

PGSA Graduate Orientation 2012 INFORMATION FOR NEW STUDENTS

<http://pgsa.student-org.yorku.ca/>

1) Graduate Mailroom and Access Code

- Your mail slot is **below** your name
- A photocopier is also available in this room for graduate students
- A phone is also available in this room for graduate student use (dial '9' for an outside line)
- **Please always close the door behind you after entering the mailroom**

2) Office Assignment and Keys

- Talk to your supervisor for room assignment and keys
- Card access keys are also made available for:
 - Access to the BSB Building (on the back door of the BSB Bldg, the door that is closest to the Information Centre - BSB 101)
 - Access to the main entry door to the Hebb Computer Labs - BSB 159.
- Graduate students have access 24 hours / 7 days a week to the Grad Lab BSB 162 using keypad - (ask PRC/Lab staff when you pick up your Door Access card for the keypad code).
- For more information: <http://psycentre.apps01.yorku.ca/drpl/?q=node/17515>

3) Accounts & Computing

a. "Passport York" account



- Passport York is York's primary method of online authentication. You need this account to access York's online services and tools.
- You can get more information and sign up online (you need your student # and birth date), at <http://computing.yorku.ca/students/getting-started/>
- Note:
 - You can get Symantec Anti-virus software (For Mac or Windows) free of charge at <http://computing.yorku.ca/students/software/>
 - You can get an SPSS/SAS license for home use online (reduced cost: \$60 at the York computing website, and then pick it up on campus.

b. Email Account

- Each registered York student and staff member is entitled to an email account.
- You must use a 'yorku.ca' e-mail account to receive official communications from FGS, graduate listservs, etc.
- ******You need to inform the grad office of your York email address so you can be added to the Grad Listserv!**
- For all York services, including the email service, you need to use "Manage My Services" (which you can do after setting up your Passport York account).
- Once you have an e-mail account, log on at this page to check your mail:
<https://mymail.yorku.ca/>

c. Hebb Lab FAS (File Access Service) Account account

- Computer lab for graduate psychology students and faculty to use is in room 160 of BSB, open 24 hours / 7 days a week (using your Door Access card - see #2 above).
- You need an account to log on to these computers, which can be set up by going to 'Manage My Services' in Passport York. Your FAS account is used in the Hebb Computer Labs and in the Computer Commons and the Libraries.

- Printing is available here – 10¢ for B/W copies (in adjacent room 159) or 25¢ for colour printing; You need your York U card to print (see info below 10 b.)

d. General FAS (File Access Service) account

- **You need another account** to use the computers in the Computing Commons (at William Small Centre), in the Libraries and some of the other labs on campus.
- This account is also used for the computers in the libraries, and some other labs on campus.
- Set this up in the same way you did the Hebb Lab account through 'Manage My Services'
- Go to <http://computing.yorku.ca/students/computer-labs/file-access-service-fas/> for details

e. WebFAS

- WebFAS enables remote access to many applications (i.e. SPSS!) usually available in the labs. This service requires an FAS account.
- <http://www.yorku.ca/computing/students/labs/webfas/>

f. Graduate Student Listserv

- There is a general listserv for all psychology graduate students which you must sign up for. The address is PSYCH_GRADS@yorku.ca
- Some areas have their own listserv (e.g., clinical-area@yorku.ca)
- Once you have your York e-mail address, send an e-mail to Lori-Anne Santos (lsantos@yorku.ca) who will then confirm that you are added to the Psych-Grads list
- If you want to set up your own listserv (e.g., clinical2007@yorku.ca), you require a faculty sponsor as well as someone to be the list manager. You can then apply online at: <http://www.yorku.ca/computing/students/listserv/index.html>

4) Enrolling in classes

- Do this A.S.A.P!
- Once you have your Passport York account set up and your Advising Worksheet Form (which was already mailed to you) filled out, signed by your advisor, and handed in to the grad office, you must activate your enrollment online. Go to <http://www.yorku.ca/yorkweb/cs.htm> and click on 'Add/Drop a course'. You will be prompted to log in. Follow the instructions after that.
- ****You must be registered as 'active' for both the Fall and Winter AND SUMMER sessions (This procedure begins the process of you being charged tuition).**

5) The YU Card

- **The YU-card** is York University's official photo ID card.
- You can get it in Room 200, William Small Centre-- 416-736-5674.
www.yorku.ca/yucard/getyourcard.html
- You will need one valid government issued photo ID and your student number
- Here's what your new YU-card will do for you: it is used to access the gym, it can be loaded with money to spend on campus, it is used as photo ID on campus for exams and OSAP pick-up, it will be your Library card, and it can be used as a "student ID" card (e.g. for student discounts).
- The YU-card itself will not cost you anything. (If you lose it, however, there is a \$20 replacement fee.)

6) Research Assistantship Information Form

- Bring form (e.g. banking info) and void cheque to Lori in the grad office.

7) Finances

a. Tuition:

- This is handled through the Faculty of Graduate Studies (FGS) in York Lanes (second floor, Room 283, 416-736-5328)
- You have the option of paying your tuition online (must have Passport York account) – approximately \$1800 per term
- You can also check your account balance at anytime using Passport York
- If you want, the FGS can make tuition deductions from the money you receive monthly (you will have to fill out some forms at the FGS office)

b. Scholarships:

- If you have any *external* scholarships (e.g., OGS, CIHR, SSHRC, NSERC)
 - You will need to go to FGS and discuss it with them. They will ensure that your payments will be set up (you will need another void cheque).
 - You must also notify the Psychology Graduate Office of any external scholarships.
- You might also want to verify any internal scholarships with the FGS (e.g., York Entrance Scholarship).
- You can also apply for a bursary to ease your financial burden; information is usually sent out to the listserv early in the fall with due date

c. Ontario Student Assistance Program (OSAP) – i.e., student loans

- OSAP is also handled through FGS. Please see their website for more info:
<http://www.yorku.ca/osfs/OSAPMain.shtml>

d. Payday (the important detail!):

- Paid the 25th of each month, and a pay stub is placed in your mail slot
- We are paid by direct deposit, so you will have to fill out some forms to get this set up and provide a void cheque (See Lori)

e. Health Plan Opt-Out:

- You will be automatically enrolled in the GSA Health Plan (if you are not a GA/TA and thus covered under CUPE 3903)
- This is an additional fee (approximately \$330)
- If you have outside coverage, you are responsible for opting out by demonstrating outside coverage, and you will then receive a credit - the opt-out deadline (usually in November) and directions for opting out can be found at <http://www.yugsa.ca>;
http://www.yugsa.ca/index.php?section_id=19
- You can also opt-in spouses or family members (see website for details). The site will be updated in mid-September.
- If you are a GA/TA, you are qualified to be a part of the *CUPE 3903* Health Plan. You need to enroll for this. See <http://tao.ca/~cupe3903/web/index.php> (health and dental benefits section) or call (416) 736-5154 to find out more.

9) Library

- Your Library Card is your York U card
- You can also use your Passport York password to access e-resources
- You may change your library PIN to something you remember – go to the library webpage and click on 'My Account' in the Services section to log in
- Check the library webpage to find out about borrowing from other libraries like the U of T

- Graduate Student Study Area at Scott Library- 4TH Floor, room 409. A great place for quiet studying (has wireless internet). There is a password (that changes regularly) to get into the area that you can get at the Info desk on the first floor by showing your YU card. The password is also available here: <http://theta.library.yorku.ca/uhtbin/gradreadingroom.cgi>.

Extended Library Loans for graduate students!

- Pick up a form from the Psychology Graduate Program Office, BSB 297 and get it signed by your program director
- Bring signed form to the circulation desk at Scott Library
- With extended loan privileges two-week books at Scott, Steacie, Law and Frost Libraries are automatically charged out for 100 days (<http://www.library.yorku.ca>)

Psych Resource Centre, Room 160 BSB

- A wealth of resources (e.g. Literature, Dissertations, Assessment tools, Test Compendia)
- <http://www.yorku.ca/psycentr/>

10) Textbooks / Photocopying / Printing!

a. Textbooks

- The book store is located at the end of York Lanes
- Textbooks required for courses are published online, as well as store hours and other good information: <http://bookstore.yorku.ca/>
- There is also York used book classified site:
<http://www.sellmytextbooks.org/members/19/index.cfm?index=UBCSEARCH>

b. Printing and photocopying

- The YU card is used for **printing and photocopying**. Money can be added to the YU card online for these purposes. Visit: <https://yucard.yorku.ca/webapps/portal/frameset.jsp>
- Printing from home is also an option:
<http://computing.yorku.ca/students/printing/printing-from-your-computer/>
- **Free Printing for Graduate Students**
 - Graduate students receive \$300 worth of free printing each academic year
 - Graduate printing is available at all Library locations and the William Small Centre
You must use the designated Graduate printing pay station at William Small Centre to print at that location
 - For more information:
http://www.yorku.ca/computing/students/printing/print_grads.html

11) Parking/Transit

- Information at the parking office website: <http://www.yorku.ca/parking>
- There are a number of ways to get your pass (e.g., online, mailed). On campus the post-secondary metropass is available in the student centre, room 106.
- You will require a valid TTC photo identification card in order to purchase & use the discounted post-secondary metropass.
- More information here: <http://www.yorku.ca/transportation/ttc-metropass.htm>

12) Scholarship Applications (coming up soon!)

- Ontario offers the Ontario Graduate Scholarship (OGS) in support of both masters and doctoral level study. The federal government offers scholarships through the Tri Council consisting of CIHR, SSHRC, NSERC. You can apply to the most relevant Tri-Council body and OGS, but can accept only one external scholarship
- FGS holds info sessions about each scholarship. Dates are TBA but will be posted on the graduate listserv
- Transcripts are required for each application. **Order your transcripts early!** Have them sent directly to the Psychology Graduate Office (Room 297, Behavioural Science Building) addressed to Lori Santos or Freda Soltau.
- The application deadline period for the OGS and the Tri Council scholarships is set by the department and is usually in either **October or November**. Check your email for notices about deadlines, as they usually are announced in September.

You can also consult the **Graduate Psychology Handbook** for **TONS** more information, which can be found on the main page of the Graduate Portal **<http://www.yorku.ca/gradpsyc/>**