 519-661-2111 ext. 84839, edu.tech.support@uwo.ca, or visit them in Room 1138 at the Faculty.

Wireless Internet Access

Wireless internet access is available at the Faculty of Education Building and many campus locations. Please refer to the Wireless Coverage Map for specific buildings and areas with wireless coverage located at: <http://wireless.uwo.ca/coverage.html>. When you open a browser, after connecting to the Western network, you will be redirected to Wireless Network Log-In Page. You will use your Western Identity credentials to log in.

Lockers

Please see the Teacher Education Office (Room 1131) if you wish to rent a locker in the Faculty of Education Building. The cost to rent a locker is \$25.00/year*.



Printing

Printing is available rooms 1130, 1135, and the library. You can print from either the PCs on the desks or your own laptop (through a web-printing application). The cost to print is \$0.05 per page and you need to pay for your quota prior to printing. The payment can be made at the ETC in room 1138 (eLearning and Technology Centre) in cash increments of \$5.00

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Photocopiers

Located in the Library, operate on a coin/card based system (same system as on main campus). A Western Graphic Services card can be purchased at the library for photocopying.

Accessibility

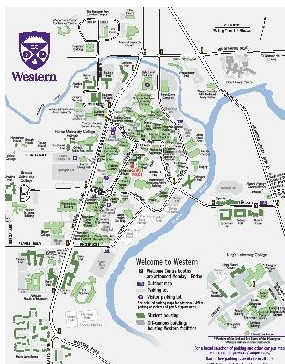
Western University is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. As part of this commitment, there are a variety of services, groups and committees on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to services and facilities. For information on accessibility-resources available at Western, please visit the Accessibility at Western website at: www.accessibility.uwo.ca/index.html. Western's Campus Accessibility Map (www.accessibility.uwo.ca/doc/floorplan/campus.pdf) may be of assistance in locating accessible routes between buildings on campus.

For accessibility arrangements at the Faculty of Education building, please contact Services for Students with Disabilities at ssd@uwo.ca.

Getting Around

Campus Maps

The following link takes you to a number of campus maps: www.uwo.ca/about/visit/maps.html. Also on this page is information about visitor parking, driving directions to Western, accessibility, housing, campus recreation, and campus safety.



BUILDING ABBREVIATIONS

For a complete listing of campus buildings please consult the online Western Directory available here: www.uwo.ca/westerndir/help/buildings.html

Parking

Located in room 4150 Support Services Building. Open Monday – Friday from 8:30am-4:30pm. Parking permits are transponders that activate electronic gates. Parking information and rates can be located at www.uwo.ca/parking. Student card and insurance information are required for pickup.

Bus Pass

For full-time students only, the cost is included in ancillary fees. There is no opt-out option for this cost. Available in SOGS office, room 260 UCC. Graduate students will need to present their student card in order to receive their bus pass. SOGS office hours are Monday – Friday: 9:00 am-4:00pm.

London Transit (bus schedules) - www.ltconline.ca



WesternU Mobile

Get WesternU Mobile for iPhone and Android! Western's new mobile app has features designed to give you access to even more that Western has to offer.

- Transit information
- Maps
- OWL/Sakai
- Western Eateries
- News
- Library
- Western Directory
- Events Calendar

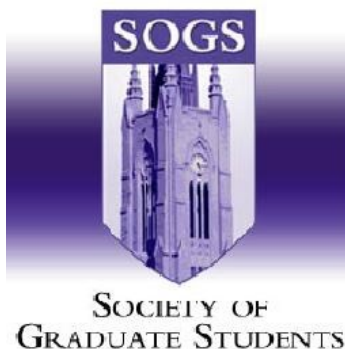


* Subject to Change

Campus Services

Society of Graduate Students (SOGS)

SOGS is a student group established in 1964 to work on behalf of all graduate students at Western. It consists of an executive body and a council that includes more than 100 representatives from graduate departments across campus. SOGS administers a number of benefits for full and part-time graduate students including health, dental, and vision coverage. In addition, SOGS offers its members several bursaries and subsidies including travel, child care, and thesis subsidies, and Ontario Student Opportunity Trust Fund, Out of Province, Grad Club, and travel bursaries. SOGS coordinates the Western Graduate Review, an online publication highlighting graduate student research at Western, and works with the School of Graduate and Postdoctoral Studies to organize the Graduate Student Teaching Awards. SOGS also partners with the Canadian Federation of Students to provide benefits such as the StudentSaver discount card and the International Student Identity Card (ISIC) which provides discounts on airfare, train and bus tickets. Finally, SOGS owns and operates the Grad Club, a restaurant and bar located in Middlesex College for graduate students, faculty, and staff. The Grad Club features a big screen TV and live entertainment. Plus other social events throughout the year.



SOGS COUNCILLORS: A request will be sent via email in September for volunteers (likely 3 or 4) who will attend monthly meetings and represent Graduate Education Students. Nomination forms can be found at <http://sogs.ca/documents/>.

Campus Recreation

All full-time graduate students have access to campus recreation facilities and programs as part of their ancillary fees. Part-time



graduate students may purchase a membership for a low monthly rate. Graduate students also have the option of adding family members (partners and children) onto their memberships for very reasonable rates. Your Western ONECard is required for access.

Western Campus Recreation provides a variety of drop-in activities, intramural sports, instructional courses, sport clubs, and wellness services to meet the diverse fitness and recreation needs of all Western students. More information on Campus Recreation can be located on their website at: <http://www.westernmustangs.ca/campusrecreation>.



Conflict Resolution/Ombudsperson

If you have a University related problem or concern, please visit the web site for the Office of the Ombudsperson: www.uwo.ca/ombuds.

Student Health Services

Student Health Services provides medical and counselling services by a team of doctors year-round. Doctors at Student Health Services work in the same capacity as your family doctor and can order x-rays, blood tests, and make referrals to specialists and physiotherapists. For more information, visit their website at: www.health.uwo.ca.

Mental Health

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or other relevant administrators in their unit. Campus mental health resources may be found at www.health.uwo.ca/mental_health/resources.html.

* Subject to Change

To help you learn more about mental health, Western has developed an interactive mental health learning module, found here: https://www.uwo.ca/health/mental_wellbeing/education/module.html. This module is 30 minutes in length and provides participants with a basic understanding of mental health issues and of available campus and community resources. Topics include stress, anxiety, depression, suicide, and eating disorders. After successful completion of the module, participants receive a certificate confirming their participation.

Student Development Centre (SDC)

Western's Student Development Centre (SDC) is dedicated to the provision of an array of integrated professional and accessible services that help graduate and undergraduate students achieve their personal, academic, and professional goals in a confidential and caring environment. The SDC is home to the Writing Support Centre, Indigenous Services, International and Exchange Student Centre, Learning Skills Services, Psychological Services, and Services for Students With Disabilities. For more information, please visit their website at: www.sdc.uwo.ca.

Writing Support Centre

- Offers free comprehensive writing support to students, faculty, staff, and all other members of Western University.
- One-on-one appointment and drop-in services, as well as workshops and seminars are available. Specifically for graduate students, the Writing Support Centre offers the GradWRITE! program.
- Information on this, and other services offered by the Centre can be found online at: www.sdc.uwo.ca/writing.

Indigenous Services

- Indigenous Services offers a variety of services and programs designed to assist Indigenous students in succeeding at Western.
- Resources include: computer lab exclusively for Indigenous students, a job board, a quiet study area, and an archival collection of more than 1,200 books (available in Weldon Library), as well as a variety of other academic, research, and informational needs resources.

- Services include a Visiting Elder Program, a Cultural/ Personal Counsellor, and administrative support to serve as liaison between students, the University, and Indigenous communities.
- Indigenous Services is located in the Western Student Services Building, Room 2100. For more information, visit their website at www.indigenous.uwo.ca.

International Student Services

- Students from other countries who are recent arrivals on campus are advised to contact International Student Services.
- Getting settled in Canada, immigration regulations, financial matters, and personal/cultural adjustment issues can be addressed.
- The International Student Pre-Arrival Guide at the ISS website (www.uwo.ca/international/iesc/), and pick up an International Student Handbook upon your arrival at Western by going to the International Student Center.

Learning Skills Services

- SDC's Learning Skills Counsellors provide information and support to Western students to help them improve or maintain their academic performance.
- For all students - undergraduate and graduate students; students who experience academic setbacks, as well as students who want to maintain exceptional academic standing.
- Learning Skills Services are located in Room 4100, Western Student Services Building. For more information, visit www.sdc.uwo.ca/learning.

Psychological Services

- SDC provides professional, confidential psychological services free of charge to all Western students.
- Psychological Services offers individual counselling and group workshops for a wide range of concerns faced by students.
- Same day crisis appointments are available. To book an appointment call 519-661-3031. SDC's Psychological Services are located in Room 4100, Western Student Services Building. For more information, please visit their website at: www.sdc.uwo.ca/psych/index.html.

** Subject to Change*

Services for Students with Disabilities (SSD)

- SSD assists students who have ongoing conditions or challenges that may include: chronic illnesses, chronic pain, attention deficit disorders, learning disabilities, psychiatric disorders, and vision, hearing, or mobility impairments.
- Help accessing locations, services, technology and information at the University. Academic accommodation can also be arranged.
- SSD offers the Adaptive Computing Technology Centre located on the 4th floor of the Western Student Services Building and the Access Lab and Learning Opportunities Lab located in the Weldon Library. For more information, visit their website: www.sdc.uwo.ca/ssd.

GradPath

GradPath is a portal to graduate student professional development programs at Western. It highlights information and resources you will need to succeed at each stage of the graduate journey, from coursework through comprehensive exams, thesis writing and publishing to the job search after graduation. Whether you are looking for help with grant writing, strategies for overcoming procrastination or opportunities to develop your conference presentation skills, GradPath will lead you to the programs on campus that will help you develop competencies you need to succeed in teaching, research, and professional practice. For more information visit <http://gradpath.uwo.ca>.

Off-Campus Housing

Western's Off-Campus Housing Service maintains an online list of housing available throughout the City of London. Students also have access to the Off-Campus Housing Resource Room in Elgin Hall, Room 109, every day from 8:30 am until 8:30 pm. Visit Off-Campus Housing online at <http://offcampus.uwo.ca/>.

On-Campus Housing

Western University offers students the option to rent apartments or townhouses on campus. More information can be found on Western's Housing website. More information regarding rental rates and eligibility can be found here <https://apartments.uwo.ca/>.

Family Support

Western recognizes the immense challenge in juggling research/work with familial responsibilities, and we are dedicated to supporting the needs of those in the Western community who strive for greater balance in their personal and professional lives. The Family Support website has been developed to inform parents, both current and expecting, of the many resources available to them on campus and throughout the city of London. For more information, visit http://uwo.ca/facultyrelations/recruitment_retention/family_support/index.html.

Important Contacts

Graduate Programs

Location: Room 1166, FEB
Office Hours: Monday–Friday (Excluding Holidays)
8:30am—4:30pm
Address: Graduate Programs Office
1137 Western Road
London, ON N6G 1G7
Phone: 519-661-2099
Fax: 519-661-3029
E-Mail: graded@uwo.ca
Web: www.edu.uwo.ca/graduate-education

School of Graduate and Postdoctoral Studies

Location: Room 1N07, International and Graduate Affairs Building
Office Hours: Monday–Friday (Excluding Holidays)
9:00am—4:00pm
Phone: 519-661-2102
Fax: 519-661-3730
E-Mail: gradinfo@uwo.ca
Web: <http://grad.uwo.ca>

Education Research Office

Location: Room 1161, FEB
Phone: 519-661-2111 ext. 88068
Fax: 519-661-3095

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Office of the Registrar

Location: Room 1120, Western Student Services
Phone: 519-661-2100
Fax: 519-850-2590
E-Mail: contact@uwo.ca
Web: www.registrar.uwo.ca

WTS (Computer, E-Mail, OWL Help, Main Campus)

Location: Support Services Building
Phone: 519-661-3800
Webform: <http://itshelp.uwo.ca>
Web: www.uwo.ca/wts

Society of Graduate Students (SOGS)

Location: Room 260, University Community Centre
Phone: 519-661-3394
Fax: 519-661-3374
E-Mail: sogs@uwo.ca
Web: www.sogs.ca

Faculty of Education, Impact Centre

Tech Support for labs and printing
Location: Room 1038, FEB
Phone: 519-661-2111 ext. 84839
E-Mail: edu.tech.support@uwo.ca

Student Development Centre

Areas: Career Centre, Writing Support Centre, Indigenous Services, International Student Services, Learning Skills Services, Psychological, and Services for Students with Disabilities
Location: Room 4111, Western Student Services
Phone: 519-661-3031
Web: www.sdc.uwo.ca

Other Websites

Student Centre: <https://student.uwo.ca>
Campus Maps: <http://www.uwo.ca/about/visit/maps.html>
Human Resources: <https://myhr.uwo.ca>
Bookstore: www.bookstore.uwo.ca
OWL Sakai: <http://owl.uwo.ca>
Ombudsperson Office: www.uwo.ca/ombuds
Housing—UWO: <https://myhousing.uwo.ca/>

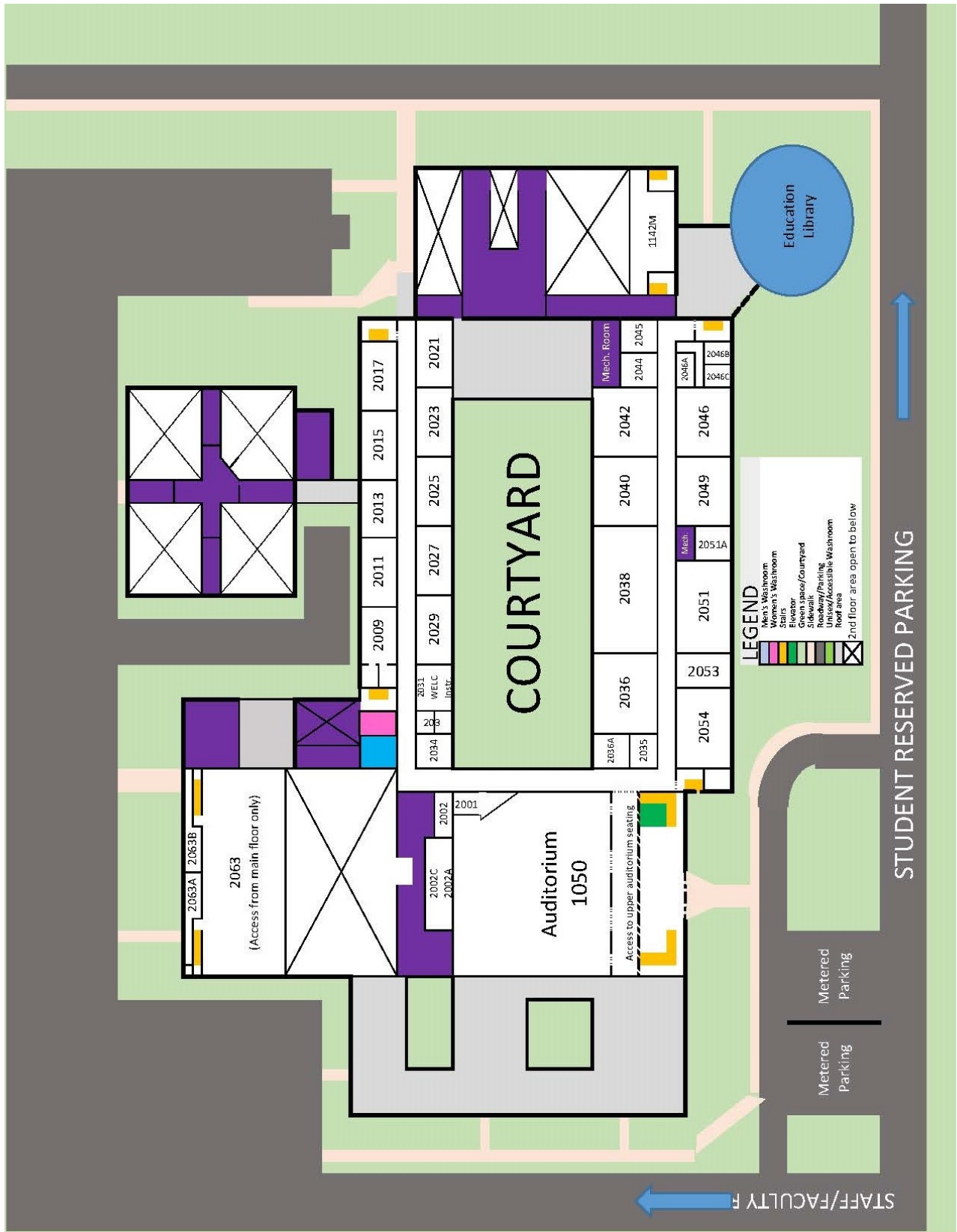
Education Library

Phone: 519-661-3172
E-Mail: eduref@uwo.ca
Web: www.lib.uwo.ca/education

Western Directory

Search Staff, Faculty, or Students
Web: <http://www.uwo.ca/westerndir>

Faculty of Education Building Map, Second Floor



Western University, Campus Map, London, Ontario, Canada

