

Department of Anthropology Graduate Orientation 2016-17

August 18, 2016



Who We Are

- Department Chair
 - *Professor John Galaty*
- Graduate Program Director
 - *Professor Ismael Vaccaro*
- Manager, Student Affairs
Arts Administrative Service Centre 2
 - *Connie Di Giuseppe*
- Graduate Program Coordinator
 - *Olga Harmazy*

Student Affairs Support Staff located in Leacock 712 detailed list:

<https://www.mcgill.ca/sociology/files/sociology/asc-lea2-who-does-what.pdf>



Upcoming Events

- **AGSEM TA training September 16th, 2016** - (registration is required, kindly register asap at: <http://mcgill.ca/skillsets/calendar/teaching/teaching-assistant-training>)
- Advising with done directly with your supervisor, ensure that you contact him/her before add/drop period is over.
- **PGSS/McGill Orientation-September 7th 4:00-7:00 pm** (Redpath Hall) <https://www.mcgill.ca/firstyear/graduate-postdoctoral/orientation/fall-downtown-campus>
- **Department Welcome Party - September 15th 4:00-6:00 pm**
Thomson House (basement level)
- **Classes begin-September 2nd** (lab component of course will only begin following first lecture)

Registration Dates for New Graduate Students

- Last day to register for registration confirmation courses without \$125 late fee - August 14, 2016
- Register for both Fall **and** Winter sessions
- Course add/drop deadline Fall term - September 20
- Course withdrawal deadline Fall Term with refund - September 27, no refund – November 1
- Course add/drop deadline Winter term - January 17
- Course withdrawal deadline Winter term with refund - January 27, no refund – March 7
- Important Key Dates reference for 2016-17
https://www.mcgill.ca/study/2016-2017/faculties/continuing/information/scs_key_dates

Registration Cont'd

- **Both MA & PhD** students **must register and attend** ANTH 609 D1/D2 Proseminar in Anthropology (a spanned Fall/Winter course, no work required), **attendance is mandatory** scheduled Monday's 12:30-2:30 in Leacock 738 unless otherwise advised.
- **Most** graduate students should register for: ANTH 602 & 603 Theory I & II (unless otherwise advised by your supervisor)
- **MA** student must register for: ANTH 694 MA Thesis Tutorial I (no lectures to attend)
- **PhD** students entering this year, there has been a slight change to the program (depending if you choose Category A or B)
- *Ismael – you may want to add something note worth at this point*
- STANDD Seminars are held on Friday's 12:30-2:30 in Peterson Hall, Room 116.

Academic Integrity Tutorial/Holds

- Mandatory otherwise a hold will be on your record until you complete the tutorial
- To be completed on MINERVA
- Other reasons you could have a hold put on your record
 - Enrolment Services has not yet received one or more of your final transcripts - **do not** send these documents to the department
 - Unpaid tuition or outstanding Library fees

Office Space

- Peterson Hall
 - Check for free available space
 - Request should be made through Meena Mohan, Leacock room 717
 - If not enough spots are available, preference are given to PhD students



McGill e-Mail

- **All students are required to have and use their McGill e-mail address.** E-mail is one of the official means of communication between McGill University and its students. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is the student's responsibility to ensure that the alternate account is viable.
- It is a violation of any user of official McGill e-mail addresses to impersonate the University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Computer User Conduct" and relevant federal and provincial legislation. More information about policy on e-mail communication with students can be found at:

https://www.mcgill.ca/secretariat/files/secretariat/e-mail-communications-with-students-policy-on_3.pdf



Teaching Assistantships

- Most students have already been assigned for Fall 2016 and all student must apply for Winter TA ships allocated for that term as part of funding package (this will be posted no later than Oct 15)
- If additional postings become available, they will be posted in the next couple of weeks
- If allocated a TA ship for Fall, fill out TA workload form with instructor and return to department office
- Payments are received every second Thursday with 1st payment around mid-September
- For more information, please contact Connie Di Giuseppe connie.digiuseppe@mcgill.ca

RA Ships/Funding

- Research Assistantships
 - may or may not have come in with an RA Ship as part of your funding package
 - you must seek out RA Ships with faculty members especially if you have no external funding
- **If you received some funding \$ in your 1st year in the form of a fellowship, please note that you will not receive this \$ in subsequent years therefore TA Ships and RA Ships will account for entire funding package. All RA ships are paid via the financial area, Franca Cianci, Manager, located at Leacock 718.**

Health Insurance

- Mandatory
- Apply for a Quebec Medicare card. There is normally a three month waiting period - you must be covered, in the interim, by another insurance policy. This coverage can be purchased through the PGSS office:
<http://pgss.mcgill.ca/>.



Fee Information

	Fees visible on Account Summary by Term	Payment Due Date
Fall Term		
New Students	Early August	August 31 , 2016
Winter Term		
Returning Students	Early December	January 5, 2017
Summer Term (MA's only)		
Returning Students	End of March	April 27, 2017

Reminder all students can opt to defer their tuition fees – for more information, please visit:

<https://www.mcgill.ca/student-accounts/node/33/#deferral>

<http://www.mcgill.ca/student-accounts/tuition-charges/fallwinter-term-tuition-and-fees/graduate-fees>



Proof of Citizenship

- New students who are Canadian citizens/Permanent Residents/Quebec Residents must submit proof of this in order to qualify for assessment of fees at the Quebec or Non-Quebec Canadian rate. If you have not done so, please visit the following website www.mcgill.ca/legaldocuments which will prompt you for information and indicate which documents you need to submit to Enrolment Services.

Resources

- Graduate and Postdoctoral Studies
<http://www.mcgill.ca/gps/>
- International Student Services
<http://www.mcgill.ca/internationalstudents/>
- New Student Information
<http://www.mcgill.ca/gradwelcome/>
- Forms page (add/remove concentration, late course add/drop, add undergrad course, etc)
<http://www.mcgill.ca/students/records/forms>