

M.A. and Ph.D. in Spanish Handbook 2014-2015

Department of Modern Languages and Literatures

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I. People

Faculty

Spanish Program

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Other Programs

Visit: <http://www.modernlanguages.uottawa.ca/faculty/profs.html>

Administrative staff

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Graduate Studies Committee

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Prof. Fernando de Diego: fdedieg@uOttawa.ca

Prof. Elena Valenzuela: Elena.Valenzuela@uOttawa.ca

Graduate Students

Graduate students with an admission scholarship work as TAs (teaching assistants). A list can be found at

<http://www.modernlanguages.uottawa.ca/faculty/prof3.html>.

Information about the Graduate Students' Association of Modern Languages and Literatures (GSAMLL) is available at

http://www.modernlanguages.uottawa.ca/life_student.html#gsamll

2. Master's Program

Admission Requirements

Students are admitted under the general regulations of the Faculty of Graduate and Postdoctoral Studies which are available at

<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1807>

In addition, the following specific requirements for students wishing to enroll in the MA program in Spanish will apply:

1. Students must hold a BA with a Major in Spanish, with a minimum 70 per cent (B) average.
2. Students without full background preparation may be asked to complete a preliminary period of study before being admitted to the program. Students will be expected to have some knowledge of the following general areas:
 - a) Spanish Peninsular Literature and Culture: Medieval and Golden Age periods; nineteenth, twentieth and twenty-first centuries.
 - b) Latin-American Literature and Culture: Spanish-American-Literature: the colonial period, nineteenth, twentieth, and twenty-first centuries.

- c) General and/or Hispanic linguistics: descriptive grammar, morphosyntax, methodology of teaching foreign languages, sociolinguistics, language contact.
3. It is desirable that students know both official languages. They must possess a good written and oral command of Spanish, since most courses will be given in Spanish.
 4. Once students are admitted to the program, their progress will be monitored by a director of studies assigned by the Section.

Master's Program with Thesis:

1. ESP590I
2. three courses at the graduate level
3. submission and successful defense of a thesis. The thesis should be between 80 and 120 pages in length.

In principle, a student can choose to write the thesis in English, French or Spanish. A student who writes the thesis in Spanish will be expected to be able to defend it in English or in French.

Master's with Research Paper:

1. ESP 590I
2. five courses at the graduate level;
3. successful completion of a major research paper. The paper should be between 40 and 50 pages long.

The research paper will be evaluated by both the supervisor and a second reader. Students enrolled in the MA option with research paper are strongly encouraged to take courses in all areas covered by the program.

<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1389#research>

3. Ph.D. Program

Doctoral Admission Requirements

Qualifications

- Applicants must have an MA in Spanish or an equivalent degree, with an average of at least 75% (B+). (Please note that our program reserves the right to raise the required grade point average above the level set by the Faculty of Graduate and Postdoctoral Studies [FGPS] in its calendar). Applicants are required to submit a short description of their proposed doctoral research

project outlining their areas of interests as well as a sample of graduate written work. Wherever possible, candidates for admission to the program should be interviewed by a professor or professors assigned by the Section.

- All inquiries should be addressed to the director of graduate studies in Spanish.

Language Requirements

In addition to an excellent knowledge of Spanish, all students must meet one of the following requirements:

1. proficiency in English with a good passive knowledge of French; **or**
2. proficiency in French with a good passive knowledge of English.

Moreover, students need a passive knowledge of any other languages necessary for completion of their thesis research.

Admission Procedures

The faculty of the Spanish section will review each application to the PhD program and, if a candidate meets the required standards, will suggest a thesis supervisor (or co-supervisors) from the core faculty. The selection of the thesis supervisor will be made on the basis of the professor's research expertise and workload.

The Graduate Committee will then recommend the candidate's admission to the FGPS. Candidates with a grade point average of 8 or above will also be recommended for an admission scholarship. Please note that the FGPS will normally not be giving admission scholarships to students with an average below 8.

Courses

Students will take a minimum of six graduate seminars, but after considering their background and preparation, the Graduate Committee may recommend additional courses. One of the compulsory courses must be ESP 5901. Since this course is also compulsory in the MA program, students who completed their MA in Spanish at the University of Ottawa or at another institution where they took an equivalent course will be required to take any other ESP graduate course offered by the program. Depending on their research project, students may be encouraged to take courses outside the department. Course work is expected to be completed during the first three sessions.

Residency

Doctoral candidates who hold a master's degree or the equivalent must spend at least six sessions in full-time residence. Under special circumstances, arrangements may be made for part-time registration after completion of the residency period.

Thesis Committee

Within six months of a student's admission, the thesis supervisor, in consultation with the student and the graduate committee, will nominate a thesis committee composed of the thesis supervisor and two other members, who could be professors in the core faculty, adjunct professors, or, where appropriate, professors from other universities. The thesis committee will provide academic guidance for the student's research program and thesis writing and will be available to discuss thesis-related issues.

Doctoral Examinations

At the beginning of their second year, students will present a more developed and precise version of their research project accompanied by a bibliography, which will form the basis of their doctoral examinations. Each thesis committee, in consultation with their student, will prepare a reading list whose scope will depend on the nature of the research project and the student's background. In the area of literary and cultural studies, the reading list should cover areas and issues related to the thesis project such as genre, cultural and historical context, and theoretical and critical approaches. In the area of linguistics, the reading list should cover areas and issues related to the thesis project such as theoretical or descriptive syntax, morphology, phonology, and theoretical and experimental studies on language acquisition, psycholinguistics, bilingualism, language contact, or heritage language studies.

The thesis committee will prepare the exam questions. The examinations will consist of two take-home exams, each on an area of research related to the thesis, and an oral exam. In the area of literature and culture, the first written exam will focus on theoretical, historical and methodological questions relevant to the thesis project, while the second one will ask the student to apply those questions to a sample of the student's specific subject of study. In the area of linguistics, the first exam will focus on the theoretical field(s) of a topic, and the second on an aspect of the topic itself. Alternatively, students may choose to carry out an empirical study (40-50 pages) of publishable quality, as a prelude to the thesis research itself.

The exams will be completed within 18 months of entering the program, and one week will be allowed for each exam. Two weeks after the second written exam, there will be an oral exam before the thesis committee, based on a student's written exams. A student may be required to repeat the exams partially or in their entirety. A student who fails the exams on a second attempt will be required to withdraw from the program.

Registration of the Topic

By the end of the third session, the topic of the thesis must have been determined. After being approved by the Thesis Committee, it will be submitted to the FGPS for registration. The form used for this purpose will be signed by a student's thesis supervisor, the academic unit's Director of Graduate Studies or Director, and the

student.

Thesis Project

Within six months of passing the doctoral examinations, a student will be expected to present a revised and extended version of the initial thesis project (approximate length: 20 to 30 pages plus bibliography), which will then be considered the definitive thesis proposal. The proposal will be evaluated by the Thesis Committee and the results communicated to the student within two weeks. Approval of the proposal will signify the thesis committee's authorization for the student to proceed with the research and the final writing of the thesis.

Progress Reports

During the second year of registration and again a year thereafter, a progress report will be submitted to the FGPS. Any concern regarding the progress of the thesis will be addressed in these reports.

Approval of Thesis

Prior to being deposited in the FGPS, the thesis must be approved by the thesis supervisor in consultation with the thesis committee. For regulations concerning the thesis defence, see <http://www.etudesup.uottawa.ca/Default.aspx?tabid=1807&monControl=Theses>

Timetable

First year

Completion of coursework (6 seminars). This may include fall, winter, and spring/summer sessions. Registration of the thesis is done by the end of the third session.

Second year

At the beginning of the first session: Preparation of the research project and of the reading list for examinations.

During the second session (18 months after entering program): Doctoral examinations.

Third session: Revising, extending and defending research project.

Third year

Research and writing of thesis.

Fourth year

Completion and defence of the thesis. In principle, a student can choose to write the thesis in English, French or Spanish. A student who writes the thesis in Spanish will be expected to be able to defend it in English or in French.

Official forms

<http://www.grad.uottawa.ca/Default.aspx?tabid=2276>

Collaborative Program in Canadian Studies at the PhD Level

The Spanish section of the Department of Modern Languages and Literatures is a participating unit in the collaborative program in Canadian studies at the PhD level. This program has been established for students wishing to enrich their training in Spanish by including an interdisciplinary component in Canadian studies. The Canadian Studies Seminar (CDN 6910) counts for credit towards the PhD in Spanish such that students in the collaborative program are not required to complete an additional course.

To be admitted to the program, students must be registered in or have successfully completed at least one graduate course in Spanish with Canadian content. The mention "Specialization in Canadian Studies" will be added to the diploma of students who pass the CDN 6910 seminar and successfully defend a thesis on a Canadian topic in Spanish.

For further details, please consult the Canadian Studies program on the Faculty of Graduate and Postdoctoral Studies website.

4. Courses and Registration

Registration Requirements

The responsibility to register, to reregister or to withdraw prior to the published closing dates rests with the student. The fees accruing from registration remain due unless the student withdraws in writing by the deadline.

a) Students admitted to the master's or doctoral program, must register for each of the sessions in which they intend to take courses or pursue research for credit. No retroactive registration will be accepted. Students may not be absent from their studies for more than two sessions. Consequently, all students who remain unregistered for three consecutive sessions without having secured approval for the interruption of their program by means of a Request for Leave of Absence will be presumed to have withdrawn and their files will be closed without further notice.

b) Once they have begun work on a continuing activity such as the preparation of the comprehensive examination, thesis, major paper or research activity, students are required to maintain their registration in these activities for the three sessions of each year until completion of all requirements related to these activities. Students preparing a major paper or thesis must be registered when they submit their document officially. The major paper must be submitted to the academic unit by the last day of the session, at the latest. Thus, if they have not submitted their document before the closing date for registration in a given session, they must register for the session.

c) Students who fail to maintain their registration as required lose their status as degree candidates. They will be considered to have withdrawn and their file will be closed without further notice.

d) Students whose file has been closed as a result of failure to observe registration requirements must apply for readmission if they wish to continue their studies. If readmitted, they must pay a reinstatement fee as well as the minimum tuition fee for each session in which they have failed to register.

e) International students must subscribe to the University Health Insurance Plan (UHIP) before registration.

For more details consult the FGPS general regulation page at:

<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1807&monControl=Inscription>

Remember to Register Every Semester

Enrolling in courses and registering for a term are two different things. **Do not forget to register even if you are not enrolled in any courses.** Students are responsible for verifying their confirmation of registration at

<https://web3.uottawa.ca/infoweb/main/mainPage.do>

Any error should immediately be brought to the attention of the FGPS. They can be contacted by email gradinfo@uottawa.ca

Selecting Courses and Enrolling

On-line registration is available through RABASKA. The Rabaska registration tool is accessible through **InfoWeb**

Changes in Registration

Changes in registration include the addition and deletion of individual courses, a change from “credit” to “audit” status or vice versa in one or more courses or changes from “full-time” to “part-time” or from “part-time” to “full-time” status. Such changes must be made during the periods indicated in the sessional dates indicated on the University Web site (<http://www.registrar.uottawa.ca/Default.aspx?tabid=2671>). Students should obtain from their academic unit and complete the Modification/Cancellation of Registration form for any change in their registration. All changes in the student's original registration must be approved by the academic unit and the FGPS.

Auditing Courses

Students wishing to attend courses without completing assignments and writing examinations must register as auditors. You must obtain a form from the academic assistant, have the professor whose course you intend to audit sign it and bring it back to the academic assistant. Auditor status must be indicated at the time of registration, from the beginning of the session in which the course is offered. Changes from auditor to credit status, or vice versa, are not accepted after the closing date for course changes of the session concerned. For courses that have been audited, the student's official transcript will show the notation “AUD.”

Course Offering

Courses offered in a given year are listed on the departmental webpage. All courses listed, with the exception of ESP 7997, 7999, 9998 and 9999, are worth three credits. They normally require 39 hours of class time and last one session. You can check the course offering for 2011-2012 at: http://www.modernlanguages.uottawa.ca/master-arts_wlc.html. All courses are offered in Spanish.

Sessional Dates 2011-2012

You can find all the important dates at <http://www.registrar.uottawa.ca/Default.aspx?tabid=2671>

5. Plagiarism

Be aware that copying and paraphrasing the written material without acknowledging the source is considered plagiarism. To learn how to use written material correctly and how to avoid plagiarism consult the web page of the University of Ottawa

<http://www.uottawa.ca/plagiarism.pdf>

and also the web page of SASS at

<http://www.sass.uottawa.ca/writing/kit/plagiarism.php>

for details. Plagiarism will not be tolerated by the University of Ottawa.

6. FINANCIAL MATTERS

Assistantships

You need to apply for all positions available every semester. If you have been offered an assistantship, you should see Manon Lavallée-Pratte Administrative assistant at Arts 236 to sign your contract. You should bring a VOID cheque with you. Please do so as soon as possible in order to avoid any delay in the payment of your assistantship.

Scholarships and Funding

Each year, the Faculty of Graduate and Postdoctoral Studies holds information sessions regarding SSHRC, OGS, or FCAR scholarships and awards. Make sure to attend as it is a great opportunity to ask questions. Check <http://www.etudesup.uottawa.ca/Default.aspx?tabid=1459>

You can find more information about financial aid and awards available to Modern Languages and Literatures graduate students at http://www.arts.uottawa.ca/eng/newgraduate_student.html

Tuition Fees

You can pay your tuition fees online (online banking or www.telpay.ca), in person (at a bank) or by phone (www.telpay.ca). You can also pay by bank transfer if you live outside of Canada (there is usually a fee involved). Go to the Faculty of Graduate and Postdoctoral Studies web site to learn more about how to pay your tuition fees. You will find details on each method of payment.

Please, check the deadlines. Your invoice is sent by mail after you register and the deadline usually comes before you receive it. Make sure you do not wait for your invoice to make the payment to avoid late fees. Check your account on InfoWeb to find out how much you must pay.

7. Life in the Department

Offices

Student offices are located at Arts (70 Laurier Avenue East). Office space is usually allocated to students working as teaching assistants.

Mail Distribution

Mailboxes are located in the hallway next to the secretary's office (room #234) and are allocated to the students that work as TA.

Kitchen

Graduate students have access to the kitchen and all its facilities in room #247 (ask for the code). They are expected to keep the place clean and to wash their dishes after they use them.

Photocopy Room

Graduate students have access to the photocopy room which is also located in #247 (ask for the code).

Computer and Internet Access

Graduate students have access to the Graduate Lab in Simard 332. (Ph: 562-5800, ext. 1121, Email: labling@uottawa.ca).

GSAMLL

The Graduate Student Association of Modern Languages and Literatures serves the interests of graduate students in the department and represents them at the departmental assembly and various committees. In addition, the association is a member of the Graduate Student Association of the University of Ottawa. The association comprises all graduate students in the Department. A president, vice-president, secretary, treasurer and WebMaster are elected each year in the spring. The association meets monthly to discuss the needs and concerns of graduate students. The association is active year-round. For more information go to:

<http://aix1.uottawa.ca/~gsamll/GSAMLL/paginas/quehacer.html>

8. Services on Campus

INFOWEB

Through InfoWeb you can check your student account, update your address, get your grade report, make sure you are registered, check your schedule, manage your computer and email accounts (change your password, etc.), get your tax forms, etc.

In order to create your InfoWeb account, simply go to the university's main web site and click on InfoWeb in the "Quick Picks" on the top right corner. Then, in the right column, click on "online form" and follow the instructions. If you have questions or problems regarding InfoWeb, you can go to "InfoService" which is located on the first floor of Tabaret Hall or to the Computing Help Center in MontPetit Hall, room 140.

University of Ottawa Email Address

- I. TO ACTIVATE YOUR UNIVERSITY OF OTTAWA EMAIL ACCOUNT, YOU MUST COMMUNICATE WITH THE COMPUTING HELP CENTRE BY PHONE 613-562-5800, EXT. 6555, OR BY EMAIL CYBERSOS@UOTTAWA.CA. THEY WILL GIVE YOU YOUR PERSONAL EMAIL ADDRESS AND DIRECTIVES ON HOW TO ACTIVATE IT. YOU CAN ALSO VISIT THEIR WEBSITE AT WWW.UOTTAWA.CA/SERVICES/CCS.

Student Identification Card

New students can obtain their card at InfoService in Tabaret Hall upon presentation of proof of registration (approved registration form or proof of payment). Students must retain their cards for the duration of their studies at the University of Ottawa. The card is not valid if the student is not registered. A graduate student ID sticker for the student card is available from InfoService or from the GSAED. Your student ID card is also your library and gym card. The first one is free, but you will be charged an administration fee of \$20 to replace it in case it gets lost or damaged.

Student Academic Success Service (SASS)

SASS offers variety of services to help you learn and succeed. You can visit their website at <http://www.sass.uottawa.ca/welcome.php>

Computers and Internet Access

Computers with internet access are available in Morisset Library, where you can also find printers on the first floor next the check out counter. In fact, most of the buildings on campus have some computers with internet access.

There is a language lab equipped with computers in Simard, room 332 open from Monday to Friday 8:30am-8:30pm. There is also a lab open 24 hours a day Montpetit Hall, room 140. You will also find a complete list of computer labs and the services they provide (internet access, printers, etc.) at <http://www.ccs.uottawa.ca/students/labs/index.html>

Library

You will find most books in Morisset Library. Graduate students automatically get extended loan privileges. In other words, you are guaranteed to have a book for a minimum of 28 days when you sign it out, even if someone puts a hold on it. You can keep it for a longer period of time (undetermined) if the book is not requested by anyone else. You may also take out older periodicals for 2 days and current ones for 1 day.

The library offers an interlibrary loan service via RACER. Check

<http://www.biblio.uottawa.ca/content-page-sidebar.php?g=en&s=biblio&c=brw-peb-index>

There is a \$2 fee for each interlibrary order, but, as a graduate student, you are entitled to a refund from the GSAED. As a University of Ottawa student, you also have access to the library at Carleton University.

Multimedia Equipment Needs

You can contact the Multimedia Distribution Service (562-5900, Morisset 014) if you have questions regarding multimedia equipment loans. Make sure you do not leave the equipment unattended as you will be held responsible should it get stolen or damaged.

Photocopies and Printing Service Centers

There is a Reprography Service at the University Centre (UCU0024). For other options available within the University premises consult the webpage:

<http://www.ccs.uottawa.ca/students/photocopies.html>

Bookstore

The bookstore is located in the basement of the University Centre at 85 University Priv. Tel.: 613-562-5353.

Pharmacy and Health Services Clinic

Both located at: 100 Marie Curie Street, Ottawa, Ontario, K1N 6N5
Clinic phone: 613-564-3950

Food

On campus there are several places where you can eat. Some of them are: *Le Petit café* (a small store to buy coffee and snacks) on the ground floor in Arts, *Café alternatif* in the basement of Simard, *Café Plus* on the ground level of Tabaret Hall, *Second Cup* in Morisset Library, first floor, in Fauteux Hall, third floor, and on the first floor of the student residence corner of Laurier/Cumberland, *Upper Crust* and *Pivik* (a convenience store where you can also buy bus tickets) both in the University Centre on the ground floor, *Jazzy Restaurant* in the University Centre, first floor, *Tim Hortons* in the University Centre, second floor, *Café Escolo* in Lamoureux, first floor, *Starbucks Coffee* in Desmarais Hall, first floor. For more information check <http://www.foodservices.uottawa.ca/>

In addition to these places on campus, there are a number of places to eat just minutes away from the Arts building, such as *Subway* on the corner of Laurier/Waller, the *Royal Oak* pub and restaurant on Laurier and the vegetarian restaurant *Perfection*, *Satisfaction*, *Promise* just next to the *Royal Oak*.

OC Transpo Office

OC Transpo office is located in the Rideau Center, next to the Mackenzie King entrance. Here you can buy bus tickets and student bus passes.

Sport Services

As a University of Ottawa student, you have free access to sports facilities in Montpetit Hall and at the Sports Complex located at 801 King Edward. University of Ottawa's sports services provide a great variety of services such as fitness rooms, a swimming pool, various types of courts (badminton, basketball, squash, etc.), 2 ice rinks, an outdoor field (soccer, football, etc), a dance studio and a martial arts room. You only need your student card to have access to the facilities.

Bank Machines

There is a CIBC bank machine in the basement of the University Centre right by the bookstore and a National Bank ATM on the 1st floor of the same building in front of the Student financial Aid Office. There is also a Scotiabank ATM on the second floor of Morisset when you are walking over to the University Centre and a Desjardins ATM on the basement of Morisset. There is a Royal Bank of Canada ATM machine on the ground floor of the Health Services Clinic, in front of the pharmacy.

On and off Campus Housing

For information on housing visit <http://www.uottawa.ca/prospective/housing.html>

International Students

Upon arrival, international students should go to the International Office, 538 King Edward on campus. Orientation sessions are organized for international students at the beginning of the fall and winter semester. Make sure to attend as you will be given lots of useful information on how to adapt to the university and the country. If you are looking for information regarding UHIP, banking, transportation, accommodation, etc., go to

<http://www.international.uottawa.ca/en/incoming/current/mentoring-center.html>

9. IMPORTANT WEBSITES AND TELEPHONE NUMBERS

Websites

University of Ottawa's Main Page: <http://www.uottawa.ca>

From the main web site you can have quick access to various useful sites such as those of the **libraries**, **InfoWeb** and your **uottawa email** account by clicking on the "Quick Picks" box on the right. You can have rapid access to any university e-mail or website by clicking on the top right corner.

Faculty of Graduate and Postdoctoral Studies: <http://www.grad.uottawa.ca>

You can visit this web site to learn more about scholarships, financial support, payment of tuition fees, UHIP (health insurance for international students), sessional dates, convocation, etc.

GSAMLL (The Graduate Student Association of Modern Languages and Literatures) <http://aix1.uottawa.ca/~gsamll/index.html>

This website provides information regarding upcoming events in the departments, lectures, contact information for current students, important announcements and photo albums from past events.

GSAÉD (Graduate Students Association):

<http://www.uottawa.ca/gsaed/>

This website provides information about the health plan and the various services offered by the Graduate Students Association.

Ontario student loan program (OSAP): <http://osap.gov.on.ca/>

OC Transpo (bus services in Ottawa): <http://www.octranspo.com/>

STO (bus services in Gatineau, Québec): <http://www.sto.ca/>

Telephone Numbers

University of Ottawa Switchboard: (613) 562-5800

University of Ottawa Security Services:

Emergencies: (613) 562-5411 Information: (613) 562-5499

University of Ottawa Foot Patrol: (613) 562-5800, ext. 7433

Useful if you are working late on campus. For more details, go to

http://www.uottawa.ca/services/protect/raccompagnement_e.html