Welcome to the Department of Applied Psychology and Human Development (APHD), Ontario Institute for Studies in Education of the University of Toronto!

Our mission is to develop skilled and thoughtful researchers and professionals, who will expand knowledge about human development and improve practice in key areas, particularly teaching, developmental psychology, counselling psychology, clinical and counselling psychology, and school and clinical child psychology. Our faculty are leaders in their fields, with wide-ranging interests and active research programs. Our department is home to a very diverse group of students and regularly plays host to visiting researchers from around the world.

We've put together this handout to help new students find information about your program and OISE contacts, as well as links to important resources during your time here.

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**Getting Set Up**

**Your TCard**

tcard.utoronto.ca

All students require a TCard. Your University of Toronto TCard is a photo ID smartcard which provides identification for academic purposes, student activities and services, facility access and a Library Card. The TCard also provides users the option to carry cash value in the computer chip, allowing the card to be used to purchase photocopies, computer printing, laundry services, and vending services at select locations on the University of Toronto campuses.

Room 102, Main Floor  
Koffler Student Services Centre  
214 College Street  
Toronto, Ontario, M5T 2Z9  
tcard.office@utoronto.ca  
416-946-8047

**E-mail and UTORid**

https://www.utorid.utoronto.ca

Your TCard provides for the creation of your UTORid, which enables the set-up of your mail.utoronto.ca email address. This is where official correspondence from your program and university will be sent. It will also be your login to your email account and OISE computer lab devices.

Students are required to have a university-issued e-mail account and to provide that e-mail address for ROSI. If you have not yet completed this task, you must activate the university-issued account and add the address to the personal information page on ROSI. Students are required to monitor and retrieve their email on a frequent basis.
Department Access – Keys and Security

Hours
The department is open from 8:30 am to 5:00 pm, Monday to Friday. At all other times the main doors to the department must be kept locked. Instructors for classes being held within the department after hours will admit you a few minutes before the class starts, but will not leave the door unlocked. Keys are available to all students wishing to use the department after hours. There is a deposit of $10 required to the Business Officer, Diane Giang. If you forget your keys, security is not permitted to give you access to the department.

Theft
Like any public building, the OISE building is susceptible to thefts. Please ensure that valuables are not left unattended. Do not give access through locked doors to people you do not know. If someone wants access, please refer him or her to the security desk on the ground floor.

Photocopying
The department photocopiers are available for staff and faculty use. If you are making copies on behalf of a faculty/staff member, please see the department Business Officer, Diane Giang, for the required code.

For personal use, there are photocopying machines in the OISE library that are coin/card operated. In addition, several printing shops in the area charge between 3 and 10 cents per page based on quality and quantity required.

Student Kitchen and Lounge
Besides the café facility on the ground floor, a small kitchen and lounge area is located north of the washroom area on the 9th floor. There is a refrigerator, a microwave, and a kettle available for student use. Please be respectful of this shared space, keep things tidy and do not allow food to expire in the fridge. Students are expected to clean all dishes they have used (a sink, dish soap and drying rack are provided). The kitchen space also has a green bin for compostable items.

Computer Access
The Education Commons on the 3rd floor provides computer labs. Students have access to the labs when the building is open (usually 24 hours; schedules are posted on the doors of the labs indicating their availability). In addition to computer space, Education Commons also offers a wide range of computer classes.

Important Session Dates 2018-2019

<table>
<thead>
<tr>
<th>2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Students can apply for a refund of certain portions of some student society fees within limited time periods at the beginning of each session and at the discretion of the student society. For more information, please visit at <a href="http://www.fees.utoronto.ca">http://www.fees.utoronto.ca</a></td>
</tr>
<tr>
<td>September 3</td>
<td>University closed for Labour Day</td>
</tr>
<tr>
<td>September 4</td>
<td>Last day to add Fall Session and full-year courses without instructor’s approval. After today, students must get signed approval to add a course from the instructor at the beginning of classes</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
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</tr>
<tr>
<td>September 5</td>
<td>Last day to submit Individual Reading and Research Course approval forms for Fall Session and full-year courses to the Registration Team at the Office of the Registrar and Student Services.</td>
</tr>
<tr>
<td>September 7</td>
<td>Deadline for instructors to submit grades for May-August and July-August Summer Session courses via eMarks. Grades will be available on ACORN approximately one week after this date.</td>
</tr>
<tr>
<td>September 10</td>
<td>Fall Session and full-year courses begin.</td>
</tr>
<tr>
<td>September 10</td>
<td>Refund Schedule is in effect, be aware of the dates</td>
</tr>
<tr>
<td>September 14</td>
<td>Final day to request a one-year deferral of admission</td>
</tr>
<tr>
<td>September 14</td>
<td>Final day to register for the Fall Session. Fees must be assessed to your account by this date. The recommended payment date of August 24 is to ensure receipt of payments. After September 14 a late registration fee will be assessed. Minimum required payment is due (unpaid fees from the previous session(s) + 100% of current fall tuition fee charges). Full details available at Student Accounts.</td>
</tr>
<tr>
<td>September 17</td>
<td>Final date to upload final doctoral theses to School of Graduate Studies to avoid fee charges for the Fall Session. (to midnight September 17th)</td>
</tr>
<tr>
<td>September 19</td>
<td>Deadline for submitting required documentation, including grades, to the Office of the Registrar and Student Services for Master's degrees to be conferred at Fall Convocation.</td>
</tr>
<tr>
<td>September 24</td>
<td>Final day to enrol in Fall Session or full-year courses.</td>
</tr>
<tr>
<td>September 28</td>
<td>Final day to upload final doctoral thesis for students whose degrees are to be conferred at the November Convocation.</td>
</tr>
<tr>
<td>October 8</td>
<td>University closed for Thanksgiving Day</td>
</tr>
<tr>
<td>October 15</td>
<td>Final day for Master's students to request that their degrees be conferred in absentia in March or at June Convocation – if all degree requirements will be completed at the end of the Fall Session</td>
</tr>
<tr>
<td>October 29</td>
<td>Master of Teaching program’s Fall Practicum begins, from October 29 to November 23.</td>
</tr>
<tr>
<td>October 29</td>
<td>Final day to withdraw from Fall Session courses without academic penalty. Some programs do not allow withdrawal from required courses – please check with your department.</td>
</tr>
<tr>
<td>November TBA</td>
<td>Convocation for all programs</td>
</tr>
<tr>
<td>November 30</td>
<td>Last day of Fall Session. Master of Teaching courses end December 14.</td>
</tr>
<tr>
<td>December 11</td>
<td>Last day to be enrolled from a waiting list into a course that begins in January. Waiting lists will be cancelled at the end of today.</td>
</tr>
<tr>
<td>December 12</td>
<td>Last day to add Winter Session courses without instructor's approval. After today, students must get signed approval to add a course from the instructor at the beginning of classes</td>
</tr>
<tr>
<td>December 12</td>
<td>Last day to submit Individual Reading and Research Course approval forms for the Winter Session to the Registration Team at the Office of the Registrar and Student Services</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of the Fall Session for the Master of Teaching program</td>
</tr>
<tr>
<td>December 24</td>
<td>University closed for winter break (December 24 to January 4, inclusive).</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>------------</td>
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</tr>
<tr>
<td>January 7</td>
<td>University re-opens</td>
</tr>
<tr>
<td>January 7</td>
<td>Winter Session begins and full-year courses resume for all programs.</td>
</tr>
<tr>
<td>January 11</td>
<td>Last day for instructors to upload grades for the Fall Session into eMarks. Last day for SDF’s from previous session to be replaced with final grades. Grades will be available on ACORN approximately one week after this date.</td>
</tr>
<tr>
<td>January 14</td>
<td>Registration deadline for students registering in the Winter (January to April) session only. After this date, a late registration fee will be assessed. For students who were registered in the Fall Session, the Winter Session fee was due November 30.</td>
</tr>
<tr>
<td>January 15</td>
<td>Final date to upload doctoral theses to School of Graduate Studies to avoid fee charges for the Winter Session.</td>
</tr>
<tr>
<td>January 17</td>
<td>Final date to submit appropriate documentation to the Office of the Registrar and Student Services for Master’s degrees to be conferred in absentia in March.</td>
</tr>
<tr>
<td>January 18</td>
<td>Deadline for students who hold dual registration for both MA and PhD degrees to be recommended for the Master’s degree</td>
</tr>
<tr>
<td>January 18</td>
<td>Final date to upload final doctoral thesis for students whose degrees are to be conferred in absentia in March.</td>
</tr>
<tr>
<td>January 21</td>
<td>Final day to add Winter Session courses.</td>
</tr>
<tr>
<td>February 11</td>
<td>Master of Teaching program’s Winter Practicum begins, from February 11 to March 8.</td>
</tr>
<tr>
<td>February 18</td>
<td>University closed for Family Day</td>
</tr>
<tr>
<td>February 25</td>
<td>Final date to withdraw from Winter Session and full-year courses without academic penalty.</td>
</tr>
<tr>
<td>March 11 – 15</td>
<td>Mid-winter break (no OISE classes scheduled)</td>
</tr>
<tr>
<td>March 15</td>
<td>Final day for Master’s students to request June Convocation – if all degree requirements will be completed at the end of the Winter Session</td>
</tr>
<tr>
<td>March 18-22</td>
<td>Course selection information for Summer Session becomes available</td>
</tr>
<tr>
<td>April 5</td>
<td>Last day of winter and full-year classes.</td>
</tr>
<tr>
<td>April 12</td>
<td>Last day of Master of Teaching program’s Winter Session</td>
</tr>
<tr>
<td>April 12</td>
<td>Deadline for instructors to upload grades into eMarks for students graduating in June, including year 2 MT and MA-CSE students. Final day to submit appropriate documentation to the Office of the Registrar and Student Services for Master’s degrees to be conferred at June Convocation.</td>
</tr>
<tr>
<td>April 18</td>
<td>Final date to upload final doctoral thesis for students whose degrees are to be conferred at the June Convocation</td>
</tr>
<tr>
<td>April 19</td>
<td>University closed for Good Friday</td>
</tr>
<tr>
<td>May 9</td>
<td>Deadline for instructors to upload grades into eMarks for Winter Session and full-year courses. Grades will be available on ACORN approximately one week after this date.</td>
</tr>
</tbody>
</table>

*Details above may change. Please see the ORSSS website for updated Important Dates (see below).
The Office of the Registrar and Student Services (ORSS) website provides detailed information on all phases of your graduate program progress. The web page for current students includes sections related to:

» Registration and Fees
» Course Information
» Important Dates
» Information for International Students
» Student Forms
» Doctoral Final Oral Exams
» Graduation/Convocation
» Policies and Guidelines
» Accessibility Services and Academic Accommodations
» Funding and Awards
» Student Support Services such as:
  • Student Life Programs and Services
  • OISE Education Commons
  • OISE Student Services
  • OISE Graduate Students' Association
  • OISE International Students' Association
  • Anti-Racism and Cultural Diversity Office

ORSS liaison contacts are listed in the contacts section at the end of this document.

Student Forms
http://www.oise.utoronto.ca/ro/Graduate_Students/Continuing_Students/Student_Forms.html

Below is a list of some of the common forms you can download from the Registrar's Office website:

**For Coursework**
Course Add/Drop Form
Individual Reading and Research Form
Course Transfer Credit Form
Petition for Extension to Complete Coursework Form

**For Registration**
Leave of Absence Request Form
Full-Time Off-Campus Study Form Degree
Program Transfer Form
Reinstatement Prior to Expiration of Time limit

**Thesis/MRP/Comprehensive Exams**
Thesis Supervision Approval Form and Thesis Proposal Abstract Form
MRP Supervisory Form
Your Course Information

OISE Course Schedules
www.oise.utoronto.ca/ro/Graduate_Students/Continuing_Students/Course_Information/Course_Schedules/index.html

The Course Schedule for the upcoming Summer, Fall and Winter sessions will be posted on this website approximately the third week of March each year. Fall and Winter courses are grouped together, starting with the Fall session. Summer courses are linked separately.

Course registration on ROSI/ACORN will be available toward the end of March. The Course Add/Drop Form must be used in cases where courses cannot be added online. See below for more information.

Course scheduling changes will be posted on the Course Schedule as they become available. Course room numbers will also be available on the Course Schedule closer to the start of the academic session, and will be posted outside the Registrar’s Office, Graduate Studies Unit, 8th floor on the first day of classes.

Interpreting Course Codes

i) Course Prefixes

The three-letter course prefixes indicate the OISE department with which they are identified.

APD: Applied Psychology and Human Development
CTL: Curriculum, Teaching and Learning
SJE: Social Justice Education
LHA: Leadership, Higher and Adult Education
JOI: Joint courses

ii) Course Number Series for APHD

APD12xx, APD 22xx, and APD50xx series courses are master’s level courses in the Department of Applied Psychology and Human Development. (APD50xx are Special Topics courses).

APD3xxx series courses are doctoral level courses.
iii) **Length and Term**

a. **Half and Full courses (H, Y)**

Most courses are offered as **half courses**, identified by an **H** following the course number (e.g.: APD1200H). These courses give you 0.5 credit.

**Full courses** are identified by a **Y** after the course number. These courses give you 1.0 credit.

You can find the **H** or **Y** right after the number series. (E.g: APD1200H, APD1202Y)

b. **Course Term (F, S, Y)**

On the course schedule, you can see a second letter after the **H** or **Y** and that indicates when the course is offered during the academic year.

- **F** = Fall term
- **S** = Winter term
- **Y** = Fall + Winter term

For example:

- APD1200HF is a half course offered in the Fall term
- APD1249HS is a half course offered in the Winter term
- APD1202YY is a full course offered during the whole academic year (Fall + Winter)
- APD1210HY is a half course offered during the whole academic year (Fall + Winter)

**Quercus and Pepper (Course Management Systems)**

- Many of the university’s courses are organized through the Quercus (Canvas) online learning and course management environment. This can be accessed at q.utoronto.ca.
- Quercus may be used for:
  - viewing course announcements
  - sharing files
  - submitting assignments
  - viewing course events
  - arranging group assignments
  - discussion boards
  - chat rooms

- Pepper is an alternative course management platform used by some faculty.

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### Student Space

Several rooms are available for students who work in APHD faculty research labs. Office space that is assigned to these research labs may be assigned to students by the faculty supervisor.
If your current supervisor does not have a research lab (and therefore no space to assign to you), please see Diane Giang for information on how to access alternate space options.

Lab managers are often asked to book rooms for lab meetings. The link for space availability is available on the APHD homepage or at: [https://ace.utoronto.ca/rrslite_portal/f?p=122:1:::NO:APP:DEPT,ROOM:OISE,OI9-104](https://ace.utoronto.ca/rrslite_portal/f?p=122:1:::NO:APP:DEPT,ROOM:OISE,OI9-104)

To book a room for lab meetings or other events, please contact Communications and Events Coordinator and cc the faculty member associated with the meeting.

For booking rooms outside the department, consult the Office of Space Management Website: [https://www.ace.utoronto.ca/room_res.html](https://www.ace.utoronto.ca/room_res.html). Student space is also available for booking through the OISE Library ([https://oise.library.utoronto.ca/services-study-spaces](https://oise.library.utoronto.ca/services-study-spaces) - you will need your TCard with you for these rooms). Students using spaces at OISE are responsible for tidying up their own mess and returning furniture to its original orientation. Failure to do so may lead to additional fees or future restrictions on bookings.

The department encourages the use of non-disposable plates, cups and cutlery.

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**Academic Support**

The University of Toronto offers writing support services to all students. Visit the following websites for information on how to access one-to-one meetings and a full range of useful workshops. Additional information and resources on academic support is available on the APHD homepage.

**Academic Success Centre**
[www.studentlife.utoronto.ca/asc](http://www.studentlife.utoronto.ca/asc)

**Graduate Centre for Academic Communication**
[http://www.sgs.utoronto.ca/currentstudents/Pages/GCAC.aspx](http://www.sgs.utoronto.ca/currentstudents/Pages/GCAC.aspx)

GCAC offers five types of support designed to target the needs of both native and non-native speakers of English: non-credit courses, single-session workshops, individual writing consultations, writing intensives, and a list of additional resources for academic writing and speaking.

**OISE Student Success Centre (OSSC)**
[https://www.oise.utoronto.ca/orss/OISE_Student_Success_Centre.html](https://www.oise.utoronto.ca/orss/OISE_Student_Success_Centre.html)

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**Faculty Advisors**

The faculty advisor's role is to respond to student queries and guide you in your academic program (e.g. course selection, academic challenges, thesis topic, etc). It is expected, however, that students will use existing information sources (such as this website, the OISE Bulletin, etc) to answer general questions about their academic programs.

The advisor also serves as a "resource guide" to students, suggesting the names of other faculty or staff members, or university services that may respond to the particular needs of the student. A student can change their advisor at any point in their program of study by contacting the departmental Graduate Liaison Coordinator.
Financial Support

Graduate Student Funding, Awards, and Financial Assistance
http://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding

OISE Tuition and Financial Support
https://www.oise.utoronto.ca/oise/Tuition_and_Financial_Support/index.html

Resources

Education Commons, OISE
http://www.oise.utoronto.ca/ec/Services/
The Education Commons (EC) is OISE’s central provider of technological support and services. It is located on the 3rd floor of OISE. The EC provides students with large lab working spaces; borrowing privileges for media hardware; technology-mediated instruction and distance education; staff, student, and program development; information literacy and education; technology support and services; research and technology for education.

OISE Graduate Studies in Education Bulletin
The Bulletin provides information on graduate program requirements, fees information, course listings, and faculty research areas at OISE.

School of Graduate Studies Calendar
www.sgs.utoronto.ca/calendar
The SGS Calendar describes the broad range of graduate study opportunities available at the University of Toronto. It also contains policies and procedures related to graduate studies. The calendar is divided into five major sections: General Regulations, Degree Regulations, Policies and Guidelines, Fees and Financial Support, and Degree Programs.

APHD Website
http://www.oise.utoronto.ca/aphd
APHD Department Contacts

APHD Student Associations

APHD Students’ Association
Facebook: https://www.facebook.com/APHDSKstudentsAssociation/
Email: aphdstudentscouncil@gmail.com

The mission of the APHD SA is to bring together a community of students and faculty within the different APHD programs, through social and professional development events.

SA Goals:
- act as the voice of the APHD students within the larger OISE community at the University of Toronto
- enhance communication across programs within APHD
- host major events during the academic year

The APHD SA is always looking for departmental representatives. Please contact them if you are interested in joining the student association! In addition, the graduate Students’ Association (GSA) has 3 representatives from APHD and 1 from each of CSE and DPE. You can access their webpage at http://www.oise.utoronto.ca/gsa

Program-Specific Student Associations:

Child Study & Education Student Association:
https://ulife.utoronto.ca/organizations/view/id/126859
Email: csestudentscouncil@gmail.com

Developmental Psychology & Education Students’ Association
Facebook: https://www.facebook.com/DPEStudentsAssociation
Email: dpestudentsassociation@gmail.com

APHD Faculty and Staff

Dr. Earl Woodruff, Chair
9-156 earl.woodruff@utoronto.ca 416-978-1068

Dr. Katreena Scott, Associate Chair
9-268 katreana.scott@utoronto.ca 416-978-0971

Assistant to the Chair
Stephen Krencil
9-194 ms.krencil@utoronto.ca 416-978-2741

Business Officer
Diane Giang
9-192 dh.giang@utoronto.ca 416-978-2575

Graduate Liaison Officer
Zirka Pyndiura
9-296 z.pyndiura@utoronto.ca 416-978-0917

Administrative Assistant
Mary Macri
9-190 mary.macri@utoronto.ca

Financial Assistant
Wah-Ming Wong
9-196 wahming.wong@utoronto.ca 416-978-0925
Communications and Events Coordinator
Becky Song 9-126 becky.stewart@utoronto.ca 416-978-3064

Language and Academic Support Coordinator (International Students)
Eleonora Maldina 9-223 eleonora.maldina@utoronto.ca 416-978-0992

Program Chairs and Liaisons

**Child Study and Education (CSE)**
Chair, Dr. Yiola Cleovoulou (Winter) 45 Walmer Rd. y.cleovoulou@utoronto.ca

**Program Liaison**
Vanessa Dane 45 Walmer Rd. cse.program@utoronto.ca 416-934-4525

**Counselling Psychology (CP)**
Chair, Dr. Lana Stermac 9-176 l.stermac@utoronto.ca 416-978-0722
Dr. Charles Chen (Global Mental Health) cp.chen@utoronto.ca 416-978-0718

**Program Liaisons**
Jennifer Cho (Global Mental Health) 9-128 jennifer.cho@utoronto.ca 416-978-1017
Todd Will (all other CP programs) 9-290 todd.will@utoronto.ca 416-978-0682

**Counselling and Clinical Psychology (CCP)**
Chair, Dr. Margaret Schneider 9-178 margaret.schneider@utoronto.ca 416-978-0684

**Program Liaison**
Todd Will 9-290 todd.will@utoronto.ca 416-978-0682

**Developmental Psychology & Education (DPE)**
Chair, Dr. Jennifer Jenkins 9-240 jenny.jenkins@utoronto.ca 416-978-0939
MEd Coordinator/Faculty Advisor Dr. Michel Ferrari 9-154 michel.ferrari@utoronto.ca 416-978-1070
MEd Faculty Advisor, Dr. Anne-Claude Bedard 9-278 ac.bedard@utoronto.ca 416-978-1091
Flex-PhD Coordinator, Dr. Eunice Eunhee Jang 9-266 eun.jang@utoronto.ca 416-978-0238

**Program Liaisons**
Jennifer Cho (MEd & Flex PhD) 9-128 jennifer.cho@utoronto.ca 416-978-1017
Diana Robinson (MA & PhD) 9-292 diana.robinson@utoronto.ca 416-978-0920

**School and Clinical Child Psychology (SCCP)**
Chair, Dr. Todd Cunningham 9-237 todd.cunningham@utoronto.ca 416-978-2502

**Program Liaison**
Diana Robinson 9-292 diana.robinson@utoronto.ca 416-978-0920
## ORSS Liaison Contacts

### General Administrative and Policy Questions

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Students</td>
<td>Heather Haslett, 8th Floor</td>
<td><a href="mailto:heather.haslett@utoronto.ca">heather.haslett@utoronto.ca</a> Tel: 416-978-1654 Fax: 416-323-9964</td>
</tr>
<tr>
<td>Doctoral Students</td>
<td>Anil Purandaré, 8th Floor</td>
<td><a href="mailto:oise.doctorate@utoronto.ca">oise.doctorate@utoronto.ca</a> Tel: 416-978-1639 Fax: 416-323-9964</td>
</tr>
</tbody>
</table>

### Graduate Student Funding and Financial Aid

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Coordinator</td>
<td>Margaret Brennan (Interim)</td>
<td><a href="mailto:margaret.brennan@utoronto.ca">margaret.brennan@utoronto.ca</a> Tel: 416-978-2237</td>
</tr>
<tr>
<td>Graduate Student Funding and Awards</td>
<td>Dean’s Office</td>
<td><a href="mailto:oise.gradfinasst@utoronto.ca">oise.gradfinasst@utoronto.ca</a></td>
</tr>
<tr>
<td></td>
<td>Lise Watson</td>
<td><a href="mailto:lise.watson@utoronto.ca">lise.watson@utoronto.ca</a></td>
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</tbody>
</table>