



## New Zoology Student Checklist

Review and complete (if applicable) [UBC Graduate School's new student checklist](#)

Familiarize yourself with the [UBC Zoology Current Students webpage](#): you'll find resources, contacts, departmental forms, department policies, funding information, courses, overviews of the PhD and MSc programs and their recommended timelines on our website

### **Before your program starts**

**Set up your UBC email:** all graduate students will need to get a UBC email account for UBC related communications. This is the email we will use for our departmental mailing lists. Using your UBC email is especially important when you conduct any UBC related business (eg. TA contacting students) as work emails contain personal information, such as information about students. [Learn about the different types of UBC emails here.](#)

**Get added to the graduate student mailing list:** send your UBC email address to [zool.gradprog@ubc.ca](mailto:zool.gradprog@ubc.ca)

**Apply for Teaching Assistantships:** this is mandatory if TAing is part of your funding package (please refer to the financial support form attached to your offer letter).

**Declare your GTA classification:** if you are TAing as part of your funding package, please email [zool.gradprog@ubc.ca](mailto:zool.gradprog@ubc.ca) and let me know which [GTA classification](#) you are:

- **GTA I** – A graduate student who has two (2) years' experience as a graduate student teaching assistant.
- **GTA II** – A graduate student with less than two (2) years' experience as a graduate student teaching assistant.

*\*2 years usually refers to an 8 month academic term (at UBC, it's Sept – April), 12hrs/week*

**Register for [courses](#) (if required for your program):** MSc students and direct entry (from a bachelors) PhD students require 12 credits of coursework completed (ideally in their first year). We highly recommend students take [BIOL 548K Grad School as a Process](#) on how to make the most of their degree. *Graduate student registration begins in June of each year for the following Winter Session (Sept – April).*

**Register in ZOOL 549 001 (MSc Thesis) or ZOOL 649 001 (Dissertation)** if you're not taking courses to maintain [continuous registration](#). Non-registration may also impact your eligibility for other things that depend on your student status (eg. Awards).

**Accept awards in Student Service Centre (SSC), if applicable:** awards will not be applied to your balance if you have not formally accepted your award

**Apply for your UBC Card;** if you're in Vancouver and need a photo to upload as your UBC Card photo, you can contact our Communications Coordinator, Sylvia Heredia: [sylviah@zoology.ubc.ca](mailto:sylviah@zoology.ubc.ca)



**Send in your hiring information:** unless you are fully funded by an award, you'll likely have some sort of appointment at UBC set up in order to pay your stipend. Please send your SIN (Social Insurance Number) document via email to [zool.gradprgm@ubc.ca](mailto:zool.gradprgm@ubc.ca) (please password protect it and send the password in a separate email).

If you don't have a SIN yet, information on obtaining a SIN can be found here: <https://students.ubc.ca/international-student-guide/international-immigration-health-insurance-faq-covid-19#sin>

**Send in a copy of your study permit (*international students only*):** international students also won't be able to apply for a SIN until they've received their study permit at the border.

***\*\*\*If you've worked at UBC before and have an employee ID, please let me know.***

### **During the first month of your program (September, May, or January)**

**Attend Zoology's Graduate Student Orientation** (save the date **Tuesday, September 5**): more details to follow

**If employed by UBC, complete mandatory training and send copies of your certificates (PDF) to [info@zoology.ubc.ca](mailto:info@zoology.ubc.ca):** once your appointment is processed, Workday (our HR/Finance system) will prompt you to take these courses. They should be linked via your CWL but we've had problems with them showing up correctly in Workday so please send a copy to the email above and always keep a copy of your completed training certificate as well.

**If employed by UBC, familiarize yourself with [Workday](#),** our online HR and Finance system. It is through Workday that your Graduate Research Assistantship (GRA), Graduate Teaching Assistantship (GTA), and other student appointments will be processed, and where you'll see your employment related payslips, tax slips, direct deposit, etc.

Please note that this is different from the direct deposit and tax slips you may see in your [SSC](#) which is specifically related to your student profile and awards/fellowships.

Once your appointments have been set up, you will be able to access Workday via your CWL. When you have a moment, you may want to take a look at Workday's Knowledge Base here: <https://isc.ubc.ca/> (CWL login required) for information on how to navigate Workday.

**Talk to your supervisor about which accesses and keys you need;** you must have completed the mandatory trainings and have your UBC Card before access can be granted. Different buildings may have additional training or access protocols so please double check with your supervisor directly.

**Review the recommended timeline on our website for your [MSc](#) or [PhD](#) program** so you can anticipate upcoming milestones and track your progress throughout your program