



## SCHOOL OF GRADUATE STUDIES

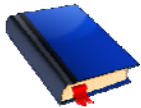
Trent University

2012 GW term

January 2012

## Welcome to Graduate Studies

Welcome to Trent University's School of Graduate Studies. We are very pleased you have chosen to begin your program in the Winter 2012 term. Please read through this information with regard to the administration of your graduate program. Information about course selection will come from your specific program office. You may want to refer to the Trent Graduate Calendar which is found online at [www.trentu.ca/calendar/grad.php](http://www.trentu.ca/calendar/grad.php). If you have any questions after reading this information, please do not hesitate to contact us.



### Dean's Welcome

Dear Students, I would like to personally welcome all new graduate students to the Trent community. We are delighted that you have chosen Trent University to complete your Master's or Doctoral degree. This guide has been prepared to assist you with orientation and registration. Please review the guide carefully and should you have any questions about the administration of your graduate program, contact your Program office or the Office of Graduate Studies. Best wishes as you begin your graduate program; we look forward to meeting you.

Joan Sangster, Ph.D.

Dean of Graduate Studies



As your start date approaches, it is important to keep in contact with your graduate program. Your Program Assistant, Director, Supervisor or Faculty Advisor can answer specific questions you may have about your upcoming studies. Take time to browse the School of Graduate Studies website and your graduate program website. myTrent is your hub for all Trent-related information including important dates, announcements and upcoming events. You will find additional information on Graduate Studies policies and procedures in the Graduate student handbook:

[www.trentu.ca/graduatestudies/forms.php](http://www.trentu.ca/graduatestudies/forms.php)



Program and course registration are done online through your myTrent account. If you require guidance when registering for your courses, please refer to the guide at: [www.trentu.ca/graduatestudies/forms.php](http://www.trentu.ca/graduatestudies/forms.php). If you are unsure what courses to register for, please contact your program office for assistance. Students with conditional offers will not be permitted to register until all conditions have been met by the School of Graduate Studies.

## Funding Overview

**Graduate Teaching Assistantship (Form 1A)** : is employment income and requires approximately 10 hours of work per week. It is paid monthly through Trent's payroll system on the 28th of each month. Ensure you are set up on Trent payroll by submitting necessary paperwork with the form.

**Research Fellowship Award (Form 1B)** : is non-taxable and is provided to a graduate student (usually in the sciences) as research support from his/her supervisor. No additional work is required by the student. RFA's are paid to the student by cheque. Eligible students are notified when cheque is ready.

**Research Assistantship (Form 1A)** : is employment income paid to a graduate student where work is required to support faculty research projects. RA's are paid monthly through Trent's payroll system. Ensure you are set up on Trent payroll by submitting necessary paperwork with the form.

**Research Fellowships, Dean's Ph.D. Scholarships or Dean's Excellence Awards (no form req'd)** : If awarded will be placed on your student account in thirds over the academic year. Tuition fees are deducted before any credit is issued to the student.

**OGS/NSERC/SSHRC/CIHR Awards** : External awards are paid out in thirds over the academic year at the start of each term. Cheques are issued to the student and will be available for pick up the first week of each term. Eligible students will be notified when cheque is ready.

## Important Winter Term Dates



- **January 10th** Final date for Program and Course registration for 2012GW term
- **January 10th** New student funding forms 1A, 1B, tax forms, payroll sign up all due
- **January 27th** Fee payment deadline for 2012GW term
- **February 7th** Final date for withdraw from Fall 2011 full courses
- **March 9th** Final date for withdraw from Winter 2012 half courses

### New Student Checklist

- Pick up email account
- If applicable, submit final transcripts to School of Graduate Studies
- Register in your Program
- Register for your Courses
- Complete necessary funding forms (1A, 1B)
- Campus card, Blackburn Hall Room 104 9am-4pm
- Arrange payment of fees
- Set up on payroll, void cheque, tax forms, SIN
- Update local mailing address on myTrent
- OPT-IN to Health & Dental

### International Students

- Submit copy of valid study permit to School of Graduate Studies
- Pick up employment letter from Program office in order to get your SIN card



## Registration Information

### Trent Email

To obtain your Trent email and Novell account, log into [www.trentu.ca/claimid](http://www.trentu.ca/claimid). You will need your Trent student number (found on your letter of offer). Email and network accounts will be available for pick up by December 1, 2011. For information about your student account: [www.trentu.ca/it/student.php](http://www.trentu.ca/it/student.php)

### College Affiliation

All graduate students are affiliated with Traill College. Graduate students are encouraged to take part in College events during the year. Deb Nichols is the College Administrator and can be reached at T: (705) 748-1011 ext. 1736  
E: [dnichols@trentu.ca](mailto:dnichols@trentu.ca)  
In person: Traill College, Scott House

### Planning Finances and Paying Fees

Graduate fees are charged on a per term basis and students are required to be continuously enrolled and pay tuition in all 3 terms of the year. Charges will apply for late payments. See the Graduate Studies website for payment options or come in to the Graduate Studies office to discuss using payroll deductions to pay fees.

### International Students

International students must submit a valid study permit prior to registration. A bank account and social insurance number (SIN) are required for payroll; pick up a letter of employment from your Program office to apply for a SIN. For info on the UHIP (health) plan & how to add family see the TIP website [www.trentu.ca/tip](http://www.trentu.ca/tip).

### Trent Payroll

A 'void' cheque or bank account info as well as a social insurance number are required to be set up on Trent's payroll. Please complete and submit the 2012 Federal and Provincial tax TD1 forms included in this package. All forms must be submitted by Jan 10th to ensure timely payment of your GTA or RA funding.

### Health & Dental Plan

January start graduate students must OPT-IN to the GSA's health benefit plan. The OPT-IN form is in this package and needs to be submitted before Friday Feb. 3, 2012 to Traill College, Wallis Hall room 223. See GSA website for more info on the health/dental plan. [www.trentgsa.ca](http://www.trentgsa.ca)  
Cost is: FT = \$290.68 PT = \$414.86



### Teaching Assistant Training

For students who have been given a Graduate Teaching Assistant (GTA) position, the Instructional Development Centre (IDC) at Trent offers workshops for graduate students. These workshops are strongly recommended for new graduate students who have a GTA for the first time; however these workshops are open to all graduate students. The 2011-12 workshop schedule is available at: [www.trentu.ca/academic/idc](http://www.trentu.ca/academic/idc). Please register for specific workshops, once you have completed 12 hours, you will be provided with a Teaching Assistant Training Certificate. This is an excellent qualification to have on your resume. For more information, contact Angie Best at T: (705) 748-1011 ext. 7254

### Graduate Students and the Trent University Charter of Student Rights and Responsibilities

All graduate and post-graduate students, students enrolled in professional studies and post-doctoral fellows are 'students' as defined in the Trent University Charter of Student Rights and Responsibilities and are therefore subject to its provision and policies. The Charter outlines fundamental student rights as well as student responsibilities in terms of maintaining a safe campus that facilitates the academic and related pursuits of all of its members. The Charter also outlines the process by which Trent University will respond to complaints or reports concerning student behavior and conduct. To learn more about the Charter and other policies, visit: [www.trentu.ca/studentaffairs](http://www.trentu.ca/studentaffairs)

## Contact Information

### School of Graduate Studies

Location: Science Complex, Room 201  
T: (705) 748-1011 ext. 7245  
F: (705) 748-1154  
E: [graduate@trentu.ca](mailto:graduate@trentu.ca)  
WEB: [www.trentu.ca/graduatestudies](http://www.trentu.ca/graduatestudies)

### Graduate Student Association (GSA)

Location: Traill College Wallis Hall, Room 303  
E: [gsa@trentu.ca](mailto:gsa@trentu.ca)  
WEB: [www.trentgsa.ca](http://www.trentgsa.ca)



### Dean of Graduate Studies, Joan Sangster

T: (705) 748-1011 ext. 7936

### Graduate Studies Coordinator, Loretta Durst

T: (715) 748-1011 ext. 7346

### Scholarships & Bursary Officer (acting), Patricia Lynch

T: (705) 748-1011 ext. 7075

### Registration & Data Mgmt Officer, Erin Davidson

T: (705) 748-1011 ext. 6271

### Administrative Assistant, Jenny Conroy

T: (705) 748-1011 ext. 7245