

SFU

FACULTY OF EDUCATION
GRADUATE PROGRAMS

Graduate Student Orientation Handbook

2009



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GRADUATE REGISTRATION PROCESS

COURSE REGISTRATION (Graduate General Regulation 1.4)

<http://students.sfu.ca/help/>

goSFU Help Line: 778-782-6930

Monday – Thursday 9:00 a.m. – 6:00 p.m.

Email: gofsu@sfu.ca

Friday 10:00 a.m. – 4:30 p.m.

During class enrollment periods the hours are extended to 7:30 a.m. – 7:30 p.m. (excluding holidays and university closures)

Registration for the Fall 2009 (term 1097) begins on Monday, July 6, 2009 and must be completed by September 4, 2009. Go to <http://gofsu.ca> and log in with your SFU computing ID and password. If you are having difficulty please refer to <http://students.sfu.ca/help/sishelp>.

Graduate students are required to enroll every term until all requirements for the degree have been completed. Options include registration in courses, comprehensive examination, thesis or on leave. A student who does not register is considered to have withdrawn from the University (Graduate Regulation 1.4.3, Simon Fraser University Calendar).

Every graduate program in the Faculty of Education offers courses in unique sequences and some offer the possibility of enrolling for two courses each term. Please refer to the letter sent to you by your program's academic coordinator for further details.

COURSE AUDIT (Graduate General Regulation 1.4.6)

Graduate students may audit graduate courses, with permission of the instructor, senior supervisor and the Graduate Programs Office in the Faculty of Education. Such audits are recorded as AU on your transcript. Prior to enrollment, the student and instructor must agree on the requirements for auditing the class. These requirements must include regular attendance at class meetings, completion of readings and participation in class activities. Audited courses will not count toward degree requirements. PLEASE NOTE: If you audit a course you must also enroll for an additional course for which you receive graduate credit

COURSE OUTLINES

Course outlines are available on our web site (www.educ.sfu.ca/gradprogs, Current Students, Course Outlines). Please refer to this site for outlines from previous terms as well.

COURSE TEXTBOOKS

<http://www.sfu.ca/bookstore/coursebooks/coursebooks.html>

Burnaby Bookstore

Telephone: 778-782-3656

Maggie Benston Student Services Centre (8000 level)

Hours: Monday – Friday 9:00 a.m. – 4:30 p.m.

Closed Weekends and Holidays

Email: bbybooks@sfu.ca

Surrey Bookstore

Telephone: 778-782-7537

250 – 13450 – 102nd Avenue, Surrey, B.C. V3T 0A3

Hours: Monday – Friday 10:00 a.m. – 3:00 p.m.

Closed Weekends and Holidays

The SFU Surrey Bookstore will be closed for the summer beginning June 8.

Email: srybooks@sfu.ca

Vancouver Bookstore

Telephone: 778-782-5048

555 West Hastings Street, Vancouver, BC, V6B 4N4

Hours: Monday – Friday 10:00 a.m. – 6:00 p.m., Saturday 10:00 a.m. – 5:00 p.m.

Closed Sundays and Holidays

Email: hcbooks@sfu.ca

Learning materials are available at the campus bookstore where the course is being taught. These books are organized by department and then numerically by course number. Materials are also available via the Bookstore's eService.

REQUISITE WAIVERS

The Student Information System will prevent you from enrolling in a course if you do not have a required undergraduate or graduate requisite course (or the requisite does not appear on your SFU academic record). Requisites are listed in the SFU Calendar. For permission to register in a course for which you do not have the requisite but believe you have the background and ability, please contact the instructor. If they are in agreement, the assistant for your program must receive an email approval from the instructor in order to provide access to the course. Please note that the system is unable to recognize requisites from a different university.

ON LEAVE REGISTRATION (Graduate General Regulation 1.8.4)

Students may apply to go on leave if all of the following conditions are satisfied in that term: the application is being made during the term registration period (i.e., before the last day to register), if a situation arises which makes it necessary to interrupt the graduate program, and no substantial use will be made of university facilities. If exceptional circumstances like illness, accident, disability, pregnancy or parental responsibilities prevent you from registering for a course, you are expected to present documentation to support your request to have the on-leave fee waived and to ensure that this term is not counted towards the length of time in your graduate program. You must complete an On-leave Graduate Registration form (<http://www.sfu.ca/dean-gradstudies/forms/>) and obtain your Senior Supervisor or Pro Tem Advisor's signature. Submit this form to the assistant for your program. The Graduate Programs Office can obtain the required signature(s) for you but extra time must be allowed for this (one extra week). Library privileges are stopped when students register on leave. Access can be purchased at the Library Circulation Desk at a cost of \$20 per term.

Students who wish to enrol on leave for more than three sequential terms must submit a written explanation to the Graduate Programs Office for all subsequent on leave enrolments. These applications require approval of the Dean of Graduate Studies.

DIRECTED READINGS

Directed Readings courses are available if a student wants to design a course not offered in the regular curriculum. A Request for a Directed Readings/Fieldwork form is available from our web site: www.educ.sfu.ca/gradprogs/current/index/html. Completed forms (including the Instructor's signature) should be forwarded to the assistant for your program at least 3 weeks before a term begins. Please include the course number and units; and the Description Title for the Directed Reading. Once approval has been obtained the program assistant will register you for the course. Please note that only SFU faculty members are eligible to supervise Directed Readings. You will receive a copy of the request approved by the Graduate Programs Office.

UNDERGRADUATE COURSES

If an undergraduate course is recommended or required please contact the Undergraduate Secretary for the department offering the course. You will still need to register for a graduate level course as well.

WESTERN DEANS' AGREEMENT

<http://dean-gradstudies/forms>

Under the terms of the Western Deans' Agreement, graduate students of participating western Canadian universities can apply to take courses that are not available at their home university. Participating universities includes: Athabasca University, Brandon University, University of Alberta, University of British Columbia, University of Calgary, University of Lethbridge, University of Manitoba, University of Northern British Columbia, University of Saskatchewan, University of Regina, and University of Victoria. For example, sometimes a SFU student may want to take a relevant course at UBC. Contact your program assistant for further information on the procedures and timing. The processing of the request from the time you initiate it to the time you are enrolled at SFU takes approximately six weeks. Transfer credit is awarded for the course taken, but the grade obtained is not included in your gpa calculation. You are required to provide SFU with an official transcript from the host institution after completion of courses taken under the Western Deans' Agreement. You cannot audit courses taken under the WDA.

COURSE GRADES (Graduate General Regulation 1.5 Academic Standing)

You can check grades at the end of each term, as they become available, on the Student Information System.

INDIVIDUAL PROGRAMS

Registration for Individual Program students is completed by the Graduate Program Assistant. Please contact her at 778-782-4215 or email educmast@sfu.ca. Provide the course number as approved on your Study Plan. Changes must be submitted to the Graduate Programs Office on a Changes to Individual Program Study Plan form (with the Senior Supervisor's signature and your signature included) before the request can be considered by the Director of Graduate Programs and course registration subsequently completed. Students on an Individual Program must meet all registration deadlines.

GRADUATE TUITION FEES

TUITION

Effective September 2009, the per term full-time tuition fee is \$1,565.60.

ADDITIONAL FEES

The following Board of Governors approved fees are assessed for each student every term:

Student Activity fee (except students registered on-leave)	\$60.65
Student Services fee (except students registered on-leave)	\$38.62
Recreation-Athletics fee (except students registered on-leave)	\$64.36
Universal Transit Pass (U-Pass) (except students registered on-leave)	\$104.36
Graduate Student Extended Health Plan (single coverage)	TBA
Graduate Student Dental Plan (single coverage)	TBA

PAYING FEES

All new students must pay a \$100 non-refundable admissions deposit on the Student Information System under "Make a Payment". You can pay under the \$100 admissions deposit by credit card. However, credit cards are not accepted for tuition and other student fees. Internet banking is the best and quickest for fee payment. Please allow 2-3 business days for your deposit to be processed before you can enroll. Please refer to <http://students.sfu.ca/fees/howtopay/index.html> for a list of financial institutions offering internet/telephone banking.

If you need to set up Internet banking, please contact your bank or credit union. If Internet banking privileges have already been set up on the web:

1. set up Simon Fraser University as a Bill Payee on your account
2. use your SFU student number as the account/invoice/billing number (Note: some banking institutions look for a 10 digit number for the student/billing number. In this case, add a zero to the beginning of your student number.)
3. go to "make a payment"
4. enter amount of payment
5. record "confirmation number" for your records
6. allow two to three business days for the payment to be posted to your SFU student account

If you pay by cheque or money order:

1. make it payable to "Simon Fraser University"
2. print your SFU student number clearly on the front
3. deposit it in the large red and blue mailbox located inside the top level of the Maggie Benston Student Services Centre, or mail it to: Student Accounts, Student Services, MBC 3000, Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6

Please allow five working days for your payment to be posted. Please do not mail cash to the University. SFU does not accept responsibility for payments lost in the mail.

NOTE: There is a \$25 administrative handling fee for all returned cheques.

You can pay in person by cash, cheque or debit card at the Registrar and Information Services counter at:

1. SFU Burnaby, Maggie Benston Student Services Centre 3000, Monday to Thursday 9:00 a.m. – 6:00 p.m. and Friday 10:00 a.m. – 4:30 p.m.

2. SFU Vancouver: 515 West Hastings Street, Vancouver, Monday to Thursday 10:00 a.m. – 7:00 p.m. and Friday 10:00 a.m. – 5:00 p.m.
3. SFU Surrey: Mezzanine Level, 13450 – 102 Avenue, Surrey, Monday to Friday 9:00 a.m. – 4:30 p.m.

YOUR STUDENT FINANCES

Your current fee status can be checked at <https://go.sfu.ca>.

OUTSTANDING FEES

Outstanding fees on your student account must be paid by the due date of each term (second Friday of the term). You will be assessed a late fee penalty on the outstanding overdue balance on your account. The rate is 2% per month (24% per annum). If you have outstanding fees on your student account you cannot enroll in a subsequent term.

WITHDRAWAL FROM TERM

If a student withdraws from the graduate program without completing the degree before the end of the term or withdraws from the term, refunds will be calculated from the date the student officially notifies the Director of Graduate Admissions and Records in writing of his/her withdrawal from the term and/or from the University. Withdrawal in the first month of the term will result in a refund of 75% of the tuition fees and in the second month of the term a refund of 50% of the tuition fees

FEE REFUND REQUEST

If you are eligible to receive a fee refund, please complete the refund request form at <http://students.sfu.ca/forms/refundrequest.pdf> and either FAX the form to 778-782-4263, mail it to Student Accounts, Student Services, Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6, or drop it off at **any** Registrar and Information Services counter at **any** of the SFU locations.

INCOME TAX FORM (T2202A) FOR TUITION

<http://students.sfu.ca/fees/taxinfo.html>

SFU students can print T2202A tuition tax receipts from the web. These forms are normally available around March 1st.

- Login to the Student Information System with your SFU computing account
- Click on "T2202A Data"
- Find the tax year of interest in the search page
- From the T2202A Data page, click the printer-friendly T2202A link
- A printer-friendly T2202A should appear in a separate window

Further information is available at <http://students.sfu.ca/fees/taxinfo.html>

UNIVERSAL TRANSIT PASS (U-PASS)

Maggie Benston Student Services Centre 3000

<http://students.sfu.ca/upass>

Telephone: 778-782-6805

Email: upass-info@sfu.ca

The universal transit pass (U-Pass) is a student initiative approved by student vote. It is mandatory for all eligible SFU students and provides students with unlimited, all zone access to public transit in the Metro Vancouver area at approximately one-third to one-half the cost of a regular monthly transit pass. The cost is \$104.36 per term (\$26.09 per month). This fee is automatically added to your student account when you enroll and must be paid at the same time as your tuition. Photos for U-Pass will be taken when you obtain your library/ID card (please see section on Library/ID Cards). Once the photo is taken, a card showing your name, photo, and the expiration date (end of the term) will be issued to you. This card is in addition to your Library/ID. Please refer to the web site for further information. e.g., the date by which you must enroll to receive the U-Pass by mail. If you enroll after this date you can pick up a card in person at any SFU campus with your SFU ID/Library card at Registrar and Information Services.

GRADUATE HEALTH AND DENTAL PLAN

Maggie Benston Student Services Centre 2001
<http://www.sfsbenefits.com>

Telephone: 778-782-6994
 Email: info@sfsbenefits.com

As a graduate student at SFU, you are a member of the Graduate Student Society (GSS). One of the services of the GSS is the Graduate Benefit Plan, which provides eligible students with Health and Dental insurance coverage.

Graduate Students are automatically enrolled every term provided they meet the enrolment criteria which is:

1. You are a member of the Student Society (paying fees)
2. You are a graduate student
3. You are taking at least one course at SFU, and
4. You have basic medical insurance

If you meet these eligibility requirements, the fees for single coverage are automatically assessed and included with your tuition. Please refer to the above web site for further information.

Students who have comparable existing coverage through another insurance company can choose to coordinate benefits or waive their participation in the Graduate Benefit Plan by using the online form available at <http://www.sfsbenefits.com/optout.php>. You must opt-out/waive benefits no later than 30 days from the start of your benefits program.

MINIMUM FEES FOR MASTER'S PROGRAMS

The minimum fee for a master's program is six terms. However, the minimum fee rule will be waived for students who complete all degree requirements in less than six terms of continuous full time enrollment. Students who enroll on leave are not eligible for a waiver of the minimum fee requirements.

CONTINUING FEES FOR MASTER'S AND DOCTORAL STUDENTS

Master's students who have completed six terms of enrollment (excluding on leave) pay a continuing fee in subsequent terms equal to one half of the regular fee.

Doctoral students who have completed eight terms of enrollment (excluding on leave) pay a continuing fee in subsequent terms equal to one-half of the regular fee.

ADMINISTRATIVE SUPPORT

COMPUTER ACCESS

IT Services, the Library, and the Student Learning Commons

(<http://learningcommons.sfu.caservices/techSupport.htm>) offer enhanced technology. Additional assistance is available through the Faculty of Education, Centre for Educational Technology (Education Building 8501).

Laptop owners can connect to the Internet via wireless throughout much of the campus.

Please refer to the section on Centre for Educational Technology as well for further information regarding computer access.

IT services at SFU Surrey provides multi-platform microcomputer and workstation hardware and software support. Network Services provides the network (wired and wireless) and core services for the campus such as firewall, IP addresses, computer names, distributed file store, network time and FTP. If you have any questions regarding the services provided by IT Services please contact them in one of the following ways:

1. By email at help-surrey@sfu.ca
2. By phone at 778-782-7490 (available from 8:30 a.m. – 8:30 p.m.)
3. In person (located in area 3515, 3rd level on Podium)

COMPUTING ID

An SFU Computing ID gives you access to the course enrollment system. It is your official SFU email account. If you received an email about your computing ID:

- Visit Academic Computing Services: Account Activation
- Click First Time Activation
- Read the terms of use and click I Agree

- Enter your Student Number, birth year/month/date, and click Submit
- Create your password
- Print the confirmation page and/or write down your computing ID and password

LIBRARY ID CARDS

You can be issued your Library/ID card 24 hours after you enroll in an eligible course.

SFU Burnaby Students: You can get your new Library/ID card during extended hours at the beginning of each term as well as during regular hours during the rest of the term from Registration and Information Services (Maggie Benston Student Services Centre). Save yourself time by visiting your campus and getting your card before the term starts (photo ID required).

SFU Surrey Students: If you are a new student taking your program at SFU Surrey, you must obtain your Library/ID/Access card at Surrey because it also provides access to the campus (photo ID required). You will not be able to get this access card at Burnaby or Vancouver. Your card will be processed along with your U-Pass during New Student Orientation at SFU Surrey, and not before. If you do not attend Orientation, you can get your card from the Registrar and Information Services front counter.

ORIENTATION

Please attend the Faculty of Education graduate student orientation scheduled for [Saturday, September 12, 2009](#) in EDB 8620. This session provides an opportunity for you to meet faculty and staff and learn more about your program area. Also planned are presentations on library services and scholarships.

In addition, the Dean of Graduate Studies and Student Services host a Graduate Student Orientation at the Burnaby campus on Thursday, September 3, 2009. (Time TBA) Cost is \$40. Separate orientations are held for:

- International Students, Friday, September 4, 2009 (half day). Cost: Free.
- Residence, September 1-6, 2009 (Cost: \$140).

A BBQ to welcome Indigenous – First Nations, Metis and Inuit – students is scheduled for Thursday, September 3 from noon – 3:00 p.m.

Please refer to <http://students.sfu.ca/orientation/sessions/index/html> for registration and further information.

PARKING

West Mall Centre 3110

Regular Hours: Monday – Friday 8:30 a.m. – 4:30 p.m

Please see www.sfu.ca/security/Parking for Burnaby campus information.

Telephone: 778-782-5534

Email: parking@sfu.ca

The parking lots at Central City (SFU Surrey) are the property of the mall and the 3-hour time limit for these spaces is strictly enforced. Mall parking is for shoppers only. All other vehicles will be ticketed or towed at the owner's expense. Visitor parking is restricted to the Roof and levels P3 to P5 of the Parkade. Please note that parking passes from SFU Burnaby are not valid at SFU Surrey.

STUDENT TRANSCRIPTS

<http://www.sfu.ca/dean-gradstudies/forms>

You can request official copies of your transcript online through the Student Information System (preferred), or by completing an Official Transcript of Academic Record Request. There is currently no charge for transcripts. Please note: there is a limit of 5 transcripts per destination. Please allow 3 to 5 working days for processing. Transcripts will be released only upon presentation of appropriate identification or letter of permission.

UNIVERSITY CALENDAR

<http://students.sfu.ca/calendar>

COMMUNICATIONS

EMAIL ADDRESS

Once you set up a SFU Computing ID, please check your SFU email address frequently as this is the main source of communication at the University.

GRADUATE STUDENT GROUP EMAIL

As part of our mandate to provide support to students and to ensure the successful completion of their academic degrees, Graduate Programs, the Dean of Graduate Studies, and Payroll are obligated to forward pertinent information on scholarship availabilities, changes to policies and procedures etc. to enrolled students via the official SFU email account. Hence all students are on an email list server that provides this information. As an enrolled graduate student you will automatically be on the educ-grads@sfu.ca email list. Communication by way of this list will be restricted to directly related academic and administrative information.

To ensure that our graduate students have the opportunity to communicate with each other, we have educ-gradsforum@sfu.ca. The Education Graduate Students Association will manage this email list and you will be able to subscribe or unsubscribe as you wish (http://www.sfu.ca/egsa/resources_forms/tech_docs/mail_lists.html).

CHANGE OF ADDRESS

Please ensure that the University has your correct home address, home/work phone numbers, and email address. Changes should be made on <https://go.sfu.ca>. Please inform the Graduate Programs General Office as well by emailing educmast@sfu.ca.

CHANGE OF NAME

If your name changes after your first application to SFU, official evidence of change of name must be submitted to the Dean of Graduate Studies Office (Maggie Benston Student Services Centre 1100). In addition, please inform your program assistant in the Faculty of Education.

EDUCATION GRADUATE STUDENT ASSOCIATION

www.educ.sfu.ca/egsa

The Education Graduate Student Association (EGSA) is a forum for communicating with graduate students in our faculty and across the university, and providing access to a multitude of resources (including financial). All graduate students in Education are automatically members of the EGSA. Meetings are normally held once a month, and all students in Education are invited to attend. The mandate is simple – to serve the needs of graduate students in Education by prompting dialogue amongst students, faculty, the university and the greater community.

GRADUATE NEWSLETTER

The graduate newsletter is produced by Karen Matthews in Graduate Programs and is available on-line at <http://www.educ.sfu.ca/gradprogs>. The newsletter contains important current information about upcoming symposia, conferences, publications, administrative details, new graduate policies, scholarship and financial awards deadlines. Graduate Programs welcomes all contributions from students. Submissions should be forwarded to Karen Matthews at kmatt@sfu.ca.

GRADUATE STUDENT LOUNGE

The Faculty of Education student lounge is located on the lower floor of the Education Building, Room 7611. The access code is available from the staff members in the Graduate Programs General Office (EDB 8655). Please be prepared to show some form of picture identification. For your convenience, the following supplies are in the lounge: fridge, microwave, kettle, telephone, couches, etc.

The SFU graduate lounge is a comfy area with couches where graduate students can work, eat lunch, or hang out. It is located in Room 2212 in the Maggie Benston Student Services Centre (if the door is locked ask for a combination at the Simon Fraser Student Society Office, MBC 2250). If you'd like to connect to the wireless network, drop by Maggie Benston Student Services Centre Room 2205 to obtain a password.

A student lounge at SFU Surrey is located outside of the main entrance, on the west side at the top of the stairs. This is a large, spacious room that contains sofas, ping-pong tables, board games, etc.

MAILBOXES

Mailboxes are available for graduate students and are located in the hallway outside the Graduate Programs Office (EDB 8655). They are accessible whenever the building is open (even after regular office hours). Incoming mail is sorted and placed in the boxes labeled with the first letter of your surname. Please check these boxes frequently.

When students are on contract as a Teaching Assistant/Tutor Marker or Sessional Instructor, an individual mailbox is set up in the Education mailroom for the duration of the contract. Please check both mailboxes for mail.

FINANCIAL RESOURCES

EMPLOYMENT – TEACHING ASSISTANTS, TUTOR MARKERS, SESSIONAL INSTRUCTORS

Students are encouraged to check their graduate mailboxes and various notice boards located in the hallway outside the Graduate Programs Office (ED8655) – especially the clipboard under “Job Notices”. Any information received will be posted. Advertisements for Sessional Instructors, Teaching Assistantships, or Tutor Markers for undergraduate and graduate courses in the Faculty are sent to the graduate student group email educ-grads@sfu.ca. For further information regarding application for undergraduate teaching position please refer to Undergraduate Programs Office web site at http://www.educ.sfu.ca/ugradprogs/job_postings/index.html. Please note that applications for these positions must be sent to their office at the Surrey campus.

Information regarding graduate course positions can be obtained from the Graduate Programs Office EDB 8655, 778-782-3591.

SCHOLARSHIPS, BURSARIES & STUDENT LOANS

Information on scholarships, other sources of funding and the application forms can be found on the Dean of Graduate Studies web site: http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/. Current scholarships and awards are also listed in the Graduate Newsletter and information is also sent to you by email.

For information on Government student loans, please make an appointment with Financial Aid and Awards by phoning 778-782-4356 or by email at fiassist@sfu.ca.

STUDENT CONFERENCE TRAVEL AWARDS

Conference travel awards of \$400 per conference (for 2) or \$800 for one (annual maximum per student \$800) are available until funds are exhausted. The funds are for graduate students who are invited to present academic papers or poster sessions at conferences. Recipients must be registered in a master’s or doctoral program (Burnaby-based), and be in good standing (not on extension of time limit). Please complete the application prior to attending the conference and submit the form to the Graduate Programs Office with a copy of the invitation to present the conference paper. Please contact the Graduate Programs Office (EDB 8655, 778-782-3591) for further information.

GRADUATE ACADEMIC GOVERNANCE

ACADEMIC HONESTY AND STUDENT CONDUCT

Students have a responsibility to ensure they are familiar with the generally accepted standards and requirements of academic honesty. Summaries of the standards and requirements of academic honesty are published in the University calendar (<http://students.sfu.ca/calendar>). The Code of Academic Integrity and Good Conduct policy in its entirety is posted at (<http://www.sfu.ca/policies/files/Students/S10.01.pdf>).

GRADUATE PROGRAMS COMMITTEE

The Graduate Programs Committee considers and makes recommendations to the Faculty of Education on all matters relating to graduate courses and academic programs of the faculty. This committee fulfills the responsibilities of departmental and faculty graduate studies committees as delineated in the university graduate studies regulations. The committee is chaired by the Director of Graduate Programs, has four elected faculty members, two elected graduate student co-representatives, and one graduate faculty associate. Graduate student co-representatives are elected by and from the graduate students of the faculty and serve for a one-year period. The committee normally meets monthly on Thursday afternoons at 1:00 p.m.

MEETING OF THE FACULTY OF EDUCATION

Faculty meetings are open to anyone associated with the Faculty of Education. Please check with the Office of the Dean of Education for dates and locations of these meetings.

DEAN OF GRADUATE STUDIES

Maggie Benston Student Services Centre 1100
www.sfu.ca/dean-gradstudies

Telephone: 778-782-3042
 Email: dgs-sfu@sfu.ca

The Dean of Graduate Studies (DGS) Office ensures that graduate studies throughout the University conform to standards approved by the University. This office ensures that Graduate General Regulations are followed.

SENATE GRADUATE STUDIES COMMITTEE

The role of the Senate Graduate Studies Committee is to:

- maintain the academic standards established by Senate
- review and make recommendations to Senate concerning new graduate courses
- review and make recommendations to Senate concerning major changes to graduate programs
- review and approve all proposed new graduate courses, course deletions, and minor changes to programs
- administer, review and make recommendations to Senate concerning Graduate General Regulations
- consider matters concerning Graduate Studies referred to the Committee, and to make recommendations to the appropriate bodies
- consider and decide on policy recommendations concerning graduate course registration, course and program withdrawal procedures, and on the administration of graduate records

SUPERVISORY COMMITTEE (Graduate General Regulation 1.6.4)

The student's supervisory committee helps the student define and develop a program of study leading to a degree and reports on the student's progress to the Graduate Programs Committee. The supervisory committee forms part of the student's final examination committee. For further information please refer to the current University Calendar or Dean of Graduate Studies web site at <http://www.sfu.ca/dean-gradstudies/current/supervision>.

ANNUAL STUDENT PROGRESS EVALUATION (Graduate General Regulation 1.8.1)

According to University regulations, the supervisory committee is required to report on the student's progress at least once each year. Normally in the Spring, the student and senior supervisor collaborate to complete the Evaluation of Student Progress form. The supervisor will send the form to the student electronically and the student will return his/her portion to the supervisor to add their comments. The supervisor will send the completed copy electronically to the Graduate Programs office to be filed in the student's file and to the student.

TIME LIMITS (Graduate General Regulation 1.12)

For specific information on the Maximum Time for Completion of the Requirements for the Degree, please see the current University Calendar. The general guidelines are:

Master's Degrees: within twelve terms of enrolment. On-leave terms will not be counted as terms of enrollment. In addition, all requirements of the master's degree must be completed within six calendar years of initial enrollment as a master's student

Doctoral Degrees: within eight calendar years of initial enrolment as a doctoral student.

ETHICS REVIEW

Multi-Tenant Facility
SFU Discovery Park, 8900 Nelson Way
Room 230

Telephone: 778-782-3447 (Barb Ralph) or 778-782-6593 (Dr. H. Weinberg)

See the Office of Research Ethics web site: <http://www.sfu.ca/vpresearch/ethics>

Students proposing to conduct research on primary tissue cultures, biological fluids, human participants (information that is collected through intervention or interaction with a living individual e.g. interviews, questionnaires, observations taken that are noticeable by the individual), secondary sources/non-public sources, and identifiable private information about a living individual, it is mandatory that you receive ethical approval for your protocol prior to beginning your study. For details defining when ethics approval is required, see policy R20.01, "Ethics Review of Research on Human Subjects"; <http://www.sfu.ca/policies/research/r20-01.html>. To register for an on-line ethics application, go to: <http://www.sfu.ca/vpresearch/ethics/applications/index.html>, and follow the directions and information carefully. If you require clarification as to whether ethical approval is necessary for your research study contact Barb Ralph, Ethics Officer at 778-782-3447 or barb_ralph@sfu.ca or Dr. Hal Weinberg, Director, Office of Research Ethics, or hal_weinberg@sfu.ca, or phone 778-782-6593. Due to the volume of applications, you must allow approximately three weeks from submission of the application to review.

FACULTY OF EDUCATION SUPPORT SERVICES

CENTRE FOR EDUCATIONAL TECHNOLOGY (CET)

Education Building Room 8501

<http://www.educ.sfu.ca/cet>

Telephone: 778-782-4129

Email: cet-info@sfu.ca

Faculty of Education students are encouraged to utilize the Centre for Educational Technology (CET) which offers access to computers, equipment loans and other services. The CET also has scanners, printers (CET card required), photocopiers (CET card required), a laminator (CET card required), dye cuts, cerlox binding machine and multi media production abilities. There are also various desk/office supplies available for purchase.

When you visit the CET front counter with your SFU student ID, you have access to a wide range of equipment from data projectors to digital video cameras to assist with the role of media in your teaching and research. Please note that overdue loans are subject to late fees. Please contact the CET front counter staff with your questions and/or concerns via email to bookings@sfu.ca or by phone at 778-782-4129.

The CET also loans various videos and DVDs. Please search the video database via <http://www3.educ.sfu.ca:591/cet/dbsearch.html>. All requests for videos and DVDs should be made in person at the front counter in the CET, or by email to bookings@sfu.ca, with the required provision of the video and/or DVD number. Please contact Linda Hof with any questions or concerns about the media library via email to hof@sfu.ca or by phone 778-782-4498.

Regular term hours for the CET are as follows:

Monday thru Thursday - 8:00 a.m. to 6:00 p.m.

Friday - 8:00 am. to 4:30 p.m.

Weekends and Statutory Holidays – closed

FACULTY MEMBERS

<http://www.educ.sfu.ca/members/index.html>

If you wish to contact individual faculty members, all office locations, email addresses and phone numbers are available on the web site. We encourage you to use electronic mail to contact faculty members.

COURSE EVALUATION

At the end of every term, students are asked to complete an evaluation for each registered course. These questionnaires are completed while the instructor is out of the classroom, and are returned in a sealed envelope by one of the students to Karen Kirkland, Manager, Academic and Financial Services (EDB8655). The forms are anonymous, and the instructors do not receive feedback until all final grades have been submitted. The course evaluation is an avenue for student input. Comments will be considered by the

instructor and Director of Graduate Programs as a guide to improving the course. Results will be used by the University in matters of faculty tenure, promotion and salary. In the case of sessional instructors, your comments will be considered if they apply to teach for the Faculty of Education in the future.

UNIVERSITY SUPPORT SERVICES

BANKING FACILITIES

Scotiabank has a branch in the Cornerstone Building at the Burnaby campus. You can contact them by phone at 604-294-6890 and their hours of operation are:

Sunday / Monday – closed

Tuesday – 9:30 a.m. to 4:00 p.m.

Wednesday – 9:30 a.m. to 7:00 p.m.

Thursday – 9:30 a.m. to 7:00 p.m.

Friday – 9:30 a.m. to 5:00 p.m.

Saturday 9:30 a.m. to 3:00 p.m.

In addition, Scotiabank automated banking machines are located on the Burnaby SFU campus; in the Maggie Benston Student Services Centre, on the north and south concourse of the Academic Quadrangle, and in the West Mall Centre. The closest site to our faculty is located on the north concourse of the Academic Quadrangle.

CAREER SERVICES

Maggie Benston Student Services Centre 0300

<http://www.sfu.ca/career>

Hours: Monday – Friday 9:00 a.m. – 4:00 p.m.

Mission: To engage all SFU students in their career development by providing them with career education, advising, resources, experiential programs, and through facilitating a network of employers, faculty, alumni and other community members.

Telephone: 778-782-3106

Email: career_services@sfu.ca

CENTRE FOR STUDENTS WITH DISABILITIES

Maggie Benston Student Services Centre 1250

<http://students.sfu.ca/disabilityaccess>

Hours: Monday – Friday, 9:00 a.m. – 4:00 p.m.

Simon Fraser University is committed to the full participation of students with disabilities in all aspects of academic life. The Centre for Students with Disabilities (CSD) supports such equal participation by coordinating the provision of reasonable academic accommodations and services for students with disabilities.

Telephone: 778-782-3112

Email: csdo@sfu.ca

TTY: 778-782-5457

CHILDCARE SERVICES

www.sfu.ca/childcare-society

Telephone: 778-782-3112

Email: sfucs@sfu.ca

The SFU Children's Centre is a licensed facility that provides full and part-time services for children and is one of the best in Vancouver. There are 11 programs offering care to children ages 3 months to 12 years in a unique custom designed complex. School-aged children are part of the Burnaby school system. The Centre is located on the northwest side of the Burnaby campus. Please refer to the web site for a description of each program and the fee schedule. Some financial assistance is available. Application information can be obtained by phoning or emailing the Centre.

COMMUNITY EVENTS

Simon Fraser University offers a wide range of events from plays and exhibits to athletic activities and lectures at several campus locations. For a listing please refer to <https://events.sfu.ca>.

The School for Contemporary Arts operates the SFU Theatre and every Thursday they present a weekly public performance series known as Free Noon Hour Shows (from 12:30 – 1:30 p.m.). These performances include student theatre and dance productions, music recitals, and film screenings as well as professional guest performances. For further information, please contact the Box Office (778-782-3514).

A President's Faculty Lecture Series is arranged by Continuing Studies. Lectures are free and open to the public. You will receive further information by email.

CONFERENCE AND GUEST ACCOMMODATION

Residence Admin Building A1101
<http://www.sfu.ca/conference-accommodation>

Telephone: 778-782-4503
 Email: confacom@sfu.ca

Guest accommodation for conference groups and visitors to campus is available. Should you need a place to stay while you are searching for off-campus accommodation, visiting the area prior to attending SFU, or are just visiting, you can make arrangements to stay on campus on a nightly, weekly, or monthly basis.

COUNSELLING

Maggie Benston Student Services Centre 0101
<http://students.sfu.ca/health/contact.html>
 Hours: Monday – Friday 9:00 a.m. to 4:30 p.m.

Telephone: 778-782-4615
 Email: intake@sfu.ca

The team of counsellors and psychologists help you manage the challenges of university life with short-term counselling, workshops, and more. SFU Nightline is an after hours crisis line and is available 4:30 p.m. to 8:30 a.m. weekdays and 24 hours during the weekends and holidays (Telephone: 604-857-7148).

FOOD SERVICES

<http://www.dineoncampus.ca/sfu>

SFU Dining Services provides a variety of convenient food outlets including Mackenzie cafe (closest to the Education Building), Ravens cafe, and the White Shop Triple O's. Please refer to the web site for locations and operating hours.

Food service can also be found in the Maggie Benston Student Services Centre:

Bubbleworld
 Higher Grounds Coffee Bar (operated by the Simon Fraser Student Society)
 Koya
 Mr. Sub
 The Ladle (operated by SFSS) – vegetarian take-out lunch stop
 Highland Pub (SFSS)

Renaissance Coffee at three locations (one on the northeast corner of the Academic Quadrangle on the 3000 level, in the Applied Sciences Building, and in the Cornerstone Building). They provide a wide range of coffee, teas, cold beverages, baked goods, etc.

Additional restaurants are also located at the Cornerstone.

SFU Surrey has a variety of food services:

A&W
 Blenz (coffee, teas, lattes, food, pastries)
 Boston Pizza
 Central City Brewing Co.
 City Blends (coffee, teas, lattes, food, pastries)
 Curry Express
 Dairy Queen
 Extreme Pita

KFC
 Made in Japan
 Manchu Wok
 Mrs. Vanelli's Pizza
 New York Fries
 Orange Julius
 Ricky's Restaurant
 Roasty Jack
 Salad Garden
 Shogun Sushi
 Subway
 Taco Bell
 The Big Orange (bubble tea, ice cream, drinks, refreshments)
 Tim Horton's

THE CORNERSTONE

University High Street (next to SFU's eastern bus loop and the Town Square)

www.UniverCity.ca

Catering to residents and the broader university community. The Cornerstone offers a variety of shops and services along University High Street and Cornerstone Mews such as:

Shops:

Bamboo Garden (rice and noodle dishes)
 Booster Juice (all-natural smoothie bar)
 Club Ilia (restaurant and bar)
 Crisp Salad (salads, soups, wraps)
 Donair Town (donair and fresh juices)
 Himalayan Peak (Indian cuisine and lounge)
 Ichibankan Express (sushi-ramen-bento-don)
 Rebaissance Coffee (coffee, dessert and lunch bar)
 Nature's Garden (homemade organic meals)
 Nester's Market
 Romeo & Juliet (bubble tea, gelato, lunch)
 Pizza Point (authentic pizza pies)
 Spicy Stone (Korean rice bowls and more)

Services

Azzi Hair Studio (hair, body spa and esthetics)
 Celltown Communications (wireless phone products and services)
 Cornerstone Printing (full service print shop)
 Eyes in Motion (testing, contacts, eyewear)
 Highlander DVD (DVD's, game rentals)
 Illumina8 Tanning Studio
 Scotiabank
 Microcomputer Store (computers and postal outlet)
 SF Dental Centre
 Ellesmere United Church

CENTRAL CITY

<http://www/centralcity.ca/main>

SFU Surrey is located at Central City, an award-winning facility where retail shops and services, and business converge.

GRADUATE STUDENT SOCIETY

Maggie Benston Student Services Centre Room 2005

<http://www.sfugradsociety.ca>

The Graduate Student Society (GSS):

- represents and advocates for the interests of graduate students: department student reps discuss grad student issues at monthly Council meetings

Telephone: 778-782-3899

Email: info@sfugradsociety.ca

- supports and promotes grad student activities: fund development grad caucus activities through both regular funding and special event grants
- works with other groups on campus to promote the interests of the SFU student body as a whole: they regularly communicate and work with the Teaching Support Staff Union and the Simon Fraser Student Society, as well as a number of smaller groups
- provide legal services to promote the interests of SFU grads; key services they offer are the Grad Student Benefit Plan, the Free Legal clinic, and an Ombudsperson. They also organize regular social events for grad students.

HEALTH PROMOTION

<http://students.sfu.ca/health/healthpromotion/index.html>

Telephone: 778-782-4674

The Health Promotion team is dedicated to fostering a healthy campus community and helping you feel good in mind and body.

HEALTH CLINIC

Maggie Benston Student Services Centre 0101

Telephone: 778-782-4615

<http://students.sfu.ca/health/contact.html>

Hours: Monday – Friday 9:00 a.m. – 4:30 p.m.

The Burnaby campus Health Clinic provides a full range of medical care. SFU students are seen by appointment or on a walk-in basis. Please phone Campus Security at 778-782-4500 for any medical emergencies or psychological crises.

The Burnaby campus also has a Physiotherapy clinic located in the Chancellor's Gym Complex. Appointments can be made during clinic hours (Monday - Friday 9:00 a.m. to 4:30 p.m.) by phoning 778-782-3984 or emailing hcs_physio@sfu.ca.

When you are at SFU Surrey, a medical clinic is located at Central City beside the exterior entrance to Shopper's Drug Mart. Please phone 604-951-0885 for hours of operation and for further information.

HUMAN RIGHTS OFFICE

Academic Quadrangle 3045

Telephone: 778-782-4446

<http://www.sfu.ca/humanrights>

Director of Human Rights, B.E. Taylor, L.L.B

The Human Rights Policy responds to the University's obligations under the B.C. Human Rights Code to provide a discrimination and harassment free environment for students, faculty and staff. The policy covers discrimination, harassment based on a prohibited ground of discrimination, sexual harassment, and personal harassment.

INTERFAITH CENTRE

Academic Quadrangle 3200

Telephone: 778-782-3180

<http://students.sfu.ca/interfaith>

SFU has an Interfaith Centre that offers pastoral care and support for all individuals within the University. The Centre works with the University, the community and churches, tabernacles, mosques and temples to encourage spiritual growth and development. Please phone or visit the Centre to request information regarding events, meetings and services.

LIBRARY

www.lib.sfu.ca

Telephone: 778-782-4345

Bennett Library at SFU Burnaby

Monday – Thursday 8:00 a.m. to 11:45 p.m.

Friday 8:00 a.m. – 8:00 p.m.

Saturday and Sunday 10:00 a.m. – 10:00 p.m.

Fraser Valley Real Estate Board Academic Library at SFU Surrey

www.lib.sfu.ca/about/surrey

Telephone: 778-782-7411

Monday/Tuesday/Thursday 9:00 a.m. to 6:00 p.m.

Wednesday 9:00 a.m. to 9:00 p.m.

Friday 9:00 a.m. to 6:00 p.m.

Closed Saturday and Sunday

Belzberg Library at SFU Vancouver

www.vancouver.sfu.ca/belzberg

Monday – Thursday 9:00 a.m. to 7:30 p.m.

Friday 9:00 a.m. to 7:00 p.m.

Saturday 10:00 a.m. to 5:00 p.m.

Closed Sunday

Telephone: 778-782-5050

Service hours are subject to change during holidays, the summer term, and term breaks. Please phone or check the web sites for current information.

Bennett Library at SFU Burnaby holds an extensive collection of books about the theory and practice of education, including many electronic books, with more volumes added each year. Collections at SFU Surrey support the programs offered there and are notably strong in the area of educational technology. Students at any SFU campus may request books to be delivered from another SFU campus. Suggestions for additions to our book collections are always very welcome.

The SFU Library subscribes to several hundred Education journals with the majority of these now available online. ERIC, CBCA Fulltext Education, Education FullText (Wilson) PsycInfo, and over three hundred other major databases, including the Oxford English Dictionary Online, are linked from the SFU Library website. ERIC documents from the past decade are available in electronic format linked from the ERIC database. A detailed guide to research in the field of Education is linked from the SFU Library home page at www.lib.sfu.ca/help/subject-guides/education/home

Books and copies of articles can be ordered online from the SFU Library at no cost for delivery to home addresses through the Telebook service: www.lib.sfu.ca/my-library/services-for-you/telebook. Articles and books not held by the Library can easily be requested from other university and college libraries in Western Canada through Document Delivery Services: www.lib.sfu.ca/find/document-delivery/request-form

Hope Power, the Education Liaison Librarian at SFU Burnaby, is available for research consultation by appointment 778-782-4359 and by email hpower@sfu.ca. Holly Hendrigan, the Education Liaison Librarian at SFU Surrey, is available for consultation at 778-782-8023 or by email holly_hendrigan@sfu.ca. General research help is also available through our Ask A Librarian phone, email, and chat services: <http://www.lib.sfu.ca/help/ask-us>

Computers with Internet access are conveniently located in all SFU libraries for use by researchers. Most of these computers are also equipped with word processing software, ideal for completing papers, sending email messages, or completing online assignments. Both Macs and PCs are provided. Students with laptop computers can access the wireless network or plug into the campus network at various locations throughout the libraries. Laptops are also available for borrowing from the Loans Counter in the Bennett and Surrey Libraries.

LOST AND FOUND

<http://www.sfulf.com/FoundItems.aspx>

MOTORIST ASSISTANCE PROGRAM

http://www.sfu.ca/security/patrol_operations/Motorist_Assistance_2008.html Telephone 778-782-3100

The Motorist Assistance Program (MAP), a service of the Campus Security Department, is designed to assist students, faculty, staff, and visitors experiencing vehicle problems while at the University.

OMBUDS OFFICE

<http://www.sfu.ca/ombudsperson/>

Maggie Benston Student Services Centre 2264

Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Telephone: 778-782-4563

Email: jsolman@sfu.ca

The Ombuds Office provides confidential, informal, independent, and neutral dispute resolution services by providing information, advice, intervention and referrals. Jay Solman is the Ombudsperson. Please refer to the Ombuds Office web site for further information.

OFF-CAMPUS HOUSING

www.sfuoffcampushousing.com/

ON-CAMPUS HOUSING

Residence Admin. Building A1001

<http://students.sfu.ca/residences>

There are many types of accommodation available on the Burnaby campus. For complete information on residences, including rates and the admission policy, please refer to the web site.

Telephone: 778-782-4201

Email: housing@sfu.ca

PERSONAL SECURITY

Transportation Centre 1300

www.sfu.ca/security/personal_security

Hours: 8:30 a.m. – 4:00 p.m.

The focus of Personal Security is to proactively supply information and guidance to the university community to encourage informed decision making related to personal safety.

Telephone: 778-782-5450

Email: laura_macdonald@sfu.ca

RECREATION

Chancellor's Gym Complex Room 110

<http://students.sfu.ca/recreation>

Hours: Monday – Friday from 8:30 a.m. to 4:00 p.m.

Telephone: 778-782-4906

To obtain your membership in Burnaby, please bring photo ID (e.g., SFU ID, Driver's License, Passport). You will be asked to complete a Waiver Form. If you are unable to come during regular office hours, you can complete the necessary paperwork at the Equipment room, located in the Men's and Women's General Locker Room Area, on the bottom floor of the Chancellor's Gym Complex. The Equipment room is open for memberships Monday – Friday from 4:00 – 10:00 p.m., and Saturday/Sunday from 8:00 a.m. – 10:00 p.m.

Recreational programs at SFU Surrey are offered in partnership with City of Surrey Parks and Recreation and include only those students who have been accepted to programs offered at the Surrey campus. Recreation memberships are available at the Surrey Campus Information & Registration Desk. Eligible students will receive a term Recreation sticker on the back of their SFU Student ID card. Students must activate their Surrey Parks & Recreation Membership at the North Surrey Recreation Centre located behind the bus loop at Surrey Central Skytrain station. Once activated by the staff at the North Surrey Recreation Centre, a formal Surrey Parks and Recreation Membership Card with photo will be issued.

ROAD CONDITIONS

www.sfu.ca/security/sfuroadconditions

SFU Burnaby - Telephone 604-444-4929 (24 hours/day)

SFU Surrey - Telephone 778-782-7511

SFU Vancouver - Telephone 778-782-5029

As a result of an unusual occurrence (e.g. snow storm) it may be necessary to cancel classes or close the University for reasons of public safety. For current information on road and traffic conditions or University closure, call 604-444-4929 (44-HIWAY). This voicemail message is updated as conditions change. This information can also be obtained from the web site and is usually reported on local radio stations as well.

SAFE STUDY AREA

www.sfu.ca/security/personal_security/Safety_when_Studying.html

A 24-hour Safe Study area is located in the James Douglas Room in the Academic Quadrangle, right off the Main Mall and beside Simon C's Convenience Store. The lighting has been upgraded, a video recording surveillance camera system installed, and security patrol awareness has been increased. Most importantly, there is a direct telephone line to Security.

SAFE WALK PROGRAM

http://www.sfu.ca/security/patrol_operations/Safe_Walk_2008.html Telephone: 778-782-3100

The Safe Walk Program was developed by Campus Security as a safety initiative. This service will help insure safety when you are on campus during the hours of darkness. Call 778-782-3100 or use any one of the direct dial telephones located at the Safe Walk stations. You cannot reserve a time: you must call when you actually require the escort. A Security Officer or Campus Security Student Patroller will escort you. They are equipped with portable radios and flashlights and are in direct communication with the Security Department Patrol Operations dispatcher.

SFU Surrey also offers an escort, on request, to the Skytrain station or the parkade. To use the service, please visit or phone the security desk (778-782-7511, cell 604-861-4880) or at the foot of the tower (604-588-7855), cell 604-204-7255).

SFU INTERNATIONAL

Maggie Benston Student Services Centre 1200

<http://students.sfu.ca/international>

Hours: Monday – Friday 9:00 a.m. – 4:30 p.m.

Telephone: 778-782-4232

Email: sfu_international@sfu.ca

If you are a newly admitted International student, please download a copy of SFU 2009 Pre-Arrival Guide for Newly Admitted International, Exchange and Study Abroad Students (<http://students.sfu.ca/international/pdf/PreArrivalGuide/PreArrivalGuide2009.pdf>). If you have any questions, please contact an International Student Advisor at int_advising@sfu.ca.

Simon Fraser University
Faculty of Education
Graduate Programs
Education Building 8655
8888 University Drive
Burnaby, BC V5A 1S6

www.educ.sfu.ca/gradprogs