Message from the Chair

My name is Dr. Nina Bascia and I am the Chair of the Department of Leadership, Higher and Adult Education (LHAE) at OISE. On behalf of our faculty and staff, welcome!

LHAE is one of the largest graduate departments at the University of Toronto. We are home to three of OISE’s programs: Adult Education & Community Development, Educational Leadership & Policy and Higher Education. If you wish to pursue interdisciplinary work, we have three collaborative specializations: Comparative, International & Developmental Education (CIDE), Educational Policy (CSEP) and Workplace Learning & Social Change (WLSC).

We are extremely proud of the quality of our programs, the international reputation of our faculty and the dedication and commitment of our administrative staff and faculty. We hope that you will find that we are a collegial and welcoming community. While always seeking to improve the graduate student experience, we have the luxury of building on many years of very high quality teaching, research and service.

We are home to some of the best and brightest students at OISE and throughout the University of Toronto! You will immediately notice the exceptional quality of our students and their unwavering commitment to their academic pursuits.

This handbook is designed by students, staff and faculty. It aims to provide a starting place for incoming students to learn about our work and resources and services available to them. Because it cannot address all the issues pertinent to every student, we encourage you to contact your faculty advisor or academic liaison to discuss any questions you may have. Be assured that everyone in the department is here to help you.

We encourage you to take an active role in working with others. Do participate in departmental activities, and let us know how we can improve your student experience. The LHAE Departmental Students Association is an active and integral part of our department. Members sit on committees, participate in organizing new activities and assist students in settling into their new academic environment.

Once again, on behalf of all faculty and staff we welcome you to LHAE! We are excited to get to know you and have you be a member in our LHAE community.

All the very best,

Nina Bascia
Department Chair Professor
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1. About Us

1.1 The Department of Leadership, Higher and Adult Education (LHAE)

The Department of Leadership, Higher and Adult Education (LHAE) at the Ontario Institute for Studies in Education is a dynamic and inclusive learning community comprised of scholars focused on educational leadership and administration, policy and change, social justice and community engagement.

LHAE offers three graduate programs that consider education across the lifespan: Adult Education and Community Development (AECD), Educational Leadership and Policy (ELP), and Higher Education (HE). These programs are enriched by our internationally-recognized faculty and diverse student population.

LHAE staff are responsible for the administration of our three graduate degree programs. We are located on the St. George Campus of the University of Toronto at:

Ontario Institute for Studies in Education
6th and 7th Floors
252 Bloor Street West
Toronto, ON M5S 1V6

Regular Hours of Operation
Labour Day–June 30th
Monday to Friday, 9:00am–5:00pm

Summer Hours of Operation
July 1st–Labour Day
Monday to Friday, 9:00am–4:30pm

1.2. Departmental Contacts

<table>
<thead>
<tr>
<th>Departmental Contacts</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and program inquiries</td>
<td>Dana Britton &amp; Alanna Biason</td>
<td>416-978-1251</td>
<td><a href="mailto:lhae.pa@utoronto.ca">lhae.pa@utoronto.ca</a></td>
</tr>
<tr>
<td>Student &amp; faculty affairs, awards and funding</td>
<td>Karolina Szymanski</td>
<td>416-978-0748</td>
<td><a href="mailto:k.szymanski@utoronto.ca">k.szymanski@utoronto.ca</a></td>
</tr>
<tr>
<td>Collaborative specializations</td>
<td>Joanne Bacon</td>
<td>416-978-0892</td>
<td><a href="mailto:cidec.oise@utoronto.ca">cidec.oise@utoronto.ca</a></td>
</tr>
<tr>
<td>Student facilities (offices, keys, room bookings)</td>
<td>Gina Dangoy</td>
<td>416-978-1201</td>
<td><a href="mailto:gina.dangoy@utoronto.ca">gina.dangoy@utoronto.ca</a></td>
</tr>
<tr>
<td>Website and communications</td>
<td>Vesna Bajic</td>
<td>416-978-1205</td>
<td><a href="mailto:vesna.bajic@utoronto.ca">vesna.bajic@utoronto.ca</a></td>
</tr>
<tr>
<td>Finances and payroll</td>
<td>Joanne Bedasie</td>
<td>416-978-0728</td>
<td><a href="mailto:joanne.bedasie@utoronto.ca">joanne.bedasie@utoronto.ca</a></td>
</tr>
<tr>
<td>Executive Assistant to the Chair</td>
<td>Karen Dinsdale Kaufman</td>
<td>416-978-1254</td>
<td><a href="mailto:karen.dinsdale@utoronto.ca">karen.dinsdale@utoronto.ca</a></td>
</tr>
</tbody>
</table>
1.3. Programs within LHAE

Often, students will identify most closely with their Program and/or Field but still keep their Departmental and Faculty association. For example, you may be a...

- PhD Flex student in the Adult Education and Community Program (AECD)
- MEd student in the Student Development and Student Services (SDSS) field in the Higher Education Program (HE)
- EdD Student in Educational Leadership & Policy Program (ELP)

However, as a student registered in one of LHAE’s 3 programs, you are also a...

- LHAE student
- OISE student
- A University of Toronto School of Graduate Studies (SGS) student

1.4. Collaborative Specializations
The Department of Leadership, Higher and Adult Education participates in eleven Collaborative Specializations, three of which are housed in our Department.*
Note that not all collaborative specializations are available to each program. See the LHAE webpage for details.

1.5. OISE

LHAE is a graduate department (also referred to as a “graduate unit”) within the Ontario Institute for Studies in Education (OISE), which is the faculty of education within the University of Toronto. OISE is home to four graduate units:

- Applied Psychology and Human Development (APHD)
- Curriculum, Teaching and Learning (CTL)
- Leadership, Higher & Adult Education (LHAE)
- Social Justice Education (SJE)

OISE is also home to three collaborative programs, all of which are housed in our Department (see section 1.4).

1.5.1. The Office of the Registrar and Student Services (ORSS)

All OISE students, including LHAE students, are served by the faculty’s Office of the Registrar and Student Services (ORSS). The ORSS is responsible for registrarial services, including: admissions, registration, course
enrolment, tuition and fees, graduation, and so on. It also offers student services such as counselling, financial
advising, accommodations, career services, professional development, etc.

---

**TIP:** Each student is assigned a Registration Specialist based on their Department and Degree. Learn who your Specialist is by vising the ORSS [Contacts](#) page.

---

1.6. School of Graduate Studies

Typically, OISE students’ first point of contact is the OISE Office of the Registrar and Student Services, however
in some circumstances, students will be in communication with the School of Graduate Studies at U of T.

The **School of Graduate Studies** (SGS) is responsible for graduate education at the University of Toronto. All
graduate units, including OISE’s four departments, are within its purview. In collaboration with U of T’s
graduate departments, the School defines and administers University-wide rules and regulations, which are
published on an annual basis in the SGS Calendar.

SGS provides advice and information; reviews the design and delivery of programs; develops performance
standards; supports diversity, equity, fairness, and ethical conduct in graduate education; and organizes
services and financial assistance to graduate students. Note that OISE students should first consult
departmental staff or the ORSS before availing themselves of SGS services as these can sometimes be
restricted to specific faculties.

1.7. University of Toronto

The **University of Toronto** provides diverse and extensive areas of study, both at the graduate and
undergraduate levels across three campuses: St George (downtown), Scarborough (UTSC), and Mississauga
(UTM). [Tours](#) are available at all three campuses.

As previously mentioned, by virtue of being an LHAE student you are also a graduate student at the University.
As such, you can access many resources and services that are open to all U of T Students, including its many
libraries, athletic centers, and student life offices.

More importantly, as a U of T student, you are now part of a prominent community of scholars that is
considered to be a global leader in research and teaching. Currently, the University has a network of over
560,000 accomplished alumni around the world. We look forward to counting among you them!
2. The Role of the Faculty Advisor vs. Thesis Supervisor

All OISE students are assigned a faculty advisor at the time of admission, often based on common research interests. These faculty members are able to provide you with assistance on course selection, knowledge on the program, academic direction, and help you navigate your degree more generally. Faculty advisors are also your first resource if any academic problems arise.

If you are an MA or PhD student, please note that your faculty advisor is not your thesis supervisor. He or she may, eventually, become your supervisor. However, as you progress in your studies and solidify your research direction, you may find that you prefer to work with a different faculty member. When the time comes to form your thesis committee, your thesis supervisor will be your main academic support. A thesis supervisor works with research stream students to provide guidance on a thesis or major research paper. If you are a doctoral student and do not have a supervisor at the time of your comprehensive exam, your advisor will support you in the process of developing your exam portfolio.

Formal descriptions of the supervisor’s role can be found in the SGS Graduate Supervision Guidelines.

---

TIP: Advisors and supervisors are not expected to be your sole source of information on academic opportunities. Please utilize the LHAE staff if you have concerns or questions, and watch your email for departmental communication.

---

3. Getting Started

This chart provides you with a summary of the sequence of the important tasks you will undertake before September. Sections 3-5 will expand on each square in more detail.

3.1 JOINid

Your JOINid will allow you to access ACORN before you become a registered student. Your JOINid is sent to you via the Office of the Registrar when you receive notice that you have been admitted to OISE. Once retrieved, visit the Enable Your JOINid webpage. Please note that this is a temporary log in until you activate your official UTORid. If you have any issues with your JOINid, contact help.desk@utoronto.ca.
3.2 ACORN

**ACORN** is the online student service system that allows you to manage your course enrolment, registration, personal information, and so on. Below is a list of some of the main features of ACORN:

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<th>Academic</th>
<th>Financial</th>
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<tr>
<td>● Changing your address, phone number, and email</td>
<td>● Add and Drop courses</td>
<td>● View fees and invoice</td>
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<tr>
<td>● Print tax forms (T2202A)</td>
<td>● View academic history</td>
<td>● Pay tuition and fees by credit card</td>
</tr>
<tr>
<td>● Request graduation tickets</td>
<td>● Request transcripts</td>
<td>● Enter bank information for direct deposit</td>
</tr>
<tr>
<td></td>
<td><em>Note ACORN has information on courses, however the authoritative source of information about OISE courses is the ORSS Course Schedule</em></td>
<td>● Request to register without payment</td>
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3.3 Important Dates

A calendar of Important Dates for OISE students is posted on the Office of the Registrar and Student Services website. It includes information about course timelines, registration deadlines, course enrolment, etc. The Important Dates calendar is updated annually. We strongly recommend that you bookmark this page and consult it frequently!

3.4 Bulletin vs Calendar vs OISE Course Schedule

The SGS Calendar contains details on program descriptions, minimum admission requirements, program requirements, program length and time limits. This is the official University of Toronto document students should refer to when gathering information on their degree requirements.

The OISE Bulletin includes information specific to OISE, including program requirements, minimum admission requirements, and detailed OISE course descriptions. The Bulletin is typically referred to for information on course offerings and is used in conjunction with the SGS Calendar.

The OISE Course Schedule lists all of the courses that will be on offer in a particular session. The Fall and Winter course schedule is typically released in June, while the Summer course schedule is typically released at the end of March/beginning of April.

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**TIP:** The OISE Course Schedule has a special, OISE-specific column that lists important additional information, such as course restrictions, special enrolment instructions, compressed schedules, etc.

---

3.5 Tcard

All students are required to obtain a Tcard, which is a University of Toronto student’s photo ID. In order to receive your card, please bring your Offer of Admission, a photo ID, and confirmation of your legal status in Canada to the Tcard office, located in the Koffler Student Services Building at 214 College Street. The Tcard website will provide you with information on obtaining your ID, as well as details on the required
documentation to bring with you. Students are able to obtain their Tcard after paying their fees, which typically occurs in mid-July.

Your Tcard is used as identification to access to access the library, student facilities and services, make photocopies and print, use your meal plan, and gather information on off-campus housing.

3.6 UTORid and Email
Many technology-related services that are supported centrally by the University of Toronto require a UTORid account. A UTORid gives you access to such services as the wireless network, computer access within the U of T libraries and OISE computer labs, and the U of T Quercus student learning portal.

As part of the UTORid setup process, you will be asked to setup an e-mail address on the UTmail+ system (firstname.lastname@mail.utoronto.ca). Activate your account on the UTORid main site by using the secret activation key received with your TCard.

3.7 Quercus (a.k.a. Canvas)
Quercus is the online learning platform at UofT, however, not all OISE instructors use it. Students whose courses are on Quercus can access course materials, submit assignments, and find their syllabus on this system. Quercus can be accessed at q.utoronto.ca. Use your UTORid to log into the system.

4. Registration
When an individual pays their fees by the sessional deadline, they officially become a registered University of Toronto student. Students must register before the start of their program and at the beginning of each academic year up until they satisfy their degree requirements. It is students’ responsibility to ensure they are registered before the sessional deadline in order to avoid becoming financially cancelled.

4.1 Tuition and Fees
Tuition fees are calculated based on full-time or part-time status, regardless of the number of courses a student takes. In other words, tuition fees are charged per session, not per course. Tuition fee schedules and information on paying fees are available on the Student Accounts website. Once on the webpage, select the current session picture (see picture). Then, under the heading “Divisional Tuition Fee & Refund Schedules,” click the appropriate session (e.g. “2018-2019 Fall-Winter Session”). Now, select “Graduate Studies, School of” and choose the link that applies to you (e.g. “Domestic Students”).

In addition to academic fees, students are required to pay incidental fees, which include campus and student society fees. Details can be found on the University-wide incidental fees page.
For many OISE students (although not all!), summer is fees exempt. If you are registered in the Fall and Winter sessions, you will not be asked to pay for the summer as well. The rules around this are rather complicated and can affect your Balance Degree Fee. To learn more, consult your Registration specialist in the ORSS.

4.2 Minimum Degree Fee and Balance of Degree Fee
All master's students studying at the University of Toronto must pay a minimum degree fee, which is based on the full-time program length for each graduate master's program and is assessed prior to graduation. Students who finish their degree program requirements in less time than the defined program length will be subject to a balance of degree fee (whether registered full-time or part-time). Note there is no maximum degree fee.

For information on how to calculate your balance of degree fee, consult the Office of the Registrar’s Balance of Degree Fee page. The payment due date for the balance of degree fee is three months from the student's convocation. More information on service charges on outstanding balances can be found on the ORSS fees page.

4.3 Making a Payment
You will be able to access your invoice on ACORN under “Financial Account.” On your invoice you will find the ‘Minimum Payment to Register.’ Payments can be made by credit card on ACORN or at the bank.

4.4 Register without Payment
Some students are eligible to defer making a payment if they are waiting to receive a major award (including OISE fellowships), government funding (e.g. OSAP), or third party sponsorship. To register without payment, ensure you defer your fees before the registration deadline. Consult the ORSS website for more information.

4.5 Failure to Register
Students who fail to register by the deadline will become “Financially Cancelled” (“FINCA’d”). During the period in which a student is financially cancelled, they are not considered to be a registered student at the University of Toronto. FINCA’d students are removed from courses and are not permitted to conduct fieldwork or use University resources such as the library. Should you fail to register in time, contact the ORSS immediately to re-register. A late registration fee will be applied for students who become financially cancelled.

TIP: Some students are eligible to “stop-out” and will see a FINCA’d status on ACORN until they re-enrol. If you are not eligible for a stop-out but are unable to register for a session, you may be eligible for a Leave of Absence.
5. Stop-Outs and Leaves of Absences

5.1 Stop Outs
Some students eligible to “stop-out” (i.e. not to take a course/s in a particular session provided they complete their degree within their time limit). To learn more about stop-outs and eligibility consult the OISE Bulletin under “Continuity of Registration” for more information. Questions related to attendance status can also be directed to your Registration Specialist in the Office of the Registrar.

5.2 Leave of Absence
Students may apply for a Leave of Absence (LOA) from their program, ranging in length from one session (e.g. Fall session) to up to 3 sessions (i.e. 1 full year). The start and end of an LOA typically coincide with the start and end of academic session dates.

When on an official leave, a student’s degree completion “clock” stops for the duration of the leave. During this time, students do not work on their degree (take courses, collect data, etc.) and do not pay tuition.

6. Attendance Status- Full-Time, Part-Time, Flex time
Your attendance status determines not only your fees but will also impact your eligibility for major awards, the number of courses that you are able to take in a given session, your eligibility for employment on campus, etc. Some degrees are able to be taken on a full- or part-time basis, while others are restricted to full-time. Be sure to familiarize yourself with the attendance rules and regulations for your degree program.

6.1 MEd
MEd full-time students are able to take between 2-4 courses per session up to a maximum of 7 courses between the Fall and Winter sessions (e.g. 3 in the Fall and 4 in the Winter or vice versa). (Please note that 4 courses in one term is an extremely heavy load and must be approved by your advisor.) For the summer session, full-time students are eligible to take up to 2 courses in May/June and up to 2 courses in July/August.

Part-time MEd students are able to take 1 course in the Fall session, 1 in the Winter, and 1 in the Summer (May-August).
6.2 MA
MA full-time students are able to take between 2-4 courses per session up to a maximum of 7 courses between the Fall and Winter sessions (e.g. 3 in the Fall and 4 in the Winter or vice versa). (Please note that 4 courses in one term is an extremely heavy load and must be approved by your advisor.) For the summer session, full-time students are eligible to take up to 2 courses in May/June and up to 2 courses in July/August. Full-time students must maintain continuous registration.

Part-time MA students are able to take 1 course in the Fall session, 1 in the Winter, and 1 in the Summer (May – August)

Questions related to attendance status can be directed to your Registration Specialist in the Office of the Registrar.

6.3 PhD, PhD Flex and EdD
PhD funded students are required to be continuously registered as a full-time student for each session up until they complete the degree.

PhD flex students are also required to be continuously registered as a full-time student up to the end of their 4th year. Upon completing their 4th year, flex students are eligible to switch to part-time status. Connect with Registration Specialist to do so.

EdD students who began their degree in 2018 are required to be continuously register as full-time students for each session up until they complete their degree. Part-time EdD students who began their degree prior to 2018 may remain part time, however, they must register full time for at least one year prior to graduation to satisfy their degree requirements. As of Summer 2018, all new EdD students must enrol full time.

7. Course Selection
The first stage of your academic journey should focus on building a knowledge-base in your chosen field of study. Choose courses that will properly help you to build this foundation, while paying attention to those that are required by your program. It is important that you become familiar with your degree requirements and fulfill them in a timely manner. Degree requirements can be found in the School of Graduate Studies Calendar.
The OISE Bulletin contains an extensive list of all OISE courses and their descriptions. Note that because a course is listed in the Bulletin does not mean that it will be offered in a particular year. Check the OISE Course Schedule for up-to-date course information, including dates, locations, restrictions and special instructions.

7.1 Course Codes
Course numbers (also referred to as “Activity Codes” or “Course Codes”) are listed as a string of nine characters (e.g., LHA1100H S) in numeric order.

7.1.1. Letter Prefixes – Offering Department
The first three letters indicate the department offering the course (e.g., LHA, SJE, etc.). On the OISE Course Schedule you can filter courses to see only those offered by your home department (i.e. “LHAE”).

The vast majority of our courses start with the prefix “LHA”. Collaborative specialization courses have their own prefixes (CIDEC = “CIE”; Ed Policy = “EDP”; Workplace Learning = “WPL”) as do some research methods courses that are joint collaborations with other departments (e.g. JOI3048H).

7.1.2. First Digit – Level of Study
In LHAE, we use the 1000 and 5000 level to identify master’s level courses and the 3000 and 6000 level courses to identify doctoral level courses.

<table>
<thead>
<tr>
<th>1000</th>
<th>Regular Master’s level course</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>Special Topics Master’s level course</td>
</tr>
<tr>
<td>3000</td>
<td>Regular doctoral level course</td>
</tr>
<tr>
<td>6000</td>
<td>Special Topics doctoral level course</td>
</tr>
</tbody>
</table>

In both the Adult Education and Community Development and Higher Education programs, most courses are open to both groups of students. The differentiation is mostly historical. The Educational Leadership and Policy program, on the other hand, still use distinguishes between the two (although not exclusively). Always check the OISE Course Schedule to read if there are any restrictions placed on particular courses.

7.1.3. Second Digit – Offering Program
Because LHAE houses three graduate programs, we use the second digit to differentiate between Adult Education & Community Development (AECD), Educational Leadership & Policy (ELP) and Higher Education (HE).
LHA 1000, 3000, 5000, and 6000 series are ELP courses (e.g. LHA1003H or LHA6002H)
LHA 1100, 3100, 5100, and 6100 series are AECD courses (e.g. LHA1100H or LHA3102H)
LHA 1800, 3800, 5800, 6800 series are Higher Ed courses (e.g. LHA1803 or LHA5804)

7.1.4. Third & Fourth Digit – Course Code
The last two numbers of the course code represent the course itself. So for example, in LHA1040H the LHA represents the offering department (i.e. us), the 1 designates the level as a master’s level course, the 0 designates the offering program (i.e. ELP) and the 40 represent the course itself.

7.1.5. Letter Suffixes – Weight and Session
The first letter following the four digits indicates the weight of the course while the last represents the session in which it is offered.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Course Length</th>
<th>Duration</th>
<th>Course Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Half Course</td>
<td>1 session (e.g. Fall)</td>
<td>Half a credit (i.e. 0.5 Full Course Equivalent)</td>
</tr>
<tr>
<td>Y</td>
<td>Full Year Course</td>
<td>2 sessions (e.g. Fall and Winter)</td>
<td>Full credit (i.e. 1 FCE)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter</th>
<th>Course Session</th>
<th>Duration in Fall and Winter Terms</th>
<th>Duration in Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>First (i.e. Fall)</td>
<td>September-December</td>
<td>May-June</td>
</tr>
<tr>
<td>S</td>
<td>Second (i.e. Winter)</td>
<td>January-April</td>
<td>July-August</td>
</tr>
<tr>
<td>Y</td>
<td>Full Year</td>
<td>September-April</td>
<td>May-August</td>
</tr>
</tbody>
</table>

So for example, in LHA1040H F, the H designates the weight, valued at half a credit (0.5 FCE) and the F designates the first term.

7.1.6. Section Numbers – Course Information (Restrictions, delivery, etc).
Section numbers are four digit codes that follow course codes thus: LHA1803H F 0130. These codes contain important information regarding course delivery and enrolment options.

<table>
<thead>
<tr>
<th>Code Series</th>
<th>Delivery</th>
<th>Restriction</th>
<th>Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0101</td>
<td>In person</td>
<td>Open to All</td>
<td>Any OISE student can enrol in this course via ACORN.</td>
</tr>
<tr>
<td>0120</td>
<td>In person</td>
<td>Instructor Approval Required</td>
<td>Courses that require approval are often restricted to specific students. While you may be able to enrol via ACORN, your status will be “interim” (i.e. INT) until you submit a course add drop form to the ORSS with the instructor’s signature granting you approval to take the course. Emails can be used in lieu of signatures. Once received the ORSS, will convert your status to “approved” (i.e. APP) on ACORN. Failure to submit the course add drop form in time will result removal from the course.</td>
</tr>
<tr>
<td>Code Series</td>
<td>Delivery</td>
<td>Restriction</td>
<td>Enrolment</td>
</tr>
<tr>
<td>-------------</td>
<td>----------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>0130</td>
<td>In person</td>
<td>Restricted to Specific group (e.g. MED students in ELP).</td>
<td>ACORN will only allow students from a specific degree or program to enrol online. Students interested in taking such courses who are not part of the specific group can write to individual instructors asking for special permission to be enrolled. However, enrolment is not guaranteed and at the discretion of the instructor.</td>
</tr>
<tr>
<td>6100</td>
<td>Online*</td>
<td>Open to All</td>
<td>Any OISE student can enrol in this course via ACORN.</td>
</tr>
<tr>
<td>6120</td>
<td>Online*</td>
<td>Instructor Approval Required.</td>
<td>Courses that require approval are often restricted to specific students. While you may be able to enrol via ACORN, your status will be “interim” (i.e. INT) until you submit a course add drop form to the ORSS with the instructor’s signature granting you approval to take the course. Emails can be used in lieu of signatures. Once received the ORSS, will convert your status to “approved” (i.e. APP) on ACORN. Failure to submit the course add drop form in time will result removal from the course.</td>
</tr>
<tr>
<td>6130</td>
<td>Online*</td>
<td>Restricted to Specific group (e.g. MED students in ELP).</td>
<td>ACORN will only allow students from a specific degree or program to enrol online. Students interested in taking such courses who are not part of the specific group can write to individual instructors asking for special permission to be enrolled. However, enrolment is not guaranteed and at the discretion of the instructor.</td>
</tr>
<tr>
<td>7100</td>
<td>Hybrid**</td>
<td>Open to All</td>
<td>Any OISE student can enrol in this course via ACORN.</td>
</tr>
<tr>
<td>7200</td>
<td>Hybrid**</td>
<td>Instructor Approval Required.</td>
<td>Courses that require approval are often restricted to specific students. While you may be able to enrol via ACORN, your status will be “interim” (i.e. INT) until you submit a course add drop form to the ORSS with the instructor’s signature granting you approval to take the course. Emails can be used in lieu of signatures. Once received the ORSS, will convert your status to “approved” (i.e. APP) on ACORN. Failure to submit the course add drop form in time will result removal from the course.</td>
</tr>
<tr>
<td>7300</td>
<td>Hybrid**</td>
<td>Restricted to Specific group (e.g. MED students in ELP).</td>
<td>ACORN will only allow students from a specific degree or program to enrol online. Students interested in taking such courses who are not part of the specific group can write to individual instructors asking for special permission to be enrolled. However, enrolment is not guaranteed and at the discretion of the instructor.</td>
</tr>
</tbody>
</table>

*Online courses can be synchronous or non-synchronous. Check the OISE course schedule for details.
**Hybrid courses often blend in person and online learning but not always. The hybrid designation may signify a compressed schedule or another hybrid delivery model. Check the course schedule in the “comments” column for more information, or write to the instructor.**

7.2 Enrolling in Courses
Courses can be added on ACORN through the course enrolment feature. First, search for the course by typing in the course code, add it to your enrolment cart, then click enrol once the courses are in your cart. Please note that simply adding a course to your enrollment cart will not enrol you in the course, as each course requires you to click ‘Enrol’. For help with online enrolment, see ACORN Help. Note that some courses can only be added manually with a course add drop form. For more information visit the ORSS course enrolment page.

7.3 Research Methodology Courses
Most graduate programs in LHAE require students to take one or more courses in research methodology, chosen in consultation with their Faculty Advisor. Research methodology courses are indicated by [RM] in the OISE Bulletin and on ACORN/ROSI. In some instances, students may seek to take research methodology courses at OISE but outside of their program or department, provided the course in question is not limited to students in a particular program. Additionally, some research methodology courses are offered not in one of the four OISE departments but as joint listings, indicated with the “JOI” prefix. JOI courses are open to students in all OISE departments.

7.4 Independent Reading Courses
If you want to study an advanced topic for which no courses are available at OISE, you can ask a specific faculty member to do an Independent Reading Course with you. Consider taking a regular course with that faculty member first, so they can get to know you and your work. Faculty will often consider an IRR if the topic closely aligns with their research interests. The faculty member’s departmental affiliation will determine the course code.

7.5 Enrolling in Courses Outside of LHAE but at OISE
Students are also able to take courses within OISE. If the course is open to all students, you are able to enrol via ACORN. If the course is restricted to a particular group, a course Add/Drop form will be required to enrol in the course. You may be able to add the course on ACORN, however, without a signed Add/Drop form, you will be listed as ‘Interim,’ and will be removed from the course unless the Add/Drop form changes your status to ‘Approved.’
7.6 Enrolling in Courses Outside of OISE
To take a course outside of OISE, first contact the host graduate department to see if you are eligible to take the course and if there is room. Next, obtain permission from the course instructor and complete the SGS Add/Drop form. Once completed submit this form to the LHAE department, where a Program Assistant will have a Program Coordinator sign off on the request. If you have a supervisor, they would need to sign off on this form as well.

Once your home department has signed your form, submit it to the host department. If approved, the host department will enrol you directly. Be sure to check your ACORN record to make sure you are enrolled.

7.7 Enrolling in Courses Outside of U of T
In rare occasions when a graduate level course required for a student’s program is not available, it may be possible to take said course outside of the University of Toronto, provided both Institutions approve the request. For more information on course mobility agreements, consult the following links:

- The Ontario Visiting Graduate Student (OVGS) Agreement for universities within Ontario: http://www.sgs.utoronto.ca/Documents/Ontario-Visiting-Graduate-Student-Agreement.pdf
- The Graduate Exchange Agreement to attend the University of British Colombia, McGill University or the University of Montreal: http://www.sgs.utoronto.ca/Documents/Graduate-ExchangeAgreement.pdf
- The Canadian University Graduate Transfer Agreement (CUGTA) to attend a university outside of Ontario but within Canada: http://www.sgs.utoronto.ca/Documents/Canadian-University-Graduate-Transfer-Agreement.pdf

7.8 Course Enrolment FAQ’s

What happens if the course I want to take is full?

- If the course you wish to add is full, you may place your name on a waitlist via ACORN. If space becomes available, you will automatically be placed in the course. Students remain on the waitlist until 1 week before classes start, as this is when enrolment through ACORN closes.
- If you did not get into the course by the beginning of the session, you are able to attend the first class to determine if additional spots in the course have opened up. If space becomes available, submit a Course Add/Drop form to OISE Office of the Registrar and Student Services (8th Floor). You can also try to seek instructor approval prior to the first week via email.
What is RST999YH and does it count towards my course load?

- ACORN automatically loads the compulsory continuous course RST999Y-Research for thesis track degrees like the MA or PhD. This course does not count towards a student’s course load, but merely indicates that a student is enrolled in a thesis-track degree program. Once you complete your coursework, it will continue to appear on your transcript up until you graduate.

### 8. Degree Requirements

Students are strongly encouraged to consult the [SGS Calendar](#) and the OISE Bulletin for detailed degree requirement information. Talk to your advisor and the LHAE Program Assistants and plan your courses accordingly.

Research Stream students are encouraged to strategize as much as possible so that their coursework paves the way for their thesis work.

Students in collaborative specializations are advised to review both home program and collaborative specializations requirements and plan courses accordingly.
8.1 Suggested Program Completions Timelines

**SUGGESTED PROGRAM COMPLETION DEADLINES**

**FULL TIME**
- Year 1: Course work
- Year 2: Fall: Course work*
  *MRP/Thesis students add 1-2 terms
- Time limit: 3 years

**PART TIME**
- Year 1: Course work
- Year 2: Course work
- Year 3: Course work*
  *MRP/Thesis students add 1-2 terms
- Time limit: 6 years

**FULL TIME**
- Year 1: Course work
- Year 2: Thesis Work (ethics, committee formation, research, writing, etc.)
- Time limit: 3 years

**MA**
- Year 1: Course work
- Year 2: Course work
- Years 3-4: Coursework/Thesis Work (ethics, committee formation, research, writing, etc.)
- Time limit: 6 years

**PHD**
- Years 1-3: Course work, Comprehensive Exam, committee formation, thesis proposal
- CANDIDACY ACHIEVED (by end of Year 3)
- Year 4+: Thesis Work (ethics, research, writing, FOE, etc.)
- Time limit: 6 years

**FLEX**
- Years 1-4: Course work, Comprehensive Exam, committee formation, thesis proposal
- CANDIDACY ACHIEVED (by end of Year 4)
- Year 4+: Thesis Work (ethics, research, writing, FOE, etc.)
- Time limit: 8 years

**EDD**
- Years 1-2: Course work,
- Year 3+: Comprehensive Exam, committee formation, thesis proposal, thesis work (ethics, research, writing, FOE, etc.)
- *EdD students must achieve candidacy by the end of Year 4*
- Time limit: 6 years
8.2 Doctoral Requirements

In addition to course work, doctoral students must achieve candidacy before they hold the title —candidate and proceed to conduct their research.

8.2.1 Candidacy

Doctoral students must achieve candidacy in a timely manner in order to maintain good academic standing. Failure to achieve candidacy by the appropriate deadline will result in blocked registration and jeopardized funding and ultimately termination. Familiarize yourself with the regulations stipulated in the SGS Calendar.

Doctoral degree time limit to achieve candidacy:

- PhD, four-year by end of year 3
- PhD, flexible-time by end of year 4
- EdD, full-time by end of year 3

To achieve candidacy, LHAE students must have:

- Completed all coursework
- Passed the Comprehensive Examination Requirement for their program
- Had their thesis topic approved (via thesis proposal and/or hearing)
- Formed an official Thesis/Supervisory Committee (3 members)

Once these 4 milestones are achieved, students are nominated by LHAE to SGS and become PhD candidates. This stage is colloquially known as ABD (all-but-dissertation).

8.2.2. Comprehensive Exams, or “Comps”

Doctoral Comprehensive Examinations (or Comprehensive Requirements) typically take place after the completion of your course requirements and before your thesis proposal. The precise timeline should be determined in consultation with your advisor/thesis supervisor as it can vary by program. To this end, each program in LHAE has its own Comps procedure. Detailed information can be found on the LHAE website in the respective program sections:

- Adult Education & Community Development
- Educational Leadership & Policy
- Higher Education

8.2.3. Thesis Proposal

As the third doctoral candidacy requirement, the thesis proposal (i.e., the formal approval of your thesis topic) must be completed before you can achieve candidacy and begin to write your thesis. Each program in LHAE has its own procedures for approving thesis proposals. For example, the Educational Leadership & Policy program has a formal Thesis Proposal Hearing that is open to the public. Talk to your supervisor about your program-specific practices.
8.3 Good Academic Standing
To be in good academic standing, all students registered in a graduate degree program under the purview of the School of Graduate Studies must:

1. Comply with the General Regulations of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program; and

2. Make satisfactory progress towards the completion of the degree, which in LHAE includes successfully completing courses and achieving candidacy.

If you find yourself in academic difficulty, come to speak to us right away! The earlier we can help you, the more options will have at our disposal. We are invested in your success and look forward to working with you!

9. Academic Support and Professional Development

9.1. OISE Student Success Centre
The OISE Student Success Centre (OSSC) is an academic skills and support centre that offers students the opportunity to book one-on-one appointments with an OSSC advisor to improve their abilities in a wide-range of areas.

The advisors at OCSS have a range of professional and academic experience. Students are encouraged to consult the advisor profiles below as a guide when booking appointments for a specific subject.

OSSC is located inside the OISE building, Room 8-202. For scheduling questions or to submit documents, please contact: ossc.oise@utoronto.ca

9.2 Academic Success Centre at U of T
The Academic Success Centre at U of T assists students with navigating their discipline and university experience. Students are assisted by learning tools to build skills in areas such as research, note taking, and study tools, as well as developing routines, prioritizing, and setting goals. The staff at the Academic Success Centre work one-on-one with students to create individualized success plans. They also provide interactive workshops each session aimed at academic topics.
9.3 Graduate Professional Skills Program

The Graduate Professional Skills Program, an initiative of the School of Graduate Studies, is designed to help all graduate students become fully prepared for their future. GPS focuses on skills beyond those conventionally learned within a disciplinary program, skills that may be critical to success in the wide range of careers that graduates enter, both within and outside academe. The program can help you to communicate better, plan and manage your time, learn entrepreneurial skills, understand and apply ethical practices, and work effectively in teams and as leaders. GPS consists of a range of optional "offerings" with a time commitment roughly equivalent to 60 hours of work. Its successful completion will be recognized by a transcript notation.

9.4 MyGradSkills.ca

MyGradSkills.ca is a resource for graduate students and postdoctoral fellows to enhance their professional skills so that they can succeed during their studies and research, and in a range of career paths. The online resource includes a number of self-paced, online modules on a range of #GradProSkills topics, including teaching & learning, to career development, to community engagement, to entrepreneurship, and much more. As the site expands, we also will be offering blogs, virtual career panels, an information clearinghouse, as well as additional online modules.

10. Accessibility Services

Accessibility Services facilitates the inclusion of students with disabilities into all aspects of university life. Services are provided to students with a documented physical, sensory, and/or learning disability, or a temporary or long-term mental health condition.

10.1 Accessibility at OISE

The Office of the Registrar and Student Services works closely with the University of Toronto's Accessibility Services to implement recommended accommodations for students with a disability. Read more about Accessibility Services at OISE and contact Jeananne Robertson, Student Success Counsellor at 416-978-2448 for more information.
11. Financial Matters

11.1 Financial Assistance
Financial assistance lies within the purview of the Office of the Registrar and Student Services, which serves as the first point of contact for Emergency Student Loan, bursary, and/or OSAP inquires. For more information on options that may be available to students in financial need, visit the ORSS Tuition and Financial Support page and contact Lise Watson*, OISE’s Financial Aid Coordinator at 416-978-2237 or by email at lise.watson@utoronto.ca.

*Note Lise Watson is on a leave until September 2018.

11.2 Base Funding for full time PhD and MA students
Each student in the graduate funded cohort will receive a personalized kit confirming the composition of their base funding package and information on the processes and documentation to be completed in order to access their funding. The basics of the funding model, including how it works and strategies to increase income, are available on OISE’s student funding webpage.

11.3 Working on Campus
For teaching and research jobs at the University, visit the OISE Student Employment page and/or the U of T Human Resources TA page. Most other on-campus student jobs, including work study positions, are posted on the Career Learning Network (CLN).

12. Awards
At the beginning of the academic year, LHAE students receive an awards schedule via email outlining the deadlines for all awards available during that year. Once available, this schedule is published on the LHAE website. You can get a head start by perusing the School of Graduate Studies Scholarships and Awards website and the OISE Scholarship Opportunities for award descriptions and eligibility. The latter includes all the LHAE specific awards.

The most common major awards – both federal and provincial – are linked below. Note that students must be registered full-time to accept these awards. If, at the time of application, you are in a part-time program and are successful, you will need to change to full-time in order to receive the award. Please read all eligibility criteria and application information on the agency websites.

12.1 Doctoral Level Awards
SSHRC Doctoral Fellowships
Joseph-Armand Bombardier Canada Graduate Scholarship (CGS)
12.2 Master’s Level Awards
Canada Graduate Scholarship – Master’s Program (CGS-M) (deadline is typically in December)
Ontario Graduate Scholarship (OGS) (deadline: TBA, typically early Winter)

13. Research

13.1 Ethics
To begin the ethics process, your supervisor creates a student profile for you under their own “My Research Human Protocol” (MRHP) profile at http://aws.utoronto.ca/services/my-research-mr/. Further information can be found on the LHAE website.

13.2 Conference Funding
Attending conferences is a great way to find out about the latest research in your field, build your CV, and network with fellow scholars. The following links provide details on potential funding sources:

- OISE Dean’s Office Graduate Students Conference Travel Program
- SGS Conference Grant
- OISE GSA Conference Funding Assistance Program
- UTGSU Conference Bursary

13.3. OISE Letterhead
OISE and LHAE letterhead paper and envelopes should only be used with permission for approved research related purposes only. There may be a charge for letterhead and envelopes if you require large quantities. Ask your supervisor to approve the use of the letterhead and envelopes, with the LHAE Program Assistants copied in the email. The PA’s will provide the letterhead to you afterwards.

13.4. Research Positions at OISE
Most full-time, funded, research-stream students are offered a Graduate Assistantship (GA) as part of their funding package. However, there are also some GA opportunities available to non-funded students. For detailed information on research positions, visit OISE’s main student employment page.
14. Student Forms & Requests

There are multiple requests students can make – most frequently by submitting forms. We’ve outlined the most frequent requests in this handbook but there are others. Departmental forms can be found on the LHAE website, while most registrarial forms can be found on the ORSS and SGS websites.

14.1 Course Extension

To request a course extension for one term, complete the Extension to Complete Coursework form that includes a rationale. After securing the instructor’s permission, submit the request to the LHAE Program Assistants. If approved, the new deadline would be negotiated between you and the instructor, however it cannot exceed 1 session (e.g. a Fall course would need to be completed and graded by the end of the Winter session). If you are unable to complete your coursework by the new deadline, please consult the LHAE Program Assistants.

14.2 Program Transfers

A program transfer requires students to complete a Program Transfer form, include a rationale for why the new program better aligns with their career goals and intellectual interests, and a resume. Students interested in switching programs are encouraged to have a faculty member in the proposed program of study willing to be the faculty advisor or supervisor. Once the application is complete, it can be submitted to the Program Assistants who will present the application to the Department for review.

14.3 Transfers to Another Option (within the same program and degree)

The first step for any Master’s student who is interested in transferring to an MRP or Thesis option is to discuss your interests and intentions as well as what is typically required with your assigned Faculty Advisor. You should be midway through your program, and have good grades when you consider transferring as this will support your request. Transferring to another option is typically done towards the end of your first year.

Once you have secured an MRP/thesis supervisor, you would then complete a Program Transfer form, and submit it to the LHAE Program Assistants.

Note that the status you transfer with (i.e. full-time or part-time) must be held until graduation.

14.4 Degree Transfers

Students wishing to transfer from an MEd to MA degree are required to complete a Program Transfer form, along with a statement of intent (indicating why the new degree is more relevant and how they are prepared for it), a letter of support from the student’s new proposed supervisor/advisor, and a resume. Students are to have secured a supervisor for their thesis before applying. These requests should be made after taking several
courses in the program, but no later than being two thirds into the degree. A transfer to an MA will not result in the student receiving funding.

Students are unable to switch from an EdD or PhD flex to a funded PhD.

15. Space & Facilities

15.1. Wireless Network
There are many wireless networks on campus and students with an activated UTORID can access many of these networks. For information on how to connect your device (i.e. phone, laptop, etc.) to the wireless networks visit the Information Commons Website.

15.2. Printing
Printing, copying and scanning is available at OISE on the 3rd floor in the Education Commons and the library. To be able to pay for printing and scanning at OISE, you need to add money to your T-Card. Printing and copying services are also available at most libraries.

15.3. Study Space
The University of Toronto is a very large institution with three campuses, forty-four libraries, and countless study spaces scattered across all the departments, faculties and colleges. While many LHAE students choose to study in our Department or elsewhere at OISE, we encourage you to explore the University and find the right place for you.

15.3.1. LHAE
LHAE offers several study spaces options, including two lounges with tables and chairs on both the 6th and 7th floors. Students are welcome to study, relax and connect in these spaces be over a cup of coffee or a book. Simply find a spot and make yourself a home! For students who prefer quieter spaces, there are multiple rooms on the 6th floor that are available, provided they are not in use. In the event there is a pre-existing booking, you will be asked to re-locate to another space. For students who would like to book study space, LHAE has limited hoteling desks that will become available later in the Fall of 2019 (see section 15.3 for more details).

15.3.2. OISE Library
The OISE library is a popular study space. It offers tables on multiple floors, computer access and study rooms that can be booked in advance. To book a study space, visit the OISE library website.

15.3.3. Education Commons
Working in collaboration with the OISE library, Education Commons (EC), located on the 3rd floor at OISE, is the equivalent of our IT department. EC offers computer labs, printing, scanning and copying, as well as educational software and other graduate student services.
15.3.4. Nexus Lounge & 5th Floor Lounge
The Nexus lounge is arguably the most beautiful space at OISE. Formerly the Dean’s Office, the lounge has million-dollar pent house views of the City of Toronto and the University Campus. When not booked for events and functions, the space is open to students. A second lounge is available on the 5th floor of OISE. Both lounges include kitchenettes with microwaves.

15.3.5. Family Study Space LHAE
Robarts Library welcomes children. Users with stacks access are welcome to bring their children 12 and under with them to study in the Family Study Space, a secure, child-friendly, sound-proofed room in the Robarts stacks. For more information, check out Robart’s webpage.

15.4 LHAE Student Office Space
Departmental student office spaces are allocated to full time, registered students in two stages. In the first stage, priority is given to full time research stream doctoral students in years 1-5, followed by master’s students in years 1-2.

In the second stage, remaining spots are allocated, with priority given to students conducting research (e.g. MED students in Options II and III) and to those students who do not have access to other space (e.g. research lab). Students who are on leave or who are working/studying abroad are not eligible for workspaces during their absence.

LHAE offers a mixture of hoteling and permanent workstations that are allocated per term. Workstations are assigned based on three specific operational needs:

1) Students requiring a workstation 4-5 days per week, which we would allot as a permanent workstation.
2) Students requiring a workstation 2-3 days per week, which we would allot as shared space with another student.
3) Students requiring access to a desk space occasionally (day by day), which we would allot as hoteling space, means access to a desk space for the day – they are not permanently assigned.

Students interested in departmental desk space are invited to submit a Desk Request Form to the LHAE Program Assistants no later than August 1st. After this deadline, desks will be allocated on a first-come-first-serve basis. Students may still submit a desk request, however, they may be placed on a waitlist. Desk assignments will be provided towards the end of August, and those who are assigned a desk will be able to start using their space as of September 1st.

15.5. Keys
The department is locked outside of office hours (Monday - Friday, 9:00 a.m. - 5:30 p.m.). Keys are issued to LHAE students whose desks and offices are on the 6th and 7th floors. The same key may be used to open the main department door after office hours. To request a departmental key, please contact Gina Dangoy at gina.dangoy@utoronto.ca. A $50.00 deposit is required to hold a departmental key.
15.6. Booking a Room
To book a room, please have a faculty member (i.e. your advisor, course instructor, supervisor) contact Gina Dangoy at gina.dangoy@utoronto.ca with your name, student number, date and time for booking the room, reason for a room request, and a list of 1-3 potential rooms you would like to book.

15.7. AV and Technology Booking
Student can book AV or technology through Education Commons. To find out more about what items are available to book and how to book equipment visit the Education Commons website. TCards are required to book equipment.

<table>
<thead>
<tr>
<th>Book Equipment</th>
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<tbody>
<tr>
<td>Book circulating equipment for research, teaching, presentations and more....</td>
</tr>
<tr>
<td>Type of equipment you can loan:</td>
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<tr>
<td>• Computer equipment: laptops, projectors</td>
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<tr>
<td>• Multimedia equipment and support: audio recorders, camcorders, speakers, microphones, etc.</td>
</tr>
<tr>
<td>• Research equipment: transcribers, tape recorders, etc.</td>
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<tr>
<td>• Instructional Technology: Smart Board, Apple Cart, Adaptive Technology Cart, etc.</td>
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<tr>
<td><strong>ITEMS:</strong></td>
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<tr>
<td>CD Player</td>
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<td>Laptop - Windows XP</td>
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<tr>
<td>PA System</td>
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<tr>
<td>TV/VCR Combo</td>
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</tbody>
</table>

** These items cannot be booked in advance but are available on a first-come, first-serve basis.

15.8 Kitchenettes & Microwaves
Students have access to the 6th floor kitchenette (located behind the elevators and washrooms on the 6th floor) as well as to the 6th floor fridge and microwave (located next to the 6th floor mailboxes). The latter are maintained by the Student Association and as such the fridge and microwave should be kept clean and should not be used to store food for more than a day or two. Kitchenettes and microwaves are also available on the 5th floor in the student lounge and on the 12th floor in the Nexus Lounge.

15.9. Prayer and Mediation Space
There are a number of multi-faith spaces available to students on campus for prayer and mediation. The University's Multi-faith Center keeps a running list as does the Muslim Student’s Association. As well, several external faith-based groups operate on campus (for example, there are various Christian churches, Hillel, etc.) Many of these independent organizations offer faith specific prayer space as well.

OISE’s Multi-faith space is located on the 4th floor of the building in room 4-409. The space is open during regular building hours and can accommodate up to 5 people. The room is carpeted and a partition is available.
16. Security and Personal Safety

At U of T and OISE, there are a number of offices that operate to ensure the security and safety of all staff, faculty and students. For a full list of available resources visit http://safety.utoronto.ca/.

In any situation requiring immediate police, fire, or medical response to preserve life or property Call 911 (you may need to dial 9 first if you are using an internal phone). To ensure prompt service, after calling 911 contact Campus Police at 416-978-2222.

16.1 Emergency Numbers

- 911 – Police, Fire, Ambulance
- 416-978-2222 – Campus Police
- 416-978-3636 – OISE Security
- 416-978-0031 – OISE Building Operations

16.2 U of T Campus Police:
The University of Toronto Police is dedicated to creating a safe, secure and equitable environment for students, staff, faculty and visitors. They offer a variety of resources to students including, but not limited to, the TravelSafer, Work Alone and Buy/sell safe zone programs. Visit their website for more information on the services offered by campus police as well as for information on reporting incidents.

16.3 OISE Security

The OISE building is monitored by Security Management Service in co-operation with the University of Toronto Police. The building is open Monday to Friday from 7:00am to 11:00pm, and on Saturdays, Sundays, and Holidays from 9:00am to 9:00pm. The building is closed for a few days during the winter holidays and that is the only time there is no security coverage. OISE Security can assist you with the following:

- After hours emergency
- Opening locked classrooms
- Opening a locked office when you have forgotten your keys

Note that after hours on weekdays and on weekends anyone entering the building will be required to sign in at the security desk at the ground floor entrance.

16.4 Community Safety Office

The Community Safety Office responds to students, staff, and faculty members of the University of Toronto community who have personal safety concerns. The Office responds to all personal safety concerns by addressing the complaint, assessing the personal and community safety risks, providing a continuum of intervention options that the complainant can explore in order to address their personal safety concern(s).

16.5 Fire Safety

If the fire alarm goes off, be sure to:

- Evacuate the building via the nearest exit.
- Do NOT use elevators.
• Keep clear of the building to permit emergency access.
• Do not re-enter until authorized by Fire Officer.

Students should head to the nearest stairwell ASAP. There is a stairwell on each side of the department, as well as one in the middle of the floor, around the back of the elevators.

If you have an accessibility need and cannot take the stairs, Telephone the Campus Police emergency line (416)-978-2222 from the nearest phone or cellular phone and inform them that the fire alarm is sounding and you are mobility impaired. Ensure you provide them with your exact location.

In general, be aware of your exits and where the nearest fire pull alarms are, in case you ever need to use one.

16.6 Parking Garage Safety
There are emergency assistance (red) push buttons located throughout all levels of the Parking Garage which will connect you directly to the U of T Police.

There is a code blue station (tall red pole with bright blue light) located near the entrance to the Bedford Avenue parking lot, close to the north-west corner of the Faculty of Social Work building. In case of emergency, pushing the button will connect you directly to the U of T Police, and is available 24/7.

You can also view the U of T Campus Emergency map to see a visual of where the emergency buttons are located.

17. Health and Wellness at U of T

17.1. Health and Wellness Center
The U of T Health and Wellness Centre provides a variety of services similar to what a typical family doctor offers including general health checkups, immunizations, mental health counselling, etc. A full list of services is available on their website.

Registered students at the University of Toronto who have paid their fees are eligible to access services at the Health and Wellness Centre. The Health & Wellness Centre is located at 214 College Street on the 2nd floor.

17.2 Health insurance

17.2.1 Ontario Health Insurance Plan (OHIP)
Students who are permanent residents of Ontario will have provincial health insurance coverage called Ontario Health Insurance Plan or OHIP.

Students from other provinces are usually covered under their own provincial plans. However, be aware that regulations vary from province to province. If you're an out-of-province student, be sure you're aware of the coverage you will have while in Ontario. Students from other Canadian provinces: Check with your home province to see if you should arrange to continue your coverage with them or switch over to OHIP. It will likely
depend on how long you plan to live in Ontario. For more information on your provincial health plan head to the [Health and Wellness website](#) under the “About Provincial Health Insurance” section.

17.2.2 University Health Insurance Plan (UHIP)
The University Health Insurance Plan is a mandatory health insurance plan for all international and exchange students enrolled in an Ontario university. UHIP helps to cover the cost of hospital and medical services you may need to maintain your health while in Canada. You are automatically enrolled in UHIP, and the coverage charge will be listed on [ACORN](#), your student account.

Information on how to access your UHIP insurance as an International Student at U of T can be found on the [Centre for International Experience website](#). Detailed information about UHIP for all other students is available online at [www.uhip.ca](#).

17.2.3 U of T Graduate Student Union (GSU) Supplemental Health Insurance Plan
The University of Toronto Graduate Students (UTGSU) Health and Dental Plan provides students with unique health benefits. The Plan was designed to provide many important services and cover expenses such as prescription drugs, health practitioners, medical equipment, travel health coverage, which are not covered by a basic health-care plan (i.e. OHIP) or the equivalent (such as UHIP for international students).

Students have the option to Opt-Out of the GSU Health plan if they are already covered through another insurance provider. Additionally, students can opt-in their dependants to the health plan.

More information on the health plan and Opting-in and Opting-Out can be found on the [GSU website](#) and hovering over the “Health and Dental Plan “section and selecting the option that applies to you.

17.3 Counselling Services at OISE
Many students encounter personal, health or situational circumstances that interfere with their ability to focus on their studies. The first thing to realize is that you’re not alone.

Our Student Success Counsellor, Jeananne Robertson, will work with you to manage challenges and minimize disruptions to your personal well-being and academic success.

OISE students are welcome to meet with Jeananne, confidentially and one-on-one, to explore concerns, assess obstacles to academic success, and collaborate to develop support plans and strategies.

We encourage students to seek support as soon as possible. To arrange a meeting with Jeananne, contact 416-978-2448 or [jt.robertson@utoronto.ca](mailto:jt.robertson@utoronto.ca)

More information on OISE Counselling Services can be found on the ORSS website under [Counselling Services](#).
18. Student Resources

18.1 Student Discounts
U of T students are eligible for discounts all over the city, simply by showing their Tcard. A complete list can be found on the University of Toronto Student Union webpage.

18.2 Microsoft Office
If you are a current student, you have access to full desktop versions and mobile versions of Microsoft Office through your UTmail+ account. Visit the Information Commons Website for more information.

18.3 Business Cards
If you need U of T business cards for networking events and conferences, please speak to the LHAE Finance & Operations Assistant, Gina Dangoy (gina.dangoy@utoronto.ca). Please note that there is a charge for these cards, and be sure to request these cards in advance as production can take up to a month.

18.4 Campus Map
Students can view the University of Toronto interactive map for details on Mississauga, Scarborough or St. George campuses.

19. Student Services

19.1 Athletics and Recreation
As a University of Toronto student, you have many options for keeping active. Get moving at state-of-the-art facilities on each campus, and through a variety of different classes, fitness programs and sports teams across the University. Information on athletics and recreation can be found here.

19.2 Career Exploration and Education Centre
The Career Exploration and Education Centre offers a full range of career-related programs open to graduate students and deliver extensive customized career programming for graduate students and postdoctoral fellows.
19.3 Family Care
The Family Care Office supports current University of Toronto students, staff, faculty, post-doctoral fellows and their families with any family care related issue. The FCO provides confidential guidance, resources, referrals, educational programming and advocacy for the University of Toronto community and their families.

19.4 First Nations House
The First Nations House provides culturally relevant services to Indigenous students in support of academic success, personal growth and leadership development. They also offer learning opportunities for all students to engage with Indigenous communities within the University of Toronto and beyond.

19.5 Hart House
Hart House provides cultural programming such as Hart House Theatre, Justina M. Barnicke Gallery, creative classes and guest lectures, etc., as well as wellness and recreation services, gym facilities, swimming pool, drop-in and registered fitness classes. Hart House also has monthly 5-Buck Lunches, community kitchens, special events and buffets.

19.6 Housing Services
Finding and maintaining suitable housing is a key part of your personal and academic success. Housing Services offers the information, resources and support you need to meet your housing goals.

19.7 Multi Faith Centre
The Multi Faith Centre supports the spiritual well-being of everyone on campus and provides opportunities for people to learn from each other while exploring questions of meaning, purpose and identity. Their facilities and programs accommodate a wide variety of spiritual and faith-based practices and encourage interfaith dialogue and spiritual development as part of the learning experience for all students.
Note: OISE’s multi-faith space is located in Room 4-409

19.8 Sexual and Diversity Office
The Sexual and Diversity Office along with a wide range of student organizations and University departments host a range of programs and services to support LGBTQ students, students who are questioning their sexual & gender orientation, allies and students who would like to learn more about LGBTQ communities.

19.9 The Essential Guide for Grad Students
The Essential Guide for Grad Students (EGGS) produced by SGS and the Office of Student Life, is a booklet that contains
essential information not only to get your year started, but also to help you connect with the resources you may need throughout the year— and throughout your program

20. International Students
The Centre for International Experience (CIE) assists international students who are new to Canada, as well as domestic students would are interested in studying abroad. For international students, CIE offers programs that aid with transitioning to U of T, counselling/advising, and English communication programs.

International students who wish to work may be eligible to do so on-campus. Students should contact CIE for more information on the documents needed to work on-campus.

21. Getting Involved in LHAE
21.1 Student Associations

21.1.1. LHAE Departmental Student Association
The LHAE Departmental Students Association (LHAE-DSA) is comprised of students from each of our three programs: Adult Education & Community Development, Educational Leadership & Policy, and Higher Education.

The LHAE-DSA is responsible for some key aspects of day-to-day student life including:

★ Working with LHAE administration and faculty to address students’ needs and concerns
★ Providing funding for social and academic student initiatives within the department
★ Organizing workshops, events and celebrations
★ Providing mentorship to new students
★ Assisting with student orientation

Get Involved by:

❖ Coming to a meeting: The LHAE-DSA meets regularly throughout the year and all students are welcome to attend at any time.

❖ Attend LHAE and LHAE-DSA sponsored events: Come out and get to know your fellow LHAE students as well as our staff and faculty at various events held throughout the year, including the annual orientation social, welcome back party, holiday party, and end of the year party.

❖ Become a mentor to support incoming students: If you are looking for a volunteer opportunity that requires only a small amount of your time but can make a big impact, consider becoming a student mentor. Mentors will be paired with incoming students in the same program, who are interested in connecting with a senior student in order to learn more about OISE, LHAE and graduate studies here at OISE
❖ **Take on a leadership role:** Elections are held each spring for DSA executive positions for the following year. Executive members help organize and support departmental events, represent LHAE student interests by participating in various committees, councils and associations, and work with LHAE staff and faculty to help create and maintain a supportive community environment here in our department.

Contact Information: LHAEstudents@gmail.com

**21.1.2 AECD student organization – Students on Seven (SOS)**

**Students on Seven (SOS)** is the Program Association for the Adult Education and Community Development program within LHAE. The group works to build community within the program, foster connections between students and faculty, address student concerns, and generally improve student life within the program. This is done through various events and activities carried out throughout the year. SOS is open to all students within the AECD program.

Contact Information: studentsonseven.oise@gmail.com

**21.1.3 Higher Education student organization – Student Affairs Society (SAS)**

**The Student Affairs Society (SAS)** is an OISE-based, University of Toronto recognized campus organization that programs for all U of T students (at all degree levels) who are interested in pursuing a professional and/or academic career in Canadian Student Affairs/Services and Higher Education. The goal of SAS is to foster a sense of community and connectedness, provide platforms to share and discuss knowledge, research, and resources, and develop opportunities for professional and research development within the field of Canadian Higher Education and Student Affairs and Services.

Contact Information: sasociety@utoronto.ca. Follow SAS on Twitter: @SASocietyOISE. Join the SAS Facebook Group: https://www.facebook.com/groups/SASocietyOISE/.

**21.2 Other Ways to Get Involved in LHAE**

There are many opportunities for students to become involved in the LHAE community. Informal comp groups, thesis groups, reading groups and special interest groups operate across OISE and are often advertised on bulletin boards and via listservs.

If you can’t find a group that reflects your need or interest, we encourage you to start your own! Contact the GLO Team or the DSA if you have ideas or want support to get a new initiative off the ground!
22. Getting Involved at OISE and U of T

22.1 OISE Graduate Students’ Association (GSA)
The Graduate Students’ Association (GSA) is the official graduate student government at OISE and is affiliated with the Graduate Students’ Union of the University of Toronto. All OISE students belong to the GSA, which advocates and lobbies on behalf of OISE students in any and all social, cultural, and political events of interest. The Association promotes and coordinates activities for students in various departments and decision making bodies of OISE.

The GSA works with the DSAs across OISE as well as other student groups to distribute funding to support student activities. It hosts various events throughout the year and provides conference funding to students. If you are interested in becoming involved with the OISE GSA, visit their website or come by their office (Rm 8-105, 252 Bloor St. West).

22.2 OISE Council
OISE Council sets and approves academic policies, principles and priorities. It provides general direction for teaching and research activities of OISE. Students can get involved with the Council itself or sit as a member of one of the Council’s standing committees. Calls for nominations for the Council are put forth each fall. For more information, visit their webpage.

22.3 University of Toronto Graduate Students’ Union (GSU)
As an OISE student and a member of the OISE GSA, you are automatically a member of the Graduate Student Union (GSU) when you pay your incidental fees. The GSU provides a wide range of services for graduate students, including political representation at all levels of university government and assistance in cutting through bureaucratic red tape. In addition, the Union manages the GSU Supplemental Health Insurance and publishes the GSU Survival Handbook. It also runs a bar, gym and cafe for graduate students out it’s office on 16 Bancroft Avenue.

22.4 CUPE Local 3907
All students holding a graduate assistantship (GA) at OISE are represented by the Canadian Union of Public Employees (CUPE) 3907. The union assists members with problems relating to their employment at OISE by ensuring that the GA ranking process is fair. It also mediates any conflicts that arise with the employer, supports member interests and educates members about their rights and responsibilities.

CUPE is located on the 8th floor at OISE in Rm 8-104. It has notice boards on each floor in the building.
22.5 OISE International Students’ Association (ISA)
OISE’s International Students’ Association (ISA) arranges "buddies" for incoming students from abroad, holds an orientation meeting and monthly luncheon meetings for academic exchange, and looks into the specific needs of existing and potential international students. It also organizes cultural exchange activities on a regular basis, e.g., celebrations of St. Patrick's Day, Chinese New Year, and Now-Rooz, etc. The ISA is represented on the GSA Council and other committees.

22.6 Indigenous Learning Network
The Indigenous Education Network (IEN) is a group of students, faculty and community members who share a common commitment to and passion for Indigenous Education and Research. Follow the IEN on Twitter and Facebook or contact IEC at: ien@utoronto.ca and by phone at (416) 978-0732.

22.7 Grad Life and Grad Escapes
Grad Life is the School of Graduate Studies graduate student life initiative. Grad life connects students to the University and to each other through chats, talks, events, programs and services ranging from the Graduate Conflict Resolution Center to Grad Escapes, that offer discounted tickets and invitations to grad-only events. Grad Life is a hub to help support your grad life, through co-curricular programs, resources and engagement specifically for grad students. Follow Gradlife on social media to receive daily updates:

Grad school can be hard work — sometimes you just need to escape. To help you, the Graduate Students’ Union and Student Life started Grad Escapes. This program helps to build community among fellow students by offering social, cultural, and recreational opportunities to relieve graduate student stress.

From art classes to baseball, from musical theatre to historic tours, there’s something for everyone. So, forget your thesis for a night, try a new experience, and meet fellow students. Come with a partner, a friend, or come alone! Student families are welcome.
23. Stay Informed

The Department emails out a weekly newsletter every Friday. *The LHAE Weekly* is sent by the Communications Coordinator via our Departmental listserv, which includes all active LHAE students. Award announcements are sent through the listserv as well by the Graduate Liaison Officer (GLO). Periodically, the GLO Team (comprised of the GLO and the Program Assistants) will also send out email memos to students. These memos are always sent to @mail.utoronto.ca email addresses.

Students are required to have a university-issued email account and to provide that email address on ACORN. If you have not done so, please activate your university-issued account. 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](#).

Other ways of staying informed include:

- LHAE website
- LHAE Facebook page
- Departmental Bulletin Boards on the 6th and 7th floors
- OISE website and social media

![Social Media Icons]

24. Faculty Contact Information

<table>
<thead>
<tr>
<th>Department of Leadership, Higher &amp; Adult Education</th>
<th>Phone #</th>
<th>Room</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>Chair</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bascia Nina</td>
<td>416-978-1159</td>
<td>6-195</td>
<td><a href="mailto:nina.bascia@utoronto.ca">nina.bascia@utoronto.ca</a></td>
</tr>
<tr>
<td><strong>Associate Chair</strong></td>
<td></td>
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<tr>
<td>Sawchuk Peter</td>
<td>416-978-0570</td>
<td>7-113</td>
<td><a href="mailto:peter.sawchuk@utoronto.ca">peter.sawchuk@utoronto.ca</a></td>
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<tr>
<th>Adult Education &amp; Community Development</th>
<th>Phone #</th>
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<tbody>
<tr>
<td><strong>Program Coordinator</strong></td>
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<td>TBA</td>
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<tr>
<td>Burstow Bonnie</td>
<td>416-978-0887</td>
<td>7-109</td>
<td><a href="mailto:bonnie.burstow@utoronto.ca">bonnie.burstow@utoronto.ca</a></td>
</tr>
<tr>
<td>Magnusson Jamie</td>
<td>416-978-1208</td>
<td>7-184</td>
<td><a href="mailto:jamielynn.magnusson@utoronto.ca">jamielynn.magnusson@utoronto.ca</a></td>
</tr>
<tr>
<td>McCready Lance</td>
<td>416-978-0890</td>
<td>7-108</td>
<td><a href="mailto:lance.mccready@utoronto.ca">lance.mccready@utoronto.ca</a></td>
</tr>
<tr>
<td>Mirchandani Kiran</td>
<td>416-978-0884</td>
<td>7-111</td>
<td><a href="mailto:kiranj.mirchandani@utoronto.ca">kiranj.mirchandani@utoronto.ca</a></td>
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<tr>
<td>Mojab Shahrzad</td>
<td>416-978-0829</td>
<td>7-116</td>
<td><a href="mailto:shahrzad.mojab@utoronto.ca">shahrzad.mojab@utoronto.ca</a></td>
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<tr>
<td>Quarter Jack</td>
<td>416-978-0820</td>
<td>7-117</td>
<td><a href="mailto:jack.quarter@utoronto.ca">jack.quarter@utoronto.ca</a></td>
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<tr>
<td>Ryan</td>
<td>Sherida</td>
<td>416-978-0907</td>
<td>7-188</td>
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<tr>
<td>Sawchuk</td>
<td>Peter</td>
<td>416-978-0570</td>
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<tr>
<td>Sumner</td>
<td>Jennifer</td>
<td>416-978-0784</td>
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<tr>
<td>Vieta</td>
<td>Marcelo</td>
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<tr>
<td>Wemigwans</td>
<td>Jennifer</td>
<td>416-978-0806</td>
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<tr>
<td>Bascia</td>
<td>Nina</td>
<td>416-978-1159</td>
<td>6-195</td>
<td><a href="mailto:nina.bascia@utoronto.ca">nina.bascia@utoronto.ca</a></td>
</tr>
<tr>
<td>Campbell</td>
<td>Carol</td>
<td>416-978-1266</td>
<td>6-187</td>
<td><a href="mailto:carol.campbell@utoronto.ca">carol.campbell@utoronto.ca</a></td>
</tr>
<tr>
<td>Childs</td>
<td>Ruth</td>
<td>416-978-1079</td>
<td>6-227</td>
<td><a href="mailto:ruth.childs@utoronto.ca">ruth.childs@utoronto.ca</a></td>
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<tr>
<td>Chmielewski</td>
<td>Anna Katyn</td>
<td>416-978-1174</td>
<td>6-189</td>
<td><a href="mailto:ak.chmielewski@utoronto.ca">ak.chmielewski@utoronto.ca</a></td>
</tr>
<tr>
<td>Davies</td>
<td>Scott</td>
<td>416-978-1157</td>
<td>6-117</td>
<td><a href="mailto:scott.davies@utoronto.ca">scott.davies@utoronto.ca</a></td>
</tr>
<tr>
<td>Flessa</td>
<td>Joseph</td>
<td>416-978-1187</td>
<td>6-192</td>
<td><a href="mailto:joseph.flessa@utoronto.ca">joseph.flessa@utoronto.ca</a></td>
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<tr>
<td>Joshee</td>
<td>Reva</td>
<td>416-978-1222</td>
<td>6-266</td>
<td><a href="mailto:reva.joshee@utoronto.ca">reva.joshee@utoronto.ca</a></td>
</tr>
<tr>
<td>Lopez</td>
<td>Ann</td>
<td>416-978-8922</td>
<td>6-186</td>
<td><a href="mailto:ann.lopez@utoronto.ca">ann.lopez@utoronto.ca</a></td>
</tr>
<tr>
<td>Portelli</td>
<td>John</td>
<td>416-978-8115</td>
<td>12-105</td>
<td><a href="mailto:john.portelli@utoronto.ca">john.portelli@utoronto.ca</a></td>
</tr>
<tr>
<td>Ryan</td>
<td>Jim</td>
<td>416-978-1152</td>
<td>6-112</td>
<td><a href="mailto:jim.ryan@utoronto.ca">jim.ryan@utoronto.ca</a></td>
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<tr>
<td>Stewart</td>
<td>Coleen</td>
<td>416-978-1182</td>
<td>6-191</td>
<td><a href="mailto:coleen.stewart@utoronto.ca">coleen.stewart@utoronto.ca</a></td>
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<tr>
<td>Zuker</td>
<td>Marvin</td>
<td>416-978-1181</td>
<td>6-190</td>
<td><a href="mailto:marvin.zuker@utoronto.ca">marvin.zuker@utoronto.ca</a></td>
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<td>Elizabeth</td>
<td>416-978-1171</td>
<td>6-226</td>
<td><a href="mailto:elizabeth.buckner@utoronto.ca">elizabeth.buckner@utoronto.ca</a></td>
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<td>Ruth</td>
<td>416-978-1079</td>
<td>6-227</td>
<td><a href="mailto:ruth.childs@utoronto.ca">ruth.childs@utoronto.ca</a></td>
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<td>Ruth</td>
<td>416-978-1213</td>
<td>6-219</td>
<td><a href="mailto:ruth.hayhoe@utoronto.ca">ruth.hayhoe@utoronto.ca</a></td>
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<td>Hildyard</td>
<td>Angela</td>
<td>416-978-1207</td>
<td>6-222</td>
<td><a href="mailto:angela.hildyard@utoronto.ca">angela.hildyard@utoronto.ca</a></td>
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<td>Janzen</td>
<td>Katharine</td>
<td>416-978-1232</td>
<td>6-264</td>
<td><a href="mailto:katharine.janzen@utoronto.ca">katharine.janzen@utoronto.ca</a></td>
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<tr>
<td>Jones</td>
<td>Glen</td>
<td>416-978-8292</td>
<td></td>
<td><a href="mailto:glen.jones@utoronto.ca">glen.jones@utoronto.ca</a></td>
</tr>
<tr>
<td>Lang</td>
<td>Dan</td>
<td>416-978-1246</td>
<td>6-278</td>
<td><a href="mailto:dan.lang@utoronto.ca">dan.lang@utoronto.ca</a></td>
</tr>
<tr>
<td>Muzzin</td>
<td>Linda</td>
<td>416-978-1207</td>
<td>6-258</td>
<td><a href="mailto:l.muzzin@utoronto.ca">l.muzzin@utoronto.ca</a></td>
</tr>
<tr>
<td>Sá</td>
<td>Creso</td>
<td>416-978-1206</td>
<td>6-256</td>
<td><a href="mailto:c.sa@utoronto.ca">c.sa@utoronto.ca</a></td>
</tr>
<tr>
<td>Waterman</td>
<td>Stephanie</td>
<td>416-978-1840</td>
<td>6-256</td>
<td><a href="mailto:stephanie.waterman@utoronto.ca">stephanie.waterman@utoronto.ca</a></td>
</tr>
<tr>
<td>Wheelahan</td>
<td>Leesa</td>
<td>416 978 1217</td>
<td>6-262</td>
<td><a href="mailto:leesa.wheelahan@utoronto.ca">leesa.wheelahan@utoronto.ca</a></td>
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