

New Graduate Student Orientation Guide

School of Education and Human Services

Welcome to the Graduate School of Education and Human Resources at Canisius College. The Graduate Education Office and program faculty are here to help make your transition as smooth as possible. We are thrilled that you have chosen to pursue your graduate degree at Canisius. In a relatively short time, you will be joining the ranks of our distinguished alumni. We wish you the best for success in your program.

The **purpose of this guide** is to provide new graduate students a source for information regarding college procedures and important services available on campus.

An **orientation** for new graduate students is scheduled every semester on the Thursday afternoon prior to the first day of class. The **agenda** for the orientation is listed below. The Web links provide additional information for the area described.

- **Welcome** from Dr. McCarthy, Dean/School of Education and Human Services

- **Public Safety briefing**

http://www.canisius.edu/public_safety/

- **Career Center briefing**

<http://www.canisius.edu/careercenter/>

- **Financial Aid briefing**

<http://www.canisius.edu/education/finaid.asp>

- **Student Health Center briefing**

http://www.canisius.edu/student_health/

- **Student Accounts Briefing**

http://www.canisius.edu/student_accts/

- **Admission information:**

- Read your acceptance letter carefully and make sure to complete any outstanding items listed on page 2 of the letter. For example, you may have been accepted without submitting 2 official transcripts. We may have completed our admissions review with one official transcript or a personal copy of a transcript. If this is the case, please follow up by submitting the additional official copies requested. Failure to provide the requested information may result in delays in receiving your degree upon graduation.

- Again, check page 2 of your acceptance letter to see if you have additional prerequisite courses that must be completed at the undergraduate level in order to receive your certification or degree.
- Also, check page 2 of your acceptance letter for the name of your **advisor** and your **student ID number**. Your advisor can assist you with questions regarding course selection and scheduling.
- **Computer Services**
 - Every student receives a Canisius email account (**GMail**) when they register for class. Canisius College routinely uses email as a means of communication with students. This account is used for instruction, College business, and other official communications to students. You are expected to **regularly check your Canisius email account**. Checking your GMail account keeps you up to date with requirements in the classroom and on campus.
 - GMail may be accessed via the college's home page. Just click on "current students" and then click on the GMail icon (blue box). Use your Canisius username/password to login.
 - To forward your Canisius Gmail to another email account, see the instructions linked [here](#) (pdf).
 - The **Angel Learning System** will be used for online courses and may be used by classroom professors to communicate with students. Angel may be accessed from the College Web site. Just click on "current students" and then click on the Angel icon (yellow box). You may use your username and password to login to these systems on the Canisius Web site within 24 business hours of registering for a class. When you login to the site, if the instructor has activated the course and made it available to students, you will see the course listed on the welcome page under "My Courses". If the professor is not using the site or has not yet activated the course, course information will not be listed on the Angel site.
 - If you have questions or problems with the college's Information Technology Services, including your username/password, contact the Help Desk at 716-888-2299. <http://www2.canisius.edu/canhp/canits/>
- **Register for Canisius Alert** to insure you are quickly notified in the event of an emergency, college closing, class cancellation due to weather or other unexpected event. Canisius Alert will not be used for routine communication. <http://www.canisius.edu/students/>
- By the day of the orientation, most students will have already registered for class using the online system. If you have not yet registered and need assistance,

contact the Graduate Education Office at 716-888-2545 or 800-950-2505 or GradEd@canisius.edu. Registration instructions are provided when you make a tuition deposit. Registration instructions, GriffMail and Angel access instructions are linked on the Admitted Student Web page linked below:
<http://www.canisius.edu/education/admitted.asp>

- **Add/Drop.** Students may drop or add courses without financial penalty, until the end of the add/drop period. At the end of the add/drop period, students can not add/drop but may withdraw from class (see below).
- **Withdrawal Procedure.** Students wishing to withdraw from a course must submit the appropriate withdrawal form to the Registrar (through week 12) or the Graduate Education Office (after 12th week). See the academic calendar for deadlines and refund rates for dates of withdrawal:
<http://www.canisius.edu/catalog/graduate/calendar.asp>

The link below provides withdrawal information for the summer semesters:
<http://www.canisius.edu/summer/tuition.asp>

- Be aware of how the Labor Day, Martin Luther King Day and Memorial Day holidays affect the class schedule at the beginning of the semester. No class is scheduled on the holiday. However, the first Saturday class is typically the Saturday before the holiday which is during the holiday weekend. Refer to the academic calendar for details by semester.

- **General information:** there are a variety of student services on campus. Below is a list of some of the offices used by graduate students. See the link below from the College Web site for additional listings for academic and administrative departments.
<http://www.canisius.edu/about/departments.asp>

- **Student Health Center** (Frisch Hall, lower level). *Graduate Students registered for 6 or more credit hours attending class on campus are required to submit the Immunization Record Form to this office in accordance with New York State health laws.* You should have received the immunization form from the Health Office after making your tuition deposit and from the Graduate Education Office with your registration instructions. The form is also linked below:
http://www.canisius.edu/student_health/forms.asp

All graduate students, registered for 6 or more credits are required by New York State to submit proof of immunity to measles, mumps, rubella and submit proof of either meningitis vaccination or a signed waiver declining vaccination prior to the first day of classes. Vaccinations are available in the Student Health Center at the college for a fee.

Non-Canadian international students, studying on an F1 Visa are also required to submit a completed physical examination prior to the start of class.

This form must be completed in English and signed by you and your health care provider. International students can also obtain a physical examination and immunizations in the Student Health Center upon arrival at the college, for a fee.

More information about international student requirements can be found at

www.canisius.edu/isp/accepted.asp

The Student Health Center may be contacted at 716-888-2610.

http://www.canisius.edu/student_health/

- **Parking.** To purchase a parking permit, you must register online. The link below provides information on parking options and cost. At the bottom of the parking web page is a link which allows you to purchase a permit. You will need your Canisius username and password, vehicle registration information, vehicle description, and vehicle license plate number to complete the request. While submitting the request, you may also pay by credit card using the online system. You may also pay by cash or check when you pick up your parking tag. Once you submit the request, you may pick up the tag at the Student Accounts Office located in the Health Science Building (see information below). **You must have identification in order to pick up the parking pass.**

http://www.canisius.edu/student_accts/parking.asp

- **Student Accounts** (Health Science Center, second floor). Contact Student Accounts if you have questions about your bill, payment plans, parking tags, etc. They may be contacted at 716-888-2801 or 800-238-8160.
- **International Student Programs Office** (Frisch Hall – lower level). Canadian and other international students should complete a Student Information Form with the ISPO office. They may also have their I-20 signed on page 3 by the ISPO after they have paid the SEVIS fee and had the I-20 stamped at the border station. The ISPO may be contacted at 716-888-2784.

<http://www.canisius.edu/isp/>

- **Library** (corner of Main and Jefferson). During the fall and spring semesters, the library is open every day of the week. During the summer, the library is open Monday-Saturday but closed on Sundays. Click on the link below for more information, including library hours.

<http://www.canisius.edu/library/>

- **Mail Room (postal service)** (Bagen Hall, lower level). You may use the mail room for postal services, including mailing letters/packages and purchasing stamps.

- **Registrar** (Bagen Hall, room 106). Also known as the Student Records Office. Contact the Registrar's office if you need copies of your transcripts, 716-888-2990.
<http://www.canisius.edu/registrar/>
- **Residence Life** (Eastwood Hall, lower level). Graduate student housing is available when space permits. Contact the Residence Life Office for information on availability of permanent housing, as well as "hotel" accommodations on a nightly basis. Residence Life may be contacted at 716-888-8300.
<http://www.canisius.edu/reslife/>

During the summer sessions, for temporary or "hotel" type accommodations on campus, submit requests in writing by email to anthonyg@canisius.edu. During the summer of 2009, rooms are available for \$23/person (based on double occupancy) in Dugan Hall. Point of contact is Gordon Anthony (888-2934) in the Koessler Center.

If nightly accommodations on campus are not available, the link below provides a list of **local hotel options**. Some offer special student rates.

<http://www.canisius.edu/education/hotels.asp>

- **Student ID Section** (Bosch Hall, lower level, room 004, next to the Public Safety Dispatch Desk). **Students must be registered for class in order to receive a student ID card.** Student ID cards are used for a variety of services on campus, including: the library, dining services, vending machines, laundry services, fitness facilities, and building access. A student ID card is also required in order to pick up a parking pass. **Please have your student number available, if possible, when you have your student ID made.** This number is on the second page of your acceptance letter. This office is open from 9:30 am to 6 pm during the school year and 9:30 am to 5:30 pm during the summer.
- **Dining Locations.** Canisius has five campus dining locations, including the new Tim Horton's coffee shop on the main level of the library. Other locations are: Economou Dining Hall, Old Main Snack Bar, The Upper Deck (Palisano-upper level) and The Street Side Café (Palisano-lower level). The link below provides hours of operation and other information:
<http://www.dineoncampus.com/canisius/index.cfm>

- **Virtual tour of campus.** Note that the buildings on the main part of campus are connected by an underground tunnel system. Old Main and Wehle are connected by a walkway accessed on the 2nd floor of each building. A wireless zone is accessible from the main campus also.

http://www.canisius.edu/admissions/PDFs/Web_Campus_Map2000.pdf

- At this point in the orientation (2:30), **Canadian/International Students** will meet with the Director of the International Student Programs Office to cover immigration procedures, i.e. SEVIS, I-20, etc. (30 minutes)

<http://www.canisius.edu/isp/>

- Once you have completed the portions of the agenda which apply to you, you are free to visit student services offices or conduct other business on campus. We will help get you started by escorting students to the Student ID Card Section.

We hope this orientation guide answers most of your questions. Additional information is listed in the Graduate Catalog, including academic policies, program information and course descriptions:

<http://www.canisius.edu/catalog/graduate/>

The catalog also includes the academic calendar linked below:

<http://www.canisius.edu/catalog/graduate/calendar.asp>

If you have further questions or concerns, please contact the Graduate Education Office at 716-888-2545 (local), toll free at 1-800-950-2505, or by email at GradEd@canisius.edu.

Quick Reference List

Academic Calendar

<http://www.canisius.edu/catalog/graduate/calendar.asp>

Summersphere

<http://www.canisius.edu/summer/default.asp>

Bookstore

716-888-2335

<http://www.bkstr.com/Home/10001-10344-1?demoKey=d>

Career Center

716-888-2475

<http://www.canisius.edu/careercenter/>

Campus Map

http://www.canisius.edu/admissions/PDFs/Web_Campus_Map2000.pdf

Canisius Alert (registration screen)
<https://merope.canisius.edu:8443/crisisnotice/>

Catalog
<http://www.canisius.edu/catalog/graduate/>

Counseling Center
716-888-2620
<http://www.canisius.edu/counseling/>

Dining Locations (on campus)
<http://www.dineoncampus.com/canisius/index.cfm>

Dining Location (off campus)
<http://www.canisius.edu/education/buffalorestaurants.asp>

Directory (College academic and admin departments: A-Z)
<http://www.canisius.edu/about/departments.asp>

Disability Support Services
716-3748
<http://www.canisius.edu/dss/>

Financial Aid
716-888-2300 or 800-541-6348
<http://www.canisius.edu/education/finaid.asp>

Graduate Education Office
716-888-2545 or 800-950-2505
<http://www.canisius.edu/education/graduate.asp>

Hotel Listing (local)
<http://www.canisius.edu/education/hotels.asp>

International Student Programs Office
716-888-2784.
<http://www.canisius.edu/isp/>

Information Technology Services (ITS)
716-888-2299 (Help Desk)
<http://www2.canisius.edu/canhp/canits/>

Library
716-888-2900
<http://www.canisius.edu/library/>

Parking (to purchase a parking permit, the first step is to register online)
http://www.canisius.edu/student_accts/parking.asp

Public Safety
716-888-2330
http://www.canisius.edu/public_safety/

Registrar
716-888-2990.
<http://www.canisius.edu/registrar/>

Residence Life
716-888-8300
<http://www.canisius.edu/reslife/>

Student Accounts
716-888-2801 or 800-238-8160
http://www.canisius.edu/student_accts/

Student Health Center
716-888-2610.
http://www.canisius.edu/student_health/

Student ID Section
Bosch Hall, lower level, room 004, next to the Public Safety Dispatch Desk.
716-888-3247

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