Schulich
MEDICINE & DENTISTRY

Schulich Interfaculty Program in Public Health



MASTER OF PUBLIC HEALTH

Orientation Handbook

Class of 2027

Welcome!

Congratulations on joining the Schulich Interfaculty Program in Public Health. The Orientation Handbook is meant to serve as a survival guide for new students in the Master of Public Health Program and will contain information that will be useful throughout your studies here at Western University.

The Administrative Team is available to help answer any questions or concerns that you might have. The MPH Program Office will be open from 8:00-4:00 daily. In the event of a service disruption, you will be notified as soon as possible. To help guide you to the appropriate person for a specific question, please see below:

- MPH Program Inquiries – MPH Program Coordinator - TBD
- Practicum/Career Inquiries – Career and Engagement Officer – Diana Milanovic
- General Inquiries/Any of the above – Manager – Courtney Hambides

This handbook summarizes policies and procedures concerning the Master of Public Health Program. Its purpose is to provide ready-to-use information, policies, and procedures for graduate students. Students are advised it is their responsibility to familiarize themselves of all policies, procedures, and deadlines.

Please consult the School of Graduate and Postdoctoral Studies (SGPS - http://grad.uwo.ca) for further information; the majority of the regulations stated or referred to in this handbook are official University policies. The SGPS website represents the official and most current regulations and will take precedence over any information presented in this handbook.

General Information

The MPH Program begins on September 8, 2026. Students are expected to be settled and ready to begin their exciting journey into the world of public health. Late arrivals will not be permitted to join the MPH Program as key information will have been missed that is essential to your success.

If a student applies for and receives Landed Immigrant Status (Permanent Residency) at any time during their graduate studies, they must inform the MPH Program Office and provide a copy of the documentation issued. This can dramatically impact your tuition and fee rates.

Academic Records

Students should be aware it is their responsibility to regularly check their academic record and report any discrepancies to the MPH Program Office. Every student has access to their academic record through Student Center: (https://student.uwo.ca/).

Office of the Registrar

You will be able to change your student information, check your marks, order transcripts and find other useful information here. Their up-to-date system includes the Student Services site. To find out which site is used for what, see: http://www.registrar.uwo.ca/

Health & Safety Training

Graduate students at Western are auto-enrolled in the following courses in OWL Brightspace:

- AODAS1 – AODA: Accessibility in Service, or AODAT1 – AODA: Accessibility in Teaching
- HSAS01 – Supervisor Health and Safety Awareness, or HSAW01 – Worker Health and Safety Awareness
- WHMI03 – WHMIS Training
- WSCC01 – Western Safe Campus Community

As leaders in public health we must model the way for others. Workplace health and safety is critical for any organization and Western University takes it very seriously. Once you complete the modules, please PDF each certificate and upload to the relevant assignment portal in the OWL Brightspace MPH Class of 2027 site (further instructions to come in Academic Prep Week). Students who fail to complete their Health & Safety Training are at risk of an academic sanction. These modules are due September 30th.

Anti-Racism Training

Students must also complete an online training module entitled, "Building Inclusivity Through Anti-Racism" that will be helpful during this Program and your career. This module was developed by the Office of Equity, Diversity & Inclusion (EDI) and is completed by all employees of the University, as well.

To access the training, please visit https://westernu.brightspace.com/d2l/le/discovery/view/course/189491. Once completed, please upload a PDF of your completion certificate to the OWL MPH Class of 2027 site. This module is due September 30th.

Academic Integrity Training Module

All graduate students are required to complete the Academic Integrity Training module. This will be available through SGPS's Graduate Student Web Services Portal the first week of September: https://grad.uwo.ca/student/index.cfm

This short module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offences. It will cover the basics of academic integrity and academic dishonesty, detail specific scholastic offences, and explain the ways that Western University detects and deals with offences. It will also present case studies for you to consider. When you are finished with the module, you will be required to complete a 10-question quiz designed to evaluate your knowledge of academic integrity. Once completed, please take a print screen and submit it to the OWL MPH Class of 2027 site. Please complete the Academic Integrity Training Module **by September 30th**.

Gender-Based and Sexual Violence (GBSV) Prevention Education: Supporting Safer Professional Practice

As a student starting in a new graduate program this term, you are required to complete Gender-Based and Sexual Violence (GBSV) Prevention Education: Supporting Safer Professional Practice (SSPP). GBSV Prevention Education training is a skills-based, small group, live facilitated twohour Zoom training session focused on the skills graduate students need to decrease harm in their roles as students, teaching assistants, research assistants, lab work and future researchers.

This training is a required non-course milestone in every graduate program at the University. Failure to complete the module will prevent you from progressing beyond the first term of your degree.

Learn more and save your spot: https://www.uwo.ca/health/gbsv/prevention/gradtraining.html.

It is highly recommended that you complete this requirement as early as possible before there are other demands on your time.

If you have any questions, please email gbsv.edu@uwo.ca.

Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)

In preparation for your practicum placement, you will need to complete the TCPS 2 online tutorial available here: https://tcps2core.ca/welcome. The tutorial will need to be completed by **January 30**.

EDI Certificates

All MPH Students are required to complete **one of the two** following certificates:

Anti-Racism Foundations Certificate Program

Anti-Oppression Certificate Program

These certificates consist of four online modules and one synchronous workshop. One of these certificates must be completed by the start of Winter term, **January 4, 2027**. Please email a copy of the certificate to publichealth@schulich.uwo.ca. Students are advised not to leave this to the holiday break as the synchronous workshops are only available at scheduled times.

Fees Due Date

The due date for the fall term fees is September 8, 2026. Fee payments can be paid using the following methods:

- at any Canadian financial institution or through online banking
- International payments: https://www.registrar.uwo.ca/student_finances/fees_refunds/fee_payment_methods/index.html
- by cheque or money order payable to 'The University of Western Ontario': payment can be mailed to:

Student Financial Services Office

Western Student Services Building – Room 1140

The University of Western Ontario

London, Ontario N6A 3K7

*Please ensure you include your **NAME** and **STUDENT NUMBER** on all cheques or money orders. Receipts are not issued for payments received by mail. Cheques must be received in the Registrar's office by the due date.*

Student Cards (Western ONECard)

Your Western ONECard is more than just a Photo ID Card. The Western ONECard functions as an identification card for your bus pass, is your library card, your meal plan card, and can be used for door access and vending machine purchases. It is also required to access Campus Recreation and to pick up a parking permit. This link provides instructions on how to obtain your Western ONECard: https://www.registrar.uwo.ca/services/western_onecard_and_photo_standards.html

If you lose your Western ONECard, a replacement charge of $50 applies.

Society of Graduate Students (SOGS)

As a graduate student, you are automatically a member of SOGS. SOGS administers items such as the health plan and also runs the Grad Club. The SOGS office is located in Middlesex College, Room 8. Please visit the following link: http://sogs.ca/.

Health Plan Opt-Out

If you already have health insurance from another source, you may opt-out of the SOGS health plan. Forms can be found in the SOGS office or online and must be submitted before the last business day of September. For your convenience, one form may be used in September to opt-out of the fall, winter, and summer terms. This must be accompanied by proof of insurance. See the SOGS website (under Health Plan) for more details: http://sogs.ca/healthplan/.

Student Banking Enrolment

Full details about receiving Student Center Payments and My Human Resources (MyHR) Payments, along with NEW Student Center bank account enrolment information, and what accounts are used for what payments, can be found on the SGPS website here: https://grad.uwo.ca/finances/receiving_payment/index.html.

Bus Pass

Your Western ONECard functions as your tap bus pass. **Your student card may not be active for up to 48 hours after you pick it up**. London Transit Commission website: http://www.ltconline.ca/.

Parking

The Parking Office is located in Room 4150 of the Support Services Building across Western Road. Business Hours are 8:30am to 4:00pm. Students can pre-register for a parking pass online at http://www.uwo.ca/parking/ (requires 24 hours to process) or can register at the office directly. Your Western ONECard and vehicle registration are required for parking pass pick-up.

Computer Accounts

Your UWO account allows you to access a wide variety of services such as your email account, library services (off-campus access and renewing books), and the UWO wireless network.

Wireless Access

All students have access to Western's wireless network. For more information on the wireless network, please check: https://wts.uwo.ca/wireless/index.html. You must have activated your Western Identity in order to access the wireless network.

Program Related Items

Leave of Absence

A student may apply for a Leave of Absence on medical or compassionate grounds by providing justification/medical certification to the MPH Program Office. Please see Courtney Hambides as soon as possible so a plan can be created to ensure timely completion of the Program. This could mean reintegration with the subsequent year's cohort. This change of status request is made through the graduate student web services portal: https://grad.uwo.ca/student/index.cfm.

Scholastic Offences

Members of the University community accept a commitment to maintain and uphold the purposes of the University, and in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of scholastic dishonesty, including plagiarism, that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measure to promote academic integrity and deal appropriately with scholastic offices.

https://grad.uwo.ca/about_us/policies_procedures_regulations/index.html

Western Student Experience

The mandate of the Student Experience portfolio is to encourage student engagement and to enhance overall student life at Western. The Student Experience umbrella encompasses a number of different areas split into three broad areas (Leadership & Learning, Sports & Recreation, and Wellness & Well-being), which operate together to create an environment in which students can thrive. Visit http://studentexperience.uwo.ca/ for more information.

Academic Support & Engagement

Academic Support & Engagement (http://academicsupport.uwo.ca/) is home to a variety of services (Accessible Education, Learning Development & Success, Transition, Leadership & Enrichment, and Writing Support Centre) specially designed to meet the needs of undergraduate and graduate students on campus.

Academic Accommodations

If you have a disability and require any accommodations please visit Accessible Education as early as possible: http://academicsupport.uwo.ca/accessible_education/academic_accomodation.html. You are encouraged to do this as soon as possible to avoid any last minute requests for accommdations. We also request that you communicate your accomodations with the program staff to ensure you are properly supported throughout the year.

Human Rights Office (HRO)

Western's Human Rights Office (HRO) provides information on the University's discrimination and harassment policies and other human rights-related issues. We are here to help you, whether you are a student, staff or faculty member. We are dedicated to making Western a safe, respectful and supportive environment for all members of the University community. The Human Rights Office is confidential except in specific circumstances. Visit https://www.uwo.ca/hro/about/index.html for more information.

Centre for Teaching and Learning (CTL)

The Centre for Teaching and Learning provides programs and resources to support graduate students. Offered throughout the year, these programs address a variety of topics, including improved communication skills, developing advanced presentation skills, and preparation for both academic and non-academic careers. To learn more please visit: https://teaching.uwo.ca/.

Student Health & Wellness Services

Student Health & Wellness Services is located in Thames Hall, Room 2170. To book an appointment visit: https://www.uwo.ca/health/shs/shs_appointment.html. Residents of Ontario are provided an OHIP card for health care coverage (Ontario Health Insurance Plan). For international students, UHIP (University Health Insurance Plan) is charged as part of your tuition fees https://www.uwo.ca/international/iesc/new_students/health_care_and_wellness/university_health_insurance.html.

Students who are in emotional/mental distress should refer to Mental Health Support at Mental Health Support at Western for a complete list of options about how to obtain help.

Campus Recreation

The Student Recreation Centre is located on the south side of campus adjacent to the Thompson Arena. A range of facilities and fitness classes are available to students who have paid the fees (https://www.uwo.ca/campusrec/).

Places You May Visit Frequently

UCC (University Community Centre)

- Bookstore (located in UCC Room 7) http://www.bookstore.uwo.ca
- Services in UCC https://westernusc.ca/services

Grad Club

The Grad Club, a wholly-owned subsidiary of the Society of Graduate Students, is a not-for-profit organization whose goal is to promote the interests of graduate students. A vibrant pub and restaurant exclusive to graduate students and faculty members, the Grad Club is the perfect place to meet new people and connect with friends and colleagues. Located on the lower level of Middlesex College: https://gradclub.sogs.ca/.

Western Libraries

See http://www.lib.uwo.ca for locations and hours. Access is also available to the library catalogue, electronic resources, and e-journals (requires login if off-campus).

City of London

See http://www.london.ca/ to locate a variety of information on services, parks, etc. offered by the city. There is also a map available through this website to help you get around London.

London Transit

See http://www.ltconline.ca to locate information on London's transit services, including bus schedules, online route planning, and bus route maps.