Congratulations on your graduate program admission and welcome to the Faculty of Forestry at UBC!

You have joined one of the world’s foremost centres of academic excellence for studies in the fields of forest sciences, forest resources management and wood science. We are very pleased to have you become part of our distinguished group of graduate students.

This booklet is meant to assist you in preparing for the start of your program; please take a few moments to read it through and save it for future reference.
admission document checklist

- **Offer of Admission Letter** – from the UBC Faculty of Graduate Studies (FoGS). This is your official admission letter which contains important information about your admission conditions, start date, tuition fees, etc. International students will use this letter to apply for a Study Permit to enter Canada.

- **UBC Grad Guide handbook** – contains useful details for preparing for your arrival, including housing, finances, health insurance, and various student services on campus.

- **Forestry Student Agreement and Funding Letter** – included with this booklet is a Faculty of Forestry letter outlining your student funding agreement, including awards and scholarships as applicable. Please read it through carefully, sign and return to us as confirmation of your acceptance of admission.
registration and academic planning

- **Student Service Centre (SSC) [https://ssc.adm.ubc.ca](https://ssc.adm.ubc.ca)**
  
  Please go online to the SSC and create your user name and password (campus wide login – CWL). The SSC is your ‘one-stop-shop’ not only for program and course registration, but for paying your tuition and student fees, ordering transcripts, viewing grades, and most other academic services. Please take the time to go through the various SSC tutorials to become familiar with the system.

- **Program Registration.** In addition to signing-up for courses, registration is what triggers your access to university services, such as your student ID and library card, the transit UPass, merit-based awards, etc. Therefore, it’s extremely important that you keep your registration up-to-date in advance of the start of each term.

- **UBC has three terms in each academic year:**
  - Fall (September to December)
  - Winter (January to April)
  - Summer (May to August)

- **Thesis Registration.** Graduate students at UBC are required to register in their thesis number each and every term, from program start through to graduation, i.e. you register regardless of whether you are actively engaged in thesis work during that particular term, including the summer months.

- **Thesis Numbers for Forestry Students:**
  - PhD – FRST 649 Doctoral Dissertation
  - MSc – FRST 549B Master’s Thesis*
  - MASc – FRST 550B MSc Thesis*

* All master’s students begin their program in the 12-credit weight thesis. See the Forestry Gradbook policy manual for information on the 6-credit and 18-credit thesis option.
Course Registration and Advising

Contact your research supervisor in advance of your program start date to ensure that you are aware of their expectations for course selection.

- Doctoral students are not required to take courses as part of their PhD graduation requirements. However, your supervisor may recommend that you take courses relevant to your area of research.

- Master’s students are expected to register in grad-level (500+) courses, although some undergraduate level work is allowed (please refer to the Forestry Gradbook Policy Manual for details).
  - A reminder that FRST 544 (Technical Communication Skills) is a REQUIRED course for all Master’s students and should be taken in your first term whenever possible.

- FRST 545 (Technical Communication Skills II) is highly recommended for all international students.

- FRST 547 (Forestry in BC) is strongly recommended for all grad students from outside British Columbia or from non-forestry backgrounds.

- Auditing and Directed Study course options are available; please refer to the Forestry Gradbook Policy Manual for complete information.
important resources

• **Forestry Gradbook Policy Manual.** Your complete guide to graduate academic policy is the *Forestry Gradbook*. Please take the time to familiarize yourself with this information. Hard copies of the Gradbook will be issued to you at the start of your program, and it is also available online at: www.forestry.ubc.ca/graduate -> under the ‘Student Resources & Forms’ link.

• **Student Service Centre (SSC).** https://ssc.adm.ubc.ca. Please remember to update your SSC account with new mailing address, phone, email, etc as applicable. Many UBC offices use the SSC for correspondence with students, so it is vitally important that you keep your contact information up-to-date at all times.

• **Forestry Grad News Email List.** The email address you provided in your application will be added to the group email notification list, “frstgrad-news”. Important notices are sent out to this list on a regular basis, particularly on Thursdays via our “Weekly Email” newsletter. If your email address changes, please let us know so we can update this list – you do not want to miss out on vital information!

• **International Students.** The Faculty of Forestry is proud to have one of the most culturally diverse grad student populations on campus; in 2011 our students represented 40 different countries beyond Canada.

  If you are an international student, take advantage of the numerous resources that UBC has available to assist you:

  www.students.ubc.ca/international/international-students/

• **Graduate Student Society (GSS).** Provides advocacy, academic, professional and social services to grad students at UBC. Also administers the grad student health and dental plan. gss.ubc.ca

• **Student Transit Pass (UPass).** All UBC students are automatically enrolled as fee assessed for the UPass. See www.upass.ubc.ca for complete details, including how to pick up your pass, exemptions and subsidies.
building facilities, access and information

We are fortunate to call the Forest Sciences Centre (FSC) home. This beautiful building is a showcase to construction using Canadian forest products, and was architecturally designed to mimic the landscape of British Columbia: towering trees, mountains and blue-green waters.

The FSC is open weekdays from 7:00am to 6:00pm. In order to access the building after-hours or on weekends, you must have an Access Card, available only to students registered in the Faculty of Forestry.

Resources within FSC

Graduate Program Office
FSC Room 2609 (2nd Floor). Forestry Grad Program Staff are your main source of information and assistance for all academic policies and procedures. Drop by to see us anytime!

- Dr Cindy Prescott, Associate Dean and Graduate Program Advisor
- Gayle Kosh, Program Manager
- Dan Naidu, Awards & Scholarship Coordinator
- Robin Poirier-Vasic, Admissions Coordinator

Department Offices
Grad students registered in a thesis-based program will have a Forestry faculty member as their Research Supervisor. Your supervisor’s department office within the Faculty of Forestry will look after ‘housekeeping’ details for you, including:

- Office and/or lab assignments
- FSC Keys and Access Cards
- IT resources
- Mail
- Payroll as applicable (RA and TA assignments)
Forestry’s three departments are:

- Forest Resources Management (FSC 2045)
- Forest Sciences (FSC 3041)
- Wood Science (CAWP 2900)

**Graduate Student Lounge (FSC 1715)**

The FGSA (Forestry Graduate Student Association) has a small student lounge on the main floor of the building, toward the end of the long hallway behind Tim Horton’s. This room is exclusively for Forestry grad student use.

The lounge has a comfortable seating and eating area, and a small kitchen. Please keep in mind that FGSA funds have been used to furnish and maintain this room, so we appreciate grad students treating it with RESPECT, by cleaning up after themselves, particularly in the kitchen area. UBC custodial staff DO NOT clean or maintain the lounge.

Important to Remember: The lounge door has a coded lock that is opened as follows – 24-3 (press the ‘2’ and ‘4’ buttons simultaneously, and then press the ‘3’ button).

**Forestry Graduate Student Association**

The FGSA is made up of grad student volunteers and we encourage new students to get involved. The FGSA plans socials, sporting events, and other opportunities to take a break from your studies and get to know your fellow grad students.

Find out more at: [http://fgsa.forestry.ubc.ca](http://fgsa.forestry.ubc.ca)

**Bicycle storage**

Public bike racks are available outside of the FSC building. Unfortunately bicycle theft is a problem at UBC so please keep your bike safe with a lock. The FSC complex also has secured bike racks in room 0711 in the basement. Space is limited; inquire with the Dean’s Office receptionist on the second floor of the FSC for more information. Users must sign a waiver form and provide a $50 deposit for a bike room key. There are shower facilities available in both the FSC and CAWP buildings. UBC offers other secured bicycle parking space throughout campus, please see this link for more information: [http://trek.ubc.ca/transportation-options/cycling/cycling-facilities/](http://trek.ubc.ca/transportation-options/cycling/cycling-facilities/).
Sustainability services recycling and composting

The FSC building participates in the campus-wide collection of paper, cans and bottles for recycling. Please do your part by using the blue and grey recycling bins available throughout the building. Compost containers are also available in many offices, and special item recycling also takes place on a limited basis. Please see this link for complete information: www.sustain.ubc.ca

useful url’s

• Forestry graduate program main page: www.forestry.ubc.ca/graduate

• UBC Student Service Centre: https://ssc.adm.ubc.ca

• UBC Vancouver Course Schedule: http://courses.students.ubc.ca/

• Faculty of Graduate Studies: www.grad.ubc.ca/current-students

• International Student Resources: www.students.ubc.ca/international/about-us/services-at-i-house/

questions?

Please don’t hesitate to ask! We look forward to meeting you, and assisting to make your graduate career the best it can be!

– The Forestry Graduate Program Team