Welcome!

University of Western Ontario
Chemistry Department
What’s next?

Preparing for Western

This section will help you get started, as will orientation which will be held the first week of September. More information to follow.......  

- [ ] Getting to Western  
- [ ] Housing  
- [ ] Administrative Responsibilities  
- [ ] Health and Wellness  
- [ ] Health Plans  
- [ ] Academic Integrity Module  
- [ ] International Students  
- [ ] Campus Maps
You will need an identification card (WesternONE Card) which can be obtained online (Student Central).

How to get electronic access to buildings: An email must be sent to the Graduate Program Coordinator from the supervisor confirming which areas you need access to. An email will then be sent to Campus Police to grant access.

How to get keys: As mentioned above, the email should include which keys are required. You can then go to the following website to request the keys.

https://www.uwo.ca/fm/client_services/keys.html
How is my stipend paid out?

Yearly Stipend $26,381
This amounts to ~ $8793/term which could come from Teaching Assistant, Graduate Research Assistant, or WGRS (Western Graduate Research Scholarship)

- Funding Opportunities
- Fees and Tuition
- Income Tax Reporting
- Electronic Fund Transfer
- OSAP/Government Student Loans
- Graduate Teaching Assistantships
Human Resources

At myHumanResources, you can:

- View your earning statements online.
- View the details of your pension and benefits, including health, dental, and life insurance.
- View or make changes to your personal information.
- Sign up for Direct Deposit.

Sign in to myHumanResources using your employee email username and password and update all necessary information.

Direct Deposit is a fast, convenient way to access your pay so your money is immediately available to you on pay day. Direct deposit is Convenient - faster access to your money and your payments will never be held up by delays, Reliable - your payments will always be on time, and Secure - Direct Deposit is reliable and safe.
Social Insurance Number (SIN)

Please see the following link for information regarding social insurance numbers

https://www.uwo.ca/international/iesc/visas/working_and_volunteering/social_insurance_number.html
Health Insurance

Health Insurance
Basic Health Insurance
We encourage all Western community members to have up to date health insurance coverage. Ontario residents are covered by OHIP (Ontario Health Insurance Plan).

International students, faculty and staff are required to have coverage from UHIP (University Health Insurance Plan), a mandatory health insurance plan for all international students, employees and their dependents (spouse and/or children) at Western University who are not covered by OHIP.

UHIP for students
UHIP for faculty and staff members - please contact Western Human Resources for information and to purchase UHIP.
Health and Wellness

- **HEALTH** has traditionally been viewed as freedom from disease; the assumption is that if you are not sick, you are considered healthy. This perspective is changing. While everyone agrees that the absence of illness is one part of being healthy, the concept of “wellness” emphasizes the whole person. It is the integration of the body, mind, and spirit; and the appreciation that everything you do, think, feel, and believe has an impact on the state of your health.

- **WELLNESS** is an active, lifelong process of being aware of choices and making decisions toward a more balanced and fulfilling life. It is a proactive approach, designed to achieve optimum levels of health as well as social and emotional functioning.
Many factors can influence your health and well being.

The following provides information and advice regarding 7 important and interacting dimensions of health and wellness:

1. **Emotional Wellness** – Taking care of your mind.
2. **Physical Wellness** – Taking care of your body.
4. **Social and Cultural Wellness** – Taking care of your relationships and society.
5. **Spiritual Wellness** – Taking care of your values and beliefs.
7. **Environmental Wellness** – Taking care of what’s around you.

For more information, please visit [http://iwellness.uwo.ca/](http://iwellness.uwo.ca/)
Mental Health
“The capacity to feel, think and act in ways that enhance our ability to enjoy life and deal with the challenges we face.” (Public Health Agency of Canada)

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<thead>
<tr>
<th>Prevention</th>
<th>At Risk</th>
<th>Crisis</th>
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<tbody>
<tr>
<td>Sleep</td>
<td>Stress Management</td>
<td><strong>Mon-Fri 8:30 am – 4:30 pm</strong></td>
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<tr>
<td>Exercise</td>
<td>Peer Support</td>
<td><strong>Go in person or call</strong></td>
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<td>Nutrition</td>
<td>Academic Counsellor</td>
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<tr>
<td>Connect</td>
<td>Counselling</td>
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<td>Health and Wellness Website</td>
<td>Good2Talk (Post Secondary Phone Line)</td>
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<td>Learning Skills &amp; Writing Skills</td>
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<td>Student Success Centre UCC Room 210</td>
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<td>24/7</td>
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- Student Health Services UCC Room 11
  519-661-3030
  [https://www.uwo.ca/health/psych/crisis_counselling.html](https://www.uwo.ca/health/psych/crisis_counselling.html)
- Campus Police 911
- London Crisis Response 519-433-2023
✓ The employees of the Department of Chemistry (with the exception of summer students and 4491 students) will be assigned a mailbox in the Chemistry Building, Room 121.

✓ Email Darlene McDonald dhagen@uwo.ca for the code to the key pad for entrance.

✓ There are also mail slots for outgoing stamped mail and unstamped mail in the same room.

✓ The Inter-University mailbox (green) is located on the wall outside of the Main Office, ChB 119.
Urgent Contacts

In an event that does not require immediate evacuation of the building, but requires urgent attention, contact one of the leadership team below after ensuring the space is safe.

Dialing 911 from a campus phone connects to campus police; they will dispatch the necessary emergency personnel such as SERT, HAZMAT, Fire Prevention, Campus Police, or external services.

Yining Huang, Department Chair
  Office: ChB 120A
  Campus phone extension: 83122
  Off-campus phone: 519-476-3573
  E-mail: chemchair@uwo.ca

Zhefing Ding, Department Safety Committee Chair
  Office: MSA 0203
  Campus phone extension: 86161
  Off-campus phone: 519-495-6763
  E-mail: zfding@uwo.ca

Campus Police / Fire Prevention
  Emergency: 911 - do not dial 9 first from a campus phone
  Inquiries: extension 83300
Department Safety

https://www.uwo.ca/chem/safety/index.html
Prevention of Theft on Campus

To better protect our resources, the University Police suggest that we take the following measures:

- Lock all offices and labs when unoccupied, even during the day.
- Secure computers and audio-visual equipment with cables or lockdowns.
- Keep all petty cash in a locked drawer and limit access to one or two people.
- Secure personal property such as purses and laptops in a locked drawer if it will be unattended even for a few minutes.
- Permanently mark valuable equipment as UWO property using an engraving pen or paint.
Chemistry Graduate Student Resources

Western Websites

- Health and Safety Policy
- Equity and Human Rights Services
- Financial Services
- Graduate & Postdoctoral Students
Faculty, staff* and volunteers are required to complete the following online training programs using OWL: (* staff includes work study students, Graduate Teaching Assistants and any other person who has an employment relationship with Western.)

**Required Training Courses**

**NOTE:** WHMIS is mandatory for all Western staff, faculty, graduate students, work study students, and volunteers. Re-certification is required every three years.
Important links to bookmark…………….

For information regarding degree requirements, degree progression, course information, scholarships and awards click [here]

Chemistry Graduate Student Association
Thesis Guide
Academics (SGPS)
If you still haven’t found the answer you’re looking for
Email Darlene McDonald
Graduate Program Coordinator
dhagen@uwo.ca