

# WELCOME TO EARTH SCIENCES AT WESTERN

Welcome to the Department of Earth Sciences. This booklet is designed to provide you with starter information to get you oriented to graduate studies. If you have any questions on any aspect of our program, just ask us.

**Mr. Kevin Jordan**  
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Professor & Graduate Chair  
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## Things to do when you arrive:

- Obtain a **map** of the campus, which is available online at <http://www.uwo.ca/about/visit/maps.html>. Most labs, lecture halls and professorial offices related to the Department of Earth Sciences are located in the Biological & Geological Sciences Building (B&GS) and the Western Science Centre (WSC).
- **Meet** your Supervisor, and also meet Kevin Jordan, Academic Coordinator; Dr. Guy Plint, Graduate Chair; Marie Schell, Administrative Officer; Katherine Johnston, Admin Assistant; and Margaret Moulton, Financial Assistant/Health & Safety Administrator.
- Visit the Western Student Services (WSS) building to obtain your **student card**.
- **Fees**. See <http://www.registrar.uwo.ca/index.cfm/student-finances/fees-refunds/tuition-account/> for more information.
- Access to the B&G buildings is done by swiping your student card at the door. For certain graduate offices and laboratories, you will need **keys**. Your supervisor can provide a list of keys you will require, and you can request them online at [http://www.uwo.ca/fm/client\\_services/keys.html](http://www.uwo.ca/fm/client_services/keys.html). There is a \$25 refundable deposit per key.
- Your **TA schedule**, if applicable, is designated in late August of every year. Please see the instructor of the course(s) you have been assigned to for your TA duties. You will need to sign a contract which will be emailed to you. It is *your responsibility* to work only those hours for which you have been appointed. Notify your course supervisor if you feel your allotment of hours is being used up quickly, as he/she will have to adjust duties accordingly. Do not work more than those allotted hours. There is a TA Training Program available, at <http://grad.uwo.ca/360/teaching.cfm> - participation is recommended but not required.
- **Payroll** is done monthly on the second-last banking day of each month; you must enter your banking information online at <http://myhr.uwo.ca> in order to get paid. You must also present your original Social Insurance Number (SIN) card at Human Resources, Support Services Building, Room 5300, at some point during your first term of residence.

- Obtain your **bus pass**. The Society of Graduate Students provides a City of London bus pass to all graduate students, which is provided through your student fees. You can collect your pass starting in late August in the SOGS office, UCC Rm. 260. See <http://www.londontransit.ca/> for information about buses.
- Ensure that your **personal information** in the Student Centre online is up to date, including your local address and telephone number. You must also provide next-of-kin information to the Department.
- Register for **courses**. The course schedule is posted online every August at <http://www.uwo.ca/earth/graduate/GraduateSchedule.html>. Registration is done on the Student Centre. You should speak to your supervisor about courses before registering. Degree requirements for all programs can be found at [http://www.uwo.ca/earth/graduate/current\\_students/courserequirements.html](http://www.uwo.ca/earth/graduate/current_students/courserequirements.html).
- See Kevin Jordan to be assigned a personal **desk** space in the Department. Grad students share common office space in B&GS and the Western Science Centre.

## Helpful Links

- Key dates to remember are published at <http://www.registrar.uwo.ca/index.cfm/important-dates/>
- The Office of the Registrar website is [www.registrar.uwo.ca](http://www.registrar.uwo.ca), and links to that website will provide much information of use to you. The Registrar's Office is located in the Western Student Services Building (WSS), adjacent to the University Community Centre (UCC).
- The online Student Centre is located at <http://student.uwo.ca>. All financial and personal information as well as courses and grades are located here. Please make sure all your online information is correct and kept up-to-date.
- Western also has an online email and telephone directory for all staff, faculty and students, located at <http://www.uwo.ca/westerndir/>.
- The School of Graduate & Postdoctoral Studies governs all graduate students at Western. Their website contains much useful information – you can find it at <http://grad.uwo.ca>.
- All graduate students are covered by the SOGS Health & Dental Plan. Visit <http://www.uwo.ca/sogs/Benefits/healthAndDental.html> for information about what is covered and how to submit a claim. Students with pre-existing alternate coverage may opt out and receive a refund of their premium within the first month of registration.
- The Graduate Geosciences Society is our grad student club. Find them online at <https://www.facebook.com/uwoggs>. The current GGS President is Ms. Jessica Stromberg.
- If you are going to be submitting travel expenses during your time here, instructions can be found at [http://www.uwo.ca/finance/pplsoft/docs/Online\\_Travel\\_%20Expense.pdf](http://www.uwo.ca/finance/pplsoft/docs/Online_Travel_%20Expense.pdf).

## Health & Safety

Everyone is required to take the following 4 modules:

1. **Western's Employee Health and Safety Orientation – Work Safely at Western**
2. **Comprehensive Workplace Hazardous Materials Information System (WHMIS)**
3. **Safe Campus Community - Preventing Harassment, Violence, and Domestic Violence at Western**
4. **Accessibility at Western (AODA): Accessibility in Teaching** (for Faculty, Graduate Teaching Assistants, Archivists, and Librarians)

If you will be working in any lab other than a computer lab, you also need to take the **Laboratory Safety - Hazardous Waste** course.

Depending on your research, you may also be required to take other health & safety courses, such as Radiation, Biosafety, X-Ray, etc. Ask your supervisor if any of these apply to you.

[https://www.uwo.ca/humanresources/facultystaff/h\\_and\\_s/training/training\\_idx.htm](https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm)

How to Access OWL for the above training sessions:

- Log on to OWL at <http://owl.uwo.ca>
- Go to membership on the left, select “joinable sites” and then select the appropriate course.
- Once in the course module, use the tool bar on the left to navigate the different sections of the course.
- If you have trouble accessing OWL courses or forgot your password, you will need your name, student ID and username, and contact Saboor Fazelya in OHS ([sfazelya@uwo.ca](mailto:sfazelya@uwo.ca)), or the ITS Helpdesk at ext. 83800 or [helpdesk@uwo.ca](mailto:helpdesk@uwo.ca)

When you have completed your training, please send me ([mmoulto@uwo.ca](mailto:mmoulto@uwo.ca)) a PDF of your certificates for our department records. Your supervisor will also need a copy for the lab files, or if you are in the Stable Isotope Lab group, give the certificate to Grace Yau ([gyau@uwo.ca](mailto:gyau@uwo.ca)).

There is no formal course for this, but if you will be working in the field, you are required to read and understand the Department's Field Safety Policy, located at <http://www.uwo.ca/earth/links/safety.html>.

Thanks,  
Margaret Moulton  
Financial Assistant & Health & Safety Administrator  
Dept of Earth Sciences

### **If you are an international student:**

- When you first arrive at Western, your record will be locked until you show your **Study Permit** to the School of Graduate & Postdoctoral Studies, Support Services Building Room 4180. You must do this first in order to activate yourself as a student. Please also provide the Academic Program Coordinator with a copy for our files.
- If you are going to be working as a Teaching Assistant, you must obtain a **Social Insurance Number** (SIN) from Service Canada. You will need a letter from the Department advising you are working in order to obtain one; see the Academic Program Coordinator. Once you have this letter, visit Service Canada at 457 Richmond St. (at Queens Ave., take #6 Richmond bus) in downtown London. A SIN card is a legal requirement for earning any income in Canada.
- Check out the Student Development Centre website to learn about **International Student Services**, located at <http://www.sdc.uwo.ca/int/>. You may wish to take the International TA Training Program; see <http://grad.uwo.ca/360/teaching.cfm> for more information.
- Ensure you are registered in **UHIP** (University Health Insurance Plan) and pay the appropriate fees, which are included in your tuition. The card can be picked up at the WSS Building along with your student card. See <http://www.sdc.uwo.ca/int/services/index.html?uhip>.