A photograph of a graduate student with long braided hair, wearing a striped sweater and a dark skirt, standing in a library aisle. She is looking at a book she is holding. The aisle is lined with tall bookshelves filled with books. The lighting is bright, and the perspective is looking down the aisle. A large, dark blue wavy graphic element is at the bottom of the page.

# **Graduate Student Handbook: The Essential Guide 2022-2023**

*Faculty of Graduate Studies*

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This Graduate Student Handbook is intended to assist you on your journey as a graduate student at Concordia University of Edmonton (CUE). Its objective is to help you locate the resources that you need to succeed.

Our Faculty of Graduate Studies is committed to helping you through your graduate program. If you have a question that is not answered in this handbook, please contact 780-479-9217 or email [dean.graduateludies@concordia.ab.ca](mailto:dean.graduateludies@concordia.ab.ca).

Please note that this is an informal document and Concordia University of Edmonton reserves the right to modify the information, policies, and regulations provided in this handbook.



# Welcome

## to Concordia University of Edmonton!

Dear Graduate Student:

It is with great pleasure that you are welcomed to Concordia University of Edmonton (CUE) for 2022 – 2023, a new and exciting Academic Year. Being a student in a graduate program is a way to not only further your learnings in a particular field of study, but it gives you the opportunity to personally grow as an individual. We are proud to know that you have taken this step at CUE.

The Graduate Student Handbook is designed to introduce you to, or remind you of, important information for graduate studies at CUE. In it, you will find resources and information to assist you during your time here. Familiarize yourself with the content in this document as it affects how your activities at CUE take place. Some graduate programs also publish their own guides or handbooks, so please make sure to obtain a copy from your program director and learn about the specific details for your discipline.

The Handbook does not address all of the potential scenarios you may encounter. It is important that you reach out to your program director, supervisor and instructors for assistance or advice when needed. If you find yourself facing personal issues and problems outside of your academic life, CUE's Office of Student Life and Learning (SLL) have resources available. These resources include, providing practical advice on matters related to your life - from how to find housing, to where to go for counselling services and lots more. Please do not hesitate to reach out if you need support of any kind.

As a graduate student at CUE, you will also have multiple opportunities for networking, from academic conferences, seminars, workshops, symposia and more, to watching CUE's Thunder sports teams, being involved in community outreach and volunteering. The CUE's Graduate Student Association (GSA) is an active group for you to be involved with. The executive of the GSA work hard to ensure that activities occur throughout the academic year. Join the GSA, get to know its executive and other members, and participate in the activities.

There are so many opportunities and resources available to you, so make sure that your time as a graduate student at CUE is one of the best periods of your life and seize the opportunities presented to you. We look forward to getting to know you and watching you shine in your program. Everyone at CUE, and particularly the Dean of Graduate Studies Office, wish you the very best during this new Academic Year.

Alison Yacyshyn, PhD  
Interim Dean , Faculty of Graduate Studies  
Dean, Faculty of Management  
Mihalcheon School of Management



# Greetings

## from the Graduate Students' Association

Dear Graduate Students,

I am happy to welcome you to Concordia University of Edmonton (CUE). CUE is an excellent choice for postsecondary as you are now part of a community with a unique opportunity to learn and grow. As a graduate student, you have the privilege of being a member of the Graduate Students' Association (GSA). The GSA is an organization within the university that represents the student body and is active in promoting students' rights. The GSA strives to meet the needs of every student.

Benjamin Franklin once said, "Tell me, and I forget, teach me, and I may remember, involve me, and I learn." At CUE, we continuously work on evolving to achieve higher academic excellence and build a better community for all. Accomplishing academically, what we set out to attain should always be prioritized. CUE is proud of adhering to and maintaining all programs integrity and ethical practices. We believe in fair treatment and equal opportunity for all. The learning does not stop at the academic level but extends to the overall growth of skills you can develop for a lifetime. How do you succeed at CUE? Failure is the steppingstone to success, and we must work hard as there is no easy way. We strongly encourage participation in all that is offered, and it's the best way to take advantage of what is provided at CUE.

The Graduate Program is not merely a system that gives you a degree at the end of your course. It is also a heuristic technique to help you develop and shape yourself into a unique individual. The Graduate Program supplies you with skills to make you employable. It gives you the expertise needed to outshine others and develop a personality that exudes confidence, fierceness, courage, empathy, and love.

The GSA is committed to working with students to address their concerns and plan various events packed with fun, entertainment, and a place to network and develop soft skills. You will have the experience of a lifetime. We once again welcome all of you to Concordia University of Edmonton and wish you good luck for the academic year!

Warm Regards,

The Executive Council of the Graduate Students' Association, 2022





# Get to Know Concordia



## The Basics

Concordia University of Edmonton (CUE) is an intimate community near the centre of Edmonton, Alberta's capital city. Our campus is tucked away in the Highlands residential area overlooking the beautiful North Saskatchewan River Valley, minutes from downtown. Click here to view [a map of the CUE campus](#).

## Hours of Operation

CUE is open from  
7 a.m. to 10 p.m.

Front desk and most  
offices are open  
8:30 a.m. to 4:30 p.m.



## Transit Services

Edmonton Transit Services (ETS) provides a shuttle bus that stops in front of Hole Academic Building at CUE (from September to April only). This shuttle bus will bring you to the ETS Light Rail Transit (LRT) system at Coliseum Station, beside Northlands Exhibition Park, that links CUE to other areas of Edmonton. At the intersection of 112 Avenue and 73 Street, north of the main campus, there are two additional ETS bus stops.

## Parking

For information regarding parking, visit [the Parking Services website](#).

## Finding Your Way Around Campus

What do the abbreviations for the classrooms mean? Let's say that your first class is in room HA 228. The "HA" refers to the building "Hole Academic Centre." The number "228" refers to the room number, on the second floor. The abbreviations for CUE's campus buildings are:

A	Alumni Hall	G	Guild Hall	S	Schwermann Hall
AH	Alumni House	HA	Hole Academic Centre	T	Tegler
AW	Allan Wachowich Centre	L	Library		
FA	Faculty Annex	RK	Ralph King Athletic Centre		

## Accessing Administrative Services

The majority of CUE's administrative service offices (Admissions, the Registrar's Office, Student Accounts, Financial Aid, Student Success Centre, the International Student Office, Learning Accommodation Services, etc.) are located on the main floor of Hole Academic Centre.

## Looking for a Faculty or Staff Member?

On the top right-hand corner of [CUE's homepage](#), click on **Quick Links** and then click "[Find a Person](#)". A list of useful numbers can also be found at the end of this handbook.



**If there is an emergency, dial 1-780-479-8761 (or 5555 from an internal phone on the CUE campus).**





**Follow us on:** Facebook: [facebook.com/CUEdmonton](https://facebook.com/CUEdmonton)

Instagram: [@CUEdmonton](https://www.instagram.com/CUEdmonton)

Twitter: [@CUEdmonton](https://twitter.com/CUEdmonton)

LinkedIn: [Concordia University of Edmonton](https://www.linkedin.com/company/Concordia%20University%20of%20Edmonton)





# Getting Started



## *My Graduate Program:*

### **Now that I have been admitted to a Graduate Program at Concordia University of Edmonton, what should I do next?**

You must formally accept CUE's offer of admission and pay the registration deposit ([refer to section 5.3 in the Academic Calendar](#)) by the deadline outlined in your offer of admission letter. Failure to do so will result in your offer of admission being withdrawn and your spot being offered to the next suitable applicant.



Transcripts and/or other required documentation for your file are due by the deadline(s) noted in your offer of admission letter.

Graduate students are subject to the policies in other sections of the [CUE Academic Calendar](#), as well as those that apply to all students at CUE. Please see

- [Graduate Admission & Programs in section 13.0,](#)
- [Registration Procedures in section 4.1,](#)
- [Registration Regulations in section 4.2,](#)
- [Changing Registration in section 4.3,](#)
- [Student Life in section 8.0,](#) and
- [Academic Regulations in section 9.0.](#)

International students must present their original valid study permit and passport to the Admissions Office to clear admission conditions for final admission and to maintain registration.

Permanent Residents must present their original Permanent Resident Card or landing papers to the Admissions Office to clear admission conditions for final admission and to maintain registration.

### **Can I change graduate programs?**

As the application requirements can vary significantly from one program to another, you must reapply to CUE's Admissions Office if you want to change programs. Regular admission deadlines apply.



## Can I transfer previously completed credits?

You may receive transfer credit, course exemption, or course substitution towards your program. Please note that students can not apply directly for transfer credit, course exemption, or course substitution. The department, through the PAC (Program Appeal Committee), must petition the Faculty of Graduate Studies. (See [Section 13.1.2 – Transfers, Course Exemptions, and Substitutions](#) of the Academic Calendar for details.)

## Can I defer my admission to another term?

An admission decision is valid only for the academic term in which it was granted. CUE will not defer your admission to another term.

## *My Student Status:*

### How do I obtain my CUE Student ID Card?

Your CUE Student ID card is your school identification. You will need an ID card to borrow materials from the Library, to print from university photocopiers, and to prove your identity at final exams. You can obtain your CUE Student ID card at the Registrar's Office. In order to receive a CUE Student ID card, you will need to provide one piece of photo identification, such as a provincial driver's license or a passport.

Please contact Student Accounts regarding the cost to replace a CUE Student ID card.

## Are you moving?

**Then you must update your address with CUE:** If you are moving, then you must update your address via [Online Services for Students](#). Do not forget to also advise the Registrar's office if your e-mail address has changed.



## Wireless Access at CUE



You can access the internet from your laptop or mobile device on the CUE campus using, via either the Concordia Guest or Eduroam networks. The Concordia Guest network is for use by guests of the university, and requires no login credentials.

Faculty, staff and students can use the Eduroam Wi-Fi connection to connect their devices to the Internet. To do so, login to the Eduroam Wi-Fi using your Concordia email address and password. Once you are connected to Eduroam, you can connect to the Wi-Fi of any institution in the world that uses Eduroam, using your existing CUE credentials.

If you need assistance logging into the network, contact the IT Help Desk at 780-479-9316 or [helpdesk@concordia.ab.ca](mailto:helpdesk@concordia.ab.ca).





**Be Informed**



## Be Informed About: Your Program

### Graduate Program Directors

Every CUE graduate program is administered by a Graduate Program Director. The table below provides contact details for CUE's Graduate Program Directors:

Graduate Program	Graduate Program Director	Contact Information	Office Location
Education	Dr. Brent Bradford <a href="mailto:edu.coord@concordia.ab.ca">edu.coord@concordia.ab.ca</a>	780 479 9274	AW239
MISSM	Dr. Eslam AbdAllah <a href="mailto:eslam.abdallah@concordia.ab.ca">eslam.abdallah@concordia.ab.ca</a>	780 413 7825	HA328
MISAM	Dr. Eslam AbdAllah <a href="mailto:eslam.abdallah@concordia.ab.ca">eslam.abdallah@concordia.ab.ca</a>	780 413 7825	HA328
MSc IT	Dr. Baidya Saha <a href="mailto:baidya.saha@concordia.ab.ca">baidya.saha@concordia.ab.ca</a>	780 479 9310	L272
Psychology	Dr. Bill Hanson <a href="mailto:bill.hanson@concordia.ab.ca">bill.hanson@concordia.ab.ca</a>	780 378 8452	AH301
Public Health	Dr. Cecilia Bukutu <a href="mailto:cecilia.bukutu@concordia.ab.ca">cecilia.bukutu@concordia.ab.ca</a>	780 413 7832	AW111

### Locate and review the website of your graduate program

Every faculty at CUE maintains a website for their graduate programs:

- [Faculty of Arts graduate programs](#)
- [Faculty of Education graduate programs](#)
- [Faculty of Science graduate programs](#)
- [Faculty of Management graduate programs](#)

When visiting your program's website, acquaint yourself with all available information regarding your program, including, if available, your program's handbook or guide. You may also want to make an appointment to meet with your Graduate Program Director to help you select your courses and familiarize yourself with the program's requirements.



## **Familiarize yourself with section 13.0 (Graduate Admissions & Programs) of the Academic Calendar**

CUE's [Academic Calendar](#) is a very important document in terms of deadlines, policies, rules and regulations. Graduate students are responsible for knowing and abiding by [section 13.0 \(Graduate Admissions & Programs\)](#) of the CUE [Academic Calendar](#).

## **Familiarize yourself with the Academic Schedule (section 2.0 of the *Academic Calendar*)**

You will find that almost every process has a deadline that must be adhered to. There are many rules and deadlines, and it is difficult to keep track of them all. Students can download the [Academic Schedule](#) directly into their Google Calendars by visiting the [Academic Schedule](#) website and clicking on the “+Google Calendar icon” on the lower right side of the calendar.

Students are responsible for knowing and abiding by the deadlines, rules, regulations, and policies as stated in the CUE Calendar.



## Be Informed About: Study Resources

### Academic Honesty

Academic honesty is fundamental to the academic enterprise. Students are urged to familiarize themselves with [Section 9.2.5 of CUE's Academic Calendar](#) and to take note that cases of academic dishonesty (e.g., cheating, plagiarism, collusion, unauthorized submission for credit of previously graded work, and misrepresentation) are serious offenses at CUE. Penalties for academic dishonesty range from a grade of zero on the work in question to expulsion from the university.

To help graduate students understand the university's expectations concerning academic honesty, prior to graduation, all graduate students are **required** to enroll in and successfully complete the non-credit [FGS 600 - Graduate Ethics Training \(GET\) Course](#). It is strongly recommended that every graduate student enroll in this course in his or her first semester at CUE. The material covered in this course will prove invaluable to most graduate students as they progress through their respective programs.

### Library information for Graduate Students

As an essential partner in your academic success, the CUE Library provides access to a wide range of information resources and services to support your research and learning. Please visit [the CUE Library website](#) or call 780-479-9338 to learn more.

### CUE Bookstore

The [CUE Bookstore](#) provides access to new and used textbooks, reference books, course packs, stationery items, CUE-branded products (coffee mugs, sweatshirts, etc.), event tickets, locker rentals, parking passes, bus passes, and bus tickets. Students can also add money to their ID cards for use in the cafeteria, with photocopiers, and with printers. The bookstore, located on the main floor of Hole Academic Centre, operates on a year-round basis.



### Writing Centre

The Writing Centre is located in the Student Success Centre across from the Bookstore. The Writing Centre provides free writing assistance services to students, staff, and faculty. Throughout the academic year, one-on-one consultations are also offered and [these sessions can be booked online](#).





## Be Informed About: International Student Services

### CUE International Office

Main Floor, Library (L282)

[international@concordia.ab.ca](mailto:international@concordia.ab.ca)



The International Office is the main on-campus resource for international students. This office is here to make your transition to university and campus life as smooth as possible, by offering services such as orientation and settlement support, immigration advising, acculturation sessions, volunteer opportunities, and much more. Throughout the year, the office will provide you with opportunities to meet other international students and the greater campus community through social programs and events.

Immigration advising is conducted solely through the International Office. According to the Immigration and Refugee Protection Act (IRPA), the International Office currently has a RISIA designated personnel on staff.

[The International Office website](#) contains a wealth of information for international students to help them with the various academic and non-academic aspects of studying at CUE. Check out the website to find information regarding:

- International Student Events/Activities
- Immigration Information
- International Student Services and Support
- CELPIP
- Centre for Chinese Studies

### Health Insurance Plan for International Students

Government regulations require that all international students have appropriate health insurance coverage that meets government standards while living in Alberta. All international students at CUE are automatically enrolled in the CSA Student Benefit Plan. For more information about insurance coverage, visit [the CSA Student Health and Dental Plan website](#).



### Health Care Coverage for Out-of-Province Students

To retain health coverage while studying at CUE, out-of-province students must notify their provincial health authorities of their status as a student in Alberta. This must be done at the beginning of each academic year.



## Be Informed About: Student Services

### Student Life and Learning

Student Success Centre, Main Floor, Hole Academic Centre  
780-479-9241

[studentlife@concordia.ab.ca](mailto:studentlife@concordia.ab.ca)

This office helps graduate students achieve their goals by providing them with access to programs and activities that promote academic and personal success. This office provides a relaxed and comfortable setting where students can meet with mentors, find information about CUE and the Edmonton area, and meet other students. More specifically, the Student Life and Learning office:

- answers student inquiries about learning and student support services;
- schedules appointments for students who require counselors;
- supports career, counseling, and learning services for students;
- arranges Learning Accommodations Services (LAS) for students with disabilities; and
- co-ordinates Writing Centre and tutoring services, provides campus postings, and compiles information for the weekly newsletter.

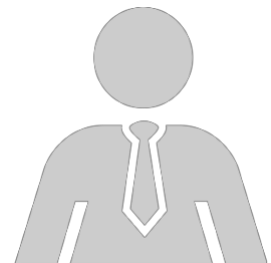
### Career Services

Student Success Centre, Main Floor, Hole Academic Centre  
780-479-8461

[careerservices@concordia.ab.ca](mailto:careerservices@concordia.ab.ca)

Improve your job-hunting techniques by visiting Career Services located in the Student Success Centre. Staff will help graduate students prepare a work-search strategy; provide personalized assistance in preparing résumés, cover letters, and portfolio reviews; and assist you with mock interviews that will familiarize you with common questions related to your target area of employment. This office provides workshops on job searches, interviews, networking skills, and résumé writing, as well as practical help for students preparing for a job hunt. Career Services also helps students connect with employers through:

- Information regarding labor market trends;
- Links to employers for both summer jobs and work after graduation;
- Online job postings, on-campus recruiting career fairs, and career panels; and
- On-campus events such as Career Fairs, Volunteer Fairs, and information sessions.



## Counselling Services

Student Success Centre, Main Floor, Hole Academic Centre  
780-479-9241

[studentlife@concordia.ab.ca](mailto:studentlife@concordia.ab.ca)

During your time at CUE, you will encounter many new and exciting situations to which you easily and confidently adapt. You may also, however, have times when you experience doubt, indecision, or stress. Complicated relationships with friends or family can adversely affect your concentration; the high expectations of university study often feel overwhelming; and sometimes life just seems to throw everything at you all at once. It is good to know that whatever may be troubling you, there is a CUE Counsellor who is here for you. Through Counselling Services, you have access to individual counselling.

To book an appointment:

- Visit the Student Life and Learning Office between 8:30 a.m. and 4:30 p.m;
- Email [studentlife@concordia.ab.ca](mailto:studentlife@concordia.ab.ca);
- Call 780-479-9241; or
- [Schedule an appointment online.](#)

Students seek counselling for a variety of issues, including school stress, depression, anxiety, family and relationship issues, and self-esteem. If these are your challenges, then please consider booking an appointment.

## Learning Accommodation Service (LAS)

Student Success Centre, Main Floor, Hole Academic Centre  
780-479-9230

[studentlife@concordia.ab.ca](mailto:studentlife@concordia.ab.ca)

CUE provides opportunities for academically-qualified students with disabilities to achieve their full potential, both as individuals and in terms of their educational and career objectives.

Learning Accommodation Service (LAS) is designed to identify and remove barriers to learning, and to promote an environment that supports equity, dignity, and integration. If you have a documented disability, you may be eligible to access Learning Accommodation Services (LAS). LAS Advisors work with students to facilitate the provision of services and accommodations and assist in applying for government grant funding (if required).

Please contact LAS as soon as you accept CUE's offer of admission to understand what documentation is required to support registration with LAS. You are encouraged to meet with an LAS advisor to discover the academic support services that are available to you and how to best access them. The LAS office provides services to students with sensorial, physical, and medical disabilities, as well as to students with Learning Disabilities, Attention Deficit Disorder, mental health conditions, and other disability conditions. LAS can also provide services and accommodations to students with temporary disability conditions that are generally the result of illness or injury.





## Student Life and Learning Office

VP Office – HA217

780-479-9289

[vpsll@concordia.ab.ca](mailto:vpsll@concordia.ab.ca)

The Student Life and Learning Office provides support to student life initiatives with the goal of creating an outstanding student experience at CUE. The Vice President, Student Life and Learning (VP-SLL) and her staff work with student leaders to promote and strengthen student life. In addition, they support individual students as they explore, develop, and deepen their sense of agency. The VP-SLL also acts as a liaison between the university administration and student associations. Moreover, the Office of the VP-SLL provides information about new initiatives to students, supports projects that involve students, and advocates for student affairs.

The VP-SLL is responsible for ensuring that CUE's [Code of Student Conduct](#) is followed in dealing with reports of non-academic misconduct.

## CUE Wellness

Concordia University of Edmonton is committed to promoting health and wellness for the CUE community. CUE Wellness provides many services to students who are looking to get involved in activities outside of the classroom. These services include discussion groups and information sessions to raise awareness and address sensitive and progressive issues. Concordia Talks also deal with issues such as sexual violence and consent, fentanyl and other drug use, and much more. For more details, visit the [CUE Wellness](#) web page.

## Indigenous Knowledge and Research Centre

Allan Wachowich Centre for Science, Research & Innovation, Main Floor, Room 124

780-479-9394

[indigenous@concordia.ab.ca](mailto:indigenous@concordia.ab.ca)

The Indigenous Knowledge and Research Centre (IKRC) launched in 2018 and aims to be a home away from home for Indigenous (First Nation, Métis, and Inuit) students, where they can connect, share, seek out cultural support and contribute to a community. The IKRC connects self-declared Indigenous and non-Indigenous students with social and scientific research opportunities. It also allows students to engage in research collaborations with key industry and community partners. Our space is an open concept, surrounded by windows where we feel connected to the land and the river valley. It is built with ventilation to accommodate smudging and other ceremonies as needed. There is flexible seating which can meet the needs of nearly any gathering.



## Multi-Faith Worship Space

The Multi-Faith Worship Space, located on the main floor in Schwermann Hall (S203), provides a space for students to connect with one another, find resources for faith and spiritual practice, and engage in opportunities for reflection. It also promotes spiritual growth, diversity, presence, and social engagement. You are welcome to visit and inquire about this space for wellness activities, community events, religious ceremonies, and self-reflection.



## Be Informed About: Campus Security

### Campus Security

P106C

780-479-8761 (external)

5555 (internal)

[concordia.security@concordia.ab.ca](mailto:concordia.security@concordia.ab.ca)

If you have a security concern, are feeling unsafe on campus, need to submit a report to the Behavioural Support and Intervention Team (BSIT) Team (see below), or want to report suspicious behaviour on campus, then contact Campus Security. Campus Security is on call 24 hours a day. You can also visit [the campus security website](#) for more information.

Please note that CUE security staff members are not police officers, and therefore do not have the same authority and powers as police officers. The role of CUE's security staff is to:

- Provide information and general assistance to the campus community;
- Patrol and monitor the campus for security and safety issues;
- Report suspicious, hazardous, or inappropriate conditions or activities to the proper authorities;
- Log all unusual incidents for future reference;
- Control and monitor building and restricted area access;
- Provide emergency first-aid service; and
- Expedite, assist, and supplement the services of external emergency response agencies that come onto campus.

### Behavioural Support and Intervention Team (BSIT)

If you are concerned about another member of the Concordia community, then please consider reporting your concern to [CUE's Behavioural Support and Intervention Team \(BSIT\)](#). BSIT works to maintain a healthy and safe campus environment. The team's function is to receive reports about individuals exhibiting endangering behaviours; to assemble information across campus departments; and to determine appropriate responses.

Every individual in the Concordia community of students, faculty, and staff members shares a responsibility for observing and reporting endangering behaviours. You are doing the right thing in reporting your concerns, both in helping the individual whose behaviour is problematic and in protecting the safety of the campus. By alerting the appropriate campus representatives, you are empowering BSIT to intervene, assist the individual, and protect the campus.

You can submit [an online report to BSIT](#).





## Be Informed About: IT Services

### Need IT Help?

IT Help Desk – Library Main Floor

IT Service Desk – L356

780-479-9316

[helpdesk@concordia.ab.ca](mailto:helpdesk@concordia.ab.ca)

CUE's Information Technology Services (ITS) provides services in the areas of computing, voice and data communications, systems, instructional technology, and media development. This department also administers hardware, software, information, consulting, and professional support to faculty, students, staff, and researchers using instructional technology in their programs, projects, and research on campus. The IT Service Desk provides a single point of contact for incident reporting and problem resolution for any IT-related issues.

The hours of operation for IT Services are:

- Monday to Thursday, 8:00 a.m. to 4:00 p.m., and
- Friday, 8:00 a.m. to 2:00 p.m.,
- excluding campus holidays.

You can find additional information on the [IT Help Desk FAQ website](#).

[CUE's IT Help Desk](#) can also assist you with your email and network access, printing and copying on campus, [CUE's Online Services](#), file collaboration, and Moodle.

### Wireless Network

The CUE Wireless Network service is designed to provide access to the CUE network from classrooms, the library, and public areas on campus. Common uses for the Wireless Network include academic research, viewing course websites, and casual computing. There are many wireless network access points throughout the campus.

ITS also provides classroom technology support for all of CUE's high-tech classrooms, which are equipped with presentation technology equipment, consoles, and wireless networking. Students and faculty may reserve these equipped rooms and/or additional equipment through [Conference Services](#). Training and assistance are available through ITS.



## Moodle

ITS provides support to CUE faculty who wish to use [Moodle](#) to create websites for their courses and lectures.

## Computer Labs

IT Services operates several computer labs for faculty and graduate student research on PC platforms. These labs offer a wide range of traditional computer languages, general purpose application packages, and specialized software. Several open computer labs are available for student use on a first-come, first-serve basis in L110, L264, and stations on the main floor of the library.

## Google Meet

With online course delivery, Google Meet has become a key piece of technology at CUE. Google Meet combines audio- and video-conferencing capabilities. If you are taking classes remotely, you may be required to use Google Meet to attend lectures, speak with instructors, or connect with fellow students.





**Plan Your Studies**

## ***Plan your Program of Studies:***

### **Let passion be the driving force of your success at CUE**

As with so many things in life, your heart and your head should dictate how you plan your CUE graduate program, select courses for your program, and determine what kind of applied research project, thesis, or dissertation makes sense for you. Doing your best work requires you to be passionate about what you are doing. Graduate school is an investment of two or more years of your life. Use the time wisely.

### **Contact your Graduate Program Director for academic advising**

Consider making an appointment with your Graduate Program Director to discuss your program requirements. The Graduate Program Director can assist you in understanding what is required for a successful start in your academic program. For many students, the first term is overwhelming, especially if you are coming from a different educational system. A reduced course load in your first term may be a good idea as you familiarize yourself with CUE.

### **Register for your courses**

You are responsible for registering and withdrawing from your courses. Academic advising is available in the Registrar's Office. It is always good practice to ensure that registration changes are made on your student record. All registration changes must be done using the Online Course Selector (OCS) via [Online Services for Students](#). Be sure to refer to [Section 2.0 – Academic Schedule](#) for all deadlines.

### **Copyright**

Graduate students are both users and creators of copyrighted material. When you reproduce copyrighted material for research purposes (e.g. download an article or include a previously published image in your thesis), or publicly perform a copyrighted work on campus for recreational purposes (e.g. show a movie at a social event), you must comply with Canadian copyright law and the license agreements that CUE has with content providers and copyright collectives. More detailed information about reproducing copyrighted works for research purposes and incorporating portions of those works into your graduate writing is available in the [Faculty of Graduate Studies Thesis, Dissertation, Project and Capstone Guidelines](#). The *Guidelines* also include information on your rights as the copyright owner of your thesis, dissertation, or project. General information about copyright to help you understand your rights and responsibilities is available on the [CUE Library website](#).



## Familiarize yourself with CUE's [Graduate Student Supervision Policy](#)

This very important policy is designed to facilitate positive and mutually beneficial relationships between students and their supervisors/advisors. As a Doctoral or Master's student, you will work closely with a faculty member who serves as your supervisor/advisor. If your graduate program is one of the many where the Graduate Program Director will assign a supervisor for you, then it is important to have a thorough discussion with your supervisor soon after you are advised of the appointment. Your supervisor may help you to choose your courses and get started planning your research and training program.

If you are in a graduate program where you have a say in selecting your supervisor, then you should know that finding the right mentor or faculty supervisor can be difficult, since it is not always possible to know what kind of mentoring is going to work best for you until you actually start doing your research or training. Some students prefer to work independently, while others require significant feedback and supervision. Talk to other students in your program and seek their feedback and impressions about the mentoring styles of various supervisors. What kind of mentoring experiences are potential supervisors likely to offer? Judge, as best you can, if the overall environment will work for you. Another important consideration is the standing of your supervisor/advisor in his or her field of study.

Some graduate programs also require that a thesis or project committee be convened for the student. Talk to your supervisor about your role in the selection process of the members of this committee. Your committee is there to work with you and provide advice as secondary advisors. If you have a say in selecting committee members, then consider including faculty members whose research experience will

### Topics that you should discuss with your supervisor/advisor

Below are some important topics that you should consider discussing with your supervisor/advisor as early as possible in your program:

- Expected progress through the program and a written plan/timetable of target dates to help you to meet the degree requirements on schedule;
- Funding sources and the duration of such sources;
- Applications for grants and scholarships;
- Research Ethics Board expectations and requirements;
- Citation practices and requirements for writing papers, preparing citations in endnotes/footnotes, and preparing bibliographies;
- Standards of academic integrity;
- CUE's [Academic Integrity and Ethics](#) policy;
- CUE's [Turnitin policy](#);
- Expectations regarding conference presentations and publications;
- Intellectual property, authorship and acknowledgement of your work;
- Any technical, language, and/or writing skills training that you may need to succeed;
- Preferred frequency of meetings with your supervisor and how to keep in contact with each other; and
- The Annual Progress Reports that must be completed by both the student and his or her supervisor/advisor.





prove useful to you, or who have a solid reputation for providing mentoring advice to students long after they leave CUE.

Furthermore, make a point of talking to the members of your committee on a regular basis to keep them in the loop on your research progress. If you and your faculty supervisor/advisor have a disagreement on a particular aspect of your research or program, then the other committee members can often prove helpful in resolving such disputes.

The student-supervisor/advisor relationship is an important component of graduate student success, and it is important to start it off on the right foot!

### **Attend the Graduate Student Orientation Session**

CUE's Faculty of Graduate Studies, in conjunction with the Vice-President, Student Life and Learning, hosts an orientation session for newly admitted students. At this orientation, you will be welcomed by leaders in the CUE community and you will meet with faculty and staff from the Faculty of Graduate Studies. Take this opportunity to learn about additional services, resources, and important regulations that pertain specifically to graduate students. This is the only orientation program specifically tailored for graduate students, including those studying full-time, part-time, or as independent graduate students. Some graduate programs also host an additional Graduate-Student orientation session designed specifically for their students. Therefore, you should consult with your Graduate Program Director to determine if there is an additional orientation session that applies to you. Very useful information about the program is distributed at these orientation sessions.

Stay informed at [concordiagsa.com](http://concordiagsa.com).

### **Keep Current**

Ensure that CUE has your current contact information via [Online Services for Students](#). Under My Account, select Personal Information to review and/or update your personal information.

### **Proof of Enrolment**

If you require proof of enrolment, please request a Verification of Enrolment via [Online Services for Students](#). You can choose to either pick up the document at the Registrar's Office or have it sent to another location.





# Organize Your Finances

## Organize your Finances

Student Accounts Office

HA120

780-479-9220

[studentaccounts@concordia.ab.ca](mailto:studentaccounts@concordia.ab.ca)

Tuition and fee payments are due the first day of class for all programs.

Graduate program fees are located in [Section 5.0 of the CUE Academic Calendar](#). Additional information about tuition and fees can be found on CUE's [Tuition and Fees webpage](#). Be sure to read the fee section of the Academic Calendar and the Academic Schedule for relevant information concerning financial information and deadlines for all students.

If you do not understand how fees are charged, you can also contact the [Student Accounts Office](#) to receive an explanation.

Students registered in the same program will pay the same per credit fee for tuition. However, if you are an international student you will also pay the international fee each term. This fee is charged to all students who are not Canadian citizens or permanent residents. If your citizenship status changes, you must provide proof to the [Admissions Office](#) so that the appropriate fee to be charged. Questions regarding citizenship documentation can be directed to the Admissions Office.

Plan your financial requirements prior to the start of each term to ensure timely payment of your tuition fees. Students must contact the [Student Accounts Office](#) if payment will be delayed for any reason.

## How to Pay your Tuition Fees

Concordia accepts the following methods of payment:

1. **In Person** – Via cash, cheque, debit, and bank draft.
2. **Online Credit Card Payments** – Through Plastiq. CUE does not accept direct credit card payments. However, students may choose to use Plastiq, a third-party credit card processor, to pay by credit card. Processing fees apply. When paying online through Plastiq, reference your student ID number as your account number and choose Concordia University of Edmonton as the payee.
3. **Online Bill Payments** – Through major banks and credit unions in Canada. Sign into online banking; under "Bill Payments" add Concordia University of Edmonton as a payee; and reference your six-digit student ID number as your account number.



4. **Through Your Bank** – Contact your bank in person or by telephone to make a payment. Choose Concordia University of Edmonton as the payee, and reference your student ID number as your account number.
5. **Through Student Loans** – Student loans coming through CUE’s Tuition and Fees Office are applied directly to the student’s tuition and fees. Students are responsible for paying any outstanding balance by the applicable deadline.
6. **Sponsorship Payments** – If you are a sponsored student, written documentation outlining your sponsorship must be received from your sponsoring agency prior to registration, and must include:
  - the specific fees covered by your sponsor (i.e. tuition, books, etc.);
  - the terms covered by your sponsor;
  - the maximum dollar amount (if applicable); and
  - complete invoicing information, including the name of the agency, address, phone number, and contact name.

#### Different tuition fees?

Canadian citizens and International students are charged tuition fees based on different rates. You must provide proof of your citizenship status to be charged the appropriate rate.

If you are eligible, submit the necessary Alberta Provincial Residency documentation to CUE’s Registrar’s Office.

Detailed information is available from the [Registrar’s Office](#).

### Financial Aid and Awards

HA120

780-479-9220

[finaid@concordia.ab.ca](mailto:finaid@concordia.ab.ca)

CUE’s [Financial Aid and Awards Office](#) helps students and prospective students in seeking and securing financial assistance to enable them to pursue their education at CUE. Student financial assistance is available in various forms, including government financial aid (student loans and/or bursaries), as well as CUE-specific student assistance programs.

### Graduate Awards

General inquiries about [sources of financial support for graduate students at CUE](#) or elsewhere should be directed to the Financial Aid and Awards Office. Current graduate students may apply for select awards disbursed by their faculties or programs.



## Are you eligible for an assistantship?

You should become familiar with CUE's [Graduate Student Service Appointments Policy](#).

This policy details how Teaching Assistantships, Research Assistantships, and Graduate Academic Assistantships are administered and awarded to graduate students. Many students find these assistantships valuable because:

- i) they provide an opportunity for students to develop their teaching and research skills; and
- ii) they provide an important source of funding for students to pay their tuition and day-to-day living costs.

Graduate students who have been awarded a Teaching Assistantship, Research Assistantship, or Graduate Academic Assistantship are expected to know and abide by CUE's [Research Assistant Policy](#). They are also required to attend information sessions that are designed to help students become better graduate assistants. Email notices regarding upcoming information sessions are sent to all graduate students at the start of each term.







**Understand Your Responsibilities**

## **Independent thinking is a key characteristic of a successful graduate student**

Regardless of your work habits and how much you depend on your supervisor/advisor for guidance, you will soon discover that as a graduate student, you will have to be more independent and organized than when you were an undergraduate student. The sooner you start on that path to independence, the better. Independence will play an important role in your career as an academic or a professional. As much as possible, define your own educational objectives and research goals with a view to making a significant and unique contribution to your future profession.

### **Build confidence**

As you progress through your program, expect your work to be challenged and critiqued by your professors and fellow students, because that is an essential part of the graduate student experience. The best way to build self-confidence in these defensive moments is to be prepared and to present your work clearly and with a confident display of your knowledge. Do not be intimidated by anyone who may question your ideas or work.

Another reason to have a thick skin is that the path to success will not be without challenges and setbacks. Undergraduate training is often more structured and does not always prepare you for such setbacks. Learn as much as you can from your graduate student experience to help you deal with challenges and setbacks.

### **Ensure that you devote adequate time and energy to complete your assignments well and on time**

Your time as a CUE graduate student is a critical step in developing:

- a) the skills and habits that you will need to succeed in your future profession;
- b) a proven track record of producing first-class work;
- c) a reputation for completing assignments on time; and
- d) your ability to work collaboratively and in a professional manner.

Some graduate students transfer bad undergraduate habits to graduate school. In doing so, they often underestimate how much time will be required to complete assignments and projects properly and on time. Some students submit shoddy work and expect to receive high marks for the same; or they behave in a childish or unprofessional manner when working with others. You must see graduate school as an important opportunity to develop an outstanding reputation in your profession. Take your work seriously, and remember that your performance in graduate school is often a good indicator of your success in your future career.



## Back up your work

You must routinely make back-up copies of your assignments, projects, research, and writings (in iCloud, Google Drive, etc.) so that you are able to complete your work if your computer breaks down or goes missing.

## Address problems early

If, for whatever reason, graduate school is not what you thought or hoped it would be, find out what are your options to address the problem. Discuss these problems with your supervisor/advisor. A good supervisor is there not just to guide you in your academic pursuits, but also to provide help in your personal development. Remember, your supervisor has likely seen similar issues with some of his or her former students.

## How do I prove I am a student studying full-time or part-time at CUE?

If you need to prove that you are attending CUE full-time or part-time, you must request a Verification of Enrolment via [Online Services for Students](#). When making that request, you can indicate if you would like the form mailed, emailed, or made ready for pick up.

## What should I do if I was not able to register for my courses by the deadline required for the program?

Students are responsible for adding, dropping, or withdrawing from their course(s) according to the deadlines listed in the [Academic Schedule, Section 2.0](#). Note that late Registration after a published deadline is granted only in exceptional circumstances. You are responsible for ensuring that you are properly registered for each term by the deadline. Any errors or omissions must be addressed by you prior to the registration deadlines. If you are not officially registered in a course, then you are not entitled to attend the course or to receive grades for any coursework completed.

## What should I do if I want to drop a course?

All course changes must be done using the Online Course Selector (OCS) via [Online Services for Students](#). A dropped course will not appear on your transcript and you will not be charged for that course. If you drop a course after Census Day, you will receive a grade of “W” (no academic penalty) and will be responsible for the cost of the course. Only full withdrawals from your program may entitle you to a refund. Please refer to the [Academic Schedule, section 2.0](#) or speak to Student Accounts regarding deadlines and refunds.

**You cannot drop or withdraw from a class simply by stopping to attend the course, or informing your professors that you will no longer be attending classes. Proper channels must be followed to drop or withdraw from a class.**



If you are unable to meet the deadline withdrawal date due to extenuating circumstances, then you may submit a letter of appeal to the Registrar. The appeal must include the reasons why you were unable to drop or withdraw from the courses prior to the official deadlines, together with supporting documentation, if applicable.

Please consult with the [Registrar's Office for full details](#).

### **What should I do if I failed a course?**

Students are expected to meet a number of minimum academic standards to remain in good standing in their graduate program. These include minimum grade point average (GPA) requirements, letter-grade requirements, and time limit requirements for completion of the program of study. Some of these regulations are program specific, while others are university-wide. Read the [CUE Academic Calendar \(Section 13.0\)](#) for information about these requirements and regulations. You should also consult with the Registrar's Office, your supervisor/advisor, and/or Graduate Program Director if you are concerned about your academic standing.

If you fail a course, the Dean of Graduate Studies will determine whether you are permitted to continue in the program. You must also be in good academic standing to continue in your program. If your cumulative grade point average is below the required GPA for your program, then you will be notified through your email/student portal and may be required to withdraw from the program.

### **What should I do if I must take a leave of absence from the program?**

If you cannot continue your studies for one or more terms, then you may apply for a Leave of Absence. The Dean of Graduate Studies approves or denies requests.

Refer to [Section 4.5 \(Leave of Absence\) of the Academic Calendar](#) for more information. The Leave of Absence request form is found in the [Online Services for Students](#) portal under My Courses – Student Form Submission.

### **What should I do if the time limit for completing my program has expired and I need additional time to complete my program?**

If you cannot complete your program requirements by the time limit set out in CUE's *Academic Calendar*, then you must apply for a time limit extension. To apply for such an extension, consult with your Graduate Program Director and CUE's *Academic Calendar*. Please also include a letter from your supervisor, as well as a timeline for completing your program.



## What should I do if I want to withdraw from my program?

You must officially withdraw from your courses to avoid any penalties. If you are not registered in any courses, you may choose to simply no longer register in any future courses. All course changes, including withdrawal, must be done using the Online Course Selector (OCS) via [Online Services for Students](#).

## What if I am not happy with a mark that I received in a particular course?

For any course in-progress or just completed, a student who is concerned about a grade or another feature of that course should first discuss the matter with the instructor. If the matter is not resolved at that level, then a graduate student has the right to follow the procedures set out in [section 13.0.2.D of the Academic Calendar](#). Initiating a formal re-evaluation request, however, should be a last recourse, and only undertaken when prior and sincere attempts to resolve problems and disagreements informally and directly have failed. Please consult the CUE [Academic Calendar \(section 13.0\)](#) for information about appealing a course grade.

## Academic Integrity

If I am uncomfortable about someone's academic conduct on campus, then what are my rights and responsibilities? CUE's *Academic Calendar* sets out standards of conduct which apply to all members of the CUE community.

Please also refer to [policies and procedures related to Academic Integrity and Ethics](#).

## Academic Honesty

CUE takes cheating and plagiarism very seriously, and therefore you must be familiar with the Academic Honesty principles and responsibilities in CUE's *Academic Calendar*. Academic Honesty is an extremely important issue at CUE, and plagiarism and other academic misconduct will not be tolerated. We encourage you to familiarize yourself with the [Academic Calendar, particularly section 9.2.5](#) which contains resources and references that will guide you as you progress through your program at CUE.

The integrity of CUE's academic life, as well as the integrity of the degrees, diplomas, and certificates that CUE confers, are dependent upon the honesty and soundness of the instructor-student learning relationship, and, in particular, that of the evaluation process. Therefore, all students are expected to be honest in all of their academic endeavours and relationships at CUE.

Pay careful attention to CUE's [Turnitin Policy](#). It sets out specific requirements for students with respect to the review of their written work before it is submitted for evaluation.

The definitions, procedures and sanctions related to charges of academic offenses are outlined in CUE's *Academic Calendar*.





## What is Intellectual Property?

The issue of intellectual property interests will vary, depending on the academic discipline, the nature of group or individual research, and the types of funding that are involved. In general, the primary considerations are:

- To whom does what belong in a research undertaking?
- Who is permitted to do what with the results of research?
- How should individual contributions be acknowledged?

In some cases where there is research funding from an external agency, the agency will set out in advance the nature of the proprietary relationship. When this is the case, the graduate student must clarify his or her role and responsibilities early on in the process.

The overall guiding principle that should be considered in matters of intellectual property is that ownership and recognition of contribution should be commensurate with intellectual leadership, actual and active involvement in the research activity, self-reliance, and innovation in the research undertaking. For more information on intellectual property rights, please see the [Tri-Council Policy Statement regarding “Responsible Conduct of Research”](#) as well as CUE’s [Intellectual Property Guidelines](#), and [Academic Integrity and Ethics Policy](#).

## What should I do if my research involves human participants?

For research involving human participants, certification from the appropriate CUE body must be obtained prior to starting the research. CUE is committed to ensuring the ethical integrity of all research done under its auspices on its campus. Accordingly, research cannot commence and grant funds will not be released until the relevant certification has been obtained. Compliance and certification falls under the auspices of the independent administrative body at CUE known as the [Research Ethics Board \(REB\)](#).

The REB ensures that any research involving human participants adheres to the research guidelines of the [Tri-Council Policy Statement](#) and to relevant federal and provincial policies.

## What should be considered when selecting an applied research project, thesis, thesis project, or dissertation topic?

Eventually, you will have to select an applied research project, thesis, thesis project, or dissertation topic to complete your program. Picking an applied research project, thesis, thesis project, or dissertation topic that interests you will play a major role in your success as a graduate student. All too often, unfortunately, a student will pick the first topic that comes to mind, or which appears to be easy to complete. Later, however, the student will often discover that he or she lacks the interest or enthusiasm to complete his or her project.



You should also keep in mind the challenges that you may encounter with respect to resources required to complete your research. For example, are there reliable and adequate resources related to your topic? Are the resources in a language that you understand? Are the resources easy to access? Will you have to travel to distant lands to access the resources?

### **Practicum Requirements**

Some graduate programs have practicum requirements. If your program has a practicum requirement, then please review the following procedures for your program:

- [Practicum Procedures for graduate degrees and diploma programs \(13.0.2.E\)](#)





**Stay on Track**

## Double-check the program requirements on a regular basis to complete your program on time

Students frequently have to take extra time to complete their programs because they:

- Do not know the program requirements (as stated in CUE's *Academic Calendar*) to complete the degree;
- Enrol in courses that are not required for their program; or
- Are not aware that many programs have minimum grade requirements (e.g. no course grade less than "C+", or a grade point average (GPA) of not less than 3.0).

While progressing through your graduate program, check and then re-check the program requirements to ensure that you will be able to complete your degree on time without having to pay additional tuition costs for extra courses. Students should regularly request their Program Progress Report information via [Online Services for Students](#).

If you are in course-based program, then try to meet and communicate with your Graduate Program Director at least once a term in order to ensure that you are on track to complete the required courses, prerequisites and/or deficiency courses for your program. Please also routinely consult with your supervisor/advisor to ensure that you are on track.

If you are in a thesis-based graduate program, then please meet with your supervisor/advisor periodically in order to avoid any potential problems related to your program. Your supervisor/advisor may be able to suggest important publications with which you should become acquainted to undertake your area of research.

## The Graduate Student-Faculty Supervisor Relationship

As was noted above, every graduate student will work closely with a faculty member who serves as the student's supervisor/advisor. The student-supervisor relationship is at the heart of graduate student success. It is important that you formalize a relationship with a supervisor/advisor as early as possible and begin meeting with your supervisor/advisor on a regular basis to discuss the design of your program, the formulation of methods, the discussion and presentation of results, and possible publication. The frequency of meetings with your supervisor depends on the academic discipline. In many cases, weekly meetings are essential; for other disciplines, monthly meetings are satisfactory. Be proactive in developing a good relationship with your supervisor/advisor, and in managing your time and the rate of progress through your program.



## Work with your supervisor/advisor to stay on track

Maintain close contact with your supervisor/advisor (and in some programs, committee members). When you register as a graduate student, you are making a commitment to devote the time and energy needed to complete the degree program and requirements. Your supervisor/advisor has the right to expect substantial effort, initiative, respect and receptiveness to suggestions and criticisms. As a graduate student, you must accept the rules, procedures, and standards in place in the program and at CUE. It is your responsibility to be aware of and to comply with the regulations and deadlines as outlined in the *CUE Academic Calendar*. For further guidelines on the student-supervisor/advisor relationship, please consult CUE's [Graduate Student Supervision Policy](#).

## Attend and present at academic and professional conferences

If you are in a research-based program, then it is important that you present scholarly papers about your professional development, thesis or dissertation research at academic conferences. Your contact with other scholars and professionals will also motivate you to complete your work to the best of your ability. Use the conferences to widen your professional networks, identify post-graduation career opportunities, and obtain feedback on ideas that arise from your research and professional development.

## Build a support system to help you complete your graduate degree

Try to develop a support network with others who will encourage you to finish your graduate degree. It is important to meet periodically with fellow graduate students from your program who have reached a similar stage, and be sure to establish ways to support each other in completing your studies.

## Applying for Student Internal Research Grants

The Office of Research Services manages a competitive internal student research grant program which provides up to \$2000 in funding to engage in research projects, knowledge mobilization activities, and research dissemination. Application forms and deadlines are available on the CUE research website (<https://concordia.ab.ca/research/>) or by emailing [research@concordia.ab.ca](mailto:research@concordia.ab.ca). Graduate Students must first apply to the [Alberta Graduate Student Travel Incentive](#) for funding related to conference travel, before submitting an application for a CUE Student Research Grant. This competitive program is under the control of Student Financial Aid & Awards.

Another way to disseminate your graduate research is to participate in the CUE annual poster exhibition, the [Research Forum and Poster Competition](#). This event takes place each spring and provides faculty and students an opportunity to present their research to the university community, industry professionals, and guests. CUE also houses a number of inter-disciplinary thematic [Research Clusters](#) that provide graduate students the opportunity to forge research collaborations with faculty and students both on campus and in the community.





## While at CUE, start planning your post-graduation prospects

It is always a good idea to identify the steps that you need to take before you graduate in order to ensure a smooth transition from graduate school to the professional world. While you are at CUE, begin to target job or post-doctoral opportunities. There is nothing like a job offer to motivate you to finish your program.

There are some important points to consider when planning for your professional career. One of these deals with professional development. Being a successful academic or professional involves more than doing well in your program. In your career, you may also be expected to practice sound professional skills, adhere to high ethical standards, prepare compelling scholarship and grant applications, prepare sound publications, and communicate and collaborate with other researchers, academics, and professionals. It is therefore important that you develop these skills at the same time that you are working on your program.

Another important consideration involves using these emergent skills and competencies to determine what to do with your higher postgraduate degree. Do not wait until you graduate to take this important next step. Consider making an appointment with CUE's [Career Services](#) to determine what type of positions will be available to you after you complete your graduate degree.





**Get Involved**

## Find balance in your academic and personal life

Because graduate school is highly demanding, it is important that you take the necessary time to meet your own personal needs, both mentally and physically. Your health is your first priority, and so it is important that you devote adequate time to being healthy. Hard work on your studies must be balanced with other activities that you enjoy. Collaborations with future colleagues often begin not because of a shared academic interest, but because you share the same hobby or non-academic interest.

## Participate in CUE's Graduate Students' Association

The [Graduate Students' Association](#) (GSA) represents and supports graduate student interests at CUE. The GSA consists of all students registered in a graduate program at CUE. The meetings and activities of the GSA are intended to provide opportunities for students to meet and discuss matters of common concern. If you would like to learn more about graduate-student life on campus, or to become more involved, or if you require information or assistance, then please contact the GSA office and [visit their website](#).

## Explore learning opportunities outside the classroom

CUE students are known for expanding their education well beyond their programs. Whether it is participating in the diverse range of volunteer initiatives on and off the campus, CUE students enjoy being involved in diverse volunteer activities. Volunteering allows you to gain experience and develop leadership, organizational and interpersonal skills, all the while networking with others and supporting a cause that you find meaningful.

## Life Long Learning

The Office of Extension & Culture provides a diversity of life-long learning choices outside of our academic programs. A growing variety of non-credit courses, extra-curricular and cultural events are all part of the diverse portfolio available to Graduate Students. For more information, please [visit the Non-Credit Course website](#).

## Concordia Connects Grant

The Office of Extension & Culture provides the Concordia Connects Grant for Community and Cultural Engagement (CCGCCE) every year. Two awards are available for students, sessionals, instructors, staff and faculty to apply for: \$3000 for community projects each academic year and \$2000 for culture projects each academic year. For more information and the applications, please contact the Office of Extension and Culture or [visit their website](#).





## Official CELPIP Testing Centre

CUE offers a CELPIP preparation program, and is an official testing centre for the CELPIP, Canada's leading English language test for immigration to Canada and Canadian citizenship. For more information, please visit the [testing centre's website](#).

## International student exchanges

There are many opportunities for CUE students to study abroad and meet new people, learn about other cultures, and enjoy a different educational experience. The [International Office](#) oversees all student exchanges. Take advantage of this once-in-a-lifetime opportunity and explore your interests in a different culture. For more information, please visit CUE's International Office. For information on international student exchange opportunities in China, please visit CUE's [Centre for Chinese Studies](#).

## Career Services

[Career Services](#) can help you prepare a job-search strategy, get your resumé in good shape, and practise answering common interview questions. Make an appointment with this office to locate full-time and part-time jobs.

## Athletics and Campus Recreation

CUE offers a variety of athletics and campus recreation programs for students. Check out the [CUE Athletics website](#) for opportunities to get active and get involved!





# The Final Stages of Your Graduate Program



### What are the requirements for completing an applied research project?

Check with your Graduate Program Director and CUE's *Academic Calendar* concerning the requirements and deadlines for completing your applied research project. See the link on the [Graduate Studies page](#). Also, see the [application for Graduation](#).

### Where can I find thesis/dissertation formatting requirements?

See also the link on the [Graduate Studies Resources page](#). Students should also consult CUE's *Academic Calendar*.

### What is the deadline for submitting my thesis?

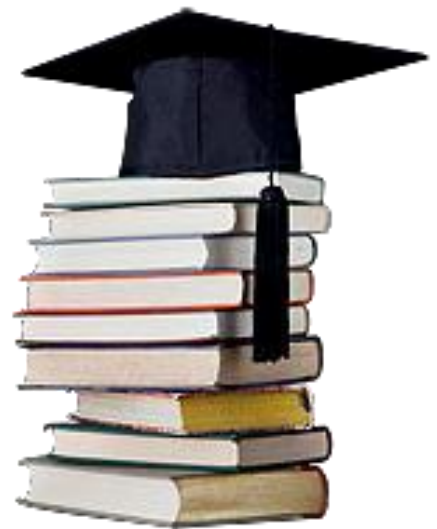
All thesis deadlines can be found in [CUE's Academic Calendar \(section 13.1.7\)](#).

### How do I submit my final thesis/dissertation submission?

All students must submit the final version of their thesis in PDF/a format to the Graduate Program Director and to the Dean of the Faculty of Graduate Studies through [Online Services](#).

### When can I defend my thesis/dissertation?

Please see CUE's *Academic Calendar* for information as to when you can defend your thesis. See also the link on the [Graduate Studies Resources page](#).



## How do I graduate?

CUE confers degrees, diplomas and certificates three (3) times a year. To be considered for any of the conferral dates, students must submit a Graduation Application form through [Online Services](#) for Students by the appropriate deadline:

Graduation Date	Apply for Graduation by
<b>January 31</b>	November 15
<b>May Convocation</b>	March 1
<b>September 30</b>	August 1

**Please note that students can apply for graduation/convocation while they are still enrolled in courses.**

Students are required to pay a Graduation Fee at the time of application, which is refundable only if the application is withdrawn. The fee covers the cost of gown rental, purchase of hood and mortarboard, parchment paper and folder. All graduating students pay this fee whether or not they attend the Convocation ceremony. Students who owe Concordia University of Edmonton fees, fines or other charges will not receive their parchment, but they may participate in the Convocation ceremony. Parchments, and transcripts are withheld until all charges have been cleared.

Students will receive notification of graduation eligibility one month after the application deadline for their specified conferral.

## How can I get a letter stating I have completed my program?

If you need to request a letter to apply for a work permit (international students only) or a graduation status letter to prove you have a credential for employment purposes, etc., you can find the appropriate form in [Online Services](#). Please note that students who require an official letter stating their graduation status must first submit an Application for Graduation via [Online Services for Students](#).

## Need a transcript?

If you need a transcript of your grades, you can make this request online via [Online Services for Students](#). There is no fee for this service, unless you require it to be sent by courier.







# Useful Contacts

## On-Campus Contacts

Department (with website links)	Contact Information	Location
<a href="#">Admissions Office</a>	780-479-9220 <a href="mailto:admits@concordia.ab.ca">admits@concordia.ab.ca</a>	HA120
<a href="#">Behavioural Support and Intervention Team (BSIT)</a>	780-479-8761	P106C
<a href="#">Campus Security</a>	1-780-479-8761 5555 (internal phone) <a href="mailto:concordia.security@concordia.ab.ca">concordia.security@concordia.ab.ca</a>	P106
<a href="#">Career Services</a>	780-378-8461 <a href="mailto:careerservices@concordia.ab.ca">careerservices@concordia.ab.ca</a>	Student Success Centre
<a href="#">Counselling Services</a>	Distress Line (24/7): 780-482-HELP (4357) <a href="#">Book an appointment</a>	Student Success Centre
<a href="#">Dean of Graduate Studies</a>	780-378-8430 <a href="mailto:dean.graduatestudies@concordia.ab.ca">dean.graduatestudies@concordia.ab.ca</a>	HA213
<a href="#">Financial Aid &amp; Awards</a>	780-479-9220 <a href="mailto:finaid@concordia.ab.ca">finaid@concordia.ab.ca</a>	HA120
<a href="#">Food Bank</a>	<a href="mailto:foodbank@concordia.ab.ca">foodbank@concordia.ab.ca</a>	
General inquiries for Concordia University of Edmonton	780-479-8481 <a href="mailto:info@concordia.ab.ca">info@concordia.ab.ca</a>	
<a href="#">Housing (Off campus)</a>		
<a href="#">Housing (On campus)</a>	780-479-9349 <a href="mailto:residence@concordia.ab.ca">residence@concordia.ab.ca</a>	HA 114A





## On-Campus Contacts

Department (with website links)	Contact Information	Location
<a href="#">Indigenous Knowledge and Research Centre</a>	780-479-9394 <a href="mailto:indigenous@concordia.ab.ca">indigenous@concordia.ab.ca</a>	AW124
<a href="#">International Office</a>	780.479.9351 <a href="mailto:international@concordia.ab.ca">international@concordia.ab.ca</a>	Student Success Centre
<a href="#">ITS Help Desk</a>	780-479-9316 <a href="mailto:helpdesk@concordia.ab.ca">helpdesk@concordia.ab.ca</a>	Library Main Floor
<a href="#">Learning Accommodation Services (LAS)</a>	780-479-9242 <a href="mailto:learningaccommodations@concordia.ab.ca">learningaccommodations@concordia.ab.ca</a>	Student Success Centre
<a href="#">Library Services</a>	780-479-9338 <a href="mailto:library@concordia.ab.ca">library@concordia.ab.ca</a>	Arnold Guebert Library
<a href="#">Registrar's Office</a>	780-479-9250 <a href="mailto:registrar@concordia.ab.ca">registrar@concordia.ab.ca</a>	HA120
<a href="#">Office of Research Services</a>	780-479- 9218 <a href="mailto:research@concordia.ab.ca">research@concordia.ab.ca</a>	AW 116
<a href="#">Sexual Violence Support</a>	780-479- 9289 <a href="mailto:vpsll@concordia.ab.ca">vpsll@concordia.ab.ca</a>	HA217
Student Accounts	780-479-9220 <a href="mailto:studentaccounts@concordia.ab.ca">studentaccounts@concordia.ab.ca</a>	HA120
<a href="#">Student Life and Learning</a>	780-479-9241 <a href="mailto:studentlife@concordia.ab.ca">studentlife@concordia.ab.ca</a>	Student Success Centre
<a href="#">Study Abroad Opportunities</a>	780-479-9351	Student Success Centre





## Off-Campus Health & Support Services

Service	Contact Information	Location
Alberta Health Services, Family Care Clinic	780-342-4700	7910 112 Ave NW, Edmonton, AB T5B 0E7
ASSIST Community Services Centre	780-429-3111	9649 105A Ave Edmonton AB T5H 0M3
Belvedere Medical Clinic	780-761-8529	Plaza 66, 12720 66 St NW, Edmonton, AB T5C 0A3
Bent Arrow Traditional Healing Society	780-481-3451	Parkdale School, 11648 85 Street, Edmonton, AB T5B 3E5
Bright Horizons Childcare	780-478-2273	7100 Ada Blvd NW, Edmonton, AB T5B 4E4
Canadian Mental Health Association	780-414-6300	300, 10010 105 St NW. Edmonton, AB T5J 1C4
Capilano Medical Centre	780-761-3330	5818 Terrace Rd NW, Edmonton, AB T6A 3Y8
Edmonton Community Legal Centre	780-702-1725	Telus House, South Tower, Second Floor, 10020 100 St NW. Edmonton, AB T5J 0N3
Kara Family Resource Centre	780-478-5396	6717 132 Avenue NW, Edmonton, AB T5C 2A4
Norwood Child & Family Resource Centre	780-471-3737	9516 114 Ave NW, Edmonton, AB T5G 0K7
Sexual Violence Support; Sexual Assault Centre of Edmonton (SACE)	780-423-2121 (24-hour crisis line) 780-423-4102 (Administration) 780-421-1482 T.T.Y. (Telephone Device for the Deaf)	Suite 205, 14964 121A Ave Edmonton, AB T5V 1A3

### Mailing Address

Concordia University of Edmonton  
7128 Ada Boulevard  
Edmonton, Alberta, Canada T5B 4E4

**Website:** [concordia.ab.ca](http://concordia.ab.ca)

**Call us:** 780-479-9481 or  
1-866-479-5200





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