University Resources for Anthropology Graduate Students

**Departmental Resources**

**Departmental Website**
Our website ([http://www.mun.ca/anthro/](http://www.mun.ca/anthro/)) provides important information and news items from within the department. Check the website for news about the department, up-to-date faculty and staff contact information, program information, and job opportunities.

**General Office**
The department’s general office is located in Queen’s College, Room QC-4027. Feel free to visit the office with any inquiries or needs you may have and the staff will be happy to help.

**Student Forms**
Forms such as change in program, course add/drop, annual supervisory report, etc. can be obtained from the general office. Several of these forms can also be found on the School of Graduate Studies Website ([http://www.mun.ca/sgs/current/general_forms.php](http://www.mun.ca/sgs/current/general_forms.php)).

**Anthropology Seminar Series**
All students are strongly encouraged to attend and contribute to all department seminars. These seminars are invaluable opportunities to learn about contemporary issues and debates in Anthropology and exchange ideas in a collegial forum.

**Student Offices**
Within the department, we have a dedicated office for graduate students (QC 4012). This office is a shared space which offers a quiet place to work and meet with fellow grad students. You will be assigned to a desk shortly after you arrive in September. Within your room you will find a key to the lunchroom and departmental library. If you are unable to locate these keys please advise the general office staff.

**Departmental Library**
Located on-site in room QC-4003, the departmental library offers a quiet place where graduate students can work and study. Housed within the library are several computers with internet access, word processing and database software, etc which are connected to a printer for use by all graduate students.

**Lunchroom**
The departmental lunchroom is located in room QC-4000 and can be used by graduate students. It contains many kitchen amenities to make your lunch break more enjoyable, as well as a lounge area for relaxing. It is generally left unlocked, but in the event that it is locked, there is a key to the lunchroom in the graduate student office (QC 4012). If, for some reason, you cannot locate this key, please contact the general office staff. Since this is a shared space with faculty, staff, and fellow students of the department, it is important that you do your part to keep this space neat and tidy and to wash and return your dishes for others to use.
Keys
Graduate students can request keys to the department and Queen's College from the general office (QC-4027). Keys will be issued based on need at the discretion of the department. Please report lost or stolen keys to the general office staff immediately.

Mailboxes
The departmental mailboxes are located directly across from the QC-4028. It is here that you will find mail slots for faculty and your fellow graduate students. You will be assigned a mailbox and given your own key when you arrive in September. Since space is very limited, one mailbox may be shared among several graduate students. Thus, it is important that you check your mail regularly to avoid the build-up of documents in your shared mailbox. Please also be careful to only extract your own mail from the mailbox if you are sharing with other students. If you will be unable to pick up your mail for an extended period of time, please notify the office staff.

Photocopier
The department’s photocopy machine (located in QC-4024) is available for use by all graduate students. The charge for this service is $0.04 (plus taxes) per copy. The charge for using the machine will be billed on a monthly basis with a copy of your bill placed in your mailbox. For a code to access the machine or any other inquiries related to the machine or its operation please contact the general office (QC-4027).

Classrooms
There are two classrooms within the department: QC-4028 which has 35 seats and our seminar room QC-4001 which has 20 seats and several large conference tables. These rooms can be booked by students at available times at the discretion of the department. Rooms can be booked in the general office. Please note that first priority will be given to classes and faculty members.

UNIVERSITY RESOURCES

MUN Website
The MUN homepage (www.mun.ca) should be your first stop for all information pertaining to university policies and procedures, cancellations and closures, programs and services, news and current information, etc.

MUN Calendar
The University Calendar is available for all to view online at http://www.mun.ca/regoff/calendar/. This calendar contains information pertaining to program requirements, general regulations, course descriptions, and important deadlines and dates for the academic year.

University Diary
The University Diary is available online through the Registrar's Office website, http://www.mun.ca/regoff/calendar/sectionNo=GENINFO-0086. This document houses important information regarding deadlines, holidays upon which there are no lectures, and changes in class schedule. We advise that you reference this diary periodically to keep track of the university’s schedules.

School of Graduate Studies (SGS)
The School of Graduate Studies office is located in the Bruneau Centre, Room IIC-2012. The website address is http://www.mun.ca/sgs/. Both the office and the website are key information
sources for graduate students. Please consult the website or a staff member within the office with anything relating to graduate programs, applications, policies, registration and fees, etc. Students may also request a copy of the Graduate Student Information Handbook by emailing sgs@mun.ca.

**Graduate Student Union (GSU)**
The GSU is a non-profit organization which addresses the needs and concerns of MUN’s graduate students. Both part-time and full-time students automatically become members of the Graduate Student Union upon registration in a graduate program. The union offers many resources to graduate students including housing lists, grants, and graduate student events. For more information or to become involved in GSU activities visit the union’s website at www.gsumun.ca or visit the office located in Feild Hall, Room GH-2007.

The union also offers a mailing list for which you may sign up to receive emails. For more information or to join this list, please visit the GSU’s webpage.

**Queen Elizabeth II Library (QEII)**
The Queen Elizabeth II Library offers countless resources such as computers, study space, books, maps, videos, as well as a variety of services from within the library and through distance services. To discover more about the QE II visit the website at http://www.library.mun.ca/qeii/index.php, drop in for a visit (located behind the Education Building), or contact their Information Desk which is available 7 days a week.

**Answers**
Located in the University Centre room UC 3005 Answers has all the information you may need as a student of Memorial University. If you are looking for a program or service try checking with this office to see if it is offered anywhere on campus. For more information visit their website at http://www.mun.ca/answers/about/.

**International Student Advising Office**
The International Student Advising Office is the primary resource for all international students’ needs and inquiries; both academic and non-academic. If you are an international student and wish to learn more about the services offered visit their website at http://www.mun.ca/isa/main/ or the office located in Corte Real, Room 1000.

**Writing Centre**
The Writing Centre is a free facility for all Memorial University students who would like assistance with their writing. The centre works on appointment basis only to reduce wait times and ensure that tutors are available to assist you. To make an appointment visit them in the Science Building, Room SN-2053 or call 864-3168. For further information, please visit their website at http://www.mun.ca/writingcentre/about/.

**University Bookstore**
The University Bookstore is located on the second floor of the University Center and provides books, stationary supplies, clothing, gifts, etc. for purchase. For more information or store hours visit their website at http://mun.bookware3000.ca/.

**Bitters Pub**
Bitters Pub is operated by the GSU and is located on the ground floor of Field Hall, next to Queen’s College. The pub offers a wide range of meals and snacks, liquid refreshments, and
entertainment, and offers wireless internet access. For more information about hours or daily specials visit [http://bitters.gsumun.ca/](http://bitters.gsumun.ca/) or call them at 864-3300.

**Parking**

Parking permits for students who are not residing on campus are issued by way of a computerized random draw which takes place just prior to the beginning of each semester. As parking space is limited it will only be available to those who have not less than 48 university credit hours. To obtain more information or to enter the draw you must access my.mun.ca and navigate to the Daytime Parking Channel where the directions will be posted.

There are also a number of areas throughout campus which offer parking through the use of a parking meter or park and display system. For a listing of these areas please visit the campus map at [http://www.mun.ca/campus_map/stjohns/](http://www.mun.ca/campus_map/stjohns/). Additional parking information can be obtained by calling the parking information line at 864-4300 or by visiting their website at [http://www.mun.ca/facman/parking_roads/](http://www.mun.ca/facman/parking_roads/).

**Your Personal Safety on Campus**

When you walk on campus at night walk with a buddy or call the Drive Safe/Walk Safe number at 864-6464 to arrange your safe arrival of a location within campus or to your residence. Educate yourself on further safety procedures or information on how to contact the Campus Enforcement and Patrol Office in the event of an emergency by visiting [http://www.mun.ca/main/personal_safety.php](http://www.mun.ca/main/personal_safety.php).

**MUN Student Health Services**

Located in the University Center, Room UC-4023 the MUN Student Health Services has both male and female physicians who offer services and programs to care for your health needs and ensure you live a healthy lifestyle. For more information or to book an appointment with a physician please call 864-7597 or visit [http://www.mun.ca/health/](http://www.mun.ca/health/).

**The Counseling Centre**

The Counseling Centre offers a wide variety of counseling services free of charge to all registered students in a time of need. For more information on hours of operation and on how to book an appointment please visit them at [http://www.mun.ca/counselling/home/](http://www.mun.ca/counselling/home/) or call 864-8874.

**The Sexual Harassment Office**

Should you have any sexual harassment concerns or inquiries visit the Sexual Harassment Office located within the Earth Science Building, Room ER-6039. For programs, events, hours of operation and general information please visit them at [http://www.mun.ca/sexualharassment/home/](http://www.mun.ca/sexualharassment/home/) or call them at 864-2015 or 864-8199.