



2) WELCOME TO WESTERN

B) VIPS (FOR YOUR DAY-TO-DAY)

HEY, DON'T WORRY!

- You're just getting started in Canada as a student and it's only natural to feel lost sometimes (or many times, at the beginning).
- Although it might be in everybody's best interest to help you, some people might end up providing you with wrong information.
- Therefore, it is important to know who you should direct your questions and complaints to in order to save you time.



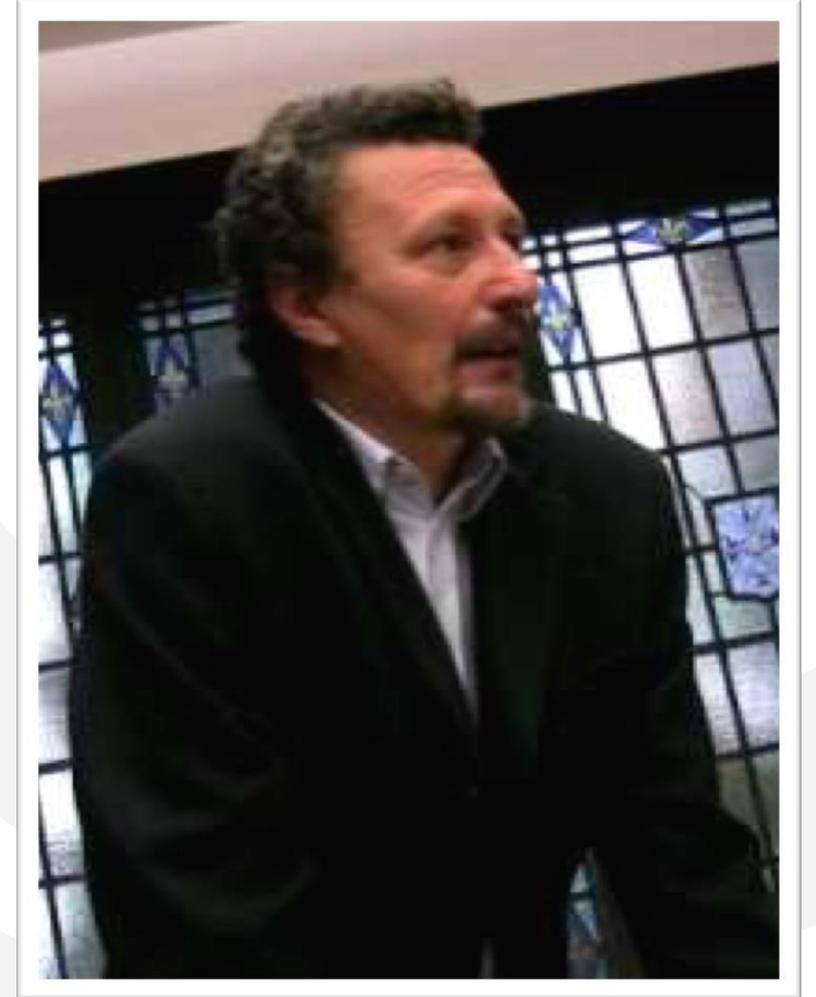
DON'T WORRY...

- Let us introduce you to some Very Important People in our department who make our life a lot easier.
- You'll see the name of each person, their position, the issues over which you should contact them and a beautiful picture.



RAFAEL MONTANO (CHAIR)

- Designates teaching assignments to T.As
- Signs our contracts
- Course counseling (if he is your professor)
- Other (unusual) issues you cannot solve with the Graduate Chair

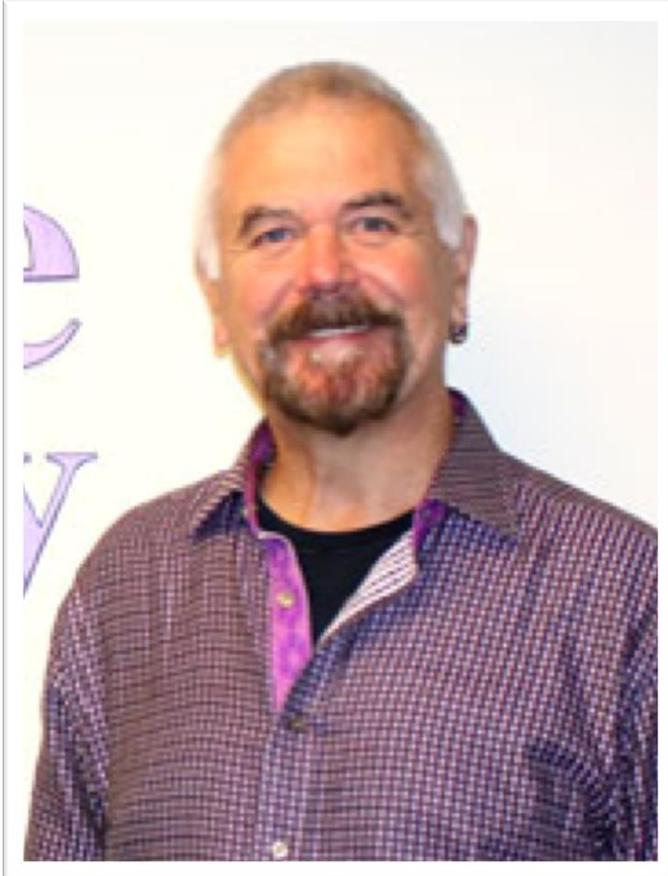


UC 2210A

rmontano@uwo.ca



JAMES MILLER (GRADUATE CHAIR - COMPLIT)



- Questions about the Comparative Literature program
- Progression in the program
- Academic and personal difficulties that affect your performance in the program

UC 4312

jmiller@uwo.ca



ALENA ROBIN (GRADUATE CHAIR - HS)

- Questions about the Hispanic Studies program
- Progression in the program
- Academic and personal difficulties that affect your performance in the program

UC 3311
arobin82@uwo.ca



ANA GARCIA-ALLEN (UNDERGRADUATE CHAIR)



- Problems or doubts regarding your undergraduate class, if you are the T.A. for a Spanish course

UC 2312

agarcia@uwo.ca



DAWN GINGERICH (ADMINISTRATIVE ASSISTANT)

- Putting money into the photocopying account
- Grad travel plans and reimbursements
- Help with grad students conferences
- Research position contracts
- Designation of offices
- Approval of keys



UC 2210C
dgingric@uwo.ca



INGRID TIMUSK (UNDERGRADUATE ASSISTANT)

- Submission of personal info at the beginning of year
- Mailbox issues (assignment, key, stamps)
- Issues while taking or teaching an undergrad class
- Booking a room
- Issues with the photocopy machine

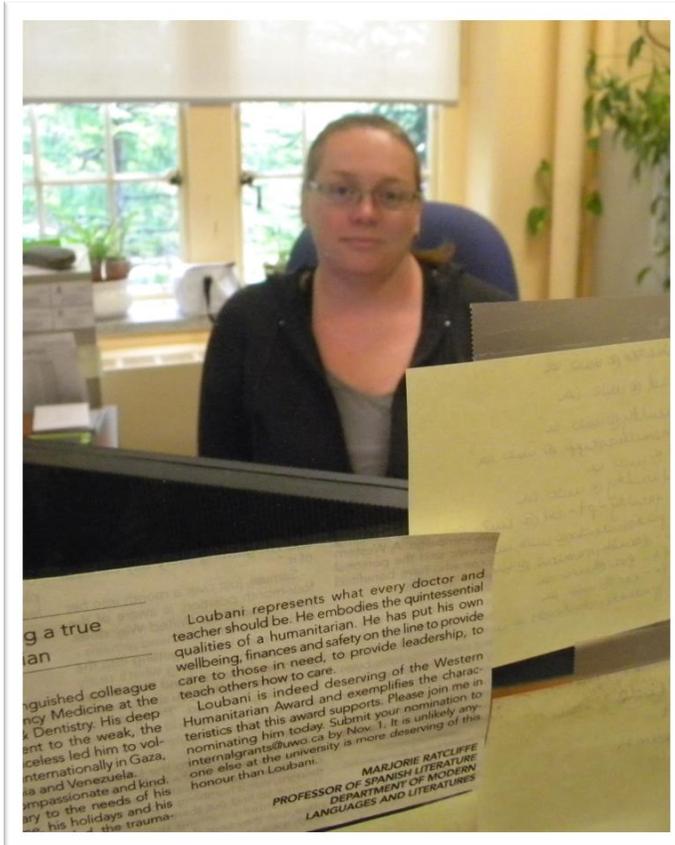
UC 2210D

itimusk2@uwo.ca



SYLVIA KONTRA (GRADUATE ASSISTANT)

- Pretty much **everything** that has not been addressed



UC 2210C
skontra@uwo.ca



LEGEND

TYPICAL ACCESSIBILITY LEGEND, NOT ALL SYMBOLS APPEAR ON THIS FLOOR PLAN

SYMBOL	DESCRIPTIONS
	ELEVATOR
	DOOR BARRIER FREE - AUTOMATIC BUTTON
	WASHROOM BARRIER FREE - WOMEN
	WASHROOM BARRIER FREE - MEN
	WASHROOM BARRIER FREE - UNIVERSAL
	WASHROOM NON-ACCESSIBLE - UNIVERSAL
	WASHROOM NON-ACCESSIBLE
	INFANT CHANGE TABLE



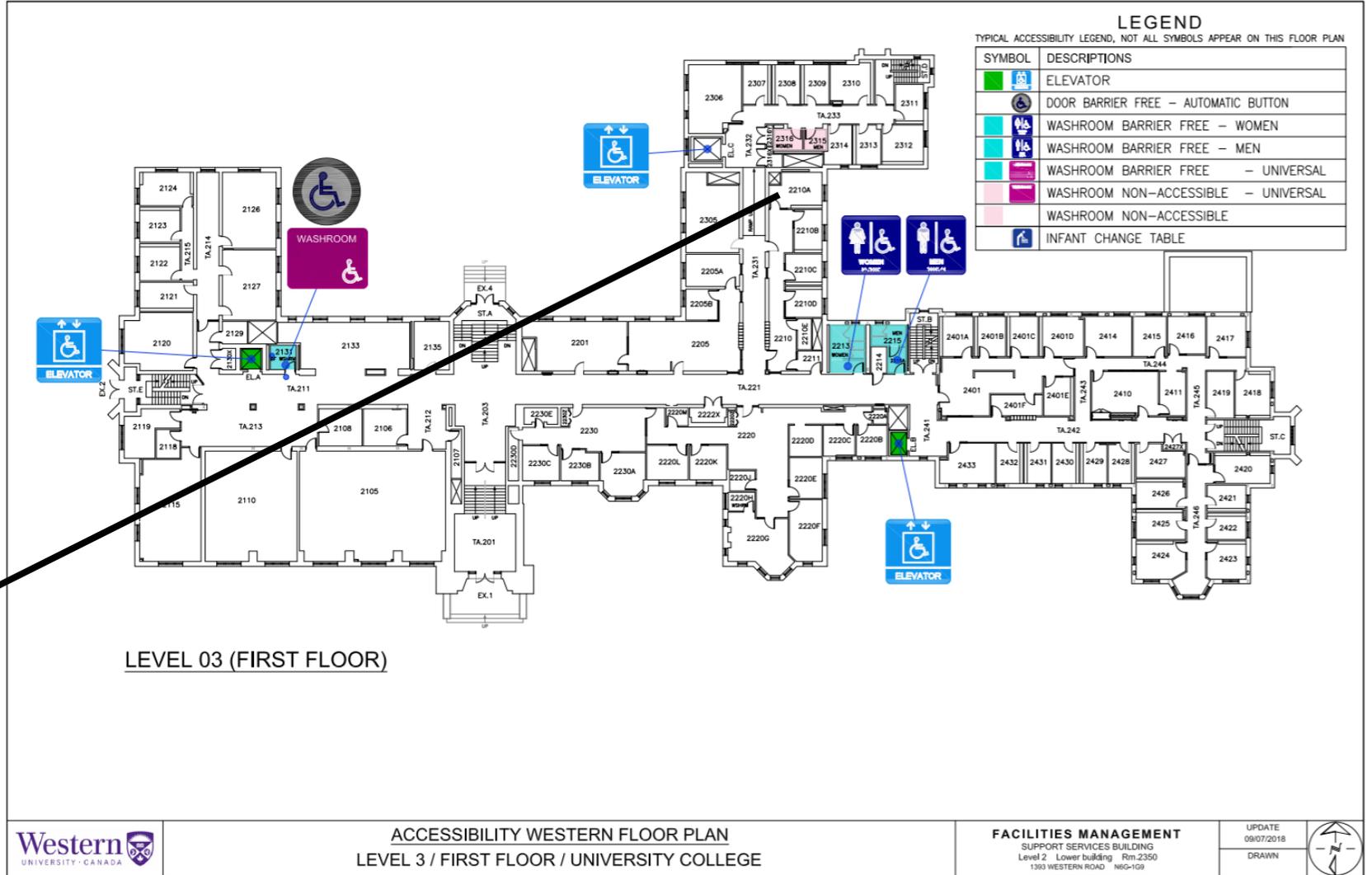
UNIVERSITY COLLEGE (UC)

Find out where all their offices are located

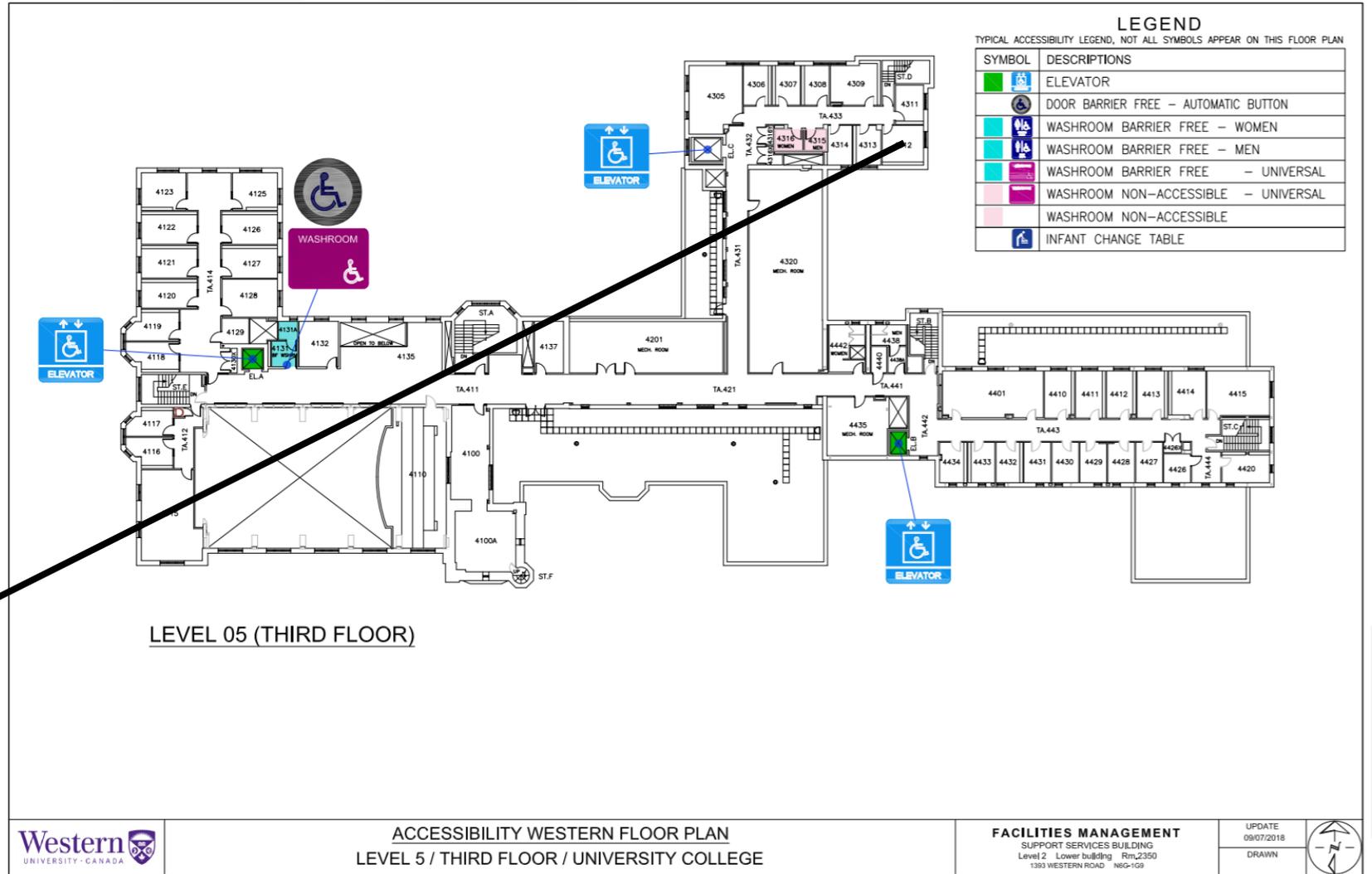
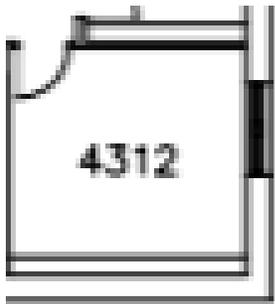
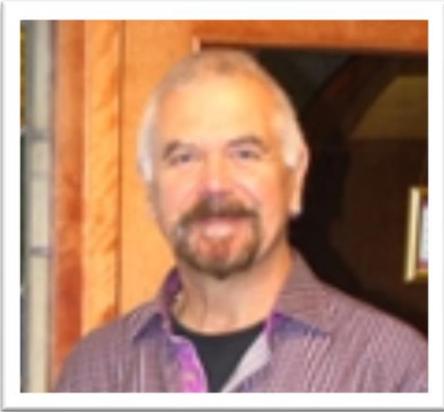
LEVEL 02 (GROUND FLOOR)



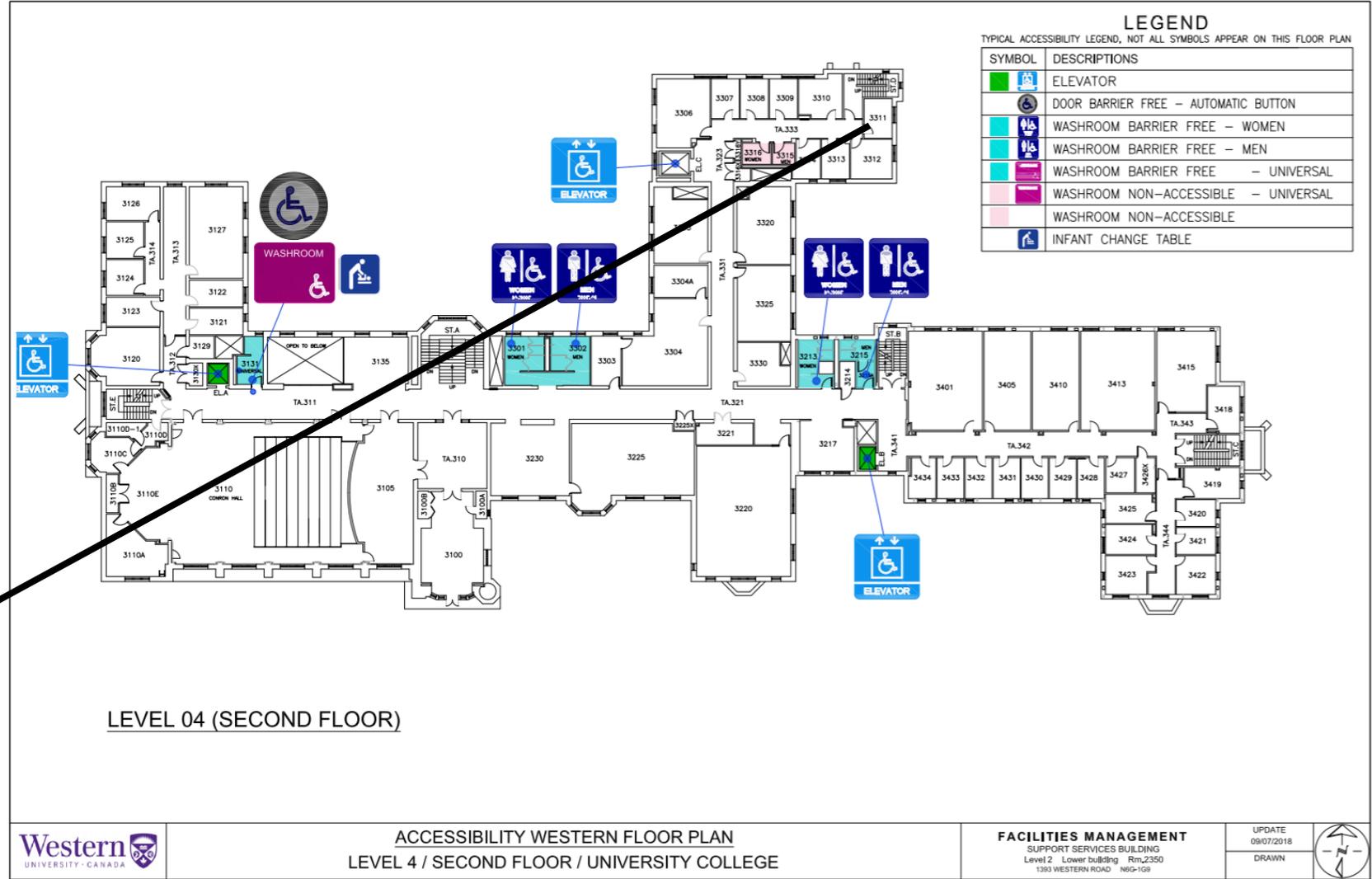
RAFAEL MONTANO



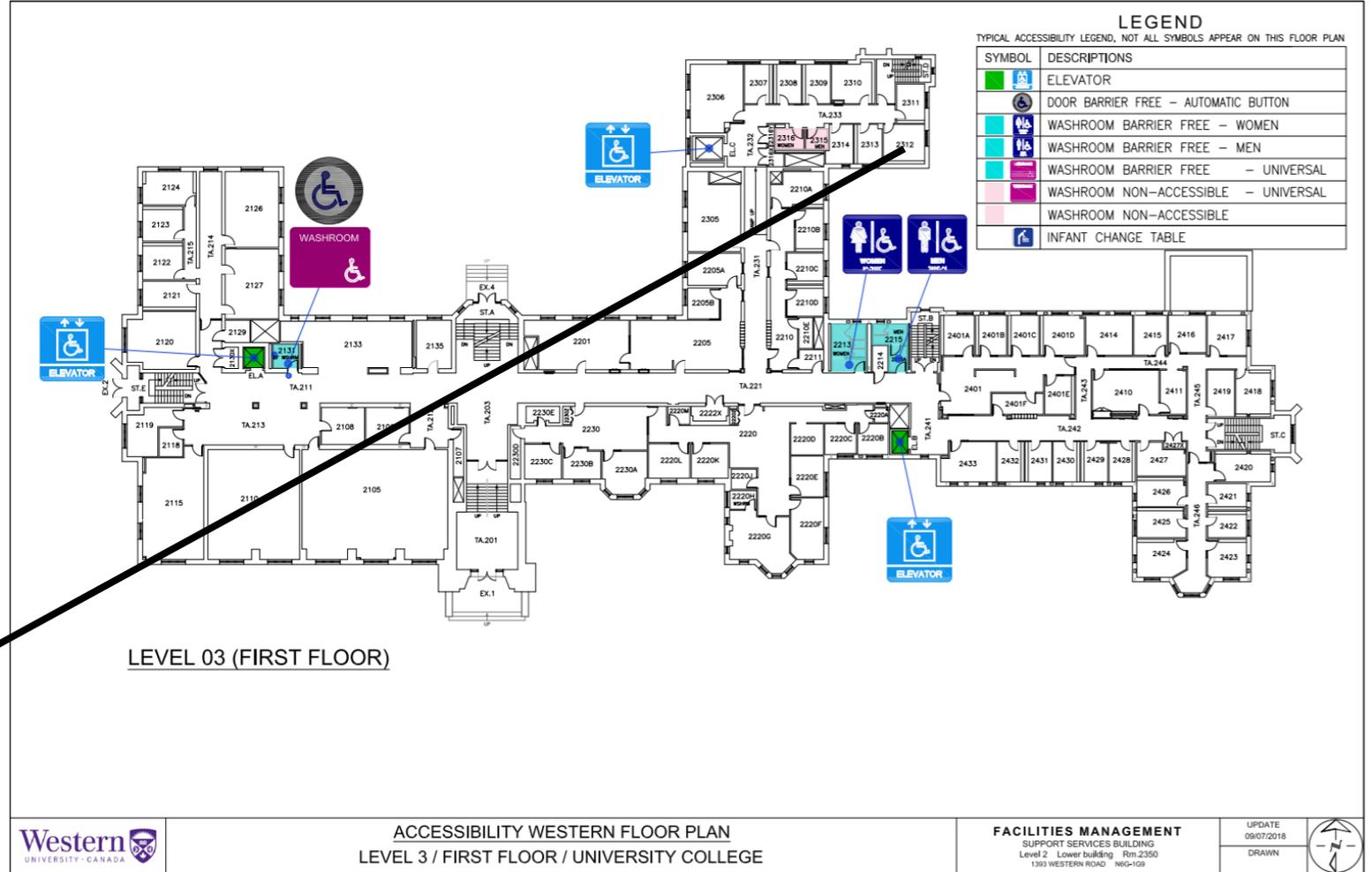
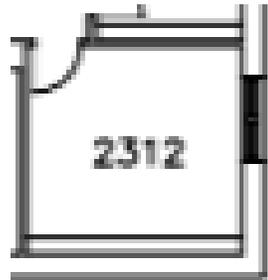
JAMES MILLER



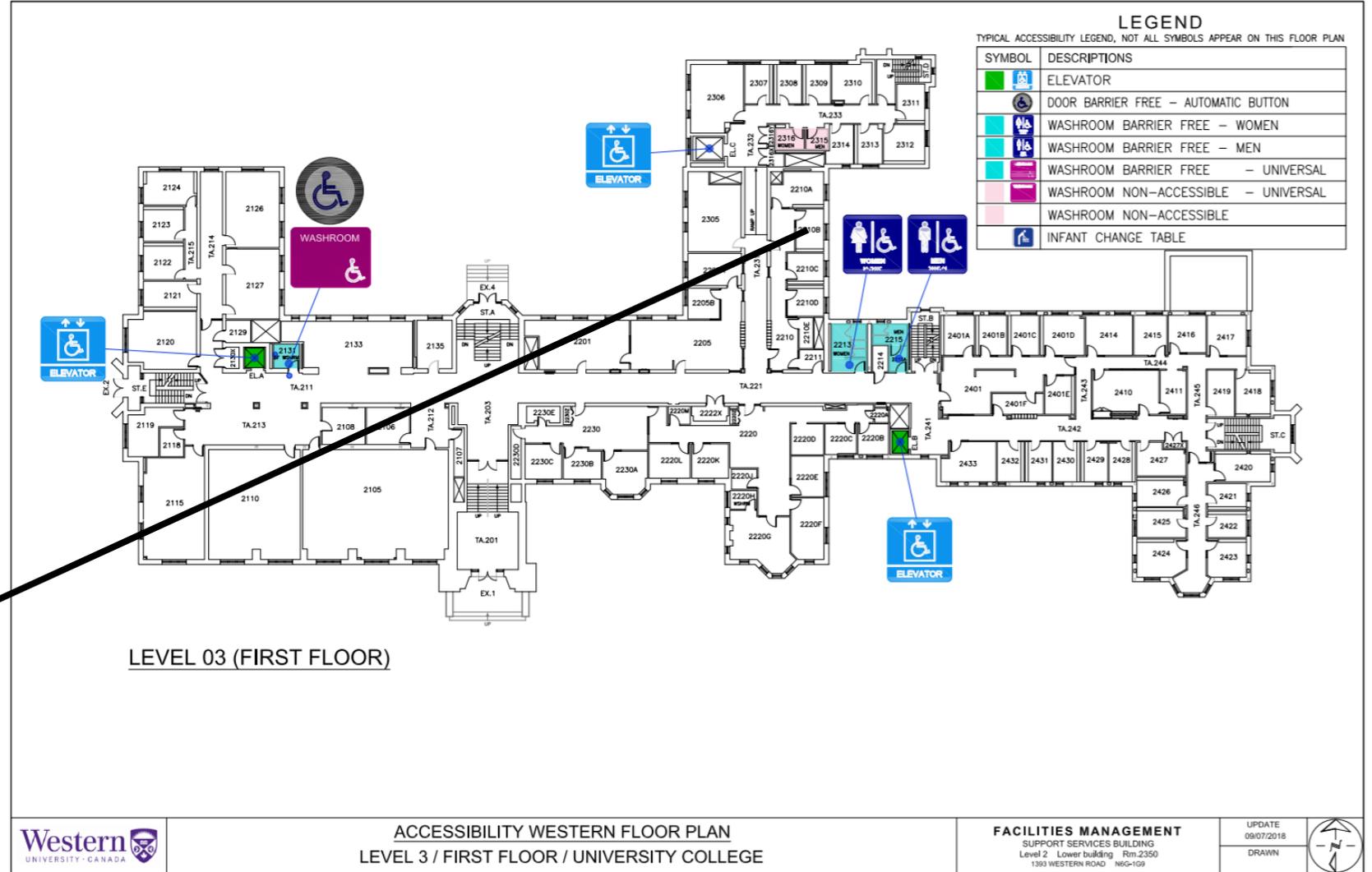
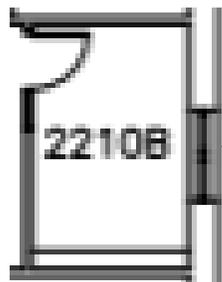
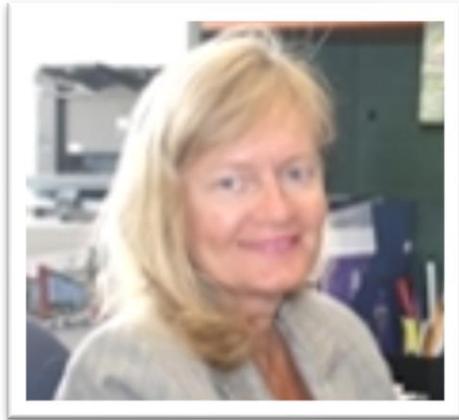
ALENA ROBIN



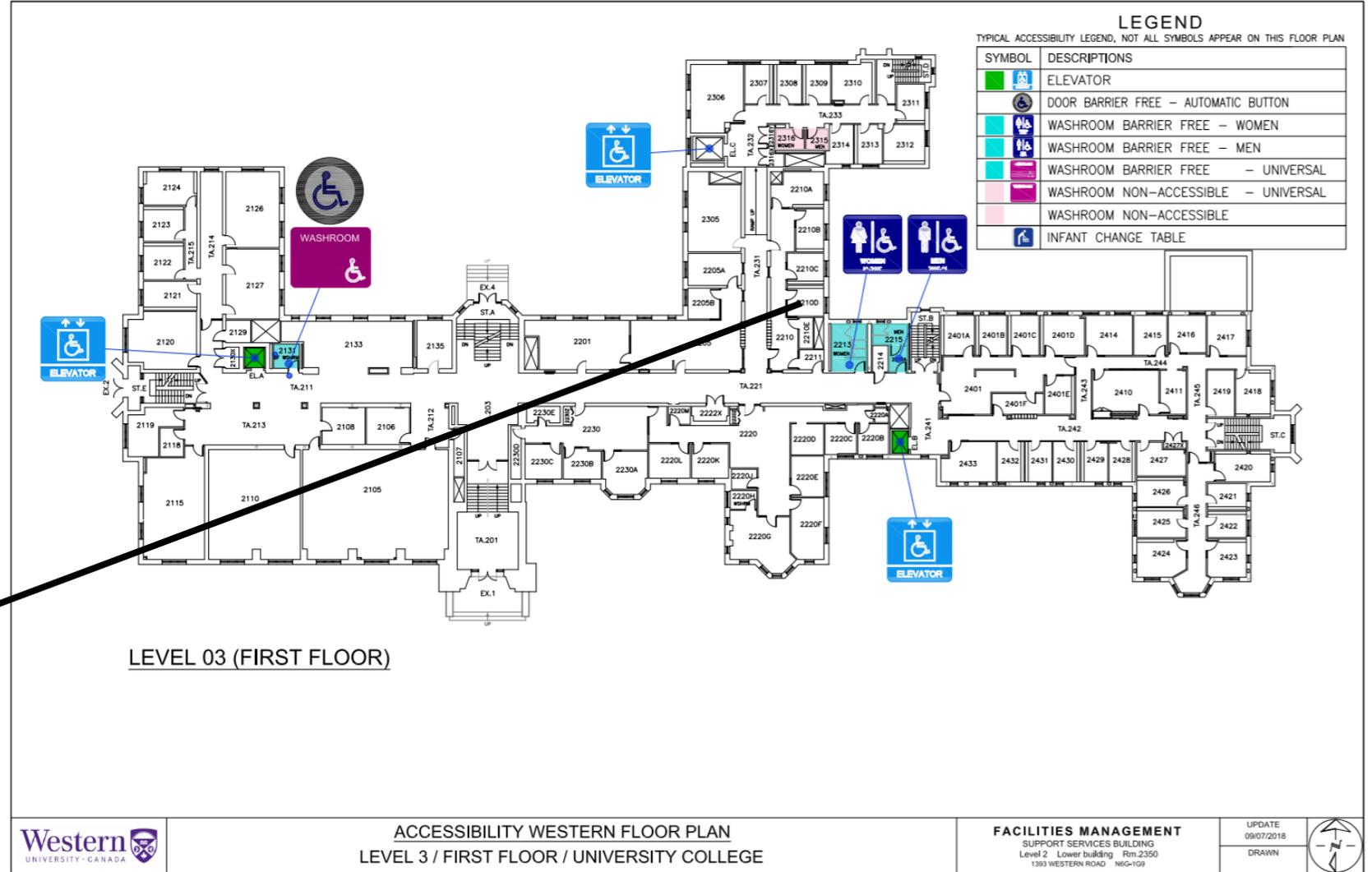
ANA GARCIA-ALLEN



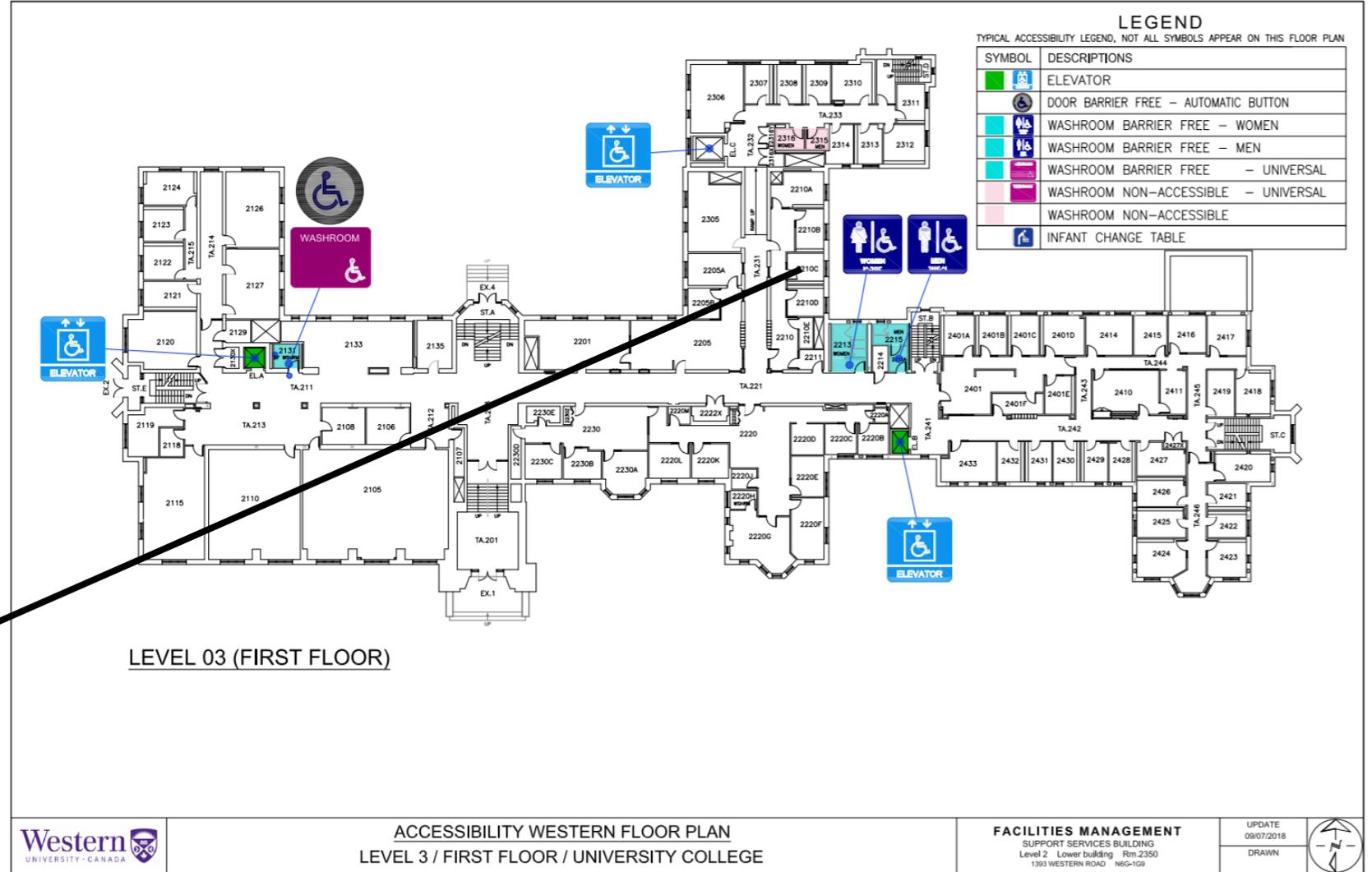
DAWN GINGERICH



INGRID TIMSUK



SYLVIA KONTRA



SEE?

- For every problem, there is a solution and there is also a person you should turn to.
- If the people you have just been introduced to are not able to solve your problem, they will direct you to the person you need.
- Also, note that at the beginning of the year two student representatives will be elected and are present to facilitate communication between students and faculty and administration

