Welcome to the UBC Department of Geography!

As one of the top geography graduate programs in the world, UBC Geography strives to ensure that your experience in our program provides a solid foundation on which to build your future career. This document briefly outlines some points related to your stay in our Department.

CONTENTS

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships and Funding</td>
<td>2</td>
</tr>
<tr>
<td>Graduate Support Initiative Award</td>
<td>2</td>
</tr>
<tr>
<td>Supervisor Relations</td>
<td>2</td>
</tr>
<tr>
<td>Course Registration</td>
<td>2</td>
</tr>
<tr>
<td>Teaching Assistants</td>
<td>2</td>
</tr>
<tr>
<td>UBC Payroll</td>
<td>2</td>
</tr>
<tr>
<td>Library Card/Student ID</td>
<td>3</td>
</tr>
<tr>
<td>Keys</td>
<td>3</td>
</tr>
<tr>
<td>Computing Resources and Internet Access</td>
<td>3</td>
</tr>
<tr>
<td>Email</td>
<td>3</td>
</tr>
<tr>
<td>Mailing Lists</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Photocopy/Print Accounts</td>
<td>4</td>
</tr>
<tr>
<td>Mailboxes</td>
<td>4</td>
</tr>
<tr>
<td>Coffee/Kitchen</td>
<td>4</td>
</tr>
<tr>
<td>Geographic Information Centre</td>
<td>4</td>
</tr>
<tr>
<td>Department equipment</td>
<td>4</td>
</tr>
<tr>
<td>Cartographer services</td>
<td>4</td>
</tr>
<tr>
<td>Student Visas</td>
<td>4</td>
</tr>
<tr>
<td>Social Insurance Number</td>
<td>4</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>5</td>
</tr>
<tr>
<td>Housing</td>
<td>5</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>5</td>
</tr>
<tr>
<td>Biking</td>
<td>5</td>
</tr>
<tr>
<td>Overseas travel</td>
<td>5</td>
</tr>
<tr>
<td>Events in Geography</td>
<td>5 - 6</td>
</tr>
<tr>
<td>Helpful links</td>
<td>6 - 7</td>
</tr>
</tbody>
</table>
**SCHOLARSHIPS/FUNDING:** All students without external funding are required to apply for the Affiliated Fellowships and SSHRC/NSERC awards in the Winter term. Details will be sent via email. The Faculty of Graduate and Postdoctoral Studies (G+PS) offers workshops on how to apply for funding. For more information, visit www.grad.ubc.ca. There is also limited travel and research funding available from the department and G+PS (http://www.geog.ubc.ca/graduate/finance/travel-and-research-funding/). If you are offered TAship funding in your offer letter, you must still apply for a TA position or you risk forfeiting your TAship income. Research assistant positions may become available throughout the academic year and you will have to contact your supervisor for more information.

**GRADUATE SUPPORT INITIATIVE AWARD (GSI):** Students with GSI funding will be paid the first week of each term. Funding will first go towards your tuition fees and outstanding fees on your SSC account. To activate the award you must login to your SSC account and accept it. Instructions on collecting any excess amount and other frequently asked questions can be found in the right-hand column on the SSC webpage once you login. Keep in mind these payment dates when developing your budget.

**SUPERVISOR RELATIONS:** Your supervisor acts as your personal guide in your learning experience. Good communication plays an important part in this relationship. Questions to ask your supervisor are:

- Who is on my research committee? Who calls supervisory committee meetings and how often?
- Will I be given office desk space or lab space? Are you able to provide me with a computer?
- How often do you anticipate us meeting? What courses should I take?
- What is the Spring Review? When can I schedule my Spring Review with you?
- Am I expected to cover office supplies/photocopying/field work fees?
- Is there funding available for travel to conferences (outside of the G+PS/Departmental stipend)?
- What types of research funds/scholarship/grant/award opportunities are there?
- (PhD) What do I need to do to prepare for candidacy? What is my deadline to achieve candidacy?
- Where do I register so that I have UBC’s permission to research or present overseas?

A handbook on student-supervisor relations is also available at www.grad.ubc.ca/handbook-graduate-supervision. If you would like to discuss your program with another department representative, you can contact the Graduate Advisor or Student Services staff member.

**COURSE REGISTRATION:** To register for your courses, log into your SSC account at https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework. This site also provides you with information on your awards, tuition, letters of registration (for visa purposes) and grades. UBC will email you with further information prior to the opening of your registration dates. All MA/MSc students must enroll themselves in GEOG 599 every semester. All doctoral students must be enrolled in GEOG 699 every semester. Registration for 2017W opens in June.

**TEACHING ASSISTANTS:** New TAs are invited to a training session during the first week of September. New TAs, who have never previously attended this workshop, will be given 6 hours from their work contract to attend. For information on TA policies, please refer to your offer letter or email gradprogram@geog.ubc.ca.

**UBC PAYROLL:** If you have been hired as a department teaching or research assistant, you will be paid twice a month. If you have been hired on an hourly appointment (such as Work Study), you will be paid on the 8th and 23rd of a month, one week after timesheet submission. To set up a direct deposit for payroll, fill out the form at http://www.finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/dirdeposit.pdf. To view pay stubs and T4s, go to www.msp.ubc.ca and login with your employee ID. For first time users, you’ll need to get a one-time PIN from Sandy (sandy.lapsky@geog.ubc.ca) For more information visit www.finance.ubc.ca/payroll.
LIBRARY CARD/STUDENT ID: Visit www.ubccard.ubc.ca for more information.

KEYS: To request a key for your office, computer lab, labs and photocopy room, fill out the key request form sitting in your student inbox (one week prior to the start of term) and hand the completed form and a $20 refundable deposit to Connie Cheung (Room 220, 8:00AM-4:00PM) by September 8th. Once your order is processed, which can take a week, UBC Key Desk will send you an e-mail indicating your keys are ready for pick up at their office. UBC will require an additional $20 refundable deposit. If you require building access on evenings and weekends, bring your UBC Card to Connie for activation.

COMPUTING RESOURCES AND INTERNET ACCESS: Please consult the Geography Department webpage http://www.geog.ubc.ca/resources/computing-services/computing-faqs/ for all frequently asked questions relating to computing, printing, network access, and support. If you do not find an answer to your question, please contact geog-support at lists dot ubc dot ca or the folks listed here: http://www.geog.ubc.ca/resources/computing-services/.

EMAIL: UBC offers all students a lifetime email address of the form name@alumni.ubc.ca. We recommend that you use this as your permanent contact with your supervisors and committees, for conferences, publications, professional job applications and anywhere a ubc.ca email address is desired even beyond graduation. You can learn more and apply for it at https://it.ubc.ca/services/email-voice-internet/student-alumni-email-service. You can check your email by logging in at https://webmail.alumni.ubc.ca.

As well, graduate students who are hired as teaching or research assistants and sessionals are automatically provisioned with a Faculty and Staff mail (FASmail) account cw1@mail.ubc.ca for the purpose of conducting UBC business in that capacity. FASmail accounts are subject to particular storage and retention guidelines to meet legal requirements (refer to http://universitycounsel.ubc.ca/files/2015/05/Fact-Sheet-Privacy-of-Email-Systems.pdf) and are automatically de-provisioned at the end of each work appointment. When your appointment starts, you will receive an email notice instructing you to complete the activation of your FASmail account. Please follow the instructions and use your FASmail account exclusively for conducting your teaching and work-related activities. When your appointment ends, your access to your FASmail account is disabled (after a one-month grace period for TAs and sessionals). Hence, it is not a good idea to use this email address with your supervisors and other long-term contacts. You can login to your FASmail account with your CWL username and password at https://www.mail.ubc.ca.

There are different legal requirements when handling the personal information of students and when employed by the University. Hence, UBC provides separate email systems for students and for faculty and staff. Since graduate students often assume a dual role at UBC as both students and staff, they need to maintain two separate email accounts for each role.

MAILING LISTS: The Geography Department uses several mailing lists to maintain contact with various groups in the department: geog-faculty, geog-staff, geog-grads, geog-emeriti, geog-sessionals, geog-postdocs, geog-visitors, geog-adjuncts, geog-others, as well as an umbrella list geog-everyone that includes all these mailing lists.

Graduate students should subscribe to the geog-grads at lists dot ubc dot ca mailing list in order to receive announcements of interest/importance to grads. This also allows them to receive department-wide alerts and notices, as well as to post to the various department mailing lists. You can subscribe/unsubscribe to the geog-grads mailing list using this link https://lists.ubc.ca/scripts/wa.exe?SUBED1=GEOG-GRADS&A=1. Please register with your permanent email address (not FASmail). You will then receive a confirmation request via email to complete the process. Once you have confirmed, the list maintainer will need to approve your subscription in order to maintain the integrity of the list.
Important Note: When posting to the department mailing lists, you must use a subscribed email address in order for the system to accept your post (a deterrent for outside spammers). In case your @alumni.ubc.ca account is forwarded to gmail or some other service that does not let you set the "Reply-To" address to the subscribed address so that your post gets rejected, please contact the IT folks listed here [http://www.geog.ubc.ca/resources/computing-services/] in order to register your gmail or other email account as an alternate posting address.

PHOTOCOPY/PRINT ACCOUNTS: Grads can use the department’s Xerox for 5 cents/page (RM 248) and lab printers for 10 cents/page (black & white). To use this service, you must put money on your account, which you do at the main office (RM 217). A refund of unused credit is available at the end of your program.

MAILBOXES: The graduate mail boxes are located to your left as you walk into the main office. Mail is sorted alphabetically by last name. Check for new mail when you arrive. The mailboxes are for university related mail only and they are not considered secure.

COFFEE/KITCHEN: Grad students share a kitchen facility with faculty and staff on the 2nd floor (RM 227). Coffee and tea is available for a fee, which is administered by the Department Coffee Committee. All students are required to pay a $10 bond to Sandy Lapsky (RM 226). When you purchase tea or coffee from the lounge, you must mark it on the chart by the door. If you use the last of the coffee, make/prepare a new pot for the next person. Please do your part to keep the kitchen clean by placing dirty cutlery and dishes in the dishwasher. If you borrow cutlery and crockery from the kitchen, please make sure to return them so that your colleagues can use them as well.

GEOGRAPHIC INFORMATION CENTRE (GIC): The department has its own library - the Geographic Information Centre. The GIC offers support services to students, faculty and the general public. Holdings include a book collection, Masters and PhD theses, atlases, maps specializing in BC, video recordings, course reserves and the University Aerial Photo Collection. Contact: RM 112, gic@geog.ubc.ca, [http://gic.geog.ubc.ca/].

DEPARTMENT EQUIPMENT: UBC Geography maintains a wide range of equipment which students can use for educational and research purposes. Items include digital recorders, transcription pedals, camcorders, etc. For more information on the type of equipment available, please visit [http://www.geog.ubc.ca/resources/loaner-equipment/].
You can also contact Bret Petersen (breton.petersen@geog.ubc.ca or visit RM 206).

CARTOGRAPHER SERVICES: Cartographic Services, located in Room 240D, offers map production support for books, journal articles, posters, and dynamic cartography, using mapping and graphic design software. Contact Eric Leinberger at eric.leinberger@geog.ubc.ca, for more information. There may be a fee associated with obtaining cartographic services.

STUDENT VISAS (international students): Questions regarding student visas should be directed towards International Student Development. More information can be found at [https://students.ubc.ca/international-student-guide/immigration/study-permits]. To obtain a copy of your letter of enrollment, log-in to [https://ssc.adm.ubc.ca], view the options under “Grades and Records”.

SOCIAL INSURANCE NUMBER (SIN): International students must apply for a Social Insurance Number (SIN). This will allow you to receive payment for work. Visit [http://students.ubc.ca/enrolment/finances/financial-advice/taxes/international/sin] for more details. You may be required to provide a letter stating on-campus employment. This can be obtained from the Student Service Team either by email at gradprogram@geog.ubc.ca or in person at RM217 or RM218.
MEDICAL INSURANCE: Ensure you are registered for the BC Medical Services Plan (MSP) and BC Pharmacare. Information on how to register and/or to pay your premiums is available online at http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp or you can call them at 604-683-7151. For information on BC PharmaCare, visit http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/pharmacare-for-bc-residents.

The AMS/GSS Health and Dental Insurance provides students with extended health and dental coverage. For more information, please visit https://students.ubc.ca/health-wellness/health-insurance. You can also visit their office inside the AMS Student Nest in NEST 3128.

HOUSING: There are residences on campus (www.grad.ubc.ca/campus-community/life-vancouver-canada/accommodation-housing). Listing of off-campus housing alternatives can be found at UV Rentsline www.uvrentsline.com, or you can try Craigslist (vancouver.craigslist.org).

PUBLIC TRANSPORTATION: Students are automatically enrolled in the U-Pass BC program and it provides unlimited access to bus, SeaBus, SkyTrain, and Canada Line transit services. You will need to link your U-Pass BC to a TransLink adult-class Compass Card. You can pick up your Compass Card starting August 16th from the UBC Bookstore or any SkyTrain Station/Translink Fare Dealers. More information on linking your Compass Card and U-Pass BC and eligibility/exemptions can be found at http://planning.ubc.ca/vancouver/transportation-planning/u-pass-compass-card.

BIKING: There are a number of designated bike routes and bike parking on campus. UBC (http://transportation.ubc.ca/) has a map of bike and shower facilities around campus. For used bikes, repairs and maintenance, the Bike Kitchen has affordable rates (http://thebikekitchen.com/).

OVERSEAS RESEARCH & TRAVEL: Going overseas? UBC students are required to register at http://safetyabroad.ubc.ca/.

EVENTS IN GEOGRAPHY

Graduate Orientation
Date and location to be confirmed
Details will be sent to incoming students closer to the date

Geography Beer Gardens
Usually Fridays, Undergraduate Lounge, TBA
Three or four Fridays every term, the Geography Students Association (GSA, www.ubcgsa.ca) holds a beer garden from 4PM to late. After a long week of work, these evenings are a great time to catch up and relax over a well-priced pint or pop.

Geography Home Seminars
Geography home seminars encourage graduate students to present their research to peers, faculty and staff in an informal setting. Presentation formats range from discussion circles on preliminary research design to polished thesis/dissertation summaries or conference presentations. Giving one is a great opportunity to get some feedback on your ideas in a relaxed environment, and attending them is a great way to meet grads at different stages of the program.
Development Seminars
These seminars take place over the academic year and offer students exposure to opportunities and networks for research purposes and in job searches. Details are sent to students via email.

Spring Graduate Symposium
All second year master-level students are required to present at the Spring Graduate Symposium. The annual event takes place in April or May and students are encouraged to attend to listen and discuss the research being conducted by our grads. This event is open to the public.

TA Training Workshop
At the beginning of the academic year, the Teaching Enhancement and Professional Development Series (TEPDS) hosts a TA training workshop. It is a comprehensive review of strategies to help you manage your workload as well as effective teaching and marking techniques. This is a popular event. TAs and prospective TAs are encouraged to attend.

TEPDS also runs TA training and professional development seminars along with a classroom climate workshop. The goal of TEPDS is to maintain and develop the quality of teaching in the department and to train graduate students in some of the soft skills that are likely to aid in successful career advancement. New graduate students are strongly encouraged to attend. If you complete the training workshops and seminars, TEPDS will award you with a Certificate of Completion. The TEPDS Coordinators will keep you informed of dates, times and requirements for the Certification of Completion.

Other
Look out for emails sent to the geog-grads mailing list for other social activities. Past events have included:
- Bowling nights
- Ice skating and curling outings
- Happy hours at different neighborhood pubs
- Pot luck BBQs at the beach
- schedule.
- BC Parks and Recreation (http://www.bcparks.ca/)

HELPFUL LINKS

Geography Graduate Association
The GGA (The Geography Graduate Association) is the body that represents all graduate students in the department. Its purpose is to support the diverse needs of both human and physical MA/MSc and PhD students. Meetings are 2-3 times/semester, with the annual general meeting in September. All students are encouraged to attend.

Graduate Student Society: http://gss.ubc.ca/main/

Graduate Student Community
The Graduate Student Community is an online forum where newly admitted and current graduate students can meet new friends, find housing, exchange ideas and participate in other interesting discussion topics: http://community.grad.ubc.ca

Transport:
- Translink (www.translink.bc.ca) – local transit maps, fares and schedules.
- BC Ferries (www.bcferries.com) – ferry schedules to Vancouver Island and the Gulf Islands.
Off-campus accommodation:
- UV Rentsline (http://www.uvrentsline.com/) – great source of rental notices.
- Craigslist Vancouver (http://vancouver.craigslist.com) – great page to find temporary and permanent accommodation, as well as buy/sell furniture, access community groups, etc.

Student facilities:
- Alma Mater Society (http://www.ams.ubc.ca/) – the student society of UBC. This website has many useful health, job, and lifestyle links. Join one of the many student groups, sign up for a recreational class or book a bed in UBC’s Whistler Lodge.
- UBC Library Services (www.library.ubc.ca)
- International House (http://students.ubc.ca/international)

Community:
- Georgia Straight (www.straight.com) – a free Vancouver newspaper published weekly which includes a comprehensive entertainment guide (movies, restaurants, galleries, community events).
- Volunteer Vancouver (www.volunteervancouver.ca) – list of volunteer opportunities.
- City of Vancouver (http://vancouver.ca/) – from community calendars to the recycling schedule.
- BC Parks and Recreation (http://www.bcparks.ca/)

Health: Information on the AMS/GSS Student Health Plan can be found at: http://www.ams.ubc.ca/services/health-dental-plan/

International Students: Information about a variety of international needs can be found at: http://students.ubc.ca/international

Liu Scholars Program (PhD students): http://liu.arts.ubc.ca/learning/

English Language Support Services: http://guides.library.ubc.ca/internationalstudents/englishsupport and https://students.ubc.ca/academic-success/better-grades/improve-english

Public Scholars Initiative (PhD students): https://www.grad.ubc.ca/psi

For more orientation information, visit:
http://www.geog.ubc.ca/graduate/current-students/orientation-handbooks/

Or
https://www.grad.ubc.ca/current-students/newly-admitted/grad-guide

Follow us on Twitter @UBCgeog
Like us on Facebook UBCgeography