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Welcome to the Graduate Programs of the Faculty of Education

In this registration guide, you will find all relevant information required to register for the Graduate Diplomas, MEd, MA(Ed) and PhD courses for the Fall and Winter 2014-2015 sessions. This handbook is intended to guide you through the different options, rules, regulations and procedures of the Faculty of Education and the Faculty of Graduate and Postdoctoral Studies (FGPS). As such, it supplements the official calendar and various guides.

If you have any questions do not hesitate to contact the Graduate Secretariat of the Faculty of Education:

- by email educplus@uOttawa.ca using your @uOttawa e-mail address;
- by phone 613-562-5804 or;
- in person in Lamoureux Hall, room 141.

How do we communicate with you?

We have two ways to communicate with you.

**Student Portal uoZone**

In order to keep you informed about items and events at the Faculty of Education, we will contact you through the student portal uoZone.

We will regularly send you information about our programs, academic activities, reminders of important deadlines, student news, recent publications by professors, thesis defenses, etc.

**E-mail Address “@uOttawa.ca”**

The Faculty of Education will communicate with you via your "@uOttawa.ca" e-mail address. This will help us to keep you better informed of changes concerning your program of studies.

It is therefore very important that you check your uOttawa emails and uoZone regularly.

Please note that all correspondence with the Graduate Secretariat must come from your "@uOttawa.ca" e-mail address for security reasons.

Should you experience any technical difficulties, please complete a Computing Assistance Request or call 613-562-5800 extension 6555.

Registration

Registration for the fall and winter 2014-2015 sessions begins:

- for regular students: Wednesday, June 25 (fall-winter);
- for special students: Wednesday, August 20 (fall);
- for special students: Wednesday, January 7 (winter).

Access to Rabaska is limited to regular students.
Rabaska is the course registration tool that must be used to register online via your uOzone account. For account access issues, please contact the computing help desk or the Rabaska team.

We encourage students to register through Rabaska for an easy access to immediate online registration. This tool will also let students see the number of places available in courses, help prepare a timetable, and view program requirements.

This guide is intended to add information to an extensive Registration Guide prepared by the FGPS. To facilitate your registration online, you may also consult:

- the Registration Help Centre from May 12 to August 1st, 2014;
- a Rabaska Tutorial and;
- the Graduate Secretariat support staff of the Faculty of Education (educplus@uOttawa.ca).

Student registered in the interim report must register as a special student. You will not have access to Rabaska and must use the paper registration form. You must also submit official transcripts in case of first-time registration to a graduate course at the Faculty of Education and a current resume. For more information, please contact our office at 613-562-5804 or educplus@uOttawa.ca.

**Important reminder about registration and Rabaska**

1) You will not be able to register online:
   - if conditions have been added to your file;
   - if you have reached your time limit to complete the requirements of your program;
   - if you choose courses outside the Faculty;
   - if you are a special student.

2) Important! Keep a copy of your confirmation number from Rabaska or a copy of your registration form. A confirmation of registration will not be mailed or e-mailed to you.

3) It is your responsibility to verify your registration status via your uOzone account. You must inform the Graduate Secretariat of any errors or omissions before the important dates and deadlines.

4) A change of classification cannot be done online. Because of various regulations linked to classification (i.e., residence, scholarships, OSAP, etc.), you must submit a request to change your classification by using your uOttawa e-mail (requests from other accounts will not be accepted for security reasons) or with a Modification/Cancellation of Registration form to the Graduate Secretariat within published deadlines.

Students in the Educational Counselling concentration who wish to change their classification from part-time to full-time should apply to do so as soon as possible. Requests must be submitted to the Graduate Secretariat at educplus@uOttawa.ca by using your uOttawa e-mail.
Course selection

The websites of the Faculty of Education, FGPS and the Office of the Registrar will give you access to the tools needed to make your course selection. You will find:

- tentative course list for 2014-2015;
- list of courses by concentration (under “Program Requirements”);
- course descriptions (MEd and MA[Ed]) (under “Courses”);
- course descriptions (PhD) (under “Courses”);
- course descriptions (Graduate Diplomas):
  - Program Evaluation (under “Courses”);
  - Health Professions Education (under “Courses”);
- course timetable: search tool for courses offered on campus and off campus;
- list of extended MEd program courses for student admitted before fall 2010;
- list of extended MEd program courses for student admitted as of fall 2010;
- selected topics offered;
- important dates and deadlines.

MEd Courses

Please note that advisors have been assigned to each concentration to guide you with your course selection (see page 7).

1) The course Introduction to Research in Education (EDU 5190) must be completed in the first or second session of registration.

2) The Synthesis Seminar (EDU 5199) may only be selected during the last session of your program of studies. (This does not apply to the Health Professions Education concentration.)

3) Courses in the extended program must be completed before you register for the Synthesis Seminar (EDU 5199). This does not apply to the Health Professions Education concentration.

MA(Ed) and PhD Courses

1) You must follow your approved program of study when you select your courses. Any changes in your program of study must receive PRIOR approval from your supervisor and be submitted to the Graduate Secretariat before Rabaska is modified to reflect the change.

2) Students who are starting to work on a research activity (MA[Ed]: EDU 6997, 7999 or PhD: EDU 9998, 9997, 9999) must register for every term until completion of this activity.

3) EDU 7999 / EDU 9999 (Thesis): Important! If you were registered to the thesis last session, the University has re-registered you automatically* unless:
   - there is a financial condition hold on your account;
   - documents are required before you register;
   - the time limit to complete the requirements of the program has been reached.
It is your responsibility to verify your registration status and to inform the Graduate Secretariat of any problem.

* Automatic re-registration does not apply to the comprehensive examination (EDU 9998) or the thesis proposal (EDU 6997 or EDU 9997). Therefore, if you have not completed these activities by the end of the previous session, you must re-register.

Courses outside of the Faculty

If you intend to take a course outside the Faculty or University, you must initiate the process immediately.

Prior approval from the Program Director must be obtained at least one month before the beginning of your courses.

There are different procedures, forms and approvals needed for: courses at Saint-Paul University, Carleton University, other Ontario universities or all other universities outside of Ontario.

You must send an e-mail to the attention of the Program Director to educplus@uOttawa.ca with the following information included:

- the name of the university;
- title, course code and the detailed description of the course;
- the website of the university;
- your student number.

If you receive the approval, you will have to complete different forms, which we will be specified in the e-mail that you will receive.

Important Dates and Tuition Fees

Register early

We strongly recommend that you register as soon as possible. A minimum number of registered students is required in order to offer a course. Excellent courses are sometimes cancelled due to insufficient enrolment.

Avoid disappointment and register early.

Registration deadlines

The Important Dates and Deadlines page indicate official deadlines for activities (courses, thesis, registration, etc.) scheduled during this period.

More particularly, you must be AWARE of the following important dates (Please note these dates may change without notice. This table is intended for reference only):

<table>
<thead>
<tr>
<th>Fall 2014 / Winter 2015</th>
<th>Fall 2014 (September - December)</th>
<th>Winter 2015 (January - April)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of registration</td>
<td>June 25</td>
<td>June 25</td>
</tr>
<tr>
<td>Last day to pay tuition fees without late payment fees</td>
<td>Aug. 27</td>
<td>Jan. 7</td>
</tr>
<tr>
<td>Fall 2014 / Winter 2015</td>
<td>Fall 2014 (September - December)</td>
<td>Winter 2015 (January - April)</td>
</tr>
<tr>
<td>------------------------</td>
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<td>-----------------------------</td>
</tr>
<tr>
<td>Courses begin</td>
<td>Sept. 3</td>
<td>Jan. 12</td>
</tr>
<tr>
<td>Last day for registration without late registration fees</td>
<td>Sept. 10</td>
<td>Jan. 12</td>
</tr>
<tr>
<td>Last day for registration with late registration fees</td>
<td>Sept. 18</td>
<td>Jan. 27</td>
</tr>
<tr>
<td>Last day for change of status (regular/auditor), submit a request for leave of absence or changes to course selection/program of studies</td>
<td>Sept. 18</td>
<td>Jan. 27</td>
</tr>
<tr>
<td>Last day to submit thesis with a 100% financial credit*</td>
<td>Sept. 30</td>
<td>Jan. 30</td>
</tr>
<tr>
<td>Last day for change of classification (full-time/part-time)</td>
<td>Sept. 30</td>
<td>Jan. 30</td>
</tr>
<tr>
<td>Last day to delete a course/activity and obtain a 100% financial credit**</td>
<td>Sept. 30</td>
<td>Jan. 30</td>
</tr>
<tr>
<td>Last day to submit thesis with a 50% financial credit*</td>
<td>Oct. 31</td>
<td>Feb. 27</td>
</tr>
<tr>
<td>Last day to withdraw from a course/activity with no financial credit ***</td>
<td>Nov. 14</td>
<td>Mar. 20</td>
</tr>
<tr>
<td>Courses end</td>
<td>Dec. 2</td>
<td>Apr. 14</td>
</tr>
</tbody>
</table>

* The 100% financial credit applies only if you are registered exclusively for the thesis and if you were registered for the thesis in the previous session as well. The credit does not apply when you submit a revised thesis.

** Tuition fees minus the non-refundable administrative fees. Dates for receiving a 100% financial credit may vary according to the course start and end dates.

*** You will be unable to withdraw from a course after this deadline. If you do not officially withdraw by the deadline but simply stop attending a course, the mark on your transcript will appear as a failure.

**Links Concerning Tuition Fees**
- Tuition Fees
- Fee regulations
- Payment of fees

**Timetable Reminders**
- Rooms, schedules and professors are subject to change without prior notice.
- Please check the website for the updated course timetable.
- Names of professors will be posted on the website at the beginning of the session..
Information on Programs

Change of Concentration (all concentrations except Educational Counselling)
At least 30 days before the following session, you must forward to the Graduate Secretariat (Lamoureux Hall, room 141):

- the form to request the change of concentration;
- the statement of teaching experience (concentration in Health Professions Education only);
- a current resume.

Change of Program from the MEd (without thesis) to the MA(Ed) (with thesis)
At least 30 days before the following session, you must forward to the Graduate Secretariat (LMX 141):

- the form to request the change of program/concentration;
- the statement of teaching experience (concentration in Health Professions Education only);
- a summary of your research interests (3-4 pages);
- a current resume;
- two letters of recommendation (if none were provided with the application for admission to the MEd);
- proof of acceptance from a prospective thesis supervisor (conditional upon the Admission committee’s approval).

NB: When you transfer from the Master of Education (MEd) to the Master of Arts in Education (MA), your admission average will not be calculated again.

Change of Program from the MA(Ed) (with thesis) to the MEd (without thesis)
At least 30 days before the following session, you must forward to the Graduate Secretariat (LMX 141):

- the form to request the change of program/concentration;
- the statement of teaching experience (concentration in Health Professions Education only);
- a current resume.

Faculty of Education Contacts

Administration

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Michel D. Laurier</td>
<td>4057</td>
<td><a href="mailto:deduc@uOttawa.ca">deduc@uOttawa.ca</a></td>
<td>LMX 311</td>
</tr>
<tr>
<td>Vice-Dean (Programs)</td>
<td>Barbara Graves</td>
<td>4965</td>
<td><a href="mailto:vdprog@uOttawa.ca">vdprog@uOttawa.ca</a></td>
<td>LMX 312</td>
</tr>
<tr>
<td>Vice-Dean (Research)</td>
<td>Raymond Leblanc</td>
<td>4892</td>
<td><a href="mailto:vdre@uOttawa.ca">vdre@uOttawa.ca</a></td>
<td>LMX 381</td>
</tr>
<tr>
<td>Title</td>
<td>Name</td>
<td>Phone</td>
<td>E-mail</td>
<td>Room</td>
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</tr>
<tr>
<td>Vice-Dean &amp; Faculty Secretary</td>
<td>Nick Gazzola</td>
<td>2006</td>
<td><a href="mailto:secfaced@uOttawa.ca">secfaced@uOttawa.ca</a></td>
<td>LMX 385</td>
</tr>
<tr>
<td>Program Director (Anglophone Sector)</td>
<td>Richard Barwell</td>
<td>4066</td>
<td><a href="mailto:edugrad@uOttawa.ca">edugrad@uOttawa.ca</a></td>
<td>LMX 328</td>
</tr>
<tr>
<td>Administrative Assistant, Graduate Studies</td>
<td>Sophie Vincent</td>
<td>4066</td>
<td><a href="mailto:edugrad@uOttawa.ca">edugrad@uOttawa.ca</a></td>
<td>LMX 328</td>
</tr>
</tbody>
</table>

### Academic Services

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Coordinates</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Secretariat, Academic Assistants, Reception</td>
<td>Francine Forgues &amp; Marie Lefebvre</td>
<td>613-562-5804 <a href="mailto:educplus@uOttawa.ca">educplus@uOttawa.ca</a></td>
<td>LMX 141</td>
</tr>
<tr>
<td>Educational Center, Learning Resources Counsellor</td>
<td>Solange Filion</td>
<td>613-562-5861 <a href="mailto:crfe-ferc@uOttawa.ca">crfe-ferc@uOttawa.ca</a></td>
<td>LMX 250</td>
</tr>
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</table>

### MEd Advisors

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Studies in Education</td>
<td>Peter Milley</td>
<td>1458</td>
<td><a href="mailto:pmilley@uottawa.ca">pmilley@uottawa.ca</a></td>
<td>LMX 487</td>
</tr>
<tr>
<td>Teaching, Learning and Evaluation</td>
<td>Christine Tippett</td>
<td>4069</td>
<td><a href="mailto:ctippett@uOttawa.ca">ctippett@uOttawa.ca</a></td>
<td>LMX 338</td>
</tr>
<tr>
<td>Educational Counselling</td>
<td>David Smith</td>
<td>4344</td>
<td><a href="mailto:david.smith@uOttawa.ca">david.smith@uOttawa.ca</a></td>
<td>LMX 282</td>
</tr>
<tr>
<td>Second Language in Education</td>
<td>Stephanie Arnott</td>
<td>4382</td>
<td><a href="mailto:sarnott@uottawa.ca">sarnott@uottawa.ca</a></td>
<td>LMX 414</td>
</tr>
<tr>
<td>Society, Culture and Literacies</td>
<td>Lorna McLean</td>
<td>4045</td>
<td><a href="mailto:lrmclean@uottawa.ca">lrmclean@uottawa.ca</a></td>
<td>LMX 454</td>
</tr>
<tr>
<td></td>
<td>Awad Ibrahim</td>
<td>5872</td>
<td><a href="mailto:abrahim@uottawa.ca">abrahim@uottawa.ca</a></td>
<td>LMX420</td>
</tr>
<tr>
<td>Health Professions Education</td>
<td>Eric Dionne</td>
<td>4659</td>
<td><a href="mailto:eric.dionne@uOttawa.ca">eric.dionne@uOttawa.ca</a></td>
<td>LMX 408</td>
</tr>
<tr>
<td>Coordinator (to contact only if your advisor is not available)</td>
<td>Lorna McLean</td>
<td>4045</td>
<td><a href="mailto:lrmclean@uottawa.ca">lrmclean@uottawa.ca</a></td>
<td>LMX 454</td>
</tr>
</tbody>
</table>

### Graduate Diploma Advisors

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Evaluation</td>
<td>Brad Cousins</td>
<td>4036</td>
<td><a href="mailto:bcousins@uOttawa.ca">bcousins@uOttawa.ca</a></td>
<td>VNR 5002H</td>
</tr>
<tr>
<td>Health Professions Education</td>
<td>Eric Dionne</td>
<td>4659</td>
<td><a href="mailto:eric.dionne@uOttawa.ca">eric.dionne@uOttawa.ca</a></td>
<td>LMX 408</td>
</tr>
</tbody>
</table>
Research and Teaching assistantships

All positions for research and teaching assistantships are posted online. For more information please contact Stéfanie Bergès Lalonde at the Office of the Vice-Dean (Research) at 613-562-5800 ext. 4892, vdre@uOttawa.ca, LMX 381.

Useful Links

Forms

Modification/Cancellation of Registration: To be used to modify classification (full-time/part-time), add language courses or if you are unable to modify your course selection online.

Letter of Permission (see section “Courses outside the Faculty“)

Request for a Deferred Mark

Request for a Leave of Absence (MA and PhD students must also submit an Annual Progress Report)

Request for Extension of the Time Limit: (It is recommended to submit the request at least one month before your time limit. MA and PhD students must also submit an Annual Progress Report)

Annual Research Progress Report

Registration (Students unable to register online with Rabaska)

Programs, Faculty Members & Regulations

Faculty of Education

Faculty’s professors

Faculty of Graduate and Postdoctoral Studies

General Regulations

Tuition Fees

Awards and Financial Support

Financial Support

Graduate Awards

Student Services

Building Codes

Centre for Mediated Teaching and Learning (Virtual Campus)

Computing Services

Faculty of Education Educational Centre

Graduate Students’ Association

Housing

InfoService
International Students
Parking
Student Academic Success Service (SASS)
uoZone
  • InfoWeb
  • Rabaska
  • uOttawa e-mail
  • Virtual Campus
  • My Financial Portfolio
A to Z student services list

Other Contacts

Education Graduate Student Association (EGSA)
Lamoureux Hall, Room 267
613-562-5800, ext. 4150

Access Service
University Centre, Room 339
613-562-5976

Career Services
University Centre, Room 312
613-562-5806

Counselling and Coaching Service
613-562-5200

Academic Writing Help Centre
110 University Pr
613-562-5601

Graduate Mentoring Program
University Centre, Room 333
613-562-5800, ext. 2707