2022-2023

CPS Welcome Manual for New Graduate Students
Welcome to the Department of Chemical and Physical Sciences (CPS) at the University of Toronto Mississauga (UTM). We will be your “home” department in addition to your discipline specific graduate department at the St. George campus (i.e., Dept. of Cell & Systems Biology, Dept. of Chemistry, Dept. of Earth Sciences, or Dept. of Physics) during your graduate studies at the University of Toronto.

I am Michelle and I am the Graduate Student and TA Process Coordinator at CPS UTM. I drafted this document with you in mind! It includes several (hopefully helpful!) CPS and UTM specific information to help you with the transition.

If you have any questions, I am here to help and guide you. Feel free to contact me at cpsgrad.utm@utoronto.ca.
Contact Information of CPS Administrators

**Prof. Lindsay Schoenbohm**  
Professor of Earth Science & the Chair  
cpschair.utm@utoronto.ca

**Prof. Voula Kanelis**  
Professor of Chemistry & the Associate Chair, Research  
voula.kanelis@utoronto.ca

**Prof. Paul Piunno**  
Professor of Chemistry, Teaching Stream, and the Associate Chair, Teaching  
paul.piunno@utoronto.ca

**Mr. Marek Velits**  
Manager, Finance and Operations  
marek.velits@utoronto.ca

As indicated in the title, administrators are responsible for their specific area of expertise. The Chair oversees all departmental affairs with administrative support in research from Prof. Kanelis and administrative support in teaching from Prof. Piunno. Mr. Velits oversees the administrative and technical staffs and works closely with the associate chairs and the chair of CPS. You can always contact me at cpsgrad.utm@utoronto.ca for many of your enquiries (including confidential matters) and I will guide you to the right person and/or resources; however, if you feel that you can be best supported by one of the chairs or the departmental manager you are welcome to contact them directly.

Some examples of enquiries/matters that may be most relevant to you and to whom you can reach out:

- **Guidance regarding research related matters and conflicts in the research lab** – Prof. Kanelis
- **Guidance regarding teaching related matters and conflicts with the course instructor** – Prof. Piunno
- **Guidance regarding issues/conflicts involving administrative and technical staffs** – Mr. Velits
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<td>1</td>
<td>Get your UTORid and T-Card</td>
</tr>
<tr>
<td>2</td>
<td>Change your Campus Affiliation to UTM</td>
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<tr>
<td>3</td>
<td>Complete the Health and Safety Training</td>
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<td>4</td>
<td>Submit the Health and Safety Training Checklist</td>
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<td>5</td>
<td>Request Keys and Access to Labs</td>
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<td>6</td>
<td>Buy Parking Pass, if applicable</td>
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<td>7</td>
<td>Pick up a UPass</td>
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<td>8</td>
<td>Apply to TA Positions</td>
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<tr>
<td>9</td>
<td>Attend CPS Colloquium Talks</td>
</tr>
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### Important Dates*
*as indicated by the School of Graduate Studies (SGS). For your discipline specific important dates/deadlines, please contact your graduate administrator or visit their website.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>July 18</td>
<td>Registration for Fall session begins</td>
</tr>
<tr>
<td>August 1</td>
<td>Civic Holiday (University closed)</td>
</tr>
<tr>
<td>September 1</td>
<td>Recommended tuition fee payment deadline for students registering or starting their program in the Fall session to ensure payment is received by the registration deadline of September 16, and to avoid cancellation of registration and course enrolment. International students must make a payment by this date to ensure they are covered by the University Health Insurance Plan (UHIP) at the beginning of September.</td>
</tr>
<tr>
<td>September 5</td>
<td>Labour Day (University closed)</td>
</tr>
<tr>
<td>September 9</td>
<td>Coursework must be completed and grades submitted for Summer session courses and extended courses</td>
</tr>
<tr>
<td>September 12</td>
<td>Most formal graduate courses and seminars begin</td>
</tr>
<tr>
<td>September 14</td>
<td>Grades for all Summer session courses available for viewing by students on ACORN</td>
</tr>
<tr>
<td>September 15</td>
<td>Final date to submit final doctoral theses to SGS to avoid fee charges for 2022-23</td>
</tr>
<tr>
<td>September 16</td>
<td>Registration deadline for students registering or starting their program in the Fall (September to December) session; after this date, a late registration fee will be assessed. Minimum required payment due (unpaid fees from previous session[s] + 100% of current Fall tuition fee charges).</td>
</tr>
<tr>
<td>September 26</td>
<td>Final date to add full-year and Fall session courses</td>
</tr>
<tr>
<td>September 30</td>
<td>Payment deadline to avoid service charges on unpaid Fall (September to December) session tuition and non-tuition fees for students registered in the Fall session only, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on October 15.</td>
</tr>
<tr>
<td>September 30</td>
<td>Final date for receipt of degree recommendations and submission of any required theses for master's degrees for Fall Convocation without fees being charged for the Fall session</td>
</tr>
<tr>
<td>October 10</td>
<td>Thanksgiving Day (University closed)</td>
</tr>
<tr>
<td>October 31</td>
<td>Final date to drop Fall session courses without academic penalty</td>
</tr>
<tr>
<td>November</td>
<td>Fall Convocation information and dates are posted at governingcouncil.utoronto.ca/convocation.</td>
</tr>
<tr>
<td>November 30</td>
<td>Payment deadline to avoid service charges on unpaid Winter (January to April) session tuition and non-tuition fees for students registered in the Fall and Winter sessions, except for those who have successfully registered without payment because they are receiving Ontario Student Assistance Program (OSAP) or other government loans, a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on December 15.</td>
</tr>
<tr>
<td>December 15</td>
<td>Recommended tuition fee payment deadline for all tuition fees billed for the 2022 tax year (Winter 2022, Summer 2022, and Fall 2022) for students who want eligible 2022 tuition fee payments to be reported on the 2022 calendar T2202 tax certificate, available for students to view and print on ACORN on February 21, 2023.</td>
</tr>
<tr>
<td>December 19</td>
<td>Recommended tuition fee payment deadline for international students registering or starting their program in the Winter session (i.e., those who were not registered in the previous Fall session) to ensure they are covered by UHIP at the beginning of January.</td>
</tr>
<tr>
<td>December 20</td>
<td>Recommended tuition fee payment deadline for students registering or starting their program in the Winter session (i.e., those who were not registered in the previous Fall session) to ensure payment is received by the registration deadline of January 13, and to avoid cancellation of registration and course enrolment.</td>
</tr>
<tr>
<td>December 21</td>
<td>University closed for the winter break from Wednesday, December 21 to Sunday, January 1 inclusive. For the last day of classes before the winter break, consult your graduate unit(s).</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 2</td>
<td>University re-opens</td>
</tr>
<tr>
<td>January 9</td>
<td>Most formal graduate courses and seminars begin.</td>
</tr>
<tr>
<td>January 13</td>
<td>Registration deadline for students registering or starting their program in the Winter (January to April) session; after this date, a late registration fee will be assessed. Minimum required payment due (unpaid fees from previous session[s] + 100% of current Winter session tuition fee charges).</td>
</tr>
<tr>
<td>January 13</td>
<td>Coursework must be completed and grades submitted for Fall session courses.</td>
</tr>
<tr>
<td>January 16</td>
<td>Final date to submit doctoral theses without payment of incidental Winter session fees.</td>
</tr>
<tr>
<td>January 18</td>
<td>Grades for Fall session courses available for viewing by students on ACORN.</td>
</tr>
<tr>
<td>January 20</td>
<td>Final date for receipt of master's degree recommendations from graduate units and submission of any required theses for March or June graduation for master’s students without fees being charged for the Winter session.</td>
</tr>
<tr>
<td>January 20</td>
<td>Final date for all students to request that their degrees be conferred in absentia in March.</td>
</tr>
<tr>
<td>January 20</td>
<td>Final date to submit final doctoral theses for March graduation in absentia.</td>
</tr>
<tr>
<td>January 20</td>
<td>Students dually registered in the Fall session must be recommended for the master’s degree by this date to maintain their PhD registration.</td>
</tr>
<tr>
<td>January 23</td>
<td>Final date to add Winter session courses.</td>
</tr>
<tr>
<td>January 31</td>
<td>Payment deadline to avoid service charges on unpaid Winter (January to April) session tuition and non-tuition fees for students registered in the Winter session only, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on February 15.</td>
</tr>
<tr>
<td>February</td>
<td>Some Faculties offer a Winter session reading week, although SGS regulations do not require this. For example, the Faculty of Arts and Science Winter session reading week takes place from February 20 to 24. To find out if your Faculty has a reading week, please contact them directly.</td>
</tr>
<tr>
<td>February 20</td>
<td>Family Day (University closed).</td>
</tr>
<tr>
<td>February 27</td>
<td>Final date to drop full-year and Winter session courses without academic penalty.</td>
</tr>
<tr>
<td>March</td>
<td>March graduation in absentia information is posted at governingcouncil.utoronto.ca/convocation.</td>
</tr>
<tr>
<td>April</td>
<td>For the last day of Winter classes, consult your graduate unit(s).</td>
</tr>
<tr>
<td>April 7</td>
<td>Good Friday (University closed).</td>
</tr>
<tr>
<td>April 21</td>
<td>Final date for receipt of master’s degree recommendations from graduate units and submission of any required theses from master’s students for June Convocation.</td>
</tr>
<tr>
<td>April 21</td>
<td>Final date for submission of final doctoral theses for students whose degrees are to be conferred at the June Convocation.</td>
</tr>
<tr>
<td>April 21</td>
<td>For students obtaining degrees at June Convocation, coursework must be completed and grades submitted for full-year and Winter session courses.</td>
</tr>
<tr>
<td>April 21</td>
<td>Students dually registered in the Winter session must be recommended for the master’s degree by this date to maintain their PhD registration.</td>
</tr>
<tr>
<td>April 21</td>
<td>Recommended tuition fee payment deadline for students registering or starting their program in the Summer session to ensure payment is received by the registration deadline of May 5, and to avoid cancellation of registration and course enrolment.</td>
</tr>
<tr>
<td>April 30</td>
<td>Payment deadline to avoid service charges on unpaid Fall/Winter (September to April) session tuition and non-tuition fees for students who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, and/or sponsorships. Monthly service charges will begin accruing on May 15.</td>
</tr>
</tbody>
</table>
Accommodations for Religious Observances

Human Rights Code, which carries an obligation to accommodate religious requirements. Graduate students may only enrol in undergraduate courses with the approval of their supervisor or graduate unit. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate division’s calendar. Graduate students will be graded under the graduate courses with the approval of their supervisor or graduate unit. Students are responsible for meeting the deadlines and requirements of the course.

May
For the first day of Summer classes, consult your graduate unit(s).

May 5
Registration deadline for students registering or starting their program in the Summer (May to August) session; after this date, a late registration fee will be assessed. Minimum required payment due (unpaid fees from previous session[s] + 50% of Summer session tuition fees). (2)

May 8
Final date to enrol in May-to-June or May-to-August session courses.

May 12
Coursework must be completed and grades submitted for full-year and Winter session courses (except for extended courses). (4)

May 17
Grades for Winter session courses available for viewing by students on ACORN.

May 22
Victoria Day (University closed) (3)

May 26
Final date to drop May-to-June F section courses without academic penalty (8)

May 31
Payment deadline to avoid service charges on unpaid Summer (May to August) session tuition and non-tuition fees for students registered in the Summer session, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships. Monthly service charges will begin accruing on June 15. (3)

June
June Convocation information and dates are posted at governingcouncil.utoronto.ca/convocation.

June 26
Final date to drop May-to-August session Y section courses without academic penalty (8).

July 10
Final date to enrol in July-to-August courses (11)

July 14
Coursework must be completed and grades submitted for May-to-June F section courses (4).

July 19
Grades for May-to-June F section courses available for viewing by students on ACORN.

July 28
Final date to drop July-to-August S section courses without academic penalty (8).

August 7
Civic Holiday (University closed) (2).

Footnotes

1 University holiday schedule
2 To be registered, students must pay at least the Minimum Payment to Register Amount displayed on their current session ACORN invoice or have an approved request to register without payment (fee deferral) in place before the SGS registration deadline. A student’s status will change from “Invited” to “Registered” on ACORN when registration is complete. Students who successfully register without payment should arrange to make payments throughout the academic year as they receive funding from their scholarship, award, or other sources. Full payment of Fall and Winter session tuition and residence fees is due by April 30 at the latest. Students registered in the Fall and Winter sessions are not normally charged Summer fees. For students starting in the Summer, fees will appear in their ACORN invoice accordingly.
3 This allows up to 10 business days for processing and recording of the fee payment in the student’s ACORN account before the monthly service charge billing date for unpaid tuition and non-tuition fees. More information on service charges can be found on the Student Accounts website.
4 Graduate units may establish earlier deadlines for completion of coursework and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.
5 The precise dates of commencement of courses are determined by the graduate units; students are advised to contact the relevant graduate units for information. SGS maintains the 13-week graduate instruction period; however, if a course does not fall into the traditional 13-week period, the graduate unit will inform students of important dates and deadlines in the course syllabus. The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and spiritual beliefs. As per the Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances, the University will “...arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays.” For more information, please refer to Accommodation: Religious Observances.
6 A final thesis is the corrected, approved version of the thesis which is submitted to SGS following the Final Oral Examination.
7 Graduate units may establish earlier deadlines for completing degree requirements. Students are advised to consult their own graduate unit for information.
8 Graduate units may establish earlier deadlines to add/drop courses but these dates must clearly be communicated to students. The last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund. Please refer to the Tuition Fee & Refund Schedules for Graduate Studies on the Student Accounts website.
Academic fees for full-time doctoral students in the final year of their program, and who are before their maximum time limit, are pro-rated based on the 12-month academic year. Sessional incidentals will be charged at a full rate. Academic fees for doctoral students in the final extension year, and who are beyond their maximum time limit, are prorated based on 50% of the annual domestic fee for the 12-month academic year. Sessional incidentals will be charged at a full rate. For details, visit Final-Year Fees.  

Please refer to the SGS policy on Dual Registration under General Regulations section 6.1.13

Students who start their program in the Summer and returning Ontario Institute for Studies in Education (OISE) students who are only enrolled in July-to-August Summer courses are required to register by this date by paying the minimum tuition amount stated in their invoice.

Getting your UTORid & T-Card

UTORid and T-Card will be your identification within U of T during your graduate study.

- UTORid and T-Card – Once your acceptance is confirmed and you are registered, you will receive an email with instructions from the IT team re: getting your UTORid and T-Card set up. Step by step instructions can be found on the - https://tcard.utoronto.ca/get-your-utorid-tcard/.
  - If you would like to get your T-Card from the Mississauga campus, visit https://www.utm.utoronto.ca/iits/services/tcard-services for the instructions.

Campus Affiliation

In order for you to benefit fully from our funding opportunities (e.g., CPS Travel Grant), you need to be identified in ACORN as 'UTM affiliated.' By default, your affiliation will appear as your graduate department; however, affiliating with UTM will allow you to be eligible for funding opportunities at UTM in addition to those available in your graduate department. Please complete and submit the Campus Affiliation form on the SGS website and let me know after you have done so. This campus affiliation MUST be completed before October 31st for incoming students.

Health and Safety Training

In order for you to conduct research safely, Health and Safety trainings must be completed prior to your starting research and gaining access to CPS labs. The general Health and Safety training is required for everyone; however, you will also need to complete lab specific training based on your research needs. The CPS Health and Safety Representatives will offer the general training; see this Onboarding Training Checklist form; and your PI or someone that is authorized by your PI will provide the lab specific training.

Field Research Safety

If your graduate study involves field research, please review the Field (including all Off-Campus) Research Safety page of the Environmental Health & Safety office. You will need to review the appropriate guidelines and submit the review form before your research trip. If the field research is taking place outside of Canada, you will need to complete workshops offered by U of T Safety Abroad - https://safetyabroad.utoronto.ca/ well before your planned trip.
Keys and Access to Rooms

Key request to labs/office needs to be sent to the Dani Carranza (danielle.carranza@utoronto.ca), Financial and Administrative Coordinator. In your request, please indicate the room numbers (see below), your student number and UTORid, and copy your PI to indicate their approval. When the key(s) is ready for pick up, you will receive a confirmation email from someone at the UTM Facilities Management & Planning department with instructions on where and how to pick up the key(s). The Facilities Management & Planning office is located in room 2220 of the Maanjiwe nendamowinan (MN) building.

1. Research Lab Access – You will require a hard key for this and your PI will let you know the room number.
2. CPS Core Facility Access – CPS Core Facility is accessed using your T-Card and you will need access to DV3065. You must complete the Health and Safety Training before your access can be granted. The Onboarding Training Checklist form must be submitted to Michelle Bae (cpsgrad.utm@utoronto.ca) before your access to the CPS Core Facility is granted. If you have any questions re: the training, contact Peter Mitrakos, CPS Core Facility Manager, at peter.mitrakos@utoronto.ca. Peter will also share with you the link to the equipment booking system.
3. NMR Lab (DV2051B/C) Access – This specialized research lab is accessed using a VingCard key and you must complete the Health and Safety Training specific to NMR lab before your access can be granted. This training is not part of the onboarding training and will only be given to those who require access to the NMR lab. If you are unsure whether or not you need access to the NMR lab, please check with your PI and contact Dmitry Pichugin, Senior Research Associate for the NMR Facility, at dima.pichugin@utoronto.ca.
4. Graduate Student Office Access – You will require a hard key for this and your PI will let you know where you’ll be sitting and share the room number.
5. Mailroom Access – You will be assigned a code for the CPS Mailroom, and this is where you can access a photocopier/scanner as well as where your mailbox will be. Your mailroom access will be automatically granted by the CPS Financial and Administrative Coordinator once you join the lab at UTM, and you will be emailed the mailroom access code and the photocopier/scanner code.
6. Lunchroom Access – Lunchroom can be accessed using your T-Card and CPS currently has 3 lunchrooms on the 3rd (shared with Biology), 4th (shared with Biology), and 5th floors of the Davis Building. Depending on where your PI laboratory is located, your access will be automatically granted (e.g., if your PI lab is on the 3rd floor, you will have access to the 3rd floor lunchroom).
7. UTM Grad Lounge Access – This shared lounge can be accessed using your T-Card and it is located on the 2nd floor of the Davis Building (DV2068B). Your access should be automatically granted once you join the lab at UTM; however, if you are having difficulty with the access, contact me at cpsgrad.utm@utoronto.ca.
Transportation and Other Logistics

Parking
If you will be driving to campus, you’ll require a parking permit. Several options are available, and I suggest that you review and choose the option that is most applicable to you. For a list of permit options and their prices - https://www.utm.utoronto.ca/parking/permits/parking-rates.
The student permits are for sale starting Tuesday, August 9th at 10am. For any additional information on Parking, visit their website - https://www.utm.utoronto.ca/parking/.

UPass
UTM offers what is called a ‘UPass‘ and as a UTM affiliated student you are entitled to one. UPass allows you to unlimited fare-free rides on MiWay, Mississauga’s transit system. When boarding, you simply need to show the MiWay driver your UPass and the T-Card. A small fee for this automatically applies to all UTM affiliated students’ account and this is mandatory, and the UPass arrangement is coordinated with the Office of the Vice Dean, Graduate, and UTMAGS.

TTC Pass
Students who live in Toronto may wish to purchase the TTC Monthly Passes at a discounted rate. UPass cannot be used for TTC and vice versa. For more information on how to get this pass, visit https://www.ttc.ca/Fares-and-passes.

UTM Shuttle Bus between the Mississauga and St. George campuses
As a UTM affiliated student, you are eligible to use the UTM Shuttle Bus at no additional cost (you need to present your T-Card for scanning at time of boarding). Check the shuttle bus website for the schedule and for more information - https://www.utm.utoronto.ca/shuttle/welcome-university-toronto-mississauga-shuttle-bus-service-website.

CPS Colloquium
In order to be eligible for various CPS Graduate Funding (covered later in this manual), you will need to attend at least 15 seminars per year. These weekly seminars will be held in-person every Wednesdays between 3:10-4pm for both the Fall and Winter terms. The full schedule will be published on https://www.utm.utoronto.ca/cps/events.
Graduate Funding Opportunities at CPS

TA Opportunities

As part of your graduate study, you will receive a graduate funding package from your graduate department. Depending on your graduate program, your funding package looks slightly different, but this package is to help you secure adequate funding for the successful completion of your graduate study. As part of this base funding (Check out the SGS page for more information about base funding - https://www.sgs.utoronto.ca/awards-funding/how-funding-works-research-stream/funding-faqs/), you are to seek TA work. As a graduate student who is supervised by CPS Faculty and is UTM Affiliated, you are strongly encouraged to apply and accept TA work at CPS. The benefit of TAing with us is that you will also qualify for CPS grants/funds/awards!

The call for TA application for the entire academic year (runs September – April) usually goes out in June with offers being made in early August for the Fall courses and mid to late November for the Winter courses. All our graduate students are guaranteed TA hours as noted in their graduate funding package.

CPS Departmental Travel Grant

The Department of Chemical and Physical Sciences (CPS) provides graduate students with up to $2500 annually (May 1st – April 30th) to support travel to attend and present research results at academic conferences. Visit the webpage for eligibility criteria and application details - https://www.utm.utoronto.ca/cps/awards/graduate-scholarships-and-awards/cps-departmental-travel-grant.

CPS Departmental Computer Grant

The Department of Chemical and Physical Sciences (CPS) provides PhD students with a one-time funding of $1000 towards purchasing a personal computer. For application details - https://www.utm.utoronto.ca/cps/cps-departmental-computer-grant.

CPS Supplementary Degree Completion Grant

To help alleviate some stress around extended time in graduate students’ program, the Department of Chemical and Physical Sciences (CPS) provides up to $3000 to MSc and PhD students in their first year out of the funded cohort for a period between 3 to 6 months.

CPS Complementary Education Fund

The Department of Chemical and Physical Sciences (CPS) provides graduate students funding to pursue and expand their skill set and to explore research and/or professional topics that are not emphasized through training in the lab, field, or classroom. The granting year runs from May 1st - April 30th and students are eligible for up to a combined maximum of $500 annually. Any unused balances will be returned to the funding pool at the end of each granting year. For more information - https://www.utm.utoronto.ca/cps/cps-complementary-education-fund.
CPS Parental Leave Fund
The Department of Chemical and Physical Sciences (CPS), in collaboration with the School of Graduate Studies (SGS) and Graduate Units, provides financial support for UTM affiliated graduate students during their approved parental leave. The goal of this funding program is to offset the loss of funding as a result of taking an approved parental leave of absence so that there is no significant change to the take-home portion (i.e., base funding) of the graduate funding package amount. To learn more - https://www.utm.utoronto.ca/cps/graduate-studies-department-chemical-and-physical-sciences/cps-parental-leave-fund.

If you have questions about any of the above CPS funding opportunities, please feel free to let me know.

Graduate Award Opportunities at CPS
CPS Teaching Fellowship Program
To allow graduate students to develop their teaching skills and a teaching portfolio, the Department of Chemical and Physical Sciences (CPS) provides this annual fellowship to work on original and innovative lectures, tutorials, or new laboratory exercises in undergraduate courses. Call for application goes out in late April/early May. For more information - https://www.utm.utoronto.ca/cps/graduate-studies-department-chemical-and-physical-sciences/cps-graduate-perks/cps-teaching.

CPS Graduate Research Visit Program
With research becoming increasingly international, interdisciplinary, and collaborative, the Department of Chemical and Physical Sciences (CPS) will be providing funding to support research visits of MSc and PhD students to other Canadian or International institutions. Call for application goes out in early March with the research visits taking place over the summer (e.g., between April and August). For more information - https://www.utm.utoronto.ca/cps/cps-graduate-research-visit-program.

Location of Key Areas for Graduate Students
Centre for Graduate Mentorship and Supervision (CGMS)
CGMS supports successful mentorship and supervisory relationships using a unique person-centered, solution-oriented approach. As there is no one-size-fits-all solution to conflict management and resolution, CGMS offers personalized support to students, supervisors, and mentors to assist them in effectively navigating their supervisory and mentorships relationships. You can call (416-978-2379) or email (cgms@utoronto.ca) for confidential support regarding your mentorship or supervisory relationships. That's it. No forms and paperwork. No need to send multiple emails or coordinate between departments. Just call or email and CGMS will be there to provide direct assistance and coordinate other supports. For more information - https://www.cgms.utoronto.ca/about/.
Centre for Graduate Professional Development (CGPD)
CGPD works as a hub for graduate students’ professional development needs and is available to students in all three campuses. To learn more about their professional development resources and the public scholarship programs, visit - [https://www.cgpd.utoronto.ca/](https://www.cgpd.utoronto.ca/).

Robert Gillespie Academic Skills Centre (RGASC)
The RGASC offers several programs for graduate students looking to advance their academic and non-academic skills. Examples of available support include writing support for grant applications, research proposals, thesis, presentation skills, dossier, etc. via one-on-one meeting with a writing instructor, writing group, and workshops that are relevant to your graduate study. They also host annual Graduate Professional Development Conference (GPDC). More information can be found on their website - [https://www.utm.utoronto.ca/asc/graduate-students](https://www.utm.utoronto.ca/asc/graduate-students).

Office of the Registrar
You may need a visit to the Office of the Registrar (e.g., to return marked exams as part of your TA duty), and it is located in the main floor of the Kaneff Centre/Innovation Complex (KN).

Information & Instructional Technology Services (I&ITS)
From getting your T-Card to getting any IT issues fixed, UTM I&ITS is there to help you! It is located in the Atrium of the CCT Building for in-person drop ins, but you can also schedule an appointment using the UTM Service Portal - [https://uoft.service-now.com/utm](https://uoft.service-now.com/utm).

UTM Print Shop
Do you need to print a poster for an upcoming conference? UTM Print Shop can help you - [https://www.utm.utoronto.ca/hospitality/more-about-copy-print-services](https://www.utm.utoronto.ca/hospitality/more-about-copy-print-services)! You can submit a request using the IT ticket system in the UTM Service Portal, but if you prefer to talk to a staff member the shop is located in the basement of the Davis Building, room 1132, down the hall from the Bookstore.

Indoor Area for Sitting/Dining
UTM Campus has several dining areas that are open for students. One of the closest ones to CPS areas is the Food Court on the 2nd floor of the Davis Building, but Colman Commons in the Oscar Peterson Hall (student housing for undergraduate students) offers full meal options. For a full list of dining options and to check what is open/closed during COVID, visit the Food Services webpage - [https://www.utm.utoronto.ca/hospitality/campus-food-service-locations-2019-20](https://www.utm.utoronto.ca/hospitality/campus-food-service-locations-2019-20).

Outdoor Area for Sitting/Dining
**Deerfield Patio** – there are also some seating areas by the Deerfield (DF) building! This is quite close to the Starbucks in the building, so why not enjoy a coffee break here! [http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=304](http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=304)
CCT Courtyard – this beautiful area between the David Building and the CCT building is available with patio furniture for you to sit and relax or eat your lunch! To take a look at how it looks - [http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=24](http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=24). If you are lucky, you might catch a food truck by the main entrance of the CCT Building! Smoke’s Poutinerie and BeaverTails are the regular trucks you’ll see parked here! This of course was before the COVID pandemic...

IB Patio – this area is right by the IB Court and is furnished with patio furniture where you can enjoy coffee/tea from Second Cup or a ready-made meal in the IB Court. To catch a glimpse of how the area looks - [http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=255](http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=255). If you get lucky, you might spot UTM deer in the summer/fall or snowy owls on treetops in the winter time!

Kaneff Patio – not too far from our Davis research wing, you will find this area between the Davis Building and the Kaneff Building. In need of some coffee/tea or snack? Second Cup is only few steps away from this patio area in the Kaneff building. [http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=321](http://registrar.utm.utoronto.ca/booking/show_more.pl?unique_room_id=321).

Safety Matters

Community Safety Office - [https://safety.utoronto.ca/](https://safety.utoronto.ca/) or 416-978-1485

Work Alone Program – if you work alone or in an isolated area of the campus, consider registering with this program and receive regular check-ins from UTM police officers. To sign up, either stop by the UTM Campus Safety office in DV3116 or call 905-828-5200.

WalkSafer Program – if you prefer not to walk alone on campus (day or night), WalkSafer escorts will walk you to your destination. To register, contact WalkSafer at 905-607-SAFE (7233).

UTM Campus Safety - [https://www.utm.utoronto.ca/campus-police/campus-safety](https://www.utm.utoronto.ca/campus-police/campus-safety) or 905-569-4333 to report any suspicious activity or 905-828-5200 for general inquiries.

Mental Health Matters

U of T My Student Support Program (My SSP)

U of T My SSP provides students with real-time and/or appointment-based confidential, 24-hour support for any school, health, or general life concern at no cost to you. You can call or chat with a counsellor directly from your phone whenever, wherever you are. U of T My SSP is available 24/7 at 1-844-451-9700. For more information, visit [https://mentalhealth.utoronto.ca/my-student-support-program/](https://mentalhealth.utoronto.ca/my-student-support-program/).

Student Mental Health Resource

This hub of resources has the tools, strategies and experts to help you with your mental health journey. Visit [https://mentalhealth.utoronto.ca/](https://mentalhealth.utoronto.ca/).
Mental Health Supports by UTM Office of Student Affairs and Services
UTM Office of Student Affairs and Services has created a Mental Health Supports Website to assist students, faculty, and staff to find the appropriate wellness resources and connect with meaningful forms of support. Visit https://www.utm.utoronto.ca/mental-health-supports/.

Employee & Family Assistance Program (EFAP)
The EFAP program offers confidential short–term counselling, coaching, information, and support for all types of issues relating to mental health, health management, and achieving greater personal and workplace well-being. For more information, visit https://hrandequity.utoronto.ca/employees/efap/.

Mental Health Resources for Managing Distressing or Complex Student Situations – Quercus Course Page managed by the Office of Student Affairs and Services
Recognizing Faculty, Staff and Teaching Assistants are often the first people to become aware that a student is in distress or struggling, this site will assist you to identify, respond to, and seek additional support when helping students through difficult times. The self-guided resources include guides, informational material, presentations, and videos to help build your capacity to support these students. Enroll by visiting https://q.utoronto.ca/enroll/E96ELT.

Campus Life/Support Groups and Resources

Student Associations at UTM
- Chemical and Physical Sciences Graduate Student Association (CPS GSA) – cpsgsa@utoronto.ca. For a list of executive team, visit https://www.utm.utoronto.ca/cps/graduate-studies-department-chemical-and-physical-sciences/cps-graduate-student-association-gsa.
- University of Toronto Mississauga’s Association of Graduate Students (UTMAGS) - https://utmags.sa.utoronto.ca/.
- CUPE Local 3902 Unit 1 represents you in your capacity as Teaching Assistants and Student Course Instructors (if teaching an undergraduate course is your passion). Currently, the UTM steward is vacant, but all your union related details can be found on the CUPE3902 Unit 1 webpage - https://www.cupe3902.org/unit-1/.

Resources at the Mississauga Campus
- Equity, Diversity & Inclusion Office - https://www.utm.utoronto.ca/edio/.
- Health & Counselling Centre - https://www.utm.utoronto.ca/health/.
• International Education Centre - https://www.utm.utoronto.ca/international/.
• Notary Notice - https://www.utm.utoronto.ca/sas/notary.
• Recreation, Athletics & Wellness Centre (RAWC) - https://www.utm.utoronto.ca/athletics/.
• Transit - https://www.utm.utoronto.ca/sas/transit.

Resources at the St. George Campus
• Centre for International Experience by Student Life - https://studentlife.utoronto.ca/department/centre-for-international-experience/.
• Health and Wellness by Student Life - https://studentlife.utoronto.ca/department/health-wellness/.
• Mental Health Care by Student Life - https://studentlife.utoronto.ca/service/mental-health-care/.
• Office of the Vice Provost, Students - https://www.viceprovoststudents.utoronto.ca/.
• Recreation - https://www.recreation.utoronto.ca/.
  o Athletic Centre - https://kpe.utoronto.ca/facility/athletic-centre.
  o HartHouse - https://harthouse.ca/fitness/.
• Accessibility Services Graduate and Professional Program Student Handbook - https://studentlife.utoronto.ca/task/read-the-handbook/

Resources at the School of Graduate Studies (SGS)
• SGS GradHub - https://www.sgs.utoronto.ca/gradhub/#explore
• SGS Supervision Guidelines for Students - https://www.sgs.utoronto.ca/resources-supports/supervision-guidelines/supervision-guidelines-for-students-section-1-introduction/