



MASTER OF PUBLIC HEALTH

Orientation Handbook

Class of 2016

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 hopefully 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:

- General Inquiries – Judith Thomas, Administrative Assistant
- MPH Program Inquiries – Courtney Hambides, MPH Program Coordinator
- Practicum/Career Inquiries – Brandy McIntee, Career Development Coordinator
- All of the above and anything in-between – Diana Lee, Manager

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 start of the term is the beginning of September and the MPH Program will start on September 9, 2015. 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.

International students must provide their original and valid Citizenship and Immigration Student Authorization (study permit) to SGPS. 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. International students who need to apply for an extension of their study permit should do so well in advance, as the process can be lengthy.

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 their Student Center: (<https://student.uwo.ca/psp/heprdweb/?cmd=login>).

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

All students will be required to complete the following three online modules, which are available through OWL Sakai:

1. Basic WHMIS
2. Worker Health and Safety Awareness Training
3. Safe Campus Community: Preventing Harassment, Violence & Domestic Violence at Western

To access the above modules log in to OWL Sakai (<https://owl.uwo.ca/portal>) then click on:

- **My Workspace**
- **Membership**
- **Joinable Sites** - use the search function on the left to find the modules above and click **Join**. Keep doing this until all three have been added. They will now show up under **My Workspace**. Complete each learning module and pass the test.

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 your certificate and submit to the MPH Program Office by the last working day of September (e-mail to publichealth@schulich.uwo.ca). Students who fail to complete their Health and Safety Training are at risk of an academic sanction.

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 send it to publichealth@schulich.uwo.ca

Fees Due Date

The due date for the fall term is September 8, 2015. Tuition payments can be paid using the following methods:

- at any Canadian financial institution or through online banking
- by cheque or money order payable to 'The University of Western Ontario': payment can be put in the drop box at the Student Central office or 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 or in the drop box. Cheques must be received in the Registrar's office by the due date.*

- By debit in person at Student Central (located in Room 1120 in the Western Student Services Building - located to the right as you enter the front door). Please note that debit cards have a default spending limit, so please contact your bank to increase your daily spending limit temporarily while you are trying to meet the fee payment deadline.

Student Cards (Western ONECard)

In order to get your Western ONECard, you will need your student number and a piece of photo ID (driver's license, passport, health card, citizenship card). Western ONECards are issued in the Western Student Services Building. You should be warned that there will be long line ups at these

locations so it is recommended that you get there either before or after the rush. You will need your student card for many things including getting and using your bus pass, getting a parking permit, borrowing library books and using athletic/recreation facilities. If you lose your Western ONECard, a charge of \$27 applies.

Society of Graduate Students (SOGS)

As a graduate student, you are automatically a member of SOGS. They administer items such as the health plan and bus passes and also run the Grad Club. They are located in Room 260 of the UCC (University Community Centre). 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/index.php/benefits/health-dental>.

Bus Pass

These are available each term in the Society of Graduate Students (SOGS) office, Room 260 UCC. You will need your Western ONECard. London Transit Commission website: <http://www.londontransit.ca/>.

Parking

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

Activating Your Western Identity and Email

Go to <http://www.uwo.ca/its/identity/activation.html>. There are comprehensive instructions as well as a video tutorial to help you activate your Western Identity.

The University uses the "@uwo.ca" domain for all correspondence. Email is the primary method of correspondence and as such, it is the responsibility of the student to check his/her email account regularly. (A student may wish to forward email from this account to a private email address for easy access.) Students are responsible for cleaning their mail box out on a regular basis to avoid going over quota and suspending e-mails. Email can be checked online at <https://myoffice.uwo.ca>.

Wireless Access

All students have access to Western's wireless network. For more information on the wireless network please check: <http://www.uwo.ca/its/doc/hdi/wireless/>. You must have activated your Western Identify 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 providing justification/medical certification to the MPH Program Office. Please see Diana Lee 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 offences.

http://www.uwo.ca/tsc/resources/selected_teaching_topics/academic_integrity/academic_integrity_tutorial.html

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholoff.pdf

STUDENT SERVICES

Student Success Centre (SSC)

The Student Success Centre is located on the 2nd floor of the UCC. In addition to the Career Development assistance that you will receive through the MPH Program, you have access to the numerous career services provided by the SSC: job postings, classes and workshops, Western's Employment Resource Centre, career and education fairs, employer information sessions, experiential learning opportunities, a resource library, individual career counseling and career assessments.

Visit <http://www.success.uwo.ca/index.html>.

Student Development Centre (SDC)

The Student Development Centre is located in Room 4100 in the Western Student Services Building. Services offered by the SDC include: Writing Support Centre, Indigenous Services, International and Exchange Student Centre, Learning Skills Services, Psychological Services, as well as services for Students with Disabilities. Visit <http://www.sdc.uwo.ca/> for more information.

Equity and Human Rights Services (EHRS)

Equity and Human Rights Services provides information on the University's discrimination and harassment policies, employment equity and diversity and other human rights related issues. EHRS is here to help you. EHRS is dedicated to making Western an equitable, safe and supportive environment for all members of the University community. Their service is confidential except in specific circumstances. Visit <http://www.uwo.ca/equity/> for more information.

Teaching Support Centre (TSC)

The Teaching Support Centre, in partnership with the School of Graduate and Postdoctoral Studies, 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: http://www.uwo.ca/tsc/graduate_student_programs/index.html.

Housing Services

This site has active listings in close proximity to campus as well as applications to the on-campus apartments. They also offer housing mediation services to help you deal with your landlord if required. Phone (519) 661-3550 or go to http://grad.uwo.ca/prospective_students/preparing/housing.html.

Apartment listings and rooms for rent can also be found online at Kijiji London <http://london.kijiji.ca/>

Health Services

Student Health Services is located on the lower level of the UCC. Phone (519) 661-3030 or go to <http://www.health.uwo.ca/services/students/index.html>. Phone or walk-in appointments are available. 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 http://iesc.uwo.ca/current/health_care_in_canada/uhip/index.html.

Pharmacy

There are two pharmacies on campus. One is in UCC Room 34 and the other is at 1153 Western Road. Both will accept the SOGS health plan as well as some other health plans. For more information visit: <http://www.health.uwo.ca/services/pharmacy.html>

Campus Recreation

The student recreational 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. 'Specialty' classes are also offered at an additional charge:

<http://www.westernmustangs.ca/index.aspx?path=crh>

PLACES YOU MAY VISIT FREQUENTLY

UCC (University Community Centre)

- Bookstore (located in UCC Room 7) <http://www.bookstore.uwo.ca>
- Mustang Central <http://westernusc.ca/mustang-central/>
- Stamps can be purchased at the Western Pharmacy
- Western Film (cheap movies on campus - regular \$5.00, Tues \$3.50) <http://www.usc.uwo.ca/wfilm/>

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 lower level Middlesex College: <http://gradclub.sogs.ca/>.

Western Libraries

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

City of London

See <http://www.city.london.on.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.