

GUIDE FOR NEW GRADUATE STUDENTS

Initial Responsibilities and Advice

Following admission and acceptance into the College of Pharmacy and Nutrition graduate program, students should adhere to the following sequence of activities:

WITHIN THE FIRST TWO MONTHS OF STARTING YOUR PROGRAM...

1. Meet with Your Supervisor and Advisory Committee

- Review the [Student-Supervisor Agreement](#) with your supervisor. A signed copy of the agreement should be forwarded to the Graduate Administrative Assistant. We recommend this agreement be reviewed every year.
- Complete the *PN-200 Program of Studies form* (under [Current Students](#)) with your supervisor and obtain approval by your committee.

2. Complete Payroll Information

For payment of scholarships and stipends, contact the Graduate Administrative Assistant to complete a payroll information form, provide a copy of the student's study permit, if applicable, and social insurance number, and complete the Employee Direct Deposit form and TD1/TD1SK Personal Tax Credits Return forms.

3. Register for Mandatory Courses

Register immediately through PAWS in the following mandatory courses.

- **994 or 996**
MSc students must always be enrolled in 994 (i.e., NUTR 994 or PHAR 994) and PhD students must always be enrolled in 996 (e.g., NUTR 996 or PHAR 996). Registration must be renewed every term (i.e., Spring/Summer, Fall and Winter terms) until all degree requirements have been completed. While 994 and 996 are not courses with lectures or assignments, they are required registrations to maintain your MSc or PhD enrollment status.
- **990 (PHAR 990 or NUTR 990)**
Students must register for PHAR 990 or NUTR 990 every Fall and Winter term throughout their studies. Requirements for this course are emailed to students at the beginning of each year from the 990 coordinator. The course typically involves professional development topics as well as presenting and reviewing scientific seminars.
- **GPS 960**
GPS 960 is an Introduction to Ethics and Integrity course that is offered online through PAWS. All graduate students must complete this course in their first term. It can be completed within a relatively short period of time. Depending on your

research project, you may also be required to take one or both of: **GPS 961** Ethics and Integrity in Human Research or **GPS 962** Ethics and Integrity in Animal Research. Check with your supervisor to determine if these additional courses are required for you.

- **Certification/Safety**

Depending on your research area, training may be a prerequisite to starting your research project. For example, students working in laboratories will require Biosafety and Laboratory Safety training. A student in clinical/applied research may need training in the use of statistical or qualitative software. Check with your supervisor to determine which training programs are needed. See the University's [Safety Resources](#) to access a list of available courses and instructions to register.

4. Access Resources and Student Support

- Obtain your student card, bus pass, or parking pass.
- Meet with members of the College's Graduate Student Council and participate in student events as much as you can.
- Explore the College of Graduate and Postdoctoral Studies and Library websites for graduate student resources and funding opportunities.
- Access [Student Supports](#) and register with [Access and Equity Services](#), if needed.

BEYOND THE FIRST 2 MONTHS...

5. Schedule Yearly Committee Meetings

It is strongly encouraged that students organize their own advisory committee meetings with assistance from their supervisor. The Graduate Administrative Assistant must be notified of all committee meetings at least one week prior to the scheduled date. The Graduate Administrative Assistant can assist with meeting scheduling if problems arise with room bookings or video conferencing.

A committee meeting must be held at least once per year. Students who do not hold a yearly committee meeting, without prior approval from the Associate Dean, Research and Graduate Affairs, will be ineligible for College of Pharmacy and Nutrition awards and scholarships, as this is a requirement of the graduate program.

6. Register for Program-specific Courses

All graduate students are required to complete coursework specific to their area of focus. These courses should be identified early in your program, with assistance from your supervisor and advisory committee and listed on your *Program of Studies form* discussed above. However, these courses do not have to be taken immediately. MSc students are required to complete 9 credit units and PhD students are required to complete 6 credit units before the end of their program.