

Information on Support Staff duties (as they pertain to grad students):

Jordan Bell (Department Administrator):

- ✓ Looks after the financial side of graduate students (any questions to do with money)
- ✓ Will be the contact person for information on TAs, RAs, or scholarship payments
- ✓ Provide her with a void cheque if you will be working as a TA or RA so you can get paid (international students will need to open a Canadian bank account – your student mentor could possibly help with this)

Ines Kubicek (Graduate Program Administrator):

- ✓ Looks after the day-to-day work with students
- ✓ Answers program questions; manages all the paperwork that the Faculty of Graduate Studies requires
- ✓ Helps organize candidacy and thesis/dissertation paperwork and defences
- ✓ Fields problems with registration etc.

Katheryn Andersen (Main Office Administrator):

- ✓ Has information on student office assignments and provides keys for these offices (a minimal deposit is required for the keys)
- ✓ Information on photocopying on department photocopier and sets up photocopy number or students for the use of this photocopier (payment required by student for use)
- ✓ If you are a TA, she will have information on the printing of exams and on course evaluations for your particular TA assignment

Information (Check List) for New Students:

For International Students:

- For international students, the UC International is a great resource: <http://www.ucalgary.ca/uci/>. They run an airport shuttle for a few weeks at the beginning of each semester that international students can sign up for free. They also have very helpful orientation sessions at the beginning of each semester that provide international students with all necessary information.
- Obtain Alberta Health and Wellness card
 - Forms: <http://www.health.alberta.ca/AHCIP/forms.html>
 - For locations see: <http://www.servicealberta.ca/1641.cfm>
- Obtain Social Insurance Number (SIN)
 - In order to work in Canada, you need a SIN number
 - Website: <http://www.servicecanada.gc.ca/eng/sc/sin>
 - Location: The nearest office to U of C is One Executive Place (main floor) on 1816 Crowchild Trail N.W. (across from the McMahon Stadium, Banff Trail C-Train station)
- Obtain Canadian bank account
 - Your mentor may be able to help you with this

For Out of Town Students:

- If students are moving to Calgary, the following are links for both off campus and on campus housing:
 - Off campus housing link – <http://su.ucalgary.ca/> – click on off campus housing
 - On campus housing link – <http://www.ucalgary.ca/residence> – for information on student housing and family housing
 - Other possible links include: <http://www.rentfaster.ca/>; <http://www.craigslist.ca/>; <http://www.kijiji.ca/>; and <http://www.rentspot.com/>

For all New Students: (once in Calgary and before semester starts or at beginning of semester):

- There are a number of orientation sessions for graduate students which are available (useful and required/recommended) to attend:
 - Department of Sociology Graduate Orientation – usually occurs the week before classes begin (Wednesday, September 4, 2013)
 - Department of Sociology Information and Advice for GATs (TAs) – usually follows the Department of Sociology Graduate Orientation (Thursday, September 5, 2013)
 - U of C 601 (Graduate Student Association orientation) – occurs very close to beginning of classes (Friday, September 6, 2013)
- The university will contact you with instructions on how to obtain your eID (which allows you to have access to myUofC account) and your university email address. Once you have your eID, you should be able to access everything on the myUofC site.
 - You will need to activate your registration before the beginning of the semester. This will enable you to enrol in your courses. Be sure to talk with the Graduate Director (Dr. Jean Wallace) prior to enrolling in classes. Your mentor can also assist in person if needed.
 - At the end of your first year (August), you will need to reactivate your registration for the following year in order to view your fees and enrol in your classes. To do so, go to your Student Centre (via myUofC), click on ‘enroll’ (in the top right corner), choose the appropriate term(s) for the following year and click through the instructions.
- Provide Jordan Bell (Department Administrator) with a void cheque if you will be working as a TA or RA, in order to be paid.
 - Jordan will also have information on the pay schedule (e.g. when your first payment will be deposited etc). Be sure to contact her regarding this matter.
- Obtain Student ID Card (this card is a combined ID card, campus debit card and service and access card)
 - This card gives you access to the library services, campus health services, photocopying (on campus wide photocopying machines), printing at Tri- Faculties Lab, campus recreation, meals. You can put money onto the card at various locations in the Library Tower and at the Tri-Faculties Lab (basement of the Social Sciences Building). See <http://www.ucalgary.ca/unicard/> for more information
 - You can obtain your “Campus Card” at the ID (Campus Security) office:
 - Location: MacEwan Student Centre 260
 - Phone: 403-220-7290
 - Hours: 8:30am to 4:30pm Monday to Friday (extended hours at the beginning of the semester)
 - At the beginning of the semester, lines are usually long, so factor in some waiting time. If you have the chance, try to go before the official beginning of the semester, as it won’t be as busy.

- Obtain Transit Pass (U-Pass)
 - Once you have your student ID card, you can pick up your ‘U-Pass’, which is paid for as part of your fall fees (it is a compulsory fee) and allows you to use all public transit (unlimited) year round. The transit pass is a little sticker that is put right on your student ID card. However, you must get a new sticker at the beginning of each semester (this includes Spring/Summer semester). It will not be sufficient to just show your ID on public transit (without a sticker); you NEED to have the valid sticker on it.
 - These stickers are available at Campus Ticket Centre, MacEwan Student Centre 290 (same floor as the Campus Security Office (ID Office), right next to the Dairy Queen in the food court).
 - Phone: 430-220-7202
 - Hours: Monday-Friday 9:00am to 5:00pm
 - Again, very busy during the first week of the semester. Try to make it there before the official beginning of the semester.

- Obtain your Graduate Student Association (GSA) sticker
 - This sticker signifies membership in the Graduate Students’ Association.
 - Once you have your student ID, you can pick up your GSA sticker. This grants you access to the graduate restaurant “The Last Defence” (located right beside the GSA office). This is a good opportunity to check out the GSA office as this is where you can pick up and drop off health claim forms, get important information etc.
 - Website: <http://www.ucalgary.ca/GSA>
 - Location: MacEwan Student Centre 350
 - Phone: 403-220-5997
 - Hours: Monday to Friday: 8:30am to 4:30pm

- Getting textbooks at U of C
 - The U of C Bookstore is located at the lower level of MacEwan Student Centre. You can get all your textbooks for the semester there. You can do a book search for each of your classes using the link below and then select ‘Search by Course’ by selecting the appropriate semester. However, you may find other sellers such as Amazon more affordable.
 - Website: <http://www.calgarybookstore.ca/>
 - Location: lower level, MacEwan Student Centre
 - Hours: Monday – Friday 9:00am to 5:00pm; Saturday 10:00am to 5:00pm (extended hours at beginning of each semester)
 - Again, the sooner you get there the better, as lines are long at the beginning of the semester
 - There is also a used bookstore on Campus (the Students’ Union Bound and Copied Copy Centre/Used Bookstore).
 - Website: <http://www.su.ucalgary.ca/page/quality-education/academic-services/bound-and-copied>
 - Location: lower level of MacEwan Student Centre (beside the Renert Centre)
 - Hours: Monday – Friday 9:00am to 5:00pm; closed Saturday and Sunday
 - For your info: some graduate classes provide electronic or hard copies of reading for students to copy (often available in the main sociology office), so check the course outline for the particular course first, as not all of these courses require the students to purchase textbooks through the U of C Bookstore or the used bookstore.

➤ Other Important Facilities and Services

- U of C Service Stop – for anything related to tuition payment plans, fee payments, as well as transcripts and other administrative documentation, enrolment, registration, enrolment verification, awards, scholarships, etc.
 - Website: www.ucalgary.ca/currentstudents
 - Location: MacKimmie Library Block (MLB), right next to the Library Tower
 - Hours: Monday-Friday 9:30am to 4:00pm (extended hours at the beginning of the semester)
- For tuition payment plan: go to Service Stop website, fill out form on-line. The Sociology Graduate Director (Dr. Jean Wallace) will sign it and then you take it back to the Service Stop drop box (MLB117) (they go through it there). Keep a copy of your application for your records. This application needs to be completed and returned to the Service Stop before the semester fee deadline.
- Faculty of Graduate Studies – for anything related to your graduate program that can't be dealt with in the Sociology Department; also has information on awards, scholarships etc.
 - Website: www.grad.ucalgary.ca
 - Location: Earth Sciences – Room 720
 - Hours: Monday-Friday 8:30am to 4:30pm
- U of C Wellness Centre – health clinic, massage therapy, chiropractor, counselling etc. (open to all U of C students)
 - Website: www.ucalgary.ca/uhs
 - Location: MacEwan Student Centre 370 (above the food court)
 - Phone: 403-210-9355
 - Hours: Monday-Friday 9:00am to 4:30pm
- U of C Campus Recreation – for people who like to stay fit, (and as part of your general fees) you can visit the many facilities of Campus Recreation; such as swimming pool, fitness centre, racket centre, climbing centre, outdoors centre, Olympic oval, intramural opportunities, fitness classes, personal training, etc.
 - Website: www.ucalgaryrecreation.ca
 - Location of Main Campus Recreation office: Kinesiology Building
- University services for Equity
 - Stop Racism: www.ucalgary.ca/stopracism
 - Campaign for Positive Space: www.ucalgary.ca/positivespace
 - Sexual Harassment: www.ucalgary.ca/sexualharassment
 - Sexual Harassment Office
 - Shirley Voyna Wilson
 - wsvoyna@ucalgary.ca
 - MS 263
 - Phone 403-220-4086

➤ General Information

- The Sociology Computer Lab (located on the 9th floor of the Social Sciences Building SS949) is available to all sociology graduate students and faculty. Each computer has a label on it which gives you the information needed (ID and Password) in order to get into the computer itself. You will then need your **own** ID and Password to get into your email etc.
 - In addition, there is one printer in the Sociology Computer Lab (SS949) for your use; however, you will need to pay to print. To do this, contact Barb von Wolzogen (Administrative Assistant – Computer Support Centre SS533) and she will set you up with a password for printing after collecting your money.
 - There are additional printers (and computers) located in the Tri- Faculty Computer Lab located in the basement of the Social Sciences building. You pay for the use of these printers at the desk located in this computer lab.

- The Sociology Graduate Student Handbook – can be acquired at the following URL:
 - [Sociology Graduate Student Handbook](#)
 - Important information on applying for Social Sciences and Humanities Research Council (SSHRC) scholarships or Canadian Institutes of Health Research (CIHR) scholarships (if your research is health related) can be found in a binder in the Sociology Graduate Student Library (SS901). Please note that PhD student applications are due sooner than MA student applications for CIHR research. There will also be a session on how to write a proposal in Sociology 602/702 early in the fall term.
 - You can search for various theses and PhD dissertations completed in Canada at the following website: <http://www.collectionscanada.gc.ca/thesescanada/index-e.html/027007-2000-e.html>.
 - You can download thesis templates, that will help in organizing and formatting your thesis, that are available at the following website: <http://grad.ucalgary.ca/current/thesis/resources>
- The attached map provides information on key locations. MacEwan Student Centre is circled, as is the Social Science building, the MacKimmie Library Block which contains the Service Stop, and the LRT station. The arrow indicates the direction of the nearest grocery store and shopping centre.
- We encourage you to ask questions if you have any or share concerns etc. There are many people in the department who you can contact --- your student mentor, the Student Advisor, the Sociology Graduate Student Caucus, your interim advisor, the Director of Graduate Studies, as well as any other student, staff, or faculty member of the department.