

# INFORMATION FOR GRADUATE STUDENTS IN THE FACULTY OF EDUCATION

## Graduate Program Contacts, Department of Curriculum & Instruction:

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**WELCOME** to the Department of Curriculum and Instruction in the Faculty of Education. This notice will provide you with a few important points of information as you begin your program. Please keep this for future reference.

### ADMINISTRATIVE CONTACTS

**GRADUATE AREA ADVISOR:** Is responsible for the overall graduate program in your area. If your individual program supervisor is unavailable, the graduate area advisor is the next person to consult regarding your program. For list of advisors and their contact information, please visit: <http://www.educ.uvic.ca/edci/C5-advisors.htm>.

**GRADUATE PROGRAM OFFICE IN EDUCATION:** Located in MAC A424. Our office provides administrative support for your program and your record at UVIC. We are available to answer your questions about procedures, policies, and registration.

**BULLETIN BOARDS:** Full of important notices for graduate students, located in the hallway outside A439, A430 and A450.

**GRADUATE RECORDS OFFICE:** 2nd Floor, University Centre; our assigned records clerk is Monika Karmelita at 479-5419 or grad6@uvic.ca. She processes all record changes, fee assessments, monitors procedures and policies.

### ACADEMIC SUPERVISION

**SUPERVISOR:** Each Graduate student is assigned to a Program Supervisor. Your supervisor is responsible for advising you on the academic aspects of your program.

**SUPERVISORY COMMITTEE:** Set within the first two years of program through discussion with the Program Supervisor. The committees are as follows:

<b>MED</b>	<b>MA</b>	<b>PHD</b>
Supervisor	Supervisor	Supervisor
Committee Member	Committee Member	Committee Member
(may be outside)	(from within home dept)	Outside Member

Please keep in mind that these are minimum requirements. Students may have more than the required number of committee members.

**PROGRAM (CAPP) FORM:** Should be completed **during your first term** of registration. It is a computerized program form to be signed by you & your supervisor. You will not be able to re-register for the next term until the program form is submitted to Graduate Records. Formerly known as PADRE report.

**REQUEST FOR ORAL FORMS:** Completed by MA and PhD students only. Form can be found at <http://registrar.uvic.ca/grad> under the FORMS heading along with Guidelines and other required documents for the exam. Must be done at least 20 working days prior to MA exam and 30 working days prior to PhD defense. See degree checklists for further information (as listed under Examining Committee).

**EXAMINING COMMITTEE:** See degree checklists at <http://www.educ.uvic.ca/edci/c4-grad> for information regarding exam procedures. The examining committee includes the **supervisory committee** plus:

<b>MED</b>	<b>MA</b>	<b>PHD</b>
Exam Chair	Exam Chair	Exam Chair
	External Examiner	External Examiner

## REGISTRATION AND FEES

### DEFINITION OF TERMS:

**Full-time:** 3 units per term, 6 units winter session (Sep-Apr), or Project (598), Thesis (599) or Diss. (699)

**Part-time:** less than 3 units per term

**Terms:** Four months each: Fall Sep-Dec, Spring Jan-Apr, Summer May-Aug.

**Sessions:** Winter Session (Sep-Apr includes Fall and Spring terms) Summer Session (May-Aug)

**Masters:** Minimum cost-of-degree is 5 fee installments and allowed five years to complete

**PhD:** Minimum cost-of-degree is 7.5 fee installments and allowed seven years to complete

### TYPES OF FEES:

Full-time/Part-time registration	(all students)
Graduate Students Society	(all students)
Athletics & Recreation	(on-campus and local only)
Bus Pass*	(on-campus and local only)
GSS Extended Health*	(on-campus, full-time and local only)
Dental Care Plan*	(on-campus, full-time and local only)
Re-registration fee	(after cost of degree has been reached)
Large re-registration	(after five year time limit)
Graduation Fee	(at end of program)

\* Can opt out of these programs, please contact the GSS for further information, at 721-8816 or visiting their website at <http://gss.uvic.ca/health.htm>.

**FEES:** Official fee information can be found at <http://registrar.uvic.ca/grad>. You can access your fee balances through USOURCE <https://usource.uvic.ca/> under the STUDENTS tab. Fees are subject to change without notice. Fees are due by the last working day in September for the Fall term and in January for the Spring. All Summer course fees are due by the end of May. Remember, you MUST be registered (or TWD) in each term until you have completed your degree.

**REGISTRATION:** Registration is done through USOURCE at <https://usource.uvic.ca/> under the STUDENTS tab. For registration instructions, please visit [http://registrar.uvic.ca/grad/registration/grad\\_steps\\_to\\_register.html](http://registrar.uvic.ca/grad/registration/grad_steps_to_register.html). Concurrent registration is required (registration in each term). Electives in other departments require your supervisor's signature on an add form and a signature from the other department. If you are not concurrently registered, you become Withdrawn Without Permission (WWP). Once you are in WWP status, you must reapply and pay a \$250 reinstatement fee. There is no guarantee of readmission into your program.

**TEMPORARY WITHDRAWAL (TWD):** This is used if you are not working on your degree program, but are planning to continue after a term or two, and maintains your concurrent registration status. In the Master's program, you are allowed 3 terms of TWD and in the PhD program you can use 6 terms. You register for this using the code TWD. You may not work on your project/thesis /dissertation during the TWD.

**GRADUATION:** All Graduate students must eventually apply for graduation. The Application for Graduation can be downloaded from <http://registrar.uvic.ca/grad> under FORMS. The deadline for Spring convocation for students completing all degree requirements by April 30<sup>th</sup> is NOVEMBER 30<sup>th</sup> of the previous calendar year. For those attending convocation in the Fall and completing all degree requirements by August 31<sup>st</sup>, you must have your application for Graduation by JUNE 30<sup>th</sup>.

## STUDENT SERVICES

**STUDENT/LIBRARY CARDS:** Pictures are taken at the University Centre, Information Desk.

**E-MAIL ACCOUNTS:** Students must sign up for a UVic email account as this is the way Records will inform you of registration and course changes. Email accounts can be set up through the Computer Help Desk, Clearihue A009 or on the UVic website <http://netlink.uvic.ca>. This email account can also be set up to forward messages to an email address that you use more frequently. Please contact the computer help desk for more information <http://helpdesk.uvic.ca/>. Please advise your dept grad secretary of any changes in your email address in order for any department information to get to you.

**EMAIL LISTSERVE:** All EDCI Graduate Students should be signed up for the [edcd-listerve](mailto:edcd-listserve). This listserve is a email group where students are sent important information regarding deadlines, awards, department announcements and other useful information. You can subscribe for the listserve at: <https://lists.uvic.ca/mailman/listinfo/edcdgrads/>

**MAILBOXES:** Located in Mac A434 with the photocopiers in Grad Student boxes organized alphabetically by last name.

**MacLAURIN LOUNGE:** Located in MacLaurin A323. For use by faculty, staff and graduate students.

**LOCKERS:** There are some in the hallways of the D wing, first come first serve, just put a lock on, remove by term end.

**GRADUATE STUDENTS SOCIETY:** Located in the Halpern Centre (721-8816). They handle the Victoria Bus Pass, extended medical and dental plans, and newsletter.

**GRADUATE STUDENTS HANDBOOK:** FREE! Produced by the Graduate Students Society, full of useful information, and includes an appointment calendar. Handbooks can be picked up in the Halpern Centre or on the table beside Mac A439.

**BUS PASS:** All students in on-campus courses pay for the bus pass through their fees.

**COMPUTERS:** Visit website <http://www.sfg.uvic.ca/> for current locations and times.

**PHOTOCOPYING:** Use a vendcard in the Curriculum Library (MacLaurin D-wing) or visit ZAP in the Student Union Building (SUB).

**PARKING PERMITS:** Available at the Traffic & Security building, behind the Bookstore and bus loop. For current rate information and types of permits available, visit their website at <http://web.uvic.ca/security/parking/rates.html>.

**UVIC CALENDARS:** Available online from a link the top of the [uvic.ca](http://uvic.ca) home page under 'Academic Calendar'. Calendars are also available at the Bookstore. You are entitled to one free Calendar a year as a registered student.