



University Of Prince Edward Island

GRADUATE STUDENT ORIENTATION PACKAGE

September 2016

Welcome

Welcome to UPEI. We hope you have a successful academic experience. Please consider connecting with the Graduate Students' Association to meet other graduate students, to socialize, get information, share information, and feel part of the graduate student community on our campus. Also consider playing a larger role and attend meetings, or become a board member and represent your students on the board and the board in your faculty or department. Getting involved is a great way to enhance your experience at UPEI. We can be reached on Twitter (@UPEIGSA), on Facebook (UPEI Graduate Students' Association), and via email (gsa@upei.ca).

We look forward to hearing from you during your time as a graduate student at the University of Prince Edward Island!

Sincerely,

Brittany Jakubiec, GSA President

Mary MacPhee, GSA Vice President Academic and Administration

Frederic Chatigny, GSA Vice President Finance

Welcome all new and ongoing graduate students.

The role of the Office of Graduate Studies is to serve as a central location and source of information for all graduate students and graduate faculty at UPEI, to refine and develop graduate studies policies, to support new program development, to promote graduate student research and scholarly work, and to provide guidance and support to graduate students in their programs. We will work closely with the Graduate Student Association (GSA) on graduate student issues, and to help promote a sense of community amongst graduate students from across the programs.

The Graduate Studies office is located at 230 Kelley Building. Please feel free to contact Colleen Gallant with any questions or concerns.

Sincerely,

Staff and Faculty of the Office of Graduate Studies.

Welcome new students!

I am glad you have chosen UPEI as the institution to further your education; it is an institution rich with wonderful professors and students. In addition to being represented by the GSA, you are also represented by the UPEI Student Union if you are a full-time graduate student . We encourage you to take advantage of the services available to you, including the health & dental plans, graduate student funding, policy development (which leads to us advocating to the University administration and the government), and the transit pass.

With respect to graduate students, the Student Union Council will be electing a graduate student representative in its fall election. We are also looking to create a committee of graduate students to assist with graduate-student-related issues in the fall. For more information on these initiatives, our services, or whatever it may be, please visit upeisu.ca, tweet at us (@UPEISU), or contact me directly at president@upeisu.ca.

All the best,

Nathan Hood, UPEISU President 16/17



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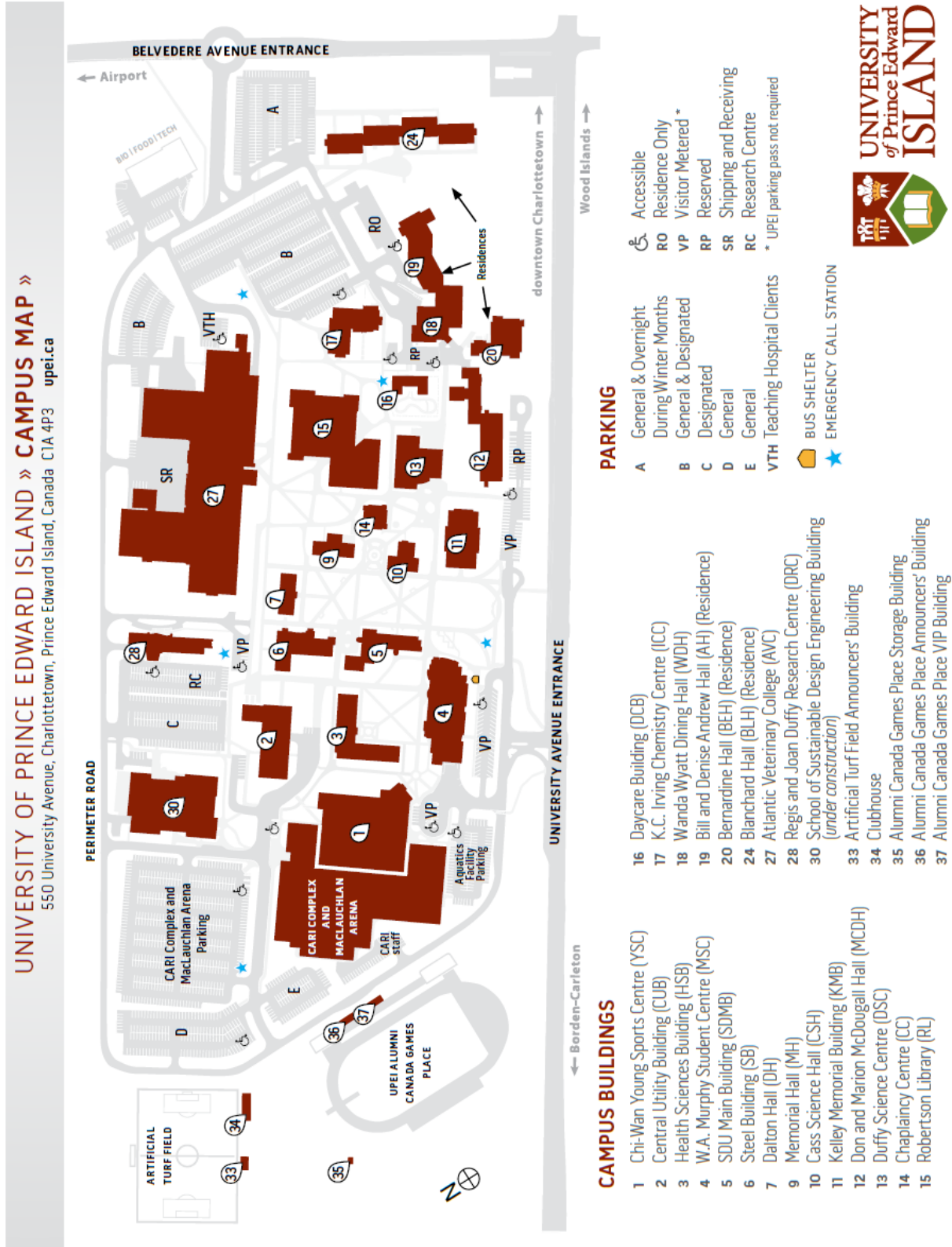
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Campus Map



Important Dates

September	5 Labour Day
	16 Tuition Due
October	10 Thanksgiving Monday
	31 Last Day to Apply to Graduate
November	11 Remembrance Day
December	Closed for Christmas Break
January	1 New Year's Day
	13 Tuition Due
February	20 Islander Day
April	14 Good Friday
	17 Easter Monday
May	7 Convocation
	12 Tuition Due
	23 Victoria Day
July	1 Canada Day
August	18 Gold Cup and Saucer Day



Getting Started

Student ID

Your UPEI Student ID can be obtained at the Bell Alliant Centre. If your card is damaged through normal use or defective, it can be replaced free of charge. However, there is a \$20 charge to replace an ID card that has been damaged from improper use or lost. Your ID can be used for building access, public transport, purchasing some services and items at UPEI, and student discounts at various stores. If you would like more information regarding your student ID, you can email: campuscard@upei.ca

Campus Login

Your UPEI campus login can be accessed at <https://secure.upei.ca/cls/login.html>. You can login using your student ID number and PIN provided with your acceptance letter. Once you have logged in you are able to change your PIN, as well as your network username and password. The campus login page is used for a variety of things including viewing your student account charges, obtaining tax forms, entering your work hours, and viewing pay slips. More information regarding how to use your campus login can be found at <http://www.upei.ca/itss/campus-login>

Email

UPEI email operates through GMail. You will be assigned an email when you are accepted to UPEI and you permanently have access to this email, even after graduating.

Moodle

UPEI Moodle is used for course material distribution and communication in many courses at UPEI. In order to access moodle, you need to go to <http://moodle.upei.ca/> and login in using your username and password.



Parking

Parking permits can be purchased at the Parking Kiosk in the W.A. Murphy Centre for the month of September from 9:00 - 3:30pm Monday to Friday. Any other time of the year, they may be purchased from the Facilities Management Office from 9:00 - 3:30 pm Monday to Friday.

General parking permits are valid for one year and must be purchased annually. Permit holders may park in general parking lots A, B (lower lot), D, and E. General permits are sold in limited quantities and do not guarantee the holder a space. General lots are monitored on weekdays from 7:00am to 5:00pm from September to May and enforcement begins on September 1st. More information regarding general parking permits and pricing can be found at <http://www.upei.ca/facilities/services/get-student-parking-permit>.

Metered parking areas are monitored on weekdays year round from 7:00am - 7:00pm.

Housing

There are various sources for finding housing for students. Websites such as kijiji.ca and usedpei.ca can be used to search for apartments and houses available for rent off-campus, as well as Real Estate flyers and classifieds. The UPEI Student Union also has a an off-campus housing database, which can be found at <http://upeisu.ca/housing>.



General & Academic Regulations

General regulations regarding graduate programs can be found on the UPEI website at <http://www.upei.ca/programsandcourses/general-regulations-by-program>.

Information regarding academic regulations for graduate programs can be found on the UPEI website at <http://www.upei.ca/programsandcourses/graduate-programs>.

Finances

Tuition

A complete list of tuition and fees for each program can be found at www.upei.ca/finance/accounting/fees.

Payment of tuition and fees can be made in the following ways:

- Online or telephone banking

- Western union

- Wire transfer

- Cheque, money order, bank draft, credit card cheque

- HigherEd points

- In person at the accounting office

More information about these payment options can be found at www.upei.ca/finance/accounting/fees/payment-options. Students may also set up payment installments through their stipend at the Registrar's Office (Kelly Building, Lower Level North)

Scholarships

Information regarding available scholarships, as well as a full list of awards available from UPEI can be found at <http://www.upei.ca/studentlife/scholarships-and-awards>

Funding

Aside from scholarships, funding for student travel from Research Services at UPEI can also be applied for. More information can be found at <http://www.upei.ca/research/research-travel-funding-program-faculty-and-students>

External funding sources, such as NSERC and SSHRC awards are also available for application.



Campus Resources

Student Union

The UPEI Student Union office is located in the W.A. Murphy Centre up the stairs across from the Credit Union Day Lounge. The Student Union provides a number of services to full and part-time students; however, only full time students pay fees and are considered SU members.



*your voice...
...your union*

Advocacy

The UPEISU advocates on behalf of student interests and needs to the provincial and federal government with the help of the national lobby organization, CASA. In the past, the Student Union has had successes with their external policies including: the province's increase in weekly student loan allowance. If you would like more information regarding UPEI advocacy you can email vpax@upeisu.ca or you can the SU's External Policy Book on their website.

Health and Dental Coverage

The UPEISU offers health and dental insurance to all full time students. Students can opt-out of this coverage by providing proof of existing insurance to the Student Union. If students do not do this by the opt-out deadline, they must pay a \$40 late fee.

- 90% of prescription drugs are covered up to a maximum of \$2,000 per year
- 100% of dental exams are covered up to maximum of \$850 per year
- 100% of physiotherapy appointments are covered up to \$320 per year

More information about coverage can be found at <https://www.studentbenefits.ca/>

Student Funding

Graduate Student Academic Enrichment Funding is available for academic travel and activities through the Student Academic Enrichment Fund. Deadlines for funding applications are the day of every May, July, September, November, January, and March. The application can be found on the UPEI SU website.

The Mental Health Initiatives Fund is available for students to apply for to fund initiatives that develop and strengthen new and existing mental health initiatives at UPEI. Applications are considered throughout the year and the form is available on the UPEI SU website.

UPASS

The UPASS allows students the opportunity to use the Trius Transit System with their student ID. Trius Transit schedules can be found at <http://www.triustransit.ca/>

Student Handbook

A free 12-month planner is available to all students every September. Planners can be picked up in the Student Union Office at the front desk during business hours.

Volunteer Matchmaker

The Volunteer Match-Maker program can help you find a volunteer opportunity in the Charlottetown community. All you need to do is fill out the sign up form, which can be found on the UPEISU website, and you will be matched with an appropriate volunteer opportunity.



UPEISU Businesses

The Wave: UPEI Campus Pub

Located in the W.A Murphy Centre next to the bookstore, The Wave opens at 11:00am From Monday to Friday and is a great place to grab lunch, get some work done, or meet up with friends. The Wave is open to all ages until 8:00pm.

Mickey's Place

This student-run coffee kiosk in the W.A. Murphy Student Centre offers Starbucks coffee and tea, hot chocolate, cappuccinos, bagels, and a variety of baked goods. Mickey's Place is open from Monday to Thursday 8:00 - 3:00 and Friday 8:00 - 2:00

The Cadre

UPEI's news empire that is an editorially autonomous publication of the UPEISU. More information about the Cadre as well as their publications can be found at www.thecadreupei.com

UPEI Nexus Yearbook

UPEI yearbooks are available every year to all graduating students for free and are \$10 for all non-graduating students. To submit your grad photo or photos of events or activities on campus email nexus@upeisu.ca

Clubs and Societies

Clubs and societies at UPEI can become ratified, meaning they are recognized and granted benefits by the UPEISU. The UPEISU has also created a Future Executive Program designed to provide first-year students with the skills necessary to successfully plan events and lead a society or club. This is designed to help with the continuation and stability of societies. For more information, please contact Megan Rix, Clubs Coordinator, at clubs@upeisu.ca.

Council

The UPEISU Council is the governing board of the Student Union. Elections are held for positions every Spring and Fall, with the Graduate Student and Graduate Student Senate Representative positions being elected in the fall. Meetings are typically held every second Sunday at 6pm and are open to everyone.

The SU executive for May 2016 to April 2017 includes:

Nathan Hood (President)	president@upeisu.ca
Jonathan Rix (VP Academic and External)	vpax@upeisu.ca
Kaylee Jabbour (VP Student Life)	vpstudentlife@upeisu.ca
Clayton Smith (VP Finance)	vpfinance@upeisu.ca

More information regarding all UPEISU services and how to get involved can be found on their website: <http://upeisu.ca/>



Graduate Students Association

The Graduate Students' Association (GSA) exists to promote the welfare, scholarly excellence, and a robust graduate studies experience to all graduate students. Each graduate student is automatically a member of the GSA. The GSA has monthly board meetings that are open to all members. Each year the GSA holds student and family friendly events to foster graduate student community, provide learning opportunities, and focus on student concerns.

Each year the GSA also puts on the UPEI Multidisciplinary Graduate Research Conference that is open to graduate students in all disciplines from all over the country to present and discuss their research.

The GSA executive for May 2016 - April 2017 includes:

Brittany Jakubiec (President)

Frederic Chatigny (VP Finance)

Mary MacPhee (VP Academic and Administration)

If you have questions or would like to get involved, please contact gsa@upei.ca.



Student Affairs

The Student Affairs Office is located in the W.A. Murphy Centre upstairs across from the UPEI Bookstore. They provide a variety of services to all UPEI students.

Personal Counselling

Student Affairs employs certified counselors and personal counselling is available for all students. Appointments can be made on Monday to Friday from 9:00am to 4:00pm by calling (902) 566-0488. For more information you can visit <http://www.upei.ca/studentlife/student-affairs/counselling>.

Health Centre

The UPEI Health Centre is open from Monday to Friday from 9:00am to 3:00pm. There is always a nurse available and a doctor can be seen on either Wednesday or Thursday morning. The Centre provides a number of services including: prescriptions, referrals, immunizations, STI screening, pregnancy support, and medical examinations and treatment. For more information you can visit <http://www.upei.ca/studentlife/student-affairs/health-services> or contact the Health Centre at (902) 566-0616 or healthcentre@upei.ca

Graduate Student Pathways (PAS)

PAS Graduate Studies Series aims to assist graduate students and post-doctoral fellows in approaching this task with confidence. The online and in-classroom workshops are intended to assist graduate students in all disciplines. The 1-hour Graduate Studies Series workshops are FREE and open to all current and potential graduate students as well as post-doctoral fellows. For more information please contact Anne Bartlett at ambartlett@upei.ca.

Mawi'omi Centre

The Mawi'omi Student Centre (located in Kelley Memorial Building, room 236) is a centre that invites all Aboriginals students to come gather. It offers a place where students can feel at home as well as a number of support services including: mentoring and tutoring, assistance with course selection, finding funding, employment, or volunteer opportunities, and finding resources on and off campus. They are open Monday to Friday from 9:00am to 4:00pm. For more information you can contact Sherri Russell at (902) 620-5125 or serussell@upei.ca.

Mature and Part-Time University Students Association (MAPUS)

All mature (over 21) and part-time students at UPEI are members of MAPUS. The MAPUS lounge is located in Main Building (Room 102) and is designed to help students meet students with similar interests and spend time between classes or studying. The current MAPUS office hours are Monday to Friday from 9:30am to 2:00pm and they be contacted at (902) 566-0448 or mapus@upei.ca

Career Services

Career services assists students and alumni with all things career related. They provide career counselling, career exploration, and have resources to help with resume and cover letter writing, graduate and professional school applications, interview skills, and job searching. They also post career opportunities. Career Services is located in the Office of Skills Development in the Robertson Library (Room 203) and is open Monday to Friday from 9:00am to 4:00pm. They can be contacted at (902) 620-5088 or careerservices@upei.ca.

Chaplaincy Centre

The UPEI Chaplaincy Centre offers worship and spiritual services for multiple faiths. The spiritual schedule can be found at: <http://www.upei.ca/studentlife/student-affairs/chaplaincy-centre>. It also is home to UPEI's food and clothing bank, which is open to all UPEI students. The food and clothing bank is open from January to April on Monday and Tuesday from 8:00am to 8:00pm and on Wednesday and Thursday from 8:00am to 4:00pm. For more information regarding the Chaplaincy Centre you can contact Sister Sue Kidd.

Campus Life Lounge

The Campus Life Lounge is run by student Campus Life Advisors (CLAs) and is open on Tuesday, Wednesday, and Thursday evenings from 6:00 to 10:00. It is a place where students can watch a movie, play games, or just relax. The CLAs also plan various activities for students throughout the school year.



University

Bell Aliant Centre

With your student ID, the gym and pool services at the Bell Aliant Sports Centre can be accessed.

Daycare

UPEI also provides an on-campus daycare service to students, faculty, staff and the general public. The center - Campus Kids - is operated by full-time staff in accordance with Provincial Government Regulations which meets all health and safety standards. Registration in the Daycare Center is open to children from infant to school age. The Center's program stresses social and emotional growth in the young child. You can reach the Daycare Center by calling (902) 566-0344.

Note: Registration is usually one year in advance of the predicted Start date.

More information about Campus Kids can be found on their website: <http://campuskids.wix.com/reggio>

Library

The library provides a number of services besides the lending of books. Interlibrary loans can be made online to obtain access to journal articles or books not available at the university library. The library also offers printing, fax, scanning, and photocopying services. Study rooms can be booked on the library website for individual studying or group projects. Electronic equipment such as laptops and phone chargers can be rented using your student ID.

The current library hours are available at <https://library.upei.ca/hours> or they can be contacted at (902) 566-0583 or reference@upei.ca.



Programs & Important Contacts

Arts

Programs: Master of Arts in Island Studies
Location: Main Building, Room 206
Dean: Dr. Nebojsa Kujundzic
nkujundzix@upei.ca
Program Coordinator: Jim Randall

Business Administration

Programs: Executive Master of Business Administration
Location: Don and Marion MacDougall Hall
Dean: Juergen Krause jkrause@upei.ca
Graduate Studies Coordinator: Grace McCourt mba@upei.ca

Applied Health Sciences

Programs: Master of Applied Health Services Research
Location: Kelley Memorial Building
Program Contact: Colleen Gallant
cgallant@upei.ca
Administrative Support: Sharon Currie
scurrie@upei.ca

Faculty of Education

Programs: Bachelor of Education, Master of Education, PhD in Educational Studies
Location: Memorial Hall, floors 3 and 4
Dean: Dr. Ron MacDonald
rjmacdonald@upei.ca
Graduate Studies Coordinator: Dr. Tim Goddard tgoddard@upei.ca

Nursing

Programs: Master of Nursing
Location: Health Sciences Building
Dean: Dr. Gulrose Jiwani gjiwani@upei.ca
Graduate Studies Coordinator: Dr. Janet Bryanton jbryanton@upei.ca
Administrative support: Cheryl Gaudet gaudet@upei.ca, Jennifer MacNeill jenmacneill@upei.ca

Science

Programs: Master of Science, PhD in Environmental Science, PhD in Molecular and Macromolecular Sciences
Location: All science departments
Dean: Dr. Debbie MacLellan
maclellan@upei.ca
Graduate Studies Coordinator: Amy Hsiao
ahsiao@upei.ca

Science (AVC)

Programs: Master of Science (Faculty of Veterinary Medicine), Master of Veterinary Science, PhD, Post-graduate Diploma in Pathology or Microbiology
Location: Atlantic Veterinary College
Dean: Dr. Gregory Keefe gkeefe@upei.ca
Associate Dean of Graduate Studies: Dr. K. Larry Hammell lhammell@upei.ca