



Graduate Student Handbook

Department of Gender, Sexuality, and Women's Studies

2026-2027

Prepared by Stephanie Brocklehurst, PhD

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Welcome

*My commitment to engaged pedagogy is an expression of political activism (hooks, 1994, p. 203)*¹

We are delighted to welcome you to London, the University of Western Ontario (Western University) and to graduate studies within the Department of Gender, Sexuality, and Women's Studies. We hope that your time here will be one of discovery, academic growth, and community, and look forward to the many ways that engaged pedagogy challenges your thinking and shapes your journey as a researcher and teacher.

Your arrival in London adds to an already growing community; thank you for joining us. The 30,000+ students who attend Western each year contribute to the cultural diversity and texture of London, which has a total population of just over 400,000. As the self-proclaimed Forest City, London is a city with much to offer by way of public parks, walking/biking trails, and other activities, such as music, sports events, festivals, dining, markets, art and theatre (see *Exploring London* section). As you settle into life in the Department and in London, we hope that you will find this resource helpful and we are thankful for the work by current and former PhD students who compiled it.

We acknowledge that Western University, London, Ontario is situated on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, at the forks of Deshkan Ziibi (Antler River), an area subject to the Dish with One Spoon Wampum and other treaties. In striving to make land acknowledgments more than words, we recognize our on-going commitment to work with Indigenous communities on reconciliation and decolonization. That means acknowledging Indigenous presence more broadly, particularly when it comes to alternative epistemologies and ways of relating to the world. Finding ways to turn our words about reconciliation and decolonization into action perhaps becomes a bit more possible to envision when we think through and with these epistemologies. As Murray Sinclair, whose Ojibway name is Mizanay Gheezhik and who chaired the Indian Residential Schools Truth and Reconciliation Commission, once said, "Education is what got us here and education is what will get us out."² Let us all commit to teaching to transgress rather than educating to maintain an untenable and inequitable status quo.

Chris Roulston (Chair), Laurel Shire (Graduate Chair), Stephanie Brocklehurst (PhD alumnae)

¹ hooks, bell. (1994) *Teaching to Transgress: Education as the Practice of Freedom*, London: Routledge.

² Anderson, Sara (2016). Murray Sinclair: Education is key to reconciliation. <https://rabble.ca/education/murray-sinclair-education-key-to-reconciliation/>, para 10.

Staff and Faculty

The Department of GSWS is located on the third floor of Lawson Hall (LH). The main office is LH 3260. <https://www.uwo.ca/womens/index.html>

Administrative Staff

Graduate Affairs Assistant II: Alexa Valencia Lopez, avalenc8@uwo.ca Tel: 519-661-2111 x 83759; Office: LH 3260A

Alexa has a wealth of knowledge about all aspects of the GSWS Graduate program, everything from how to access a key for AV equipment to organizing GTA-ships. One aspect of her role includes email updates to keep you on track with the nuts and bolts of being a graduate student including office assignment, deadline reminders for travel funding requests, course enrollment, completion of Teaching Assistant agreements, PhD. student progress reports and the all-important alerts as to when funding will be released.

**Hint: Try to immediately complete or flag a task that the Grad Coordinator sends a prompt about. It is typically time sensitive and has administrative and monetary significance.*

Undergraduate Coordinator:

Cindi Ryde, cryde@uwo.ca Tel: 519 661 3759 87842; Office: LH 3260

The Undergraduate Coordinator is highly knowledgeable and is a fantastic help with all GSWS undergraduate matters, big and small. If you are stuck, ask them to show you how to generate a student class list for your GTA role, book a room for a speaker, or how to keep your photocopier charges in check.

We are a small, close-knit and welcoming unit with a wide range of expertise and experience. The GSWS faculty genuinely care that you thrive within this community.

Department Chairs

Department Chair: Dr. Chris Roulston, croulsto@uwo.ca

Graduate Chair: Dr. Laurel Shire, lshire@uwo.ca

Undergraduate Chair: Dr. Laura Cayen, lcayen2@uwo.ca

Faculty Members

Full-time faculty: <https://www.uwo.ca/gsws//people/facultyft.html>

Part-time Faculty: <https://www.uwo.ca/gsws//people/facultypt.html>

Affiliate Faculty: <https://www.uwo.ca/gsws//people/facultyca.html>

A directory of all Western staff and faculty can be found in the directory:

Academic Endeavours

The power of a free mind consists of trusting your own mind to ask the questions that need to be asked and your own capacity to figure out the strategies you need to get those questions answered. Over time, this requires building communities that make this kind of intellectual and political work possible (Collins, 2012)³

In writing this statement, the brilliance of Patricia Hill Collins is clear, but so too is the effort and commitment she is advocating that we make as individuals to be *active* members of an academic community, especially one that seeks to bring about change.

Although the requirements for completion of a graduate degree in Gender, Sexuality, and Women's Studies can be reduced to a certain number of courses, regular attendance at classes, submission of assignments that meet a standard of academic rigour and compliance with set or negotiated deadlines, and meeting other milestones, we would like you to understand the broader investment that we are asking you to make in your academic success, and your intellectual growth.

The contribution we seek from each graduate student goes beyond attending classes and handing in assignments. We are striving to produce a community of invested scholars. We want your academic experience to be one that is larger than the required, even the recommended, reading list.

For this reason, we provide a wide array of learning opportunities outside of the classroom in order to facilitate pedagogical principles that foster a strong and engaged intellectual community. By necessity, this expectation will make demands on your time, and your energy, but will reflect your commitment to this experience of learning as much as it demonstrates our commitment to teaching you.

Attending presentations by visiting speakers, asking questions, travelling to conferences, joining peer-led groups within the department, submitting a paper that you are proud of to an academic journal or being a panel member or podium speaker at Congress add

³ Hill-Collins, Patricia. (2012). *On Intellectual Activism*. Temple University Press.

immeasurably to your growth. Such experiences broaden your perspective and deepen your knowledge. They also lay the foundation for a network of scholars that will enrich your life and perhaps lead you down paths that you could never have mapped out for yourself.

On a practical note, volunteering on a committee, chairing a session at an undergraduate conference such as *Flaunting It*, or having an article published are important markers for your profile as an emerging scholar. Participation suggests that you are passionate about learning in all of its forms and demonstrates your genuine engagement with the process.

We are delighted to be able to support this level of engagement with the following opportunities to contribute to the GSWS community at Western and develop your critical abilities still further. We look forward to your participation as audience members, contributors and volunteers.

- GSWS Visiting Speaker Series: GSWS Faculty and one graduate student form a committee and work to bring outside highly-regarded scholars within the field of feminist research to present their work at Western University. The presentations are usually 90 minutes in length and are scheduled on a weekday, often Fridays in the early afternoon on Zoom.. The topics are fascinating and provide engagement in a variety of areas. The dates of the Visiting Speaker Series schedule are confirmed in the fall. Please be sure to save the dates and plan to attend all four presentations. There are attendance requirements at these events specifically built in every year for the incoming cohort in our GSWS Professional Development course – so please consult your course syllabus there.
- The Annual GSWS Department Conference is hosted in April: This conference is a fantastic and full day of speakers on a chosen conference theme. Plan to be involved by volunteering to welcome registrants, chair a presentation, help with set-up or clean up, and most importantly, by attending.
- Flaunting It! The Annual GSWS Undergraduate conference welcomes undergraduate students from all disciplines, all years, to present or listen to any topic related to GSWS. *Flaunting It!* gives students a chance to share their work with a receptive audience. This is a fantastic day that creates a low-stress environment for participants. Promote the conference and encourage students in your GTA classes to submit a paper or come out and hear other students present on matters that they are passionate about. We are happy help students get organized to present. We are also always appreciative of volunteers, so please keep us in mind if you would like to help out in any way, shape or form.
- GSWS Queer Research Day is now going into its 15th year. The Gender and Sexuality Research Group hosts this day in April each year. Participants from all disciplines can

prepare a poster for display or deliver a 15-20 minute paper presentation. Artist performances, musical contributions and other forms of queer work are welcome. Consider submitting a proposal outline to conference organizer Dr. WG Pearson, wpearson@uwo.ca, attend the conference, support your peers, and enjoy the day.

- The Annual MA Graduate Student Conference is hosted by GSWS in June of each year and usually includes a lunch. Each MA student presents a portion of their IRP work in a 15-minute presentation to GSWS faculty and graduate students. It is an opportunity to provide a snapshot of your area of interest and receive input on your work. Family members are also welcome to join and listen to the fascinating topics that are being researched.
- Other units at Western host fantastic events to which we are often invited. See for example the Colloquium Series for our partner collaborative specializations in Migration and Ethnic Relations, in Transitional Justice and Post-Conflict Reconstruction and in Environment and Sustainability at <https://tjcentre.uwo.ca/>, http://migration.uwo.ca/collaborative_specialization/colloquium_series/index.html, and https://www.uwo.ca/enviro/graduate/collaborative_specialization/index.html

Master's Program in GSWS

A one-year course-intensive Master's degree in GSWS at the University of Western Ontario requires that you successfully complete the equivalent of four full courses (4.0), which is eight half-year courses (8 x 0.5 courses). This is a combination of required and elective courses. Should you choose the option of completing an Independent Research Project (IRP) you must complete a total of 6 half courses including the three required courses in Professional Development, Feminist Theory, and Feminist Methodologies. The IRP is the equivalent of 1.0 full course (2 x 0.5) credit. The IRP topic must first be approved by the Graduate Chair, and you will be assigned an IRP supervisor to support research work. You are also required to have completed SGPS's Academic Integrity Module through the Graduate Student Web Portal before the end of Semester 1.

- Course Requirements for GSWS MA students can be found at:
<https://www.uwo.ca/gsws//graduate/ma/ma-requirements.html>
- Courses Outside of GSWS Program: Despite being a small department we strive to make available a diverse range of graduate level courses for our students – but we recognise that you may need or want to choose courses outside of the department. A list of Inter-disciplinary and Cross-listed Graduate Courses can be found at:
<https://grad.uwo.ca/academics/courses/interdisciplinary.cfm>
- Out of Program Graduate Course Enrolment Requests require completion of the following form. This must be completed and signed by both the home (GSWS) Graduate Chair and the Instructor of the Program offering the course:
https://grad.uwo.ca/doc/academic_services/course/course_outside_program.pdf
- Collaborative Specializations: GSWS Graduate students have the option of doing a collaborative specialization through entry into Migration and Ethnic Relations (MER), Transitional Justice and Post-Conflict Reconstruction or Environment and Sustainability. See for more info our page at
<https://www.uwo.ca/gsws/graduate/collab/index.html>
- For students wishing to receive academic half, or full, credit for experiential learning in the form of a Scholarly Practicum, please plan well ahead. Your application must be submitted to the Graduate Chair no later than two months prior to starting your placement and must also take into account the additional processing time required to apply for ethics approval should this be required:
https://www.uwo.ca/womens/pdf/grad_pdfs/scholarly_practicum_proposal.pdf
- Research Guidelines for GSWS MA Independent Research Project (IRP) The IRP is a milestone for project-based MA students and must be completed *for final submission*

by August 1. Expect to turn in a rough first draft to your supervisors by May 15 and a revised full draft to your supervisors by *July 15 or earlier*; be sure to check in well in advance with your supervisor on deadlines for feedback. It is important to manage your research time throughout the school year to enable progression and completion. It is your responsibility to regularly communicate with your advisor and to manage your work accordingly. Details are available at:

<https://www.uwo.ca/gsws//graduate/ma/ma-requirements.html>

- Western Graduate and Undergraduate Sessional Dates UWO Calendar:
<https://www.westerncalendar.uwo.ca/SessionalDates.cfm>
- These dates vary slightly year-to-year. In GSWs, the graduate and undergraduate dates for start and end of classes are typically in sync.
- Any Requests for Graduate Program Registration Changes such as a Leave of Absence (including for medical, compassionate, pregnancy or parental grounds) must be made through the SOGS Graduate Student Portal at: <https://grad.uwo.ca/student/>
Refer to section 4.06 *Leave of Absence*:
<https://grad.uwo.ca/administration/regulations/4.html>
- Annual Vacation: All full-time graduate students are required to work toward your degree for 3 semesters of each year (unlike undergraduates, you will pay tuition in fall, winter and summer terms). You are permitted to take 2 weeks vacation per year. Refer to section 4.10 *Time Away From Studies and Vacation Time*:
<https://grad.uwo.ca/administration/regulations/4.html>
- Graduate Teaching Assistant: Your GTA assignment will be decided by the Undergraduate Chair in consultation with the Graduate Chair and staff members. This will take into account your availability and the needs of GSWs undergraduate course instructors first, and after that we will do our best to match your preferences and interests. If you have additional commitments such as a fixed work schedule, or childcare needs, please inform the Undergraduate Chair and they will try to accommodate your needs. However, we **cannot guarantee** that such needs can always be accommodated.
- Anxious about your role as a GTA? You are not alone, and we care a lot about good teaching at Western. You are strongly encouraged to take advantage of the Centre for Teaching and Learning's Teaching Assistant Teaching Program (TATP). The TATP takes place over 2.5 days in both the Summer and the Fall months. This highly interactive program allows you to meet GTA's from all academic fields who are also apprehensive and excited about the GTA role. The program covers everything from grading anxieties, to teaching strategies, presentation ideas, how to facilitate class discussions and even deal with students' requests for higher marks. You will receive email prompts for registration

from the CTL and you can learn more here:

<https://teaching.uwo.ca/programs/allprograms/tatp.html>

- Graduate Teaching Assistantships: Financial details can be found at:
https://grad.uwo.ca/finances/western_funding/gta/index.html
- A comprehensive guide to **Being a GSWS GTA** is available by email from the Undergraduate Chair.

PhD Program in GSWS

PhD students in the Department of Gender, Sexuality, and Women's Studies at Western are required to complete the equivalent of three (3.0) full credit courses, which is six half courses (6 x 0.5 courses) in their first year. Details are listed here:

<https://www.uwo.ca/gsws//graduate/phd/requirements.html>

Although it is strongly encouraged that you register for elective courses offered by the department of GSWS, we recognise that it is possible, particularly if you also completed your MA with us, that you may need to look at courses outside of the Department. The list of **Inter-disciplinary and Cross-listed Graduate Courses** can be found at:

<https://grad.uwo.ca/academics/courses/interdisciplinary.cfm>

Out of department graduate course enrolment requests require completion of the following form. This must be completed and signed by both the home (GSWS) Graduate Chair and the Instructor of the Program offering the course:

https://grad.uwo.ca/doc/academic_services/course/course_outside_program.pdf

*****Please be sure to read the following information about your Candidacy exams.*****

Candidacy Exam Instructions for GSWS PhD Candidates:

https://www.uwo.ca/gsws//pdf/grad_pdfs/Revised%202024%20Candidacy%20Exam%20Instructions.pdf

Candidacy Exam Topic Approvals Form: https://www.uwo.ca/gsws//graduate/phd/PhD-Candidacy-Exam-Topics-Approval-Form_GSWS-1.pdf

Candidacy Examination Form: https://www.uwo.ca/gsws//graduate/phd/PhD-Candidacy-Examination-Form_GSWS.pdf

Any Requests for **Graduate Program Registration Changes** such as a **Leave of Absence** (including for medical, compassionate, pregnancy or parental grounds) or **Application to Graduate** must be made through the SOGS Graduate Student Portal at <https://grad.uwo.ca/student/>

When preparing your course outline our outlines in preparation for your candidacy exams, please refer to **Western Document for Course Outlines:**

https://www.uwo.ca/univsec/pdf/academic_policies/exam/courseoutlines.pdf

GSWS PhD Student Progression Annual Report – Pathfinder

Pathfinder is a graduate degree planning portfolio that will enable you (and your supervisory committee) to record and review your accomplishments and plan each year towards the completion of your graduate degree. It has also been used in some cases in the past to advocate for extra funding or other accommodations, so it is worth your time to do it each year.

You are required to submit a Pathfinder report by the end of July each year. This is reviewed by both your supervisor and the graduate chair and provides an ongoing record of your progress and an opportunity to address any barriers to your progress.

The Pathfinder project was conceived initially as a method to digitize reporting tools that graduate programs use to document your progress over time. The Pathfinder service has evolved to include documenting the effects of the COVID-19 pandemic. The School of Graduate and Postdoctoral Studies (SGPS) and your Faculty are focused on ensuring that you have a platform to record the impact that the pandemic has had on your degree plans and progress.

For more information about Pathfinder and how to access it, please visit:
<https://grad.uwo.ca/academics/pathfinder.html>

Supervisor Related Matters

You and the Graduate Committee have worked together to select a supervisor for your research whose expertise will support your research focus. It is hoped that the fit is a good one, but open and ongoing communication is key to this process. It is vital that you are an active participant within this relationship.

- Western's Graduate and Postdoctoral Studies site includes a link to Western's Graduate Supervision Handbook:
<https://grad.uwo.ca/administration/supervision.html>
- The following departmental guidelines relate to supervisors/advisors of both MA* and PhD work: <https://www.uwo.ca/gsws/people/admin-staff.html>

- **GSWS Supervisor Guidelines for Review of a Chapter or Equivalent:**

Supervisors are expected to respond within 72 hours to students indicating time required to review a chapter or equivalent, and *written feedback should be provided to the student within three – four weeks.*

- **GSWS Supervisor Guidelines for Review of Final Thesis Draft:**

Supervisors should respond within 72 hours to students indicating time required to review the final thesis draft, and *written feedback should be provided to the student within five – six weeks (or earlier).*

*Please note: Many MA supervisors and second readers especially *do* return feedback more quickly for IRPs. For example, MA supervisors often agree to read full drafts of the IRP on July 1 for feedback and turn-around *for* the Aug 1 final submission deadline. *Please be sure to check on timelines for feedback with your supervisor directly.*

IRP and Course Paper Overlap:

Students should indicate to their supervisors if/when they are writing in the area of the IRP for a course paper. The goal should be to build/substantially expand on the course paper with new material in the IRP, and students should cite the (unpublished) course paper in the IRP bibliography. *Students should consult with their supervisors if they have further questions about appropriate overlap.*

Concerns with Supervisor? Occasionally the pairing of a supervisor and a student is not as successful as all would like or a shift in topic may necessitate a supervisor or committee change. There are many options to help you:

- **Seek Help within Gender, Sexuality, and Women's Studies:**

Communicating any concerns early to your GSWS supervisor is vitally important and, specifically, if you are considering requesting a change of supervisor, please first discuss with your supervisor.

If you do not feel that you are able to speak to your supervisor on this matter, we encourage you to contact the GSWS Graduate Chair (or, as an alternative option, the GSWS Chair or another GSWS faculty member who will help you to move forwards in a timely and productive manner). Please do reach out. Support is available.

Please note that it is not appropriate to make a supervisory change without consultation with the original supervisor, Graduate Chair, or equivalent.

- **Seek Help through the School of Graduate and Postdoctoral Studies:**

SGPS provides important information and resources specific to research work and supervisors: <https://grad.uwo.ca/administration/regulations/11.html>

- **Seek Help through Society of Graduate Students:**

SOGS also provides a Graduate Peer Support Group at <http://sogs.ca/gps/>

Available every Tuesday from 2pm to 3pm in the Multi-Purpose Room at the SOGS office (Middlesex College, Room 10). Or you can email Graduate Peer Support at gps@sogs.ca or via connect via Facebook [@graduatepeersupport](https://www.facebook.com/graduatepeersupport)

Often it can be very helpful to connect with a student and talk through any concerns.

A comprehensive list of supports offered through SOGs can be found at

<http://sogs.ca/support-resources/>

SOGS also has a Peer Advisor for Academic Matters. They can be reached at

advisor.academic@sogs.ca. The Peer Advisor for Academic Matters through SOGS is available “to help graduate students and assist in academic matters including academic appeals, relations with supervisors and course instructors, discrepancies in funding packages, and more.

- **Seek Help through University of Western’s Office of the Ombudsperson –**

- 519 661-3573, ombuds@uwo.ca

- Confidential help includes support and resources to aid in academic and non-academic matters, such as help with grade appeals, issues of fairness, speaking to supervisors and support with drafting letters of appeals, or mediating conversations.

Drop in or make an appointment:

For quick questions regarding any university-related problems, feel free to call or [email](#) the Ombudsperson’s office. If you are emailing or completing an online appointment request, please be sure to indicate whether you are a graduate or undergraduate student and what you wish to discuss. This information will be kept confidential and helps Ombuds staff prepare for the meeting.

For more in-depth issues, the Ombudsperson recommends you [Schedule an Appointment online](#) (Western Email address required).

Located in Western Student Services Building Third Floor, Room 3135

<https://www.uwo.ca/ombuds/>



Preparing Research Proposals

Preparing a research proposal, as part of an application for external funding, is a rigorous but important aspect of your graduate education. Receiving an award not only provides financial support, it also denotes the strength of your research thesis and is important for future funding and career opportunities. The process of crafting and refining your proposal also enables you to more concisely conceptualize your work, articulate the manner in which you will undertake your research, and lay bare your theoretical approach. Writing a research proposal also requires you to explicate the importance of your work and why you, within the department of GSWS at Western, are best positioned to carry it out. It is time-consuming and arduous but the very doing of the writing will help you to crystalize your thinking and clarify the way forwards.

Ontario Graduate Scholarship (OGS): For information on monetary value and duration, eligibility, timelines and deadlines, application, holding the award at Western, accepting the OGS award and terms related to this, please refer to:

https://grad.uwo.ca/finances/external_funding/ogs.html

Social Sciences and Humanities and Research Council (SSHRC): For details on SSHRC refer to:

https://grad.uwo.ca/finances/external_funding/sshrc.html

Support for Research Proposal Writing: (Take a deep breath. There is help at hand).

A&H Grad Student Scholarship Workshops: faculty-level workshops aiming to help students develop their grant-writing skills, and provide an opportunity to meet and interact with each other across departments.

GSWS Professional Development Class includes a workshop session. In early October MA students bring a basic draft to class and have the opportunity to discuss how to strengthen their research proposal. PhD students are welcome to attend this class.

A GSWS binder containing examples of GSWS SSHRC-winning proposals is available from Alexa Valencia Lopez or Cindi Ryde. You may sign out the binder and read within the department. Examples of successful applications are also available on OWL.

SSHRC submission is now fully online

https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

By applying to the federal Tri-Agency scholarship competition, students will be considered for an OGS – they no longer apply separately for an OGS at Western. We invite you to submit an application to the appropriate agency for a national Doctoral Award. More information could be found here: https://grad.uwo.ca/finances/external_funding/triagency/index.html

Support for Research, Teaching & Writing

Library Support Services: D.B. Weldon staff provides research support and data management expertise for graduate students. Book an appointment through D.B. Weldon Library to find all of the ways they can support your work.

The Centre for Teaching and Learning (CTL): 519 661 2111 ext 80346

Located in Room 122 of the D.B. Weldon library. ctl@uwo.ca

The CTL presents courses, workshops, seminars and speakers and provides access to online modules to support instructors and graduate students in “creating high quality student- centred learning experiences through orientation, training, mentorship, research, and innovation opportunities” (<https://teaching.uwo.ca>)

Incoming graduate students are encouraged to sign up for the 2.5 day **Teaching Assistant Training Program (TATP)** offered on several days throughout the Summer and early Fall. Lunch, snacks, fellowship with other GTAs and invaluable opportunities for learning related to being a GTA are included for a fully refundable \$20 deposit:

<https://teaching.uwo.ca/programs/allprograms/tatp.html>

The CTL also provides guidance to Graduate students who wish to create a **teaching dossier**. Many of the seminars presented by the CTL support this goal.

<https://teaching.uwo.ca/awardsdossiers/teachingdossiers.html>

Numerous, useful and free courses and opportunities related to teaching are offered by the CTL throughout the year. Refer to: <https://teaching.uwo.ca/>

The Writing Support Centre: 519 361 3655 <https://writing.uwo.ca/>

Located in the Western Student Services Building, Room 4130, the Writing Support Centre is a fantastic resource for anyone who wants to improve their writing – and who doesn't? They offer **individualized writing help** for all students (refer your undergraduate students to this free service) and have experienced tutors who are dedicated to helping graduate students and postdoctoral associates.

Daily 25-/50-minute appointments are available at Weldon. **To book an appointment follow the instructions on the [One-to-one Appointments](#) page.**

The Writing Support Centre also hosts **GRADWRITE seminars** through the academic year geared specifically to the writing needs of graduate and postdoctoral scholars. Explore here: http://writing.uwo.ca/gradspostdocs/gradwrite_seminars.html

The Writing Support Centre present an **annual Graduate Writing Conference** each May that provides helpful direction for a variety of writing-related areas such as technical

writing, preparing manuscripts, writing research or funding proposals and improving style and clarity. Look out for an announcement in early Spring.

<https://writing.uwo.ca/gradspostdocs/resources-retreats.html>

The Graduate Student Community

For many, graduate school is a time in their life where they establish some of their strongest bonds and connections. We hope that you will take time to nurture these relationships and enjoy the camaraderie of your peers. Find time beyond your assignments and readings to be with those who are in your cohort and often in the same boat when it comes to stress, fatigue and workloads. Look out for the following ways of connecting:

Coffee Mornings happen once per month with faculty and graduate students in GSWS in the department lounge. Good coffee and baked goods from the Black Walnut are featured! Look for an email about when these will happen this year.

The GSWS Graduate Society is an opportunity for all GSWS graduate students to meet on a regular basis and enjoy fellowship and discussion. Cynthia Lam (wlam243@uwo.ca) is the contact person for the GSWS GS as of this writing. The Grad Collective hosts events throughout the year. These include opportunities to relax during the school day, share some treats, and discuss your work in a supportive space. The Grad Collective also hosts seminars, and organizational meetings and invites all graduate students to take advantage of a chance to workshop presentations in a low stress environment and receive feedback from your peers. Presenters and respondents are encouraged to sign up. Join in.

The School of Graduate and Postdoctoral Studies (SGPS)

The School of Graduate and Postdoctoral Studies office is open 9am-4pm M-F and can be found in Room 1N07 of the International Graduate Affairs Building, or contacted at:

<https://grad.uwo.ca/>

**Hint: Book mark this site.*

SGPS provides a highly comprehensive website that details processes of graduate and post-doctoral admission, funding, fees, scholarships, income tax, academics including requests for leave or part-time studies, advice for international graduate students, strategies and resources for creating a life/study/work balance, career development, internship information and administration including electronic links to:

- **Staff Directory** https://grad.uwo.ca/about_us/directory.html
The School of Graduate and Postdoctoral Studies (SGPS) invites you to review the information below to access their services.
- **Regulations** <https://grad.uwo.ca/resources/regulations/index.html>
- **Student Center** <https://student.uwo.ca/>
Your personalized student centre that includes YOUR academics such as course planning and enrollment, weekly course schedule, web academic reports, applying for graduation, and seeing honors and awards. YOUR Finances including student account summary, government funding status, financial counseling and assistance, tax receipts and link to enroll in direct deposit. Western Links to upload a photo for your Western OneCard, summer term activation link and additional.
- **My Human Resources** is the e-place to find links to your pay statements, benefits program, Western employment opportunities and Tax receipts.
- **Office 365 for western email and Office 365**
- **The Graduate Student Web Portal** <https://grad.uwo.ca/student/index.cfm> - entry point to access information and links related to:
 - Mercury Financial Support Packages
 - Application for the Graduate Student Bursary
 - Request a Change of Registration
 - Graduate Teaching Assistant Duties Agreement
 - Scholarship Submission

The Society of Graduate Students (SOGS)

519 661 3394

The Society of Graduate Students' office is open 9am-4pm M-F and can be found on campus in Room 8 of Middlesex College or found at <https://sogs.ca/> *Hint: Book mark this site.

SOGS is a fantastic resource for graduate students; be sure to read their monthly electronic newsletter for virtual and/or in-person social events, free breakfasts, trivia nights and updates on all things Grad-student related. Briefly SOGS is:

- A source of **financial** support in the form of travel, childcare subsidies, bursaries, loans, a thesis completion fund and more.
- The **political** governing body for Graduate students and an advocate for your rights, and a confidential listening ear to your concerns.
- A gateway to Graduate student **services** such as bus passes, health and dental benefits, free tax filing, the International Student Identity card, and an anonymous food bank/voucher program.
- An opportunity to find **friendship and support** outside of the GSWS department and to find on campus paid **employment**, gain experience as a representative or to participate within the Graduate student body as a **volunteer**.
- A **socially active community** that is here to welcome you, including good times at the Grad Club, also housed in Middlesex College.

Public Service Alliance of Canada Local 610 (PSAC 610)

519 661 4137

The Public Service Alliance Local 610 is open for Mondays from 12-4 PM, Tuesdays from 10:30-2 PM, and Wednesdays from 12-4 PM or by appointment. Located in Room 1313 Somerville House, or found at: staffpsac610@gmail.com
<https://www.pvac610.ca/>

PSAC 610 is the union body for graduate teaching assistants and post-doctoral associates at Western University. Through collective bargaining, and the strong support of its members, PSAC 610 ratified a new 3-year contract for its members with the University administration in 2023. The Collective Agreement can be found here:
<https://www.pvac610.ca/resources>

PSAC610 recognizes the financial weight of graduate life and supplements graduate teaching assistants and postdoctoral associates benefits through several programs. These financial supplements are in addition to your student health benefits. They include:

Extended Health Plan (up to \$1000 per academic year toward physical and mental health care).

Mental Health Fund (up to \$599 per student per academic year for mental health care including counseling and medication).

Financial Assistance Fund: includes financial assistance for graduate teaching assistants and postdoctoral associates experiencing *medical, or personal, emergencies (up to \$500 per term) or seeking additional financial support for *academic or conference travel (up to \$300 per year).

PSAC610 also offers a *childcare subsidy (up to \$750 per academic year).

Application forms can be found here: <https://www.pvac610.ca/teaching-assistant-benefits>

Join a PSAC 610 Committee Today: There is significant need for participation on the many important PSAC610 committees. Consider signing up for any of the following committees:

Bylaws, Communications, Women's, Food Support, Finance, Financial Assistance,
Mobilization and Political Action.

Your voice is welcome. <https://www.pfac610.ca/committees>

First Things First

- **PRIORITY: Activate your Western Identity:**

https://wts.uwo.ca/identity/identities_and_access/activation.html

It is vital to be able to access your Student Centre, OWL, your library account and more. To do this go to this site and enter your Western student number; you will receive a PIN that will be valid for 3 minutes only. Immediately create a password for your Western account.

- **Log in to Western Student Centre:** <https://student.uwo.ca/>

Your personalized student centre includes YOUR academics such as course planning and enrollment, weekly course schedule, web academic reports, applying for graduation, lists of honors and awards received. It also provides statement of your university-related finances including student account summary, government funding status, financial counseling and assistance, tax receipts and link to enroll in direct deposit. There is included a link to upload a photo for your Western OneCard, summer term activation link and many, many resources to help you manage the administrative aspect of your university life.

Set up or check that personal, financial, funding, and academic information is accurate.

- **OWL Brightspace:** <https://westernu.brightspace.com/d2l/login>

OWL Brightspace is an online learning management system of the University of Western. Here you should find all courses that you are enrolled in and the messages, announcements, resources, readings, syllabus, assignments, instructor links, forums and grades specific to each of these courses.

- Instructors vary in how, and how much, they use their OWL sites. Some instructors have everything linked under Resources; others divide it into the pre-set headings.

- HELP for OWL problems: <https://brightspacehelp.uwo.ca/student/navigating-owl-brightspace.html>

- For further assistance, please contact the [WTS Helpdesk](#)

- by phone: 519-661-3800 or ext. 83800

- with a support ticket: [create a WTS Service Desk ticket](#)

- First time creating a Service Desk ticket? Please follow [these instructions](#) first.

- via the web form: [WTS Help Request Form](#)

- by scheduling an appointment with the [WTS Helpdesk](#)

- Check which courses appear in your OWL membership. The course that you are the Graduate Teaching Assistant for should also be listed within your Membership. Some courses are added onto OWL later than other; be patient, but if time is moving on and you do not see your courses listed double check with the Instructor for your GTA course or the Graduate Coordinator to confirm that you are in fact enrolled.

- **Western ONECard/Bus Pass/Library Card:** New students will receive their student card known as the Western ONEcard.
Organize your Western ONEcard. You will need to log into the Western Student Centre and follow a link on the right-hand side to upload a photograph to be used on the card. You will be notified by email when the card is ready to be collected from the Student Services Building. You must produce one piece of government issued photo identification to receive the card. The Western ONEcard is multipurpose and includes a tap feature for use on London Transit buses, library checkout and for entrance into certain restricted buildings on campus. Replacing a lost or damaged Western ONEcard costs \$32 and requires a visit to the Student Services Building.
- **Complete the Academic Integrity Module:** Available via the Graduate Student Web Services Portal. All graduate students are required to complete the academic integrity before the end of the first semester. If you completed it in your MA year at Western, you must still complete it in your PhD year. It is useful to remind yourself of what constitutes plagiarism, both personally and in your capacity as a Graduate Teaching Assistant.
- <https://teaching.uwo.ca/teaching/assessing/academic-integrity.html>
- **Confirm your Acceptance of Your Graduate Teaching Assistant Assignment.**
 - Meet with your GTA Instructor
 - Discuss the GTA Duties
 - Review and Sign Duties Specification Agreement.
 - Confirm your acceptance of your GTA assignment via the Graduate Student Web Services Portal. *This is time sensitive - if you don't do this your receipt of payment may be delayed.
 - If you are a GTA for a full year 1.0 course you will need to go through the acceptance process at the beginning of the Fall and the Winter semesters.
- **Provide Banking Information and Set up Direct Deposit** through My Human Resources link on the Graduate Student Web Service Portal

Location, Location!

Finding your way around campus and to classroom spaces:

<https://geoenvironment.uwo.ca/campusmap/westernandaffiliates.pdf>.

- **University Of Western Ontario Accessibility Campus Map:** showing accessible parking, paths, curb cuts, entrances and automatic door openings: <https://accessibility.uwo.ca/doc/floorplan/campus.pdf>
- **Identifying Campus Buildings and Classroom Information:** This link not only usefully produces a photograph of the building when you click on the name, it does the same for all of the classrooms in said space, including details of room capacity, AV equipment and more: <https://wts.uwo.ca/ctg/classrooms/index.html>
- **Finding Your Classroom on Campus:** Step-by-step photographs with arrows lead you to your classroom: <http://www.classfind.com/Western>
- **Parking Permit:** For students who choose to drive to campus the cost of a parking permit for the year is approximately \$612.51 (includes tax), plus the one-time purchase of a \$30 tag transponder. The tags are for use in the car identified by the student and are not transferable. A permit allows you to park in the Green Zone lots only. These are perimeter lots at Huron Flats, Medway, Althouse West, Springett West Gate and Ontario. Despite the cost, passes sell out quickly and are on a first come–first-served basis usually beginning June 15. Parking permits can be collected at Parking and Visitors Services Desk in the Support Services Building 1393 Western Rd. Once you have your tag, you can renew future permits online.
- <https://www.uwo.ca/parking/permits/students/index.html>
- Western offers access to a **carpool program**. Details can be found here: <https://www.uwo.ca/parking/find/sustainable/carpooling.html>
- **AT Bike Shelter:** For those doing their part to keep-it-green J and are cycling to campus there is also the option to access a bike shelter on campus. The fee for a Fall permit is \$25 of \$75 annual fee. Also available through the parking permit portal <https://www.uwo.ca/parking/permits/students/index.html>
- **Student Central** 519 661 2100. Room 1120 (main floor) of the **Western Student Services Building** next to UCC. <https://www.registrar.uwo.ca/services/index.html> Its functions relate to the Office of the Registrar and as such it provides multiple services for students and can be very busy. The website has a link to a wait time

tracker to help you plan your visit.

https://www.registrar.uwo.ca/services/student_central_wait_time_tracker.html

Services through Student Central in the Student Services Building include:

- official Western letters,
- verification of enrolment,
- diploma or degree collection,
- third party forms,
- change of personal information,
- Western ONEcard collection.

Everyday Matters

- **GSWS Photocopier:** Michelle will provide you with a personalized code for the department photocopier. B &W copies are 6 cents each. The photocopier works on a credit basis. You will need to put money onto your account to access the photocopier. Michelle can assist you with this process.
- **Keys:** You may find it useful to have access to the GSWS department outside of M-F: 9am 4 pm hours. In this case, you should request a key through Western's Department of Facility Management. https://www.uwo.ca/fm/client_services/keys.html Complete the simple online application. Sign in using your Western Id. Under *Building* scroll down to Stevenson-Lawson Hall. Under *Location* scroll down to TA3219 for the GSWS office entrance door.
Once your request has been approved you will receive an email inviting you to collect your key from the Support Services Building on Western Road.
Starting 2024 fall, keypad systems will be installed on the main entrance doors so you may only request a code to access.

For **lost or damaged keys** email: fmkeys@uwo.ca They will email you when a replacement is available for collection from the Support Services Building.

- In order to access **Audio-Video equipment** in classrooms – for example if you are leading a tutorial – you will need a cabinet key. One key fits all A-V cabinets and is available with your Western Onecard identification at the Western Technology Services Help desk Room 4150 of the Support Services Building at 1393 Western Road.
- **Western Technology Services** <https://wts.uwo.ca/> provide support and instruction for instructors, (includes GTAs). This includes trouble shooting for Audio-video problems in classrooms. Although how-to directions are posted at each classroom A-V station, the staff are also available if more help is required. Call: 519 661-3800 or 83800 whilst on campus.

They are happy to schedule a time to go through the A-V technology and will tell you what spaces are available if you want to go through a dry run of a presentation. Western Technology Services all offer courses throughout the year related to technology skills and improving tech- related literacy.

GSWS Spaces

Kitchen Space: You are welcome to use this lovely shared space. Please clean up after use, remove your unwanted food from the refrigerator, contribute to the food pantry when/if you can and remember to recycle. Thank you!

Sitting Area: This is a great area to hang out, relax, and visit with friends, colleagues and students.

Mailroom: You have been assigned a department mailbox. Please check and clear out periodically.

Drop-box: The GSWS drop-box for undergraduate assignments and is situated in the hallway outside of the main office. Cindi retrieves and dates papers from this box and files them in the appropriate student or staff mailbox.

Your Office Space: The Graduate Administrator/Coordinator will assign a shared office space for you within the department. They will provide you either with the keypad code, or ask you to request a key. You are free to choose which desk you prefer and to personalize that small space as you wish. This office is where you will meet students who come for GTA office hours. When meeting with undergraduate students in office hours it is advised that the door is typically kept open –for everyone’s safety and comfort.

Boardroom: The GSWS boardroom has multiple uses. The boardroom serves as a meeting, teaching, and exam-writing space. It also houses the Department’s film library. Please sign-out and date any materials removed from this area. Sign-in returned materials and re-shelve in the correct alphabetical order for easy recovery by the next user. Please return as soon as you have used the films; the Department does not have funds to replace missing material.

D.B Weldon Study Spaces:

The D.B. Weldon library offers a limited number of study spaces that graduate students can apply for: <https://calendar.lib.uwo.ca/reserve/weldon>

Money Matters

Western Graduate Research Scholarship

The University of Western Ontario provides funding support through the Western Graduate Research Scholarship (WGRS) for eligible graduate students. Your offer of admission to the Department of Gender, Sexuality, and Women's Studies outlines the financial support that you can expect and the duration of that funding is conditional on your meeting the necessary progression toward the degree.

The following are additional GSWS Department awards that you encouraged to apply for:

GSWS Travel and Research Awards

Being able to engage with the academic community outside of your immediate space of learning is a valuable part of your growth as a scholar. Here in GSWS we encourage graduate students to present work at conferences and foster collaborative pedagogy. To support this there are travel awards available to help offset the cost of these worthwhile endeavors. Keep in mind that the deadlines for applications are October 15 and March 15, and that the awards are limited to one per student per academic year.

https://www.uwo.ca/gsws//graduate/student-Conference-Application_revised-2023.pdf

Additional Internal Fellowships and Awards can be found at:

<https://www.uwo.ca/gsws/graduate/financial.html> . All have January deadlines. Amounts vary but all are encouraged to inquire and apply.

A complete list of Provincial and National Scholarship Competitions can be found at:

https://grad.uwo.ca/finances/external_funding/index.html

Refer to SOGS and SGPS sites for links to additional bursaries and financial support.

Exploring London

Cultural Events and Entertainment

- Search for local events, music listings, dining, etc. here: <https://www.londontourism.ca/>
- Aeolian Hall is a fantastic place to catch live music. The hall is located in a heritage building at 795 Dundas Street, east of Adelaide Street. The structure was first built as the town hall of the then independent community of London East. <https://aeolianhall.ca/>

Travel

- Link to City of London 2019 Bike and Walk Map (when available).
- Voyager Accessible Transportation: 1 800 263 7163
- London Airport: 519 452 4015
- Via Rail Train Station: 1-888 842 7245. Train Bookings: <https://www.viarail.ca/en/explore-our-destinations/stations/ontario/london/station>
- London Transit Corporation: 519 451 1347 Bus Routes and Schedules at <http://www.londontransit.ca/plan-a-trip/routes-schedules/>
- Intercity buses: There are two bus lines currently offering service to London – Megabus and ONEXBUS
 - Megabus: daily service to and from Toronto. The drawback to Megabus is that it only stops at the Flying J truck stop off the 401; <https://ca.megabus.com/>
 - ONEXBUS: 6x daily service on weekdays from London to Kitchener, Toronto and Woodstock, service is limited on weekends, 4 convenient stops in London, <https://www.onexbus.com/>

Exploring London

Known as the Forest City, London has an intricate trail system for walking and biking. We encourage you to explore these at your leisure. Here are some links to get you started.

There are 17 nature trails in and around London. The ones closest to Western are: Fanshawe Conservation Area, Medway Valley Heritage Forest, Westminster Ponds, Meadowlilly Woods and Killaly Meadows.

- Fanshawe conservation area: 4 trails – 3 for hiking only and one for hiking and biking (Lake Trail). Admission fees: \$8 (tax included) for pedestrians and \$14 for vehicles. Trail maps: https://98acbffc-b76c-4998-8ed3-e73c88135586.filesusr.com/ugd/076095_ac345269aa9d4a55a8f8f99503c90.pdf <https://>

98acbffc-b76c-4998-8ed3-e73c88135586.filesusr.com/ugd/076095_91326ccbb534499f9c5cfd030574ebaa.pdf

- Medway Valley Heritage Forest: this is an environmentally significant area (ESA) with a 10.6km trail. Enter from Elsie Perrin Williams Estate and Museum of Ontario Archaeology. Trail map: <https://thamesriver.on.ca/wp-content/uploads/2022-MedwayESA-brochure.pdf>
- Meadowlilly Woods: another ESA, 4.6km of trails, Butterfly Meadow
- Killaly Meadows: another ESA, 10.3km of flat, easy to walk trails. Trail map: <https://thamesriver.on.ca/wp-content/uploads/2022-KilallyESA-brochure.pdf>
- Westminster Ponds: this is the largest publicly owned ESA in London. There is 10km of trails, almost all are mud or clay, and they are prone to becoming muddy. Trail map: <http://thamesriver.on.ca/wp-content/uploads/2022-WestminsterESA-brochure.pdf>

For more information about trails in London and Ontario, see:

<https://www.alltrails.com/>

<https://www.alltrails.com/canada/ontario/london>

Community Services & Resources

This is not intended to be an exhaustive list of the many supports and resources within the London area, but it is a start. Please feel free to reach out if you require help and the resources listed do not meet your needs.

Police, Ambulance, Fire and Government Services

- Police, ambulance, fire emergency: 911
- Non-emergency London Police Service: 519 661 5670
- Ontario Provincial Police: non-emergency 1 888 310 1122
- City Hall: 519 661 2489
- Passport Canada: 1 800 567 6868
- Service Canada: 1 800 622 6232
- Service Ontario: 1 800 267 8097

Local Hospitals

- St Joseph's: 519 646 6100
- University: 519 685 8500
- Victoria: 519 685 8500

Community Based Supports

- **Anova: 519 642 3003**

Anova is a merger of Women's Community House and the Sexual Assault Centre. Provides shelter, support, counselling and resources for abused women and their children including 24-hour helpline. <http://www.anovafuture.org/>

- **Atlohsa Native Family Healing Services: 519 438 0068.**

Atlohsa is mandated to prioritize support in the form of emergency shelter and short-term housing for Indigenous women and their children. Additional services include "sessions with elders, peacemaking services and legal navigation support, social programs to develop healing through community and friendship" (Source: 2019, <https://atlohsa.com/>).

- **Canadian Mental Health Association: Crisis: 519 433 2023 / 1 866 933 2023. Support Line: 1 844 360 8055.**

Goal is to promote good mental health, treatment, support, resources and education for those in Middlesex county (includes London) <https://cmhamiddlesex.ca/>

- **Hope's Garden Eating Disorders Support Services: 519 433 2023 / 1 866 933 2023.**

Provides education, support, advocacy, resources, networks and workshops “for all individuals, as well as their family and friends, who struggle with disordered eating or are impacted by an eating disorder” (Source: 2019, <https://www.hopeseds.org/london1>).

- **Housing Related Matters: 519 661 3547.**

Refer to *Housing at Western* for information and resources related to on and off campus housing, landlord and tenant rights and responsibilities, links to rental listings and up-to date resources and information for graduate students, international students and parents on all matters related to student housing options: <https://housing.uwo.ca/>

This includes access to a free, confidential mediation service between students and landlords at <https://offcampus.uwo.ca/mediation.cfm>

- **Information London Community Services Directory**

Excellent hub for e-links and resources including accessing social housing, finding a hospitality meal, needing childcare assistance, new to London, needing to apply for social assistance, finding a doctor: <http://www.informationlondon.ca/Services>

- **London Food Bank. 519 659 4045.** 926 Leathorne St.

Open M-F 9am - 4pm

Additional hours for university and college students only: Sat 10am -12pm. Bring student card and proof of income e.g. OSAP statement. Bring identification for each additional family member requiring food support. <https://www.londonfoodbank.ca/>

Additional emergency food relief and resources available through [Hunger Relief Action Coalition](#)

- **London Intercommunity Health Centre (LHIC).** 659 Dundas St. **519 660 0874**

Huron Heights Plaza: **519 659 6399.**

Dedicated to providing respectful, inclusive primary and ongoing healthcare supports to marginalized groups and folks who experience barriers to care including but not limited to poverty, substance addiction and mental health struggles. Services include Trans healthcare, Youth Outreach, Senior care, care for Women of the World, support services for individuals involved in sex work, mental health supports, creative writing groups, supports and resources for those experiencing homelessness, an identification clinic, and access to services in languages other than English

(This invaluable network of support is always seeking volunteers who have a genuine passion to give back to the London community): <https://lihc.on.ca/>

- **London Public Library:**

For e-links and resources related to employment opportunities, health, education, events, communities, transportation information, maps, government supports and more within the London area. Includes a wide range of programs specific to the London Public Library system including book clubs, e-readers, presentations and

support in all languages within accessible spaces throughout the many branch libraries: <https://www.lpl.ca/>

- **Middlesex London Health Unit: 519 663 5317.** Located at 50 King St. Open M-F 8.30am - 4.30pm.

Includes clinics and education and resources for sexual health, birth control, immunization, travel immunization, healthy babies, breast feeding, dental and healthcare, smoking cessation, needle exchange, opioid management, infectious diseases, cannabis education, food safety and emergency management such as animal bites or poisoning.

[Birth Control Clinics](#) **519 663 5446.** Bring Health card.

[Sexually Transmitted Infections](#) Drop-in clinics for testing and free treatment. M & W: 4.30-7.00pm

. F: 8.30 - 10.30am. No healthcard required.

- **Partners, families, friends and allies of the LGBT2Q+ community (PFLAG):**
LGBTQ2+ Youth Line **1-800-268-9688** Text **647-694-4275**
Trans Lifeline: **1-877-330-6366**

Provides support, resources, and events information at

<http://www.queerevents.ca/> and <http://www.pflaglondon.ca/>

- **Regional HIV/AIDS Connection (RHAC): 1 866 920 1601**

Provides support, resources and services, including needle and syringe program, “for people living with HIV/AIDS and HCV, their partners/family/friends, as well as those concerned about HIV/AIDS and HCV or at risk for HIV” (Source: 2019, <https://www.hivaidconnection.ca/about/about-us>)

Health & Wellness Services

Your health and well-being matters and moving to a new city, and entering a graduate program of study can bring challenges. You are not alone. In addition to the services listed above, the University of Western Ontario offers the following resources and programs: (Please note: these services, and particularly for in-person options, may be influenced by Covid-19 guidelines):

- **Western Mental Health and Resource Guide** This is a highly comprehensive list of resources, both on and off-campus, covering everything from psychological and psychiatric counselling information, to human rights information, spiritual and financial counselling services and links to legal advice. The guide includes links to almost every on-campus service that can strengthen health and wellness strategies, including support groups, meditation classes and practical courses such as dealing with procrastination or time management and interview practice.
***Bookmark this link:**
<https://studentexperience.uwo.ca/>
 - **Student Health Clinic 519 661 3030**
 Located in Thames Hall 2170. The Student Health Clinic is where students can access Physical Health (seeing a doctor), Mental Health (seeing a counselor), and Case Management (seeing a social worker for complex cases or navigating available support) services.
 All appointment requests are handled through the booking system: <https://www.uwo.ca/health/physical-health/appointments.html>.
****Please note that students must register with the clinic before they are able to book appointments. This can be done by either calling the clinic or going directly to Thames Hall 2170 and speaking with a front-desk staff member. This is recommended once a student is registered.**
 - If you have any questions about what services are available, how to use these services in conjunction with SOGS insurance and how to register it, please contact SOGS office: 519-661-3394.
- For more information on Health Services on campus, please visit:
<https://www.uwo.ca/health/index.html>
- This includes information about on campus services such as dental care, eye exams, contact lenses, physiotherapy, massage therapy, sports injuries assessment and treatment, and audiology assessments. Many of these services accept the student benefits plan.
 - Graduate Students have additional health benefits that can be accessed including funding for mental health counselling, Apply through SOGS by calling 519-631-3394.
- **International Students** are required to have coverage through the University Health Insurance Plan (UHIP): <http://uhip.ca/>
 - **Western Student Recreation Centre**

Get Fit (or fitter) at the Recreation Centre. Your tuition fees include membership to the Recreation Centre <https://www.uwo.ca/campusrec/> . There is also access to numerous intermural clubs <https://www.uwo.ca/campusrec/intramurals/index.html>

- Please note: ALL Western employees (that includes GTAs!) are now eligible for free access to the University's **Employee and Family Assistance Program** via Morneau Shapell: <https://www.uwo.ca/hr/benefits/eap/>
- **Digital Supports via Student Experience**
Offers supports for all students at Western across various online and phone resources: <https://www.uwo.ca/se/digital/>

Happy Endings

Celebrating your Success

Check that you have completed all degree and program requirements to confirm your eligibility to graduate.

Be sure to apply to graduate on your Student Centre site student.uwo.ca by the following deadlines:

Spring Convocation (June): April 30

Autumn Convocation (October):

August 31

In Absentia February Convocation (February): December 31

Check that your name and details of the program and the degree type are correctly written on the Student Centre site.

Convocation Ceremonies for graduates of the MA and PhD programs in Gender, Sexuality, and Women's Studies will be invited to graduate with other Arts and Humanities graduate students. Dates and details of the Western Convocation ceremonies are found at <http://convocation.uwo.ca/> Details regarding tickets for guests, accessibility accommodation and dates are included.

Regalia can be ordered at buildagrads.ca/Western.

Those unable to attend the ceremony may collect their certificate from the Student Services Centre for up to two years after the graduation date. Your paper degree can also be mailed to your home for a fee:

<https://www.registrar.uwo.ca/services/degreediplomas.html>

The Department of Gender, Sexuality, and Women's Studies typically invite you and your family (watch for the email!) to gather with us for a celebratory lunch (Covid-19 guidelines permitting). We look forward to celebrating your hard work and commitment.