

**Welcome to the SMU I/O Psychology
Start-of-the-School-Year Checklist**

*COHP
Dr. Arla Day*

June – August	
<input type="checkbox"/>	Find housing
July	
<input type="checkbox"/>	Register for courses. Once registered, you should receive a registration package from SMU with your Student Banner A# and S#. You can set up your SMU email address. If you have any questions, contact the ITSS Help Desk – 2nd Floor of the Loyola Building; 902-496-8111
Late August – early September (before classes start)	
Psychology Department	
<input type="checkbox"/>	Check out the SMU campus and find Psychology Department (MS – 3 rd Floor) **My Psychology office is MS 326.
<input type="checkbox"/>	Introduce yourself to our Department Secretaries (MS 323) April Scheller (902-491-6496) & Emily Pitts (902-420-5846) ***At the beginning of September, they will send you information on: <ul style="list-style-type: none"> - lab key code for the 1st-year masters students (MM 310, aka, “The Fishbowl”) - codes for photocopier; mailbox location - TA details; TA Professor name & contact info - information on payroll (April will send out times to meet with her to complete forms)
<input type="checkbox"/>	Introduce yourself to Dr. Debra Gilin Oore (MS 321) our Graduate Program Coordinator. You would have received lots of program and funding information from her already.
General Campus Organizations & Orientation	
<input type="checkbox"/>	Get SMU photo ID at the library
<input type="checkbox"/>	Obtain (if needed) the SMU bus pass at the SUB (included in your tuition)
<input type="checkbox"/>	Check out the Homburg Wellness Centre. Activate your membership (included in your tuition)
CN Centre for Occupational Health & Safety	
<input type="checkbox"/>	Drop by the CN Centre for Occupational Health & Safety – 5960 Inglis (the small beige house at the corner of Inglis & Robie). **My CNCOHS office is 110.
<input type="checkbox"/>	Check out our ongoing initiatives at www.cncentreinitiatives.com
<input type="checkbox"/>	Complete the CNCOHS membership form.
Teaching Assistantship Information	
<input type="checkbox"/>	Once April sends your TA position to you, contact your TA professor to set up a meeting to discuss requirements of the TA, setting office hours, etc.
	Contact information for all faculty can be found online at: http://www.smu.ca/academics/departments/psychology-faculty-and-staff.html
Class Information	
<input type="checkbox"/>	Feel free to find your professors’ offices and introduce yourself
<input type="checkbox"/>	Find your classrooms
<input type="checkbox"/>	Buy your textbooks at the bookstore (located in the Student Union Building, aka the ‘SUB’) Start reading & enjoy! <i>NOTE: Typically, not all of your classes will have a textbook. You can check with your professor or check in the library</i>
First day of classes is Wednesday, September 5	
First 3 weeks of September (dates to be announced)	
<input type="checkbox"/>	TA training workshop (mandatory)
<input type="checkbox"/>	Student orientation meeting (mandatory)
<input type="checkbox"/>	CN Centre Welcome Reception (optional, but very valuable and fun)
<input type="checkbox"/>	FGSR Orientation - Sept 11, 2018 1-4pm

NOTE: This document is meant as a useful summary to help navigate the orientation process. It is not meant to replace official SMU documents (e.g., FGSR; Psychology). It is your responsibility to refer to these official documents