

MCB GRADUATE STUDENT SURVIVAL GUIDE

**The answers to questions that will help you
succeed in your graduate studies**

Molecular and Cellular Biology → University of Guelph

2011 Graduate Student Survival Guide

This survival guide was written by graduate students in MCB and is intended to help new and current students navigate life here at the UofG. We hope by putting this together, that you will be able to avoid many of the frustrations we faced upon arriving at the university (we're sure you will come up with a whole new set of your own). If you do see something that is missing or incorrect, please let us know. The graduate students who sit on the MCB Graduate Studies Committee will be keeping this document updated. The current members are Perrin Baker (pbaker@uoguelph.ca) and Lynn Richardson (lrichard@uoguelph.ca). This guide was last updated on September 12, 2011.

Disclaimer:

This is not intended in any way to be the official policy of the Department or University. For the ultimate authority on the MCB program policies, requirements and procedures, please refer to the MCB Graduate Studies Handbook found at: <http://www.uoguelph.ca/mcb/graduate/currentgrad.shtml>.

Also, for University policies and procedures, refer to the Graduate Calendar found at: <http://www.uoguelph.ca/registrar/calendars/graduate/current/>.

Note that Departmental requirements can be more stringent than University requirements and, in that case, Departmental requirements prevail.

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INTRODUCTION

Introduction to the department and the program

The College of Biological Science is one of several colleges or “faculties” at the University of Guelph. It is comprised of three departments: Molecular and Cellular Biology (MCB), Integrative Biology (IB), and Human Health and Nutritional Sciences (HHNS). In MCB we have several areas of expertise including microbiology, biochemistry, cell biology, plant biology, molecular biology and genetics. The departmental webpage is <http://www.uoguelph.ca/mcb/>.

Introduction to “the people”

Chair of MCB – Dr. Chris Whitfield (SCIE4477)

The Chair of MCB is responsible for running the department, from dealing with faculty and university administration to teaching curriculum, grant approvals. The Chair is responsible for dealing with all major concerns in the department. The current Chair is Dr. Chris Whitfield (MCBchair@uoguelph.ca).

Secretary to Chair – Laleh Hatefi (SCIE4478)

The Chair has a dedicated secretary who is currently Laleh Hatefi (lhatefi@uoguelph.ca). For the most part, graduate students only need to communicate with Laleh if they need to book an appointment to see the Chair, need a signature from the Chair, or would like to book a room in the department (this can be done with any of the secretaries). Laleh is also the staff liaison for the departmental holiday party.

Administrative Assistant – Sandra Good (SCIE4479)

The Administrative Assistant is responsible for all departmental personnel, payroll and TA assignments and is currently Sandra Good (sgood@uoguelph.ca). You can see her for any questions regarding stipends, how you get paid, taxes, and teaching assistanceships. She also updates the room signs and can book rooms for seminars and presentations.

Departmental Secretary – Bertilla Moroni (SCIE4480)

The Departmental Secretary maintains the MCB website. She also organizes the Distinguished Seminar Series and if any student would like to meet with a visiting speaker, they can email her. She sits on the MCB Health and Safety Committee. She is also the person to see about office keys, swipe card access, and broken or lost student cards. Bertilla Moroni is the current Departmental Secretary (bmoroni@uoguelph.ca).

Graduate Coordinator – Dr. Janet Wood (SCIE4251)

The Graduate Coordinator is the faculty member responsible for the graduate program, including student admissions, all defenses, qualifying exams, MCB6100/6200, program transfers (MSc to PhD transfer), leaves of absence and withdrawals. The current Graduate Coordinator is Dr. Janet Wood (jwood@uoguelph.ca).

*Graduate Secretary (Office of the Associate Dean of Research) –
Carol Schlaht (SCIE3481)*

The Graduate Secretary works with the Graduate Coordinator. She is the person to whom you give all of your program specific paperwork, including forms for program transfer, PhD qualifying exams, progress reports, and most provincial and federal scholarship applications. In addition she schedules the MCB6100 seminars and defense dates and coordinates the Roche award for best MCB6100 presentation. Carol Schlaht is the current Graduate Secretary (cschlaht@uoguelph.ca).

*Graduate Admissions Secretary (Office of the Associate Dean of Research) –
Karen White (SCIE3479)*

The College of Biological Science has its own Graduate Admissions Secretary who liaises between the student and the university. The current Graduate Secretary is Karen White (white@uoguelph.ca). She is responsible for receiving and processing applications to the program, enrolling students in the required MCB Health and Safety courses through courselink (see New Graduate Students section) and answering general questions from incoming students.

Introduction to the building

MCB is located entirely within the science complex, which is comprised of five wings: the Teaching wing, Phase I, Phase II, the Atrium wing, and the Knuckle (see diagram below).

The Teaching wing is the part of the building that extends toward the McLaughlin library and contains washup, Chemistry Stores and the Biobar (see departmental resources further down). This wing contains the undergraduate laboratories for microbiology, biochemistry and chemistry.

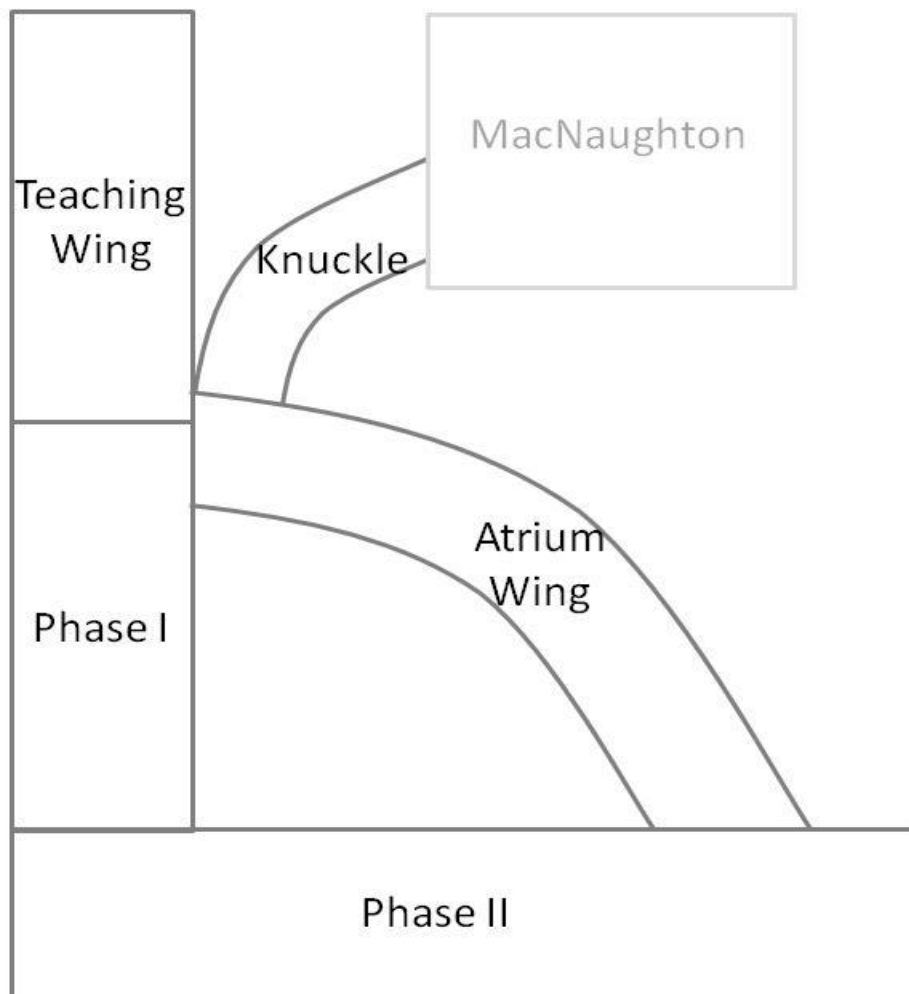
Phase I and Phase II contain all of the research laboratories and offices in the science complex. Phase I extends from the teaching wing to Gordon St. while Phase II lies parallel to Gordon St. and extends from Phase I to Alexander Hall. All floors in Phase I are used by MCB while only the 4th floor and part of the 3rd floor in Phase II are used by MCB. Phase II contains the lunch rooms which are equipped with fridges, microwaves and sinks. People in MCB have access to the lunchrooms on the 3rd and 4th floors. The 4th floor lunchroom also contains a water cooler with both hot and cold water. These rooms are communal and it is the responsibility of the users to keep them clean and tidy. Phase II also contains the mail room on the 4th floor (Room 4475) where the photocopier, fax machine, and mailboxes can be found. At the end of the hallways on the 3rd and 4th floors of Phase II are the administrative offices. On the 4th floor is the MCB Chair's Office, containing the Chair of the department, his or her secretary, the administration assistant, and the Departmental Secretary. On the 3rd floor is the Office of the Associate Dean of Research and Graduate Studies for CBS, where the Graduate Secretary's office is.

In addition to the three main wings, there is also the Atrium wing, which extends from the hallway between teaching and Phase I to the end of Phase II. This wing contains a number of small seminar rooms, plant and zoology teaching labs, and the poster printing office (see departmental resources).

The last wing is the knuckle which is the short wing that connects the Science Complex near the Atrium wing to the MacNaughton building which houses several departments, including Chemistry. This wing contains a number of offices for Lab and Course Coordinators as well as a seminar room on the ground floor.

For further information about the building and service, see the FAQ section on the MCB website:

<http://www.uoguelph.ca/mcb/formslinks/forms-links.shtml>



Gordon Street

PROCEDURES FOR INCOMING GRADUATE STUDENTS

University of Guelph graduate student registration

There are three semesters in every academic year: Fall (September to December), Winter (January to April) and Summer (May to August).

Every semester, graduate students have to register for the following semester by going into WebAdvisor (located on the University of Guelph homepage) and registering

for either UNIV*7510 Active FT Registration or UNIV*7520 Active PT Registration. In addition to this "course", you must also be registered in at least one other course every semester. For students who are taking a course that semester, it is enough to register for that specific course. For students who are not taking a course or doing their seminar or qualifying exam, they must register in UNIV*7500 Research/Writing. The course number for the qualifying exam is UNIV*7000 Doctoral Qualifying Exam.

Your student card, office keys, email address and miscellaneous info

Offices:

Once a student has been registered they will be assigned office space. Please note that offices are allocated based on availability with the plan that students from all labs on a given floor will be provided with desk space as close to their lab as possible, but not necessarily in the same office as their lab mates. It is not unusual to have 4 different labs represented in one office space. Office keys can be obtained from the Departmental Secretary for a refundable deposit of \$20 in cash. A few weeks into the semester, your name should appear on the sign beside the door.

Student Card and bus pass:

If a picture was provided to Graduate Studies for your ID card, a student card will either be mailed to your home address before the semester starts or sent to the ADR office (Karen White) for your arrival. Please note that for future reference your Employee Number is your student number preceded by 50. Remind your advisor to contact the Department Secretary so that your card can be coded to provide access to the building or you will be locked out after 5pm.

The bus pass is a small sticker that is placed on the bottom right corner of the student card. The sticker is only good for one semester so a new one must be obtained at the beginning of every semester. Graduate students receive stickers from the GSA office on the 5th floor of the UC. An email is sent out at the start of the semester indicating the times the GSA office is open. You can also pick up your sticker later in the semester but the office has limited office hours for this which are usually posted on the door of the office. There is usually a grace period of about a week at the start of semester where a valid bus pass is not necessary to use transit.

In addition to being the bus pass and library card, the student card is also required for access to the athletic centre as well as most of the rooms in the science complex. All science complex personnel, including undergraduates working in the department, have access to all of the hallways and stairwells in the building. The hallway doors are controlled by campus security who can be contacted through the staff in Chemistry Stores in case of a non-emergency problem with the locks. In general, the hallway and stairwell doors are unlocked from 8:30 - 5:00 Monday through Friday. Occasionally the doors lock during these times for unknown reasons, so it is wise to carry your card with you just in case. There are one or two doors which cannot be opened by swiping from the top down, but must be swiped from the bottom up to open (one 4th floor door in particular). Doors and locks to individual rooms and labs are looked after by the Departmental Secretary. Students are given access to the rooms associated with their faculty advisor. All "specialty" room access is at the discretion of the advisor and the Departmental

Secretary must receive this information via email from the advisor. Updates to the system are done at most once a week.

Laboratory doors can be unlocked in the morning by swiping the lock with your card, waiting until the green light stops flashing, and then immediately swiping again. These doors will automatically lock at 6:00 pm and will remain locked until the following morning, meaning that they can only be opened using the student card after 6:00 pm. Similar to the hallway doors, this time is not always consistent so it is safer to carry your card with you, especially later in the afternoon.

In the event that you manage to lock yourself out and there is no one around to let you back in, campus security has keys to all of the rooms in the building and will let you in if you call them. They frequently do not come quickly as this is considered a low priority (10 minutes is fast) and you have to show them your student card for identification. They also look to see that your name is on the list outside the door to ensure you are allowed access to the room in question. The Administrative Assistant updates these lists once a semester.

If you ever break your student card, or if it stops working, see the Departmental Secretary before you go to Student Client Services.

Email:

Students will be allocated email accounts when they register and this account is retained until approximately one year after the end of your program. Your email login information is the same as your WebAdvisor login info. All graduate students are entered into the departmental listserv and the graduate student listserv to receive building and student group mass information at the departmental level.

Mailboxes and photocopiers:

Photocopy codes for the various copiers available in the building are allocated for each lab and your faculty advisor will give you the five digit code for your lab. Please note that even though colour copying is an option on all copiers, this option is normally turned off for lab use.

Mailboxes are allocated for each research lab and located in Room 4475. Outgoing mail (even personal – stamped mail) may be left in the appropriate mail box to be sent out the next day.

Automatic stipend deposit:

Bring a void cheque or appropriate bank information to the Administrative Assistant (SCIE4479) so that your stipend can be automatically deposited into your account.

NEW GRADUATE STUDENTS

Selecting an advisory committee

See the Graduate Studies Handbook.

Introductory safety courses

All new students are signed up for the mandatory CBS Safety modules by Karen White in the first week of the semester. These courses are accessed through D2L, the University's online course environment, using your university ID (same as email and password) and must be completed in the timeframe indicated. Students must score a minimum 12 out of 15 score for each module to pass. See Health and Safety below for more information.

<https://courselink.uoguelph.ca/shared/login/login.html>

Selecting graduate courses

In the current Molecular and Cellular Biology program, all incoming Master's and PhD students are required to take two courses, MCB*6100 and MCB*6200 (formerly called the Brown Bag or Introductory Seminar). Detailed descriptions of these courses are provided in the Graduate Studies Handbook. These courses require the student to write a literature review and give a departmental seminar on their research. Incoming Master's students are also required to take an additional course which is usually decided upon by the student and the Advisory Committee. A list of MCB courses can be found by following the link below.

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradprog/mcb-courses.shtml>

*MCB*6100 and MCB*6200:*

MCB*6100 is a literature review of your intended area of study and includes a project proposal. It is due one week before your oral presentation.

MCB*6200 is a 30-35min oral presentation based on your literature review/project proposal. These seminars take place in the fall and winter semesters at 12pm on Fridays. The exact start and end dates of the series depends on the number of students enrolled. First year MCB grad students must attend all seminars in both semesters (attendance is recorded) even though you only register for the course in the semester you actually present. Your presentation date is scheduled through the Graduate Secretary. At the beginning of the semester, you will receive an email asking you to see her to schedule the seminar.

While you may not have to hand in/present anything until your second or third semester, preparation for these courses should begin as soon as you start your program.

Start Date	Semesters in which you must attend seminars	Semester in which you present	Semester in which you register for the two courses
September 2011	Fall 2011/Winter 2012	Winter 2012	Winter 2012
January 2012	Winter 2012/Fall 2012	Fall 2012	Fall 2012
May 2012	Fall 2012/Winter 2013	Fall 2012	Fall 2012

CURRENT GRADUATE STUDENTS

Remote access to library and scholarly articles

You can access scientific articles in journals to which the University subscribes

from any off-campus computer by logging in through the library's E-Journals list, found at <http://sfx.scholarsportal.info/guelph/az>. Simply search for the journal and then click on the link and sign in using your UoG login info (same as your email sign-in).

Seminar Series

Distinguished Speaker Seminar Series

Every two weeks throughout the Fall and Winter semesters the department invites a distinguished speaker to give a seminar and meet with the people in the department. Different members of the department host each speaker with support from the Departmental Secretary. Students are encouraged to attend all of these seminars and to meet with the visiting speakers. Individual and group meetings can be arranged by contacting Bertilla Moroni or the faculty member housing the visitor.

Brown Bag Graduate Seminar Series

This is a seminar series where the students enrolled in MCB*6200 present their project proposals to the department. Its name comes from the fact that the seminars are usually held over lunchtime and people frequently bring their lunches. The seminars are open to anyone who would like to attend in addition to being a requirement for first year students (see MCB*6100/6200 above).

CBS Graduate Student Symposium

Every year, usually in April, there is a one-day symposium where graduate students in the College of Biological Sciences (MCB, IB, and HHNS) present their work. All students in MCB are required to present in the form of an oral or poster presentation on that day unless they have taken MCB*6200 within that year or have a defense date set. Lunch is provided and the poster session at the end of the day is accompanied by a wine and cheese. The symposium is organized by graduate students in the college and is an excellent way to get involved. If you want to participate in some way, please contact Karen White at white@uoguelph.ca.

Committee meetings and progress reports

See the Graduate Studies Handbook.

MSc. To PhD. Transfer

See the Graduate Studies Handbook.

PhD. Qualifying Examination

The qualifying exam (also called the comprehensive exam) is a written and oral exam to determine whether or not a student is capable of the thought needed to complete a PhD. The exam is usually taken approximately a year after starting your PhD (see the Graduate Studies Handbook for specific deadlines). The course number for the qualifying exam is UNIV*7000*01 Doctoral Qualifying Exam. You and your Advisory Committee must ask the Graduate Studies Coordinator (in writing) to arrange the Qualifying Examination. This request will follow a meeting with your Advisory Committee the semester before that in which the exam will take place. For further information, see the Graduate Studies Handbook.

FINISHING UP

University regulations on thesis preparation and submission are available at: <http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-thesis.shtml>
In addition, the Graduate Studies Handbook provides department-specific guidelines for thesis format, thesis submission and examination, and Examination Committee Selection. The process of preparation, review and submission of a thesis usually takes approximately a semester (in some cases longer). A detailed schedule for submission of MSc and PhD theses can be found in the Graduate Studies Handbook and includes important deadlines such as submission of the thesis to the Advisory Committee for review, submission of a thesis Examination Request Form and scheduling of the examination. The last date for submission of a thesis and Examination Request Form to the Graduate Studies Coordinator is communicated (usually via e-mail) to students in the department each semester – this date is usually very close to the opening day of the semester. For Fall 2011, this is Sept 29 for PhD and Oct 13 for Master's.

FINANCES

Information regarding scholarships and finances can also be found in the Graduate Studies Handbook.

Your stipend

All students in the College of Biological Sciences who do not hold a major scholarship are guaranteed a minimum stipend of \$17,986.43 for Domestic Master's students and \$18,826.43 for Domestic PhD students. Part of this money comes directly from your advisor (the GRA) and part of it comes from being a teaching assistant (GTA).

Each semester, the distribution of GRA's (meaning how much you receive every two weeks) is calculated based on the number of days in the pay period and whether or not the student is holding a GTA (see Payment Breakdown below). With scholarships valued at more than \$2000 faculty, at their discretion, may reduce the amount of funding provided as a GRA. In these cases total funding to graduate students must be at least \$2000 above the minimum stipend levels.

For payroll entry, most information can be taken directly from the student's application. However, international students will need to provide a copy of their Study Permit, apply for a Social Insurance Number with Service Canada and bring the Administrative Assistant a copy of the number given to them. Service Canada is located on the corner of Silvercreek Parkway and Woodlawn Road.

Payroll Direct Deposit Form – form available at: <http://www.uoguelph.ca/hr/staff-faculty/pay/payroll-forms>
Biweekly pay information summaries are no longer printed and all new incoming personnel are advised of their pay through epay. Students receive an email before their first pay outlining the steps to using epay (electronic payment system).

Teaching Assistantship requirements

Part of your stipend comes from being a TA (the GTA). To maintain the stipend level guaranteed, all students must apply for at least 1.0 GTA (140 hours) per year. A full 1.0 GTA can be done in one semester, or it can be split into two and done as two 0.5 GTAs in the same or in different semesters. GTA positions are advertised and assigned based on undergraduate student numbers and the department's requirements each semester and all GTAs in the university are covered by CUPE Local 3913 collective agreement. Approximately six weeks before the end of each semester students are notified through the grad listserv that TA positions for the next semester will be advertised on WebAdvisor for a minimum of 10 days. Students must apply online for GTA positions and please note that the deadline date is firm. To apply for a GTA, go to the Teaching Assistant website at:

http://www.uoguelph.ca/sessional_ta/ta_post_view

Here you can select the courses from MCB and apply for the ones in which you would like to be considered. The first time you click "apply" you will be able to fill in your information and have the opportunity to upload your resume. You can also fill in the number of seniority points you have. Seniority points are based on how many times you been a TA and are posted in the 4th floor mail room at the same time as the email announcing the posting of the TA positions for the semester. Assignments are based on seniority and experience with the requirement that every graduate student who needs a position will receive one. However, you are not guaranteed to get the course you apply for and if you want to ensure you receive your TA for the semester, you must click "yes" to the question "Do you wish to be considered for all other assignments by the department(s) identified above for this semester?". This means that if you apply for a Botany course but someone with more experience gets that TA, you can still be offered one of the other positions and maintain your level of funding.

Once the TA positions have been allocated you will receive another general email indicating that TA offers have been placed in your lab mailbox for signature and return. During the first week of the semester there will be a mandatory ½ hour meeting called Chair's Orientation. The date and time for the Orientation and corresponding end of semester ½ hour Chair's Debriefing will be printed on your Assignment of Work Form that you will sign in consultation with your lab/course lecturer or demonstrator. If you fail to attend either meeting the equivalent pay will be deducted from the GTA stipend. All GTA's must complete Accessibility Training (this is provincially mandated and only has to be completed once), and one hour is allocated to this training as part of your Assignment of Work. If you fail to complete the training in the timeframe allowed, the equivalent one hour pay will be deducted from the GTA stipend. You will receive an email usually four weeks after the start of the semester telling you how to access the module. Please note that if you fail to complete the training in the semester you hold a GTA, and even though the money has been docked from your stipend, you will be required to complete the training the next time you hold a TA position. You are allowed to apply for more than the 1.0 requirement to make extra money; however there are not always extra GTA's available.

http://www.uoguelph.ca/adr-cbs/future/student_stipend.shtml

Tuition and Authorization for Settlement

The amount of tuition varies from student to student, depending on what year they started their studies. As of Summer 2010, tuition varies from approximately \$2100 to \$2300 per semester. In addition to tuition, there are also compulsory fees, some of which are due every semester (Athletic fees, Student Health Service fee, Bus Pass, etc.) and some of which are only due in the Fall semester (Health plan, dental plan, etc.). The dental plan can be opt-ed out of with proof of alternative coverage but this must be done within the first 30 days of the start of the semester. The place to opt-out is the Student Benefits Office on level 1 of the University Centre, next to the chiropractor.

Before every semester, all graduate students, regardless of how they are paying tuition, must complete an Authorization for Settlement form to indicate to the University how their fees will be paid. There is a date by which this must be done (<http://www.uoguelph.ca/registrar/studentfinance/index.cfm?deadlines>) and failure to submit by this date results in a \$60 fine.

There are several options for paying your tuition and fees: you can pay the full amount at the beginning of each semester using either online bank transfer or in person at Student Client Services (3rd floor UC), or you can have your tuition automatically withdrawn from your stipend or scholarship. There are a couple other options for those with special cases and these can be discussed with Student Financial Services (3rd floor UC). If you wish to pay your tuition up front please contact Student Financial Services to make special arrangements. For those who are planning on paying in person, there is a \$500 per day limit on all transactions through Student Client Services and credit cards are not accepted, so plan accordingly.

Tuition deduction authorization – **an internal deadline is set approximately three weeks before the University’s deadline.** If you are opting for payroll deduction click the appropriate box on your financial information page in Webadvisor and the Department will be notified that your pay information is required. If you have a major scholarship (NSERC, CIHR, OGS, OGSST) please check that box at the same website. Your award is automatically placed against your account and your tuition paid for the semester. You then receive a cheque for the balance. The longer you delay in completing the Authorization for Settlement information, the later in the semester you receive the balance of the award.

Payment breakdown:

Sample stipend for a Domestic M.Sc.:

Guaranteed stipend = GRA \$ 12, 554.00 + GTA \$5,432.43 (note that any increase to the GTA is negotiated through the CUPE 3913 Collective Agreement.) This would provide a total stipend of \$17986.43 annually. The GTA is paid out in two components as Salary and Bursary. Here is an example of how a stipend could be paid out over a give semester – please note that the dates used are for Fall 2011 and that the number of days used to calculate the GRA breakdown varies from semester to semester based on when the pay periods fall. Note that you will receive approximately \$5995 per semester, however the sources of these funds will depend on GTA assignments for that semester as outlined below. Be prepared that the first and last payments of the semester may be lower than the others.

Student does a 1.0 TA in the fall semester:

GRA per annum \$12,554.00
 guaranteed GTA/annum \$ 5,432.43 (new negotiated Fall 2011 rate for 1.0 GTA)
 total annual stipend \$17,986.43

total per semester \$5,995.47
 1.0 GTA in Fall Semester -\$5,432.43
 total GRA owed to student \$563.04

September 2 - January 5/12 (90 days) (semester now calculated by pay periods)

Pay date	GRA	GTA	GTA Bursary	Total
Sept. 15	\$ 62.56	\$ 418.16	\$ 132.08	\$ 612.80
Sept. 29	\$ 62.56	\$ 522.62	\$ 165.04	\$ 750.22
Oct. 13	\$ 62.56	\$ 522.62	\$ 165.04	\$ 750.22
Oct. 27	\$ 62.56	\$ 522.62	\$ 165.04	\$ 750.22
Nov. 10	\$ 62.56	\$ 522.62	\$ 165.04	\$ 750.22
Nov. 24	\$ 62.56	\$ 522.62	\$ 165.04	\$ 750.22
Dec. 8	\$ 62.56	\$ 522.62	\$ 165.04	\$ 750.22
Dec. 22	\$ 62.56	\$ 522.62	\$ 165.04	\$ 750.22
Jan. 5	\$ 62.56	\$ 52.27	\$ 16.50	\$ 131.33
Total	\$ 563.04	\$ 4,128.77	\$ 1,303.86	\$ 5,995.67

Student does a 0.5TA in the Fall semester:

GRA per annum \$12,554.00
 guaranteed GTA/annum \$ 5,432.43 (new negotiated Fall 2011 rate for 1.0 GTA)
 total annual stipend \$17,986.43

total per semester \$5,995.47
 .5 GTA for Fall Semester -\$2,716.52
 total GRA owed to student \$3,278.95

September 2 - January 5/12 (90 days) (semester now calculated by pay periods)

pay date	GRA	GTA	GTA Bursary	Total
Sept. 15	\$ 364.33	\$ 209.08	\$ 66.04	\$ 639.45
Sept. 29	\$ 364.33	\$ 261.31	\$ 82.52	\$ 708.16
Oct. 13	\$ 364.33	\$ 261.31	\$ 82.52	\$ 708.16
Oct. 27	\$ 364.33	\$ 261.31	\$ 82.52	\$ 708.16
Nov. 10	\$ 364.33	\$ 261.31	\$ 82.52	\$ 708.16
Nov. 24	\$ 364.33	\$ 261.31	\$ 82.52	\$ 708.16
Dec. 8	\$ 364.33	\$ 261.31	\$ 82.52	\$ 708.16
Dec. 22	\$ 364.33	\$ 261.31	\$ 82.52	\$ 708.16
Jan. 5	\$ 364.33	\$ 26.14	\$ 8.25	\$ 398.72
Total	\$ 3,278.97	\$ 2,064.39	\$ 651.93	\$ 5,995.29

Tuition deduction and payroll are handled by the Administrative Assistant (currently Sandra Good) and inquiries can be directed towards her.

<http://www.uoguelph.ca/registrar/studentfinance/index.cfm?app=tuition&level=gr>

Financial Need

The university has a number of awards based on financial need, called ACCESS awards. There is an orange/pink form available from Graduate Student Services (3rd floor UC) which you fill out at the beginning of September and again at the beginning of May. This form is the only document required to apply for all of the ACCESS awards. You need to give the form to the Administrative Assistant to fill out your GRA/GTA information and then take the form to the drop box near Student Client Services on the 3rd floor of the UC.

Transcripts

A transcript is an official document prepared by the Office of Registrarial Services that records the student's courses and grades. Transcripts, both undergraduate and graduate, can be ordered from Undergraduate Program Services and take 3 to 5 business days to process. Official transcripts cost \$10.00 per copy with additional charges for courier and/or facsimile services. For an additional fee, transcripts can be rushed and processed on the same working day the request is received. Students must have met all financial obligations to the University before transcripts will be released. *Students who are applying for provincial or federal scholarships can have the fee waived provided that they indicate that the purpose of the transcript is for an application and that transcripts are directly sent to the Graduate Secretary of the department (Carol Schlaht).*

College and Departmental Scholarships

Internal scholarships at the University of Guelph can be broken down into three categories; college level, department level and university level. There are currently 18 scholarships at the college and department level for students who are registered in the Department of Molecular and Cellular Biology. Some of these scholarships are only available for those who are eligible for financial need (i.e. receiving OSAP). Each award has different requirements and a different deadline. Some contain an application form while others do not. Most questions regarding scholarship applications can be directed to Lois Bamsey, the head of scholarships for Graduate Studies (lbamsey@uoguelph.ca). Separate applications are required for each scholarship. Descriptions of these scholarships can be found at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-cbs.shtml>

University Scholarships

Most scholarships at the university are not automatic, meaning that students must apply separately for each scholarship. There are numerous internal university scholarships that are open to graduate students from all colleges across campus. However, some of these scholarships may only be relevant to a few fields. Again, some

of these scholarships require students to be eligible for financial need. Descriptions of these scholarships can be found at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-uwia.shtml>

It should be noted that there may be additional scholarships which are open to graduate students but are not advertised by the university because they do not fall under the university's jurisdiction. For instance, the Graduate Student's Association (GSA) offers three bursaries for travel and compassionate leave. These may be found on the GSA website at; <http://www.uoguelph.ca/gsa/> . Any questions relating to the eligibility of these scholarships may be addressed to the GSA executive.

Provincial and Federal Scholarships

There are a number of federal and provincial scholarships available to MCB students, the most common of which are [NSERC](#), [CIHR](#), and [OGS](#). With the exception of those applying for the CIHR doctoral awards (in which case you apply directly to CIHR), all applications go through the department via the Graduate Secretary.

The department has its own internal deadlines for provincial and federal scholarships. These deadlines are different than those posted on scholarship websites and an e-mail from the Graduate Secretary is sent out to students at the beginning of the fall semester with these dates. It is worthwhile to note that the deadlines are all early in the fall semester and so it is important to start on the application before the beginning of September. At the beginning of each semester there are also information sessions held in the UC for each of the granting agencies where information on applying is provided and questions can be asked. An email from the Graduate Secretary at the beginning of the semester will provide more information.

Those students who are holders of NSERC and CIHR Research Awards (Tri-council Scholarships) also receive an additional scholarship from the university valued at \$5,000 per year. These are provided each year the eligible scholarship is held and no application is required. Tri-council scholarships are automatically deposited directly into a student account on a semester basis.

http://www.uoguelph.ca/adr-cbs/includes_content/pdf/PhDDomestic_Stipend.pdf

Tutoring

Many undergraduate and graduate students tutor. The university has created an online bulletin board called Tutoring At Guelph (TAG) to help connect students seeking academic assistance in specific subject areas with students who wish to tutor. This website can be accessed at <http://www.uoguelph.ca/tutoring/> . Students can login using their central login and password and create a profile to highlight their experience in related subjects. Profiles are deleted each semester so tutors must continually update their profile. TAG users must abide by all relevant University policies including but not limited to the [Acceptable Use Policy and Guidelines](#), [Academic Misconduct](#), and [Human Rights at the University of Guelph](#).

You cannot tutor a course you are currently TAing.

GETTING INVOLVED IN THE DEPARTMENT

There are numerous ways as a graduate student to get involved in the department.

Representatives for the Graduate Student Association. Each department on campus is allowed to elect two student representatives to represent the department on the Graduate Student Association (GSA). The function of the GSA is to advance the academic and social goals of graduate students on campus through advocacy, social and financial resources. Meetings are held on a monthly basis.

The Graduate Student Symposium organizing committee is involved in planning an annual symposium for graduate students in the College of Biological Sciences (CBS) to provide a forum to display research by means of either an oral presentation or poster. The purpose of the committee is to organize the event, pick a keynote speaker and fundraise, and meetings of the Committee usually start some time before Christmas. You can get involved by contacting Karen White at white@uoguelph.ca

The MCB Holiday party organizing committee is involved in planning the yearly Holiday (Christmas) party which usually occurs during the middle of December. The committee is actively involved picking a venue, menu, MCing and fundraising. A second main task of the committee is organizing and fundraising for the Adopt-A-Family program. Each year the department sponsors a family in need. The committee actively engages the department to donate items from the family's wish list or monetary gifts. Meetings generally start in mid-September and you can get involved by contacting Laleh Hatefi at lhatefi@uoguelph.ca.

The Graduate Student Learning Initiative (GSLI) is a collaborative program bringing together key campus services that support academic and professional skill development for graduate students. For a complete list of services see <http://gsli.uoguelph.ca/>. As part of the GSLI, the Centre for Open Learning and Educational Support (COLES) offers a wide variety of workshops each semester for graduate students to develop their teaching skills and further their professional development. A list of past workshops can be found at <http://www.tss.uoguelph.ca/id/ta/tadev.html>. In recognition of participation in Graduate Student Teaching Development workshops, students who complete a minimum of 12 hours during their Graduate Studies at the University of Guelph will receive recognition of participation signed by the Director of Teaching Support Services in the form of a "Teaching Development Program Passport". Please see the COLES website for more information <http://www.tss.uoguelph.ca/id/ta/tadev.html>.

In addition, COLES offers a 0.5 credit graduate course entitled "University Teaching: Theory and Practice", (UNIV*6800). More information including a course description can be found on the COLES website.

DEPARTMENTAL RESOURCES

Chemistry Stores

Chemistry stores is located on the 1st floor between the teaching wing and Phase I and is usually open from 8:30 until 4:30 (but is closed for lunch in the summer). There are many things that happen through Chemistry stores and the three people who work there, Karen Ingram (ingram@uoguelph.ca), Leanne Dickie (lkrick@uoguelph.ca), and Bill Barnes.

The store has everything from glassware, lab books, tape and paper towels to solvents like methanol and acetic acid. You can search for items in Chemistry stores online at:

<http://www.chemistry.uoguelph.ca/chis/>

All parcels coming to the building are received by chemistry stores. In addition, anything you want shipped (FedEx or Purolator) goes out through Chemistry stores.

Several pieces of departmental equipment are kept in Chemistry stores, like ultracentrifuge rotors, french press cells, projectors, and laptops. There are red and white binders just inside the window where you can reserve and sign out this equipment.

The departmental liquid nitrogen is handled through Chemistry stores.

Lastly, Karen and Leanne deal with all work orders for the building so if anything associated with the building breaks (lights go out, hallway doors stop working, lab is freezing cold, etc), you need to contact them.

Biobar

A number of companies stock refrigerated and frozen materials in the Biobar as a faster way for us to receive enzymes, molecular weight markers, etc. The Biobar is located on the 1st floor below the teaching wing (in the hallway next to ChemStores). A list of all stock can be found at the BioBar website : <http://www.uoguelph.ca/biobar/>. To use the BioBar, you place an order through the clerks as per usual with an indication that the item is in the BioBar. When the clerks process the order, you receive a form in the mailroom and you simply take that form to the Biobar to receive your order. Hours of operation for the BioBar are currently 1:15 – 3:15 pm Monday through Friday.

Wash-up

Wash-up is where the biohazard waste in the department gets autoclaved and disposed of and where communal glassware is cleaned and stored. It is located in room 4104A on the 4th floor in the teaching wing and is open from 8:30 – 4:30 Monday to Friday.

Biohazard waste:

There are 8 spots available for biohazard waste per day, four at 8:45am and four at 11:30am. There is a signup sheet for these spots located on the shelf in washup and you can sign up for up to two slots per autoclave run. Waste can only be dropped off the day of the autoclave run: waste for the morning run must be dropped off in the morning between 8:30 and 8:45am and waste for the afternoon run can be dropped off any time before 11:30am. All bags need to have the name of your advisor and your extension written on them.

Glassware:

Test tubes and various bottles are available for communal use from wash-up. Once you are finished with these, they need to be rinsed and returned to wash-up with lids in a separate container. Glass pipets can also be washed in wash-up. In this case, the lab buys pipets and then drops them off at wash-up in a container with the advisor's name. These are usually ready in about two days.

More information can be found at the end of the Frequently Asked Questions document on the MCB website:

<http://www.uoguelph.ca/mcb/formslinks/forms-links.shtml>

Clerks

The MCB clerks are located on the third floor in room 3449. They are responsible for all of the ordering done in the department. Forms with ordering and coding information are filled out and dropped off in room 3447. Forms for ordering can be found here: <http://www.uoguelph.ca/mcb/formslinks/forms-links.shtml>

Nora Teri (CBS Administrative Assistant and Clerical Supervisor) handles all reimbursements, petty cash, cheque requisitions and problems with vendors, clerks, or customs. Her office is SCIE3451 and travel claim forms can be found at:

<http://www.fin.uoguelph.ca/node/1011>

Computing and Communication Services

Computing and Communications Services (CCS) at the university provides a wide range of IT and communication services and support. These include internet connectivity, a campus wide e-mail and calendaring system, VoIP telephones and software distribution. All registered students are provided with an e-mail with the @uoguelph.ca domain that contains 1 GB of data storage. In addition, CCS offers web hosting, allowing students to generate their own webpage. The software distribution site includes many different programs available for students. Some are free software such as McAfee virus protection and others are available for a small fee such as the Microsoft Office Suite. For more information on services offered by CCS please visit; <http://www.uoguelph.ca/ccs/>. CCS can also be contacted via e-mail at 58888@uoguelph.ca or X58888 from campus phones.

Poster printing

There are currently two locations in the science complex where poster printing is completed. The College of Biological Sciences has a poster printing and illustration facility known as BioImage. This facility is located in SCIE 2309 and is run by Ian Smith (ismith@uoguelph.ca ext. 56192). Individuals who wish to use these services are encouraged to contact Ian to arrange a time for printing. The website for BioImage is <http://www.cbs.uoguelph.ca/services/bioimage/bioimage.shtml>. There is a form that needs to be filled out before the poster can be printed and it is found at <http://www.uoguelph.ca/mcb/formslinks/forms/bio-image-requisition.pdf>. Poster printing in the science complex is also available through the Department of Chemistry. This facility is located in SCIE 2107 and run by Uwe Oehler. Users from outside the chemistry department pay a premium for printing. Additional information and rates can be found at <http://www.chemistry.uoguelph.ca/posters/>.

Advanced Analysis Facility

A list of core research facilities available to MCB researchers can be found at:

<http://www.uoguelph.ca/mcb/research/research-mcb.shtml>

Most of these services are part of the Advanced Analysis Centre, which is meant to provide researchers access to state-of-the-art analysis equipment that is usually beyond the resource capability of a single-grant holder, and is meant to foster scientific collaboration. These services are typically offered to both on- and off-campus users for a fee and most require specialized training. Please refer to the AAC website for details on the use of specific equipment <http://www.uoguelph.ca/aac/>. Facilities that are part of the AAC include the Microscopy Imaging Facility, Fermentation Facility, Genomics Facility, Mass Spectrometry Facility, NMR Centre and X-Ray Diffraction and Scattering Facility. In addition, the University of Guelph Phytotron is located on the roof of the Science Complex and serves as the primary plant growth facility for researchers in the College of Biological Sciences. The goal of the University of Guelph Phytotron is to provide and maintain controlled environment space necessary for research and teaching. All new users of the Phytotron must complete orientation training. More information can be found on the Phytotron website: <http://www.uoguelph.ca/phytotron/>.

Electronic shop repairs

There is an Electronic Shop Repairs facility in the Chemistry department which is available for everyone on campus to use. Steve Seifried is the person who handles requests from MCB. There is an online form which must be completed to request assistance, found at:

http://www.chemistry.uoguelph.ca/cgi-bin/eshop.exe?action=v_requestform

Lab Services

In addition to the Advanced Analysis facility located in the building, there is also Lab Services which is a resource located on South Ring Road near the back of Canadian Tire. They have an Agriculture and Food Laboratory where you can get sequencing done and oligos synthesized, as well as an Animal Health Laboratory. The website for Lab Services is:

<http://www.guelphlabservices.com/>

HEALTH AND SAFETY

Health and Safety Courses

All new employees (including undergraduate and graduate students) must receive Safety Orientation training prior to the commencement of work. This is dictated by the Occupational Health and Safety (OHS) act. Safety Orientation training consists of generic training applicable to all employees as well as specific training which is dependent on the nature of the employee's work. Graduate students in MCB complete 3 online courses through CourseLink: WHMIS, Biosafety, and Lab Safety. Students are automatically signed up for these courses and will receive an email from the ADR's office upon

registering. There are also Radiation Safety and Animal Handling courses through Environmental Health and Safety:

<http://www.uoguelph.ca/ehs/>.

In addition, advisors are responsible for delivering “workplace-specific” training related to individual concerns pertaining to their laboratory.

Campus Security

Security on campus is provided by the University of Guelph Campus Community Police who are headquartered on Trent Lane. Police conduct foot, bicycle and vehicle patrols of the campus 24 hours a day, 7 days a week.

<http://www.police.uoguelph.ca/index.html#>

Campus SafeWalk

SafeWalk is a student-run volunteer organization dedicated to providing people on campus with a safe escort on campus after dark as well as helping to maintain a safe University community. The service is available seven days a week between 7:30 pm and 2:30 am, which corresponds to the closure of the library at 2:00 am. All phones on campus are programmed with the SafeWalk extension x53200. There is no charge to call this number from an on-campus payphone. For more information please visit;

<http://www.uoguelph.ca/~safewalk>

Health Plan

Each student pays a premium for health and dental coverage per policy year which is included in graduate tuition. The Student Health and Dental plans provide students with a comprehensive set of benefits. You are automatically enrolled if you are a full time graduate student at the University of Guelph. Students can decide to opt-out of the dental plan if they are already covered under another dental plan. Students must apply for a dental plan premium refund by completing a dental waiver form and providing proof of comparable coverage. The opt-out deadline for fall registrants is mid-September and for new winter registrants, late-January. Family coverage is also available for spouses, including common-law and same-sex partners and dependent children under the age of 21. For more information on the Student Health and Dental Plan please visit:

<http://www.mystudentplan.ca/uofguelph>

Health Services

Student Health Services is located in the J.T. Powell building on the east side of campus Health services include a dispensary for birth controls pills and other products prescribed by doctors at the clinic, flu clinics and a walk-in clinic. For more information on clinic hours and services offered please visit:

<https://www.uoguelph.ca/studenthealthservices/clinic>

Dentist/ Chiropractor/ Optometrist

The services listed above are located on the main level of the University Centre. Please visit the following links for more information or to book an appointment;

<http://www.dentistoncampus.com/>

UNIVERSITY PROGRAMS AND SERVICES

Parking

The University of Guelph Parking Services manages all 5281 parking spots on campus. Parking lots are located on the East, South and West sides of campus. Parking on campus requires a parking pass which can be purchased on a annual, bi-semester or semester basis. Yearly rate are approximately ~\$450 for commuters and \$300 for those living on campus, and \$60 for motorcycles. Semester rates range from ~\$100-150. The University also provides a limited number of metered parking spaces for short term use. For more information on parking and locations please visit:

<http://www.parking.uoguelph.ca/>

Athletics

The Department of Athletics, based in the W.C. Mitchell Building provides a wide range of fitness, recreational, lifestyle and interest activities to the University community and their families. Extensive use of the gym requires fees in addition to fees paid as part of the graduate student tuition. For more information on programs and services please visit:

<http://www.athletics.uoguelph.ca/>

Crisis and Counselling

Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED) is staffed by trained crisis support volunteers during office hours who can offer one-to-one support for people in crisis. These volunteers are not therapists or professional counselors but can offer a supportive ear as well as refer you to other resources and organizations. If you are in crisis and need assistance the following services at the university and in the community are available to you;

GRCGED <http://www.uoguelph.ca/~wrc/>

Sexual Assault Centre (SAC)	(519) 823-5806
Women in Crisis Guelph Office	(519) 836-1110
Sexual Assault Care & Treatment Centre	(519) 837-6440 x2728

Counseling Services, located on the third floor of the University Centre, offers individual counseling sessions to help support students as they work through the personal challenges that impair their ability to succeed at school and in other areas of their lives. Counseling Services is open during the fall, winter and summer semesters. Walk-in service is provided year round, however times vary depending on the semester. For more information visit;

<http://www.counselling.uoguelph.ca/counselling/>

Housing

In addition to undergraduate residences, the University of Guelph has a limited amount of on-campus housing which is reserved for graduate students. Graduate Student Housing operates 8 Graduate Houses located on the perimeter of the campus that are

between a 5 and 10 minute walk to the University Centre. All houses are shared accommodation in detached structures. These residences are rented on a per-semester basis. Graduate Houses are designated as either male, female or co-ed occupancy. A \$500 deposit is required to apply to graduate student housing. Graduate Housing fees are due at the beginning of each semester. Utilities are included; however phone, internet and cable must be hooked up by off campus suppliers and paid by the tenants.

There are also numerous rental locations close to campus. Normal rental contracts require a minimum 1 year rental however sublets are often available for those seeking short rental periods. Yearly rental contracts require a standard first and last month's rent upon entering into a contract. A comprehensive listing of rental properties that is accessible online at www.uoguelph.ca/och. This site provides resources for landlords and students in their efforts to rent and secure housing.

Food

Hospitality Services is an internal body which operates all food and catering services on campus. The 18 locations on campus range from coffee carts located in some buildings, to cafeteria style establishments. There is a wide range of food provided on campus which tailors to various tastes including numerous vegetarian and vegan options. The campus is home to chain restaurants which are run by Hospitality Services. This includes Tim Hortons (x3), William's, Second Cup, Star Bucks, KFC, Pizza Pizza, Subway, Harvey's, Swiss Chalet and others.

The **Ultra Meal Plan** is designed specifically for those students living Off - Campus, in the East Residence or the East Village Townhouses, the Ultra Food Plan provides a 10% DISCOUNT plus 8% HST SAVINGS on the majority of food purchases at all Hospitality Services locations. The minimum deposit is only \$195, but you can make the plan as large as you like and add money anytime in person or online.

For more information or to purchase a meal plan visit; <http://hospitality.uoguelph.ca/>