

# Welcome 2023 Meds



Schulich School of Medicine & Dentistry -  
Windsor Campus  
August 2019

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# Congratulations and Welcome to Windsor!

This Orientation Package provides information for you as Windsor Campus students. Please use this guide as a supplement to your Schulich School of Medicine & Dentistry Orientation Package.

## The MEB



You will be undertaking your medical training in the state-of-the-art **Dr. Murray O'Neil Medical Education Centre, otherwise known as the MEB**, located on the University of Windsor campus.

If you haven't had a chance to visit us for a personal tour, please take the time to go on a photo tour on our **homepage**: <https://www.youtube.com/watch?v=nCggovg1oZQ&feature=youtu.be>.

## Offices, Classrooms and Student Spaces

### Administrative Offices – MEB Room 1100

Your first point of contact will be our administrative offices. Please stop by during the office hours which are from 8:00 a.m. – 4:30 p.m Monday-Friday. The Administrative Assistants are:

Mariam Shallal  
[SchulichMedicine@uwindsor.ca](mailto:SchulichMedicine@uwindsor.ca)  
519-253-3000 x1411

Cassandra Catalano  
[SchulichMedicine@uwindsor.ca](mailto:SchulichMedicine@uwindsor.ca)  
519-253-3000 x4300

+ Please note: a FIRST AID KIT is located in this room

## Computer/Multi-purpose Lab - MEB Room 2126

The Multi-purpose Computer Lab offers web, network and video conference access to medical students 24/7 with swipe access. You do not need your UWIN account ID to use these computers. It will only be required to print, access your personal drive or the wireless network. See "6 X 6 V/C Room Matrix" below for room booking instructions

**Food and beverages are prohibited in this room at all times.**

## Clinical Skills - MEB Room 2101

The clinical skills area is where you will be having your Patient Centred Clinical Methods (PCCM) course. Access to this area is restricted to business hours, but can be reserved for academically related purposes after hours. Please see Gloria Bortolin, Clinical Skills Facility Coordinator, MEB # 2110 for access to this space.

## Computer Printing – MEB Room 1114

The print room is located on the first floor next to stairway #11. To send a print job to this room, you can do so from the computer lab. You can also use the scanner in the print room or your USB memory stick. Before the print job will release, you must swipe your "charged" UWIN card through the reader and the cost will be deducted from your account. Visit <http://www.uwindsor.ca/its/goprint> for more information.

## Gross Anatomy Lab – MEB 2nd Floor

The gross anatomy lab is on the second floor Room 2104. Multi-use disposable lab coats will be available for purchase at a nominal cost. Gloves and dissection instruments will be provided; however, it is the responsibility of the students to bring safety glasses. Face masks are optional. Students have access to the gross lab 24/7 via swipe card. It is advisable to use the buddy system to review material in the lab. **No visitors are allowed in the lab and photography is strictly prohibited**, in order to honour the privacy of the donors. As a safety measure, students are to wear their lab coat, gloves, safety glasses and closed-toed shoes when working in the lab. Once done for the day, make sure that the body bags are closed, draft tables closed and surrounding areas and any instruments used are cleaned. Each of you will be assigned a locker in the lab. This locker is to be used for lab coats, shoes and safety glasses. Do not leave any personal belongings here as the lockers are not secured with locks; administration is not responsible for loss of any personal belongings. In case of injury while working in the lab, inform the faculty member and appropriate care will be rendered. If no faculty members are present, please use the First Aid Kit, but ensure the incident is reported to the anatomy faculty member.

**+ Please note: a FIRST AID KIT is located in this room**

## Lecture Theatres – MEB Rooms 1113 & 1115

You will receive your lectures by v/c and locally in our main lecture theatres. You will be given a thorough tutorial the first day of class on v/c etiquette and the use of the technology in this room. Access to the lecture theatres is limited to class hours.

### Lockers - MEB Room 1118

You will be assigned a locker, but will need to supply your own combination lock. There is a washroom with a shower. This room is swipe access only and is for the exclusive use of the medical students. Access is available 24/7. Please ensure the door is properly closed when you are leaving, to reduce the attempts at theft.

### Bike Storage Room - MEB Room 1117

The bike room is available only to users of the MEB – students, faculty & staff. This room is swipe access only and is available 24/7.

### Lounge - MEB Room 2130

The student lounge is accessible exclusively to medical students through their student swipe card. There are seating and eating areas, a TV and DVD player, Xbox Kinect, foosball table and a kitchenette featuring a fridge, microwave, toaster oven, coffee maker and kettle. It is available 24/7. **This is your room, please keep it clean.**

### Small Group Rooms – Room 1102 – 1112

The small group rooms on the first floor are used for small group teaching. Before class, during lunch and after hours and weekends, you will have swipe access to these rooms. **Please be mindful of the other users of these spaces and keep them clean.**

### Study Room - MEB Room 2106

The student study room is available exclusively to medical students through their student swipe card. There are study carousels and comfortable chairs, all with power receptacles and network connections. A small medical textbook collection is available for your reference. If you wish to take any of these texts out of the study room, please sign them out with your respective Undergraduate Education Administrator. This room is available to you 24/7. **This is your room, please keep it clean.**

### Learner Equity & Wellness – MEB Rooms 2124A and B

The LEW office is dedicated to helping you adjust to life as a medical student and assisting you in navigating through four years of undergraduate medicine at Schulich School of Medicine & Dentistry. We also want to ensure that you make full use of your affiliated student status here at the University of Windsor. Please don't hesitate to come to us with any questions you may have.

**For a complete contact list, please see the Counselling section in this document.**

### Student Video Conferencing - MEB Room 1109

This room is for the exclusive use of the students 24/7 and can only dial in to M017, M148 & M190 in London. If the party you wish to connect with in London is using a room other than these 3 rooms, they will have to call in to you. This room hosts many v/c events and will be reserved on a "first come-first served" basis.

See "6 X 6 V/C Room Matrix" below for room booking instructions



## Virtual Anatomy Lab – MEB Room 2102

The Virtual Anatomy lab on the second floor is used for teaching and video conferencing. If you would like to access the room before class, during lunch and after hours and weekends, you will have swipe access. We do ask however that for group use, you reserve the room in advance. Please be mindful of the other users of these spaces and keep them clean.

See “6 X 6 V/C Room Matrix” below for room booking instructions.

### 6 X 6 V/C Room Matrix

The following rooms can connect with each other by video conference with the touch of a button. You will be given a tutorial when you arrive in Windsor.

Windsor		London	
Room #	Capacity	Room #	Capacity
MEB 1109	10	M017	10
MEB 2102	30	M148	78
MEB 2126	24	M190	40

MEB 1109 in Windsor is the only room dedicated for student use. The remaining rooms in Windsor and London are also used for educational purposes. To check availability and book one of these three rooms for a v/c or non-v/c event, please use the following process:

To reserve v/c rooms, (Lecture Theatres 1113 or 1115, Student VC 1109, Virtual Anatomy 2102, Computer Lab 2126 or meeting room 3130) you must log into: <http://www.uwomeds.com/>. Under the student life heading, go to "Events" and click "Room Booking". A form will appear that you are to fill out with the following information:

**Title of Event:** e.g. Paediatric Psychiatry Talk

**Date of the event:**

**Time:** usually 1 hr. increments starting on the hour or half hour

**V/C Capabilities Required:** yes or no

**Number of people:** expected at each site

**Specific Rooms:** e.g. MSB190 in London and MEB 1109 in Windsor (if known)

**Description:** eg. Dr. Steele will be discussing paediatric psychiatry

**Requested by:** fill in your name

These rooms also contain a PC, Blu-Ray player and laptop connections for any of your presentation needs.

**Please note that our rooms in the MEB are to be used only by you as medical students for Schulich related curriculum, unofficial curriculum and Hippo club events. All room use must be approved by administration prior to use and booked using the room booking process outlined above.**

### Student Tele-Conferencing

Tele-conferencing can be set up in the small group rooms upon request. Please see our technician in MEB Room #1101, to access the tele-conferencing equipment.

**If you are having trouble with any of the computer, print or video conferencing facilities in the MEB, please contact Drew Foley, Audio-Visual Technician at [foley21@uwindsor.ca](mailto:foley21@uwindsor.ca)**

## **University of Windsor Connection**

As Schulich Medicine students, you are registered at Western University, will be graduating with a Doctor of Medicine degree from Western and have full access to the services offered at the University. In addition, as Windsor Campus students, you also have “Affiliated Student” status at the University of Windsor. This means you also have full access to the services and facilities offered here at the University of Windsor. Below are some important points specific to you as Windsor Campus students.

**When interacting with the University of Windsor, it is important that you always identify yourself as a Schulich medical student, as there are many unique features specifically designed for you.**

To access a **campus map**, click on: <http://www.uwindsor.ca/campusmap>

### **Student Identification Card (UWIN card)**

During orientation you will be issued both a Western student card and a UWin student card. All students must have an identification card from the University of Windsor in addition to their Western student card. Fee stickers are placed on the reverse of your student card as verification of paid fees in September. These stickers will need to be updated each semester. Without this card, you will be unable to access the MEB and many of the services available to you on campus (i.e. athletic facilities, library, etc). In addition, you may pre-load this card with funds and use it at various places on campus including the print capabilities in Room 1114. See details at: <http://www.uwindsor.ca/uwincard/>

**Please note these cards are unique to the medical students and include the Schulich Medicine logo and swipe capabilities described below.**

### **Swipe Access**

A system is in place to provide secure access to the Medical Education Building and various areas within the building. To access a locked door, swipe your UWin student card in front of the card reader at doors where they have been provided. This will allow you access to the room.

Please note that not all MEB rooms have student access. If your card is not working or denying you access to a student room, please see the Administrative Office in MEB #1100.

Each card is unique and is tracked by the system per use. If there is misuse of the facilities, disciplinary action will be taken. **DO NOT LOAN OUT YOUR CARD OR ALLOW ENTRY OF OTHER STUDENTS INTO THE CONTROLLED AREA.**

If you should lose this card, please contact the UWin Card Office located in Room B-07 of the CAW Student Centre or by calling 519.253.3000, ext. 8946 (UWin) during business hours and identify yourself as a medical student. **There is a \$25 fee for replacement.** You must also notify the Main Office (519-253-3000, ext. 4300) so that access can be stopped immediately.



**Black name tags can also be reordered at a cost of \$25 through the main admin office, MEB #1100.**

## **Computer Access**

To gain access to IT privileges and the campus-wide wireless network at the University of Windsor, you will need to activate your UWin Account from a wired computer first. Your UWin account provides one secure login ID for access to most electronic services on campus. This account provides access to the wireless and public network service, the dial-in system, and a number of other services offered electronically from the University of Windsor. To activate your UWin account or change your password, you will need these two pieces of information:

Your University of Windsor student number  
Your Personal Access Code (PAC)

Your student number and PAC are used for verification for a number of items at the University. It is critical that you keep these confidential and do not share them with others.

**To activate your UWin account, go to the web site <http://www.uwindsor.ca/uwinid>. Follow the link for “*Activate your UWin Account*” under Student Services and follow the outlined steps.**

**Note:** Students who have been University of Windsor students in the past will have their original student number and UWin account. Your account may still be active depending on the timing of your graduation and/or your final University of Windsor course.

If you have any questions about your UWin account activation, you can contact the University of Windsor IT Services Helpdesk at 519.253.3000 ext. 4440.

Public access terminals are also located in the atrium across from MEB 1115.

## **Athletic Facilities – College Avenue between California & Huron Line**

With your UWin card you will be able to access the **St. Denis Athletic & Community Centre**. Programs and facilities include the Forge Fitness Centre, badminton and table tennis, swimming pool, martial arts, indoor and outdoor track, personal training, yoga, Pilates, basketball courts, etc. For more information refer to [www.uwindsor.ca/campusrec](http://www.uwindsor.ca/campusrec) or call the Campus Rec office at 519.253.3000 ext. 2456. Information about the athletic facilities here at the University of Windsor can be found at <http://www.golancers.ca/>.

## **Intramural Sports**

You will also be eligible to play on or for your own intramural sports teams. The University of Windsor offers a wide variety of sports including: basketball, volleyball, flag football, water polo, ultimate Frisbee, soccer and more. The upper years have already established a variety of teams and their dominance on the field and court. For more information please visit: <http://www.uwindsor.ca/lancerrecreation/320/intramurals> or contact your Windsor Athletics Reps.

## On Campus Food Options

- *Crocodile Grill*, located in Vanier Hall.
- *Marketplace*, located in the CAW Student Centre.
- *The Bru (Alumni)*, located within the Alumni Hall Residence.
- *Dividends*, located in the Odette School of Business.
- *Starbucks*, located in the Toldo Building.
- *CEI The Hub*, located in the Centre for Engineering Innovation.
- *Tim Hortons*, located in the CAW Student Centre.
- *Brown Gold Cafe*, located in Leddy Library.
- [\*Mare Nostrum\*](#), a full-service restaurant located across from Toldo.

For more information, including meal plan availability, please refer to <http://www.uwindsor.ca/food/>

## Health & Dental Plan for Undergraduate Students

As a student at the Windsor Campus, you will be enrolled in an extensive health and dental insurance plan through the University of Windsor, UWSA. For coverage overview and contact information, please visit: <http://www.uwsa.ca/uwsa-services/health-and-dental/>.

If you have equivalent extended health and dental coverage (ie. under your own plan or through your parent or spouse's employee benefit plan), you can opt out of the Health and/or Dental plan. This must be done through the Western USC Health & Dental online opt-out process by visiting: [www.studentbenefits.ca](http://www.studentbenefits.ca). **The DEADLINE to opt-out this year is September 25, 2019.** By doing this, you will also be removed from the UWSA plan and a refund will be generated.

**NOTE: Please see the Learner Equity & Wellness Office, located on the 2<sup>nd</sup> floor, Room 2124B for a full opt-out explanation.**

For an additional fee, you may OPT-IN your spouse and dependent children. The OPT-IN form is available on our website [www.uwsa.ca](http://www.uwsa.ca) under Health & Dental, and must be returned to the UWSA Office with payment before the cut-off dates. Once your coverage terminates on August 31<sup>st</sup> any additional family coverage that you have applied for will also terminate.

For full coverage details and additional resources, please visit: <https://www.studentcare.ca/uwsa>

## Student Health Services - CAW Student Centre Room 242

While at the University of Windsor, SHS will offer comprehensive primary health care to Windsor Campus students and will act as your family physician's office while on campus. Some of the services offered include, but are not limited to, acute care, physical exams, allergy injections, immunization, contraception, pregnancy tests, eating disorders, laboratory testing, sexually transmitted infections and counselling. Also offered are Student Health Forums, Health Fair and Flu Clinics. Please visit <http://www.uwindsor.ca/health> for more information or call 519-973-7002 to make an appointment. Hours are Monday-Friday 9:00 am to 12:00 pm and 1:00 pm – 4:00 pm.

If you require the ongoing care of a family physician, please contact the Learner Equity & Wellness office, MEB, located on the second floor, **Room 2124B**, to direct you to a physician outside the academic faculty.

## Library

<http://leddy.uwindsor.ca/>

The Leddy Library is the main library at the University of Windsor. Currently, all recommended and required medical textbooks are available on a designated Medical Collection shelf on the main floor of the Leddy Library. The loan period for the medical collection is 3 days.

In addition to the Leddy Medical Collection, Windsor Campus students also have access to the Western University library collection. Most accessible is the vast online collection of electronic databases, articles, books, and clinical decision-making tools. All of Western's electronic resources are available to Schulich Medicine students via proxy access using your Western ID and password.

### Leddy Library Hours:

Sunday	10 am - 4 am
Monday – Thursday	8 am - 4 am
Friday	8 am - midnight
Saturday	10 am – midnight

## Mailboxes

As part of your student fees, you will be issued a mailbox and key when you arrive in Windsor. Please ensure you check your mailbox on a regular basis. You will keep this mailbox for the full 4 years and be reimbursed your deposit upon return of the key. If you lose your key, you will **not** receive your reimbursement. Please see the admin staff in MEB 1100 for further information.

## Student Bus Pass

As a Windsor Campus student, you are automatically entitled to a Transit Windsor bus pass for use during the academic year, September – April. Prior to picking up your pass, you must opt-in, by filling out this short form: [https://uwindsor.ca1.qualtrics.com/jfe/form/SV\\_2f2xoBhL2OITcbP](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_2f2xoBhL2OITcbP).

**Please note: There is NO additional cost for opting into the bus pass. Once you have opted in and receive confirmation from the School, bring your student ID or other government issued photo ID to the UWSA Office, Rm. 209 in Student Centre 2nd floor to obtain your pass. Please check their website (below) for office hours as they vary.**

Full details about the pass can be found on the UWSA website: <http://www.uwsa.ca/uwsa-services/buspass/>

## Parking

**The reserved parking spaces at the front of the MEB are for faculty use only during their teaching sessions – all others will be towed.**

You can purchase a parking permit from Campus Parking Services. As medical students, you will need to identify yourself as such to receive the correct pass, which are reserved for us separate from the rest of the student body. The following are available: student permits, pay & display, residence students parking. For more information visit <http://www.uwindsor.ca/parking>

Current 2019-2020 rates are as follows:

Student 12 month pass (surface lot) - \$505 (optional)

Student 9 month pass (surface lot) - \$475 – **Only valid until May 31.**

Student 9 month (parking garage) – \$743.80 + \$20 deposit for Gate Access card (Limited Spots Available) **Currently sold out.** Contact Parking Services to be placed on the waiting list.

**Please note: You must specify you are a medical student and that you need a special 9-month pass valid until May 31.**

CAMPUS PARKING SERVICES  
Joyce Entrepreneurship Centre, Rm 106  
Windsor, Ontario  
519.253.3000 ext. 2413

Office Hours: Monday – Friday **8:00 a.m. – 4:00 p.m.**

Payments accepted: Visa, MasterCard, Debit Card or Cash

**Parking Enforcement:** Daily (including weekends) **7:00 a.m. - 11:00 p.m.**

Parking on surrounding neighbourhood streets is prohibited and will result in fines unless you have a residential parking permit. To obtain a residential parking permit go to

<http://www.citywindsor.ca/residents/Traffic-And-Parking/On-off-Street-Parking/Pages/Residential-Permit-Parking.aspx>

### **Student Alliance UWSA - CAW Student Centre Room 209**

The University of Windsor Students Alliance (UWSA) is the student union that represents all full time undergraduate students at the University of Windsor. It offers many services including student rights advocacy and representation, student health and benefits plan, used bookstore, greyhound tickets etc. For more information on the UWSA, please visit <http://www.uwsa.ca/> or call phone 519.253.3000 ext. 3600.

### **Student Development & Support**

Additional student academic support services are offered at the University of Windsor. Please visit <http://www.uwindsor.ca/student-development-and-support> to access their wide range of services or see Stephanie Coccimiglio, Learner Equity & Wellness Coordinator, in **MEB Room 2124B** who can refer you to the Student Success Centre <http://www.uwindsor.ca/success/>

Co-op, Career and Employment Services can offer assistance with CV and interview preparation. Please go to: <http://www1.uwindsor.ca/employment/>. For a complete list of services on campus, please go to <http://www.uwindsor.ca/156/lots-student-support-services>

### **Student Accessibility Services**

The University of Windsor offers support services for students with disabilities. The office in Windsor works in close conjunction with Student Development Services at Western University. For more information, please contact Learner Equity & Wellness – Room 2124B or visit: <http://www.uwindsor.ca/studentaccessibility/>

## WalkSafe Program

The University offers an after-hours program that has volunteers escort you to your home during evening hours. Please visit the WalkSafe website for more information at:

<http://www.uwsa.ca/uwsa-services/walksafe/>.

## Western University Connection

There are a select few circumstances when it will be necessary for you to utilize the services of Western University. They include:

### Email

Throughout your undergraduate medical career, there will be changes to policies, procedures, deadlines, etc. which will have a direct and sometimes immediate effect on your education. In keeping with our commitment to ensure that our students receive this information in the most efficient and timely fashion possible, an email system has been put into place which gives all Dean's Office staff direct access to the students.

It will be through email that most information will be transmitted to you. A training session will be organized for you during Orientation Week so that you are comfortable with the email client and its functions. It is strongly recommended that all students check their email address regularly, as all information dealing with your academic program is sent to you in this manner. You will receive two email accounts while attending Western University:

- ☐ One account/address is provided by the central campus, which will expire upon graduation, this is your Western University email account/address. For information on how to obtain and activate your Western account, visit [Western's ITS web site](#).
- ☐ One account/address is provided by Schulich Medicine & Dentistry, which will remain active indefinitely. This is your Email-for- Life Account (E4L). Details regarding your E4L account will be discussed at the training sessions mentioned above. For more information regarding this account/address please visit [Email for Life](#).

**Note:** All correspondence on behalf of the School will be sent to your E4L account, NOT your Western account. All correspondence sent from the Main Campus (Registrar's Office, Student Financial Services, Libraries) will use your Western account. It is recommended you forward your Western account to your E4L account to avoid confusion and to ensure that ALL communication gets to you in a timely manner.

(For instructions on how to forward your Western email, please visit: [Western's ITS web site](#)).

### Student Awards and Financial Aid

The office of Student Awards and Financial Aid, located in the Western Services Bldg. Room 1140, on the Western campus, administers programs to encourage academic excellence, and assists students with financial need, including OSAP. A student award may take the form of a citation, medal gift, prize or grant of money presented to a student. In some instances students

must submit an application form for consideration: some are automatic if they are based strictly on grades. For more information, visit: [http://www.registrar.uwo.ca/student\\_finances/index.html](http://www.registrar.uwo.ca/student_finances/index.html)

Your dedicated contact in the Financial Aid office is:

**Michelle Foster 519-661-2111 ext 85425**

email: [mfoster4@uwo.ca](mailto:mfoster4@uwo.ca)

When sending an email to Michelle, especially at the beginning of the year, please mark your subject line: **“Urgent – Windsor Medical Student”**. This will ensure a prompt response on their part. Telephone and/or videoconference meetings can also be arranged.

For a complete list of awards available to you through Western please visit:

<https://studentservices.uwo.ca/secure/Awards/main.cfm>. Use the faculty Search drop down box and select the Schulich School of Medicine & Dentistry from the drop-down box.

## OSAP

Canada and Ontario have implemented a lifetime loan agreement that will cover you for all the time you are in full-time postsecondary studies; this lifetime loan agreement is called the Master Student Financial Assistance Agreement, or MSFAA.

With the new MSFAA you can print out your lifetime loan agreement anytime after you submit your online OSAP application, and submit the agreement and your identification to any participating Canada Post outlet in your area. This only needs to be done ONCE, and will be in place throughout your time as a full-time postsecondary student.

The biggest change that you will notice is that you no longer have to line up at your school's financial aid office to get your OSAP loan document before each term, and then submit it to the National Student Loan Service Centre (NSLSC). The other change you will notice is that once your completed application and MSFAA are submitted, funding will be deposited directly into your account once your school confirms your enrolment. For your second term funding, we only ask that you update your estimated income on your online OSAP account if it has changed.

Full information on the OSAP program can be found on the OSAP website:

<https://www.ontario.ca/page/osap-ontario-student-assistance-program>

**Additional OSAP assistance is available through the financial aid office at 519-661-2100.**

## Tuition

Tuition is due by mid-August. Please check your Student Services account for a detailed statement which will provide you with your account information including the tuition due dates, charges, payments, bursaries, current balance details and payment options.

## Registrar

The Office of the Registrar at Western is located in Room 1100, Western Student Services Building, 519.661.2100. Information about records, transcripts, fees, tuition, financial aid, changing your mailing address, and more, can be found online at <http://www.registrar.uwo.ca>



## Immunizations & Police Records Check

As part of your acceptance into medical school, we have asked you to submit up to date copies of these documents to Bayshore Home Health during your entry and/or annual health clearance appointment. Please ensure that you retain the originals, as you will be required to produce them for various experiences and electives throughout the next 4 years. Please contact [equitywellness@uwindor.ca](mailto:equitywellness@uwindor.ca) with any questions or concerns. Detailed information regarding health requirements can be found on the [learner equity & wellness site](http://www.schulich.uwo.ca/learner-equity-wellness/learner_wellness/immunization_first_aid/medical_requirements.html) at [http://www.schulich.uwo.ca/learner-equity-wellness/learner\\_wellness/immunization\\_first\\_aid/medical\\_requirements.html](http://www.schulich.uwo.ca/learner-equity-wellness/learner_wellness/immunization_first_aid/medical_requirements.html)

## Transcripts

All official transcripts must be obtained from the Transcripts Office, Office of the Registrar, Room 1100, Western Student Services Bldg., telephone 519.661.2106. Transcripts are also available online by logging in to your Student Services account.

## WesternONE Card

In the event you lose your WesternOne student card. Please contact:

Lisa Latif  
Student Central Team Leader  
Western University  
Western Student Services Bldg. Room 1120  
519.661.2111, ext. 84863  
[llatif@uwo.ca](mailto:llatif@uwo.ca)

A new card can be generated and sent to you, but a credit card payment of \$27.00 will be required. You can give your credit card information over the phone or submit using the Payment Form found here [http://registrar.uwo.ca/student\\_records/pdfs/third\\_party\\_forms.pdf](http://registrar.uwo.ca/student_records/pdfs/third_party_forms.pdf)

**Transcripts and tuition information can be accessed through your Student Services account at:** <https://student.uwo.ca/>

## Important Program Notes

**Please note that it is your responsibility to familiarize yourself with all of the School's policies and statements found here:**

[http://www.schulich.uwo.ca/medicine/undergraduate/academic\\_resources/policies\\_statements/index.html](http://www.schulich.uwo.ca/medicine/undergraduate/academic_resources/policies_statements/index.html)

## Attendance

Attendance at all sessions is regarded as evidence of professional medical student behaviour.

- PCCM (and all other small group/tutorial) sessions are mandatory.
  - Students may not miss a session without permission.
  - Missing because of illness must be reported and documented.
- Permission for any leave is granted through an application process in Single Sign On (SSO).

- Course chairs, tutors, and facilitators may not approve absences.
- It is critical that the students identify any assessment that will be missed. Our Assessment Assistant will follow up with students directly to coordinate deferrals. Students should expect that their PCCM and ISG facilitators will take attendance (and that for any other small group session, they could have a spot check of attendance at any time)
- Absences will be reported to UME Office and are considered a serious breach of the professionalism policy:  
[http://www.schulich.uwo.ca/medicine/undergraduate/academic\\_resources/policies\\_statements/student\\_professionalism.html](http://www.schulich.uwo.ca/medicine/undergraduate/academic_resources/policies_statements/student_professionalism.html)

When granted an approved absence, students are responsible for notifying facilitators/tutors and following up with any missed work. *You are excused from a session, not from the learning associated with the session.*

Please familiarize yourself with the following:

#### ATTENDANCE POLICY:

[https://www.schulich.uwo.ca/medicine/undergraduate/docs/policies\\_statements/statements/1-2-0-Schulich-Policy-Attendance-Absenteeism.pdf](https://www.schulich.uwo.ca/medicine/undergraduate/docs/policies_statements/statements/1-2-0-Schulich-Policy-Attendance-Absenteeism.pdf)

In the event you are required to miss a mandatory session, please login to Single Sign On (SSO) and follow the instructions to request leave under the following categories:

Academic Leave: Leave granted for academic purposes (presenting research, representing the School in an official capacity)

Non-Academic Leave: Leave granted for family events/celebrations which do not meet the criteria for Compassionate or Religious Leaves

Compassionate, Documented Illness, or Religious Leave of Absence: (health, personal crisis, religious holidays, etc - see Attendance Policy for details)

Details and instructions can be found here:

[https://www.schulich.uwo.ca/medicine/undergraduate/academic\\_resources/attendance\\_absenteeism.html](https://www.schulich.uwo.ca/medicine/undergraduate/academic_resources/attendance_absenteeism.html)

#### Class Notices

You will be notified through the Schulich School of Medicine & Dentistry's "Email for Life" system (please see the "EMAIL" section) of any important changes, information and upcoming events. In addition, notification for some events will be posted in the lecture theatre and in your student lounge.

#### Course Materials, Schedules, Etc.

The Schulich School of Medicine & Dentistry uses web-based communication for class schedules, course materials and library resources. As a physician of the future, you will be required to access web-based communication for class schedules, course materials and library resources, as an essential part of medical education. Schedules can be accessed at [http://www.schulich.uwo.ca/medicine/undergraduate/current\\_students/helpful\\_links.html](http://www.schulich.uwo.ca/medicine/undergraduate/current_students/helpful_links.html)

**Although we strive to give advanced notice of any changes, it is imperative that you check your personal Elentra schedule regularly.**

Course materials can be accessed through Elentra, with your Western login (which will be sent to you separately) at <https://elentra.schulich.uwo.ca/>

Although computer access is available on campus, we strongly recommend that each student have a computer with internet access and a printer.

For any curriculum questions or concerns, please contact:

**Michael Farquhar**, Undergraduate Education Administrator-Year 1, [mfarquha@uwindsor.ca](mailto:mfarquha@uwindsor.ca)

**Christine Mackie**, Undergraduate Education Administrator-Year 2, [cmackie@uwindsor.ca](mailto:cmackie@uwindsor.ca)

**Kelly Ducharme**, Undergraduate Curriculum Administrator-Year 4, [kducharm@uwindsor.ca](mailto:kducharm@uwindsor.ca)

**Wioletta Niemasik**, Clinical Methods Assistant for PCCM at [Wioletta@uwindsor.ca](mailto:Wioletta@uwindsor.ca)

## Letters of Enrollment/Good Standing

These letters can be requested from the Administrative Staff by sending an email to [schulichmedicine@uwindsor.ca](mailto:schulichmedicine@uwindsor.ca)

## Mail

If you are having any mail sent directly to you at the university, please have it addressed as follows:

Your Name  
Schulich School of Medicine & Dentistry  
MEB Room 1100  
University of Windsor  
401 Sunset Ave.  
Windsor, ON N9B 3P4

## Name Badges & Hospital ID

All Windsor Campus students must wear these two pieces of identification while in clinical facilities. Your black name badge bears your given name, surname and year of graduation and will be provided to you at White Coat. **If you lose it, you will be charged \$25 for replacement.**

Your hospital ID will be made up of a photo ID/prox card, identifying you and your level of training, issued by Windsor Regional Hospital. Attached will be an additional prox card issued by the Ouellette Campus. Together these will give you access to both hospitals.

If you lose them, please **immediately** contact Stephanie Coccimiglio in the Learner Equity & Wellness office, MEB, located on the second floor, Room 2124B.

Please be advised that the replacement cost for a hospital ID badge and prox card is \$25.

## Observerships and Electives

Students in the Windsor Campus have numerous opportunities to participate in observerships, electives and research throughout their four years of undergraduate medical education in communities throughout Southwestern Ontario. These opportunities include:

- Discovery Week
- Pre-Clerkship Electives
- Summer Research Electives
- Clerkship Rotations
- Fourth-Year Electives

[http://www.schulich.uwo.ca/research/student\\_trainee\\_programs/student/srtp/index.html](http://www.schulich.uwo.ca/research/student_trainee_programs/student/srtp/index.html)

Observerships are supported in the UME Curriculum to allow a student an opportunity to work closely with or explore the practice of a clinical specialty. This was developed to enrich the student experience and not replace class and small group learning. The allocation of half days in Years 1 and 2 were created for this purpose. All Observerships must be registered with the UME Office, approved, and will be tracked. **Unapproved observerships are not covered by the University professional liability insurance.**

You will be given more information regarding the process during the first few weeks of class.

### Prayer Facilities

The following are provisions that the university and hospitals have made for suitable prayer space for students, residents and physicians:

University: A multi-faith space has been developed in the CAW Student Centre. It is located in the lower level of the CAW Student Centre, Room B-08.

Hospitals: **Ouellette Campus** - 5th floor, turn right off the elevators and down at the end of the hall, Room # 549. **Metropolitan Campus** - located on the first floor of the hospital, turn right off the escalator and walk down hall, first left turn.

### Non-smoking Policies

Please be advised that Windsor Regional Hospital (WRH), Hotel-Dieu Grace Healthcare (HDGH) and the University of Windsor all have strict non-smoking policies. If you are a smoker, please familiarize yourself with them:

[https://www.wrh.on.ca/Site\\_Published/wrh\\_internet/Richtext.aspx?LeftNav.QueryId.Categories=214&Body.QueryId.Id=88409](https://www.wrh.on.ca/Site_Published/wrh_internet/Richtext.aspx?LeftNav.QueryId.Categories=214&Body.QueryId.Id=88409)

## Housing and Food Options

### Housing

One of the first things you will need to do is find yourself accommodations in Windsor. There are many options within walking distance and beyond. The majority of med students live in an area bounded by Huron Line, Wyandotte, Campbell and Riverside Drive. A number of students also live west of the Ambassador Bridge in Sandwich Town, while others live downtown and commute (see parking information above). The med students have created a housing guide for you to make the selection process a little easier. It can be viewed at: <http://sac.uwomeds.com/>

You may also try:

UWindsor Student Alliance (UWSA): <http://www.uwsa.ca/resources/housing-info/>

Windsor-Essex County Real Estate Board: <http://www.windsorrealestate.com/>

Kijiji Windsor: <http://windsor.kijiji.ca/>

Craigslist Windsor: <http://windsor.en.craigslist.ca/>

Rent Board: <http://www.rentboard.ca/rentals/student-housing/index.aspx?schid=188>

Places 4 Students:

<https://www.places4students.com/Places/School.aspx?SchoolID=39v87rXuS8E%3d>

If you have any specific questions, please contact Stephanie Coccimiglio in the Learner Equity & Wellness office, located on the second floor, Room 2124B.

## Restaurants

As Canada's 4<sup>th</sup> most ethnically diverse city, Windsor has an equally diverse restaurant scene. An excellent website to help with your dining decision is <http://www.windsoreats.com/>. Contact any of your Windsor Campus classmates for some great recommendations!

## Counselling

Being a medical student can be challenging. There will be times when you feel overwhelmed because of the workload and demands on your time.

If you need to talk to someone, the following options are **completely confidential** and will not be included in or affect your academic record. The Learner Equity & Wellness office is completely independent of the Undergraduate Medical Education Office. The office is located in the Medical Education Bldg. on the second floor, Room 2124 A & B.

**Dr. Art Kidd**, Assistant Director, Learner Equity & Wellness, is available for career counselling, personal counselling and discussion of problems of any nature (school pressure, study schedules, relationship difficulties, family troubles, drugs or alcohol abuse, grief, depression, and financial problems, etc.) If referral to another professional is required, Dr. Kidd will assist in the arrangements. You can contact Dr. Kidd by email at [akidd@hdgh.org](mailto:akidd@hdgh.org) or by his pager at 519-259-4009. You can also schedule an appointment through the Learner Equity & Wellness office in the Medical Education Building, Room 2124B or by calling Stephanie Coccimiglio at 519-253-3000 ext. 4312.

**Dr. Terri Paul**, Associate Dean, Learner Equity & Wellness is available for personal counselling and discussion of many problems related to professionalism, gender and equity issues. Dr. Paul can be reached at 519.661.2111 ext. 88780 or email at [terri.paul@sjhc.london.on.ca](mailto:terri.paul@sjhc.london.on.ca). A video conference with Dr. Paul in London is also easily arranged.

**Stephanie Coccimiglio**, Learner Equity & Wellness Coordinator, is also available to assist students with their health, personal, academic, financial and career counselling needs. Steph's office is Room 2124B. She can also be reached by email at [scocci@uwindsor.ca](mailto:scocci@uwindsor.ca) or by calling 519.253.3000 ext. 4312.

The Windsor Campus Learner Equity & Wellness office works in close conjunction with Learner Equity & Wellness in London. You are welcome at any time to contact **Dr. Rob Stein**, Assistant Dean, Learner Equity & Wellness, Undergraduate Wellness at [Robert.Stein@lhsc.on.ca](mailto:Robert.Stein@lhsc.on.ca) or **Pamela Bere**, Manager, Learner Equity & Wellness at [Pamela.Bere@schulich.uwo.ca](mailto:Pamela.Bere@schulich.uwo.ca)

### **Student Health Services (SHS) - CAW Student Centre Room 242**

SHS physicians provide a wide range of counselling tailored to student needs. Call 519.973.7002 to make an appointment. Hours are Monday-Friday 9:00 am to 12:00 pm and 1:00 pm – 4:00 pm.

You are also welcome to contact the Student Counseling Centre directly, which provides short-term and crisis counselling for students. Located in the CAW Student Centre, second floor, Room 293. Phone 519.253.3000 ext. 4616. You may also refer to the website: <http://www1.uwindsor.ca/scc/>

**In the event of an emergency please call 911 or visit the closest Emergency Department.**

**Windsor Regional Hospital - Metropolitan Campus - 1995 Lens Avenue**

**Windsor Regional Hospital - Ouellette Campus – 1030 Ouellette Avenue**



## Windsor Campus Team

Baker, Stephanie	519-254-5577 Ext. 33380	Education Assistant; UGE and PGE Medicine. <u>WRH Ouellette Campus</u> , Room 5.469 Fax: 519-973-4915	Stephanie.Baker@wrh.on.ca General Email: medicine.schulich@wrh.on.ca
Bortolin, Gloria	Ext. 4301	Clinical Skills Facility Coordinator, Room 2110	gloriab@uwindsor.ca
Carson, Alex	519-254-5577 Ext. 56424	Education Assistant; UGE and PGE Psychiatry and Paediatrics <u>WRH Met Campus</u> , Rm 3401, Fax: 519-985-2613 Thursdays: 8am- 4pm-HDGH Campus-TNI Building (Rm 3636, P:519-257-5111 x76942)	Alex.Carson@wrh.on.ca acarson@uwindsor.ca General Email: ugepsychfampaeds.schulich@wrh.on.ca
Catalano, Cassandra	Ext. 4300	Administrative Assistant, Room 1100	Cassandra.Catalano@uwindsor.ca
Coccimiglio, Stephanie	Ext. 4312/4302	LEW Coordinator, Room 2124B	scocci@uwindsor.ca General LEW email: equitywellness@uwindsor.ca
Ducharme, Kelly	Ext. 4303	Undergraduate Curriculum Administrator, Room 2108	kducharm@uwindsor.ca
Farias, Anna	Ext. 4313	Anatomy Learning Specialist, Anatomy Lab, Room 2104	afarias@uwindsor.ca
Farquhar, Michael	Ext. 1415	Undergraduate Education Administrator Year 1, Room 2116	mfarquha@uwindsor.ca
Foley, Drew	Ext. 4304/4305	Audio-Visual Technician, Room 1101 / Control Room 1113B (cell: 519-564-6949)	foley21@uwindsor.ca
Gignac, Christine	519-973-4411 Ext. 33964	Education Assistant, UGE & PGE Family Medicine, <u>WRH Ouellette</u> , Room 5.560 Fax: 519-973-1862	Christine.Gignac@wrh.on.ca cgignac@uwindsor.ca General Email: FMWindsor.Schulich@wrh.on.ca
Jacobs, Dr. Larry	Ext. 4818	Associate Dean, Room 1100F	larry.jacobs@schulich.uwo.ca
Kidd, Dr. Art	Ext. 4343/4302	Assistant Director, Learner Equity & Wellness, Room 2124A	akidd@hdgh.org
Mackie, Christine	Ext. 4324	Undergraduate Education Administrator Year 2 Room 2114	cmackie@uwindsor.ca
Nicholls, Beverly	519-254-5577 Ext. 52507	Education Assistant; UGE and PGE Obstetrics & Gynaecology and Surgery <u>WRH Met Campus</u> , Room 4306 Fax: 519-985-2609	bev.nicholls@wrh.on.ca General Email: surgobgyn.schulich@wrh.on.ca
Niemasik, Wioletta	Ext. 4320	Clinical Methods Assistant, Room 2112	wioletta@uwindsor.ca
Raffoul, Adam	Ext. 4310	Anatomy Demonstrator, Room 2122	Adam.raffoul@uwindsor.ca
Shallal, Mariam	Ext. 1411	Administrative Assistant, Room 1100	Mariam.shallal@uwindsor.ca
Vasapolli, Bianca	519-254-5577 Ext. 31064	Clinical Education Team Leader <u>WRH Ouellette Campus</u> , Room 1.486 Cell: 519-551-9755 Monday & Thursdays: 7am- 3pm- MEB (Rm 1100, P:519-253-3000 x4352)	bianca.vasapolli@wrh.on.ca
Wright, Linda	519-254-5577 Ext. 56555	Education Assistant <u>WRH Met Campus</u> , Room 4303	Linda.Wright@wrh.on.ca lindaw@uwindsor.ca