Advisors

The faculty advisor's role is to respond to student queries and guide them in their 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, which is done through contacting the departmental Graduate ProgramCoordinator.

Appeals

The procedure to be followed in pursuing an appeal of grievance relevant to the Graduate Studies function are available in the Registrar's Office, 4th floor. Please consult with the Graduate Studies Coordinator in order to see if the problem can be resolved at the department level first. Issues such as grade appeals, harassment, special needs, confidential information, and pay equity concerns are usually handled by the department chair and the appropriate staff in the Dean's Office.

Audio-Visual Equipment

Equipment such as audio recorders, TV, and data projectors may be borrowed on a time-limited basis from Media Services (3rd floor). The Education Commons reservation web page is located here.

Booking Rooms

There are several rooms available for student use in the department: 7-216 on the seventh floor and room 9-104, 9-105, 9-202 and 9-297 on the ninth floor. Students can check availability on the OISE lab bookings website. To book a room, contact department staff or associated faculty. For booking rooms outside the department, consult the Space Management Website.

Users are responsible for tidying up their own mess and returning seats and desks to their original orientation. Failure to do so may lead to future restrictions on bookings. The department encourages the use of non-disposable plates, cups and cutlery.
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. Be sure to investigate the wide range of computer classes offered by Education Commons.

There are also two department computer rooms: 7-250 and 9-187. In order to use the computer room after regular office hours, you need a key (see the Business Officer, Diane Giang). Bring your own USB memory stick. Students have 100 MB storage on the F drive, but it is best to make back-ups. The department requests that multiple copies of documents be processed at low-cost photocopy businesses around OISE.

Education Commons

The Client Care Portal in Education Commons is the central point for technical support in the OISE community. It is comprised of the Help Desk and Call Centre. In addition to troubleshooting and technical support, Education Commons also provides training in many software packages. See their website for more information.

Telephone: 416-978-1802 or E-mail portal@oise.utoronto.ca

For in-person assistance, visit the Help Desk (located in room 3-320).

E-mail and UTORid Policy

Students are required to have a university-issued e-mail account and to provide that e-mail address for ROSI. If the student has not yet completed this task, he or she 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.

For more information, refer to the Policy on Official Correspondence with Students.

Housing

U of T has both on and off-campus housing available to students. Please click here for more information.

Keys

The OISE building is very susceptible to thefts. Please foil thieves by making sure that wallets and purses are not left unattended. Please do not admit people you do not know through the locked doors. If someone wants access, please refer him or her to the security desk on the ground floor.
The department is open from 8:30 am to 6:00 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.

**Lockers and Office Space**

Allocation is done by the Space Committee in mid-September and revisited mid-January. Please check back in September for more information.

**Mail**

It is recommended that students do not receive personal mail at the department.

Each faculty member and staff member has a mail slot on the 9th Floor. It is suggested that you place mail in the mailboxes rather than on desks or under office doors.

**Ontario Graduate Scholarship (OGS)**

Applications are due early in October. Funded M.A. students in their first year of studies are eligible (but not required) to apply for OGS funding for their 2nd year of studies. Funded Ph.D. students who are now in their 2nd, or 3rd year of study **MUST** apply for a SSHRC Fellowship OR and Ontario Graduate Scholarship (OGS) in order to maintain their eligibility for OISE funding for the next academic year. Students currently in the first year of funded Ph.D. studies are **NOT** required to apply. Students currently in their 4th year of studies are eligible (but not required) to apply for funding for their 5th year of studies.

Items to take care of over the summer are:

- Collection of all transcripts (must be submitted as official transcripts in a sealed envelope)
- Collection of reference letters (must be submitted in a sealed envelope)
- Contacting your advisor regarding your proposal and make arrangements to submit a draft copy to him/her early in September for review prior to application submission.

To be eligible, your GPA on the last 20 half-credits must be 3.7/4 or better. If it is lower, your application will not be forwarded from the department. Completed applications should be submitted to the Graduate Programs Coordinator. Please submit your application in a sealed 9 x 12” envelope. Do not use staples or paper clips to affix the pages.
Photocopying Facilities

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. Several printing shops in the area charge between 3 and 10 cents per page based on quality and quantity required.

Social Sciences and Humanities Research Council (SSHRC) - Doctoral Programs

Information and application forms are usually available from the above website in August. Applications for the SSHRC doctoral grants for funding the following year are due early in October. These include both students continuing in the doctoral program, and master’s students who are applying to a doctoral program.

Funded Ph.D. students who are now in their 2nd, or 3rd year of study MUST apply for a SSHRC Fellowship OR and Ontario Graduate Scholarship (OGS) in order to maintain their eligibility for OISE funding for the next academic year. Students currently in the first year of funded Ph.D. studies are NOT required to apply. Students currently in their 4th year of studies are eligible (but not required) to apply for funding for their 5th year of studies.

Applicants should start to collect all transcripts (must be submitted as official transcripts in a sealed envelope) and reference letters (must be submitted in a sealed envelope) as soon as possible. Speak with your faculty advisor regarding your proposal and submit a draft copy to him/her early in September for review prior to the application submission.

Completed applications should be submitted to the Graduate Programs Coordinator. Please submit your application in a sealed 9 x 12 envelope, do not use staples or paper clips to affix the pages.

Social Sciences and Humanities Research Council (SSHRC) - Master’s Programs

Information and application forms are usually available from the above website in August. Applications for the SSHRC master’s level grants for funding the following year are due November 30. These applications are for master’s students continuing in a master’s level program the following year.

Funded M.A. students in their first year of studies are eligible (but not required) to apply for OGS funding for their 2nd year of studies.

Applicants should start to collect all transcripts (must be submitted as official transcripts in a sealed envelope) and reference letters (must be submitted in a sealed envelope) as soon as possible. Please speak with your advisor regarding your proposal and submit a draft copy to him/her early in November for review prior to the application submission.

Completed applications should be submitted to the Graduate Students Coordinator. Please submit your application in a sealed 9 x 12 envelope, do not use staples or paper clips to affix the pages.
**Student Association**

APHD has a Students’ Association, which can be accessed at [https://www.facebook.com/APHDStudentsAssociation/](https://www.facebook.com/APHDStudentsAssociation/)

Email: aphdstudentcouncil@gmail.com

Some individual programs have their own student association as well:

**Child Study & Education Student Association:**
https://ulife.utoronto.ca/organizations/view/id/126859

Email: csestudentcouncil@gmail.com

**Developmental Psychology & Education Students’ Association**
Facebook: @DPEStudentsAssociation
Email: dpestudentsassociation@gmail.com

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/index.html](http://www.oise.utoronto.ca/gsa/index.html)

**Student Kitchen**

Besides the cafe facility on the ground floor, a small kitchen area is located North of the washroom area. There is a refrigerator, a microwave, and a kettle available for student use. We ask that student keep things tidy and not allow food to go bad in the fridge.

**T-Card**

The T-Card is the official university identification and is issued to all U of T students. All new students are required to have a T-card, which serves as both a student and library card. Cards are available at Robarts Library, Room 2054. You will need a photo ID and proof of admission into program.

**Tuition**

The current tuition fee and refund schedules are available at the U of T Provost Office.

**University of Toronto Libraries**

OISE Students have access to all libraries on the University of Toronto campus. For more information, click here.
UTORid

The University of Toronto has many centrally supported technologies that require a UTORid account to gain access. Your UTORid username and password will be the primary method of validating yourself for many of the following resources:

- Campus wireless network
- Computers within OISE and U of T libraries
- Online library resources
- Blackboard Portal
- Free anti-virus software

For more information on obtaining an account, click here.