

receptionist. There is a deposit of \$5 for each key. In addition to any office and lab space you will be given a key to the lounge/grad student mailroom and the outside doors (which you will need to enter the building after hours).

Parking

Parking permits are available from Campus Security services in the Security Services building located by the main bus terminal. Students may park in non-reserved spots in lots outside of Ring Road. For information on the types of permits and purchasing refer to this link <http://www.uvic.ca/security/parking/index.php> for more information).

Working at Night

Although UVic is generally considered a very safe campus, for your own personal safety, it is not recommended that you walk alone on campus at night. There is a 24-hour escort service available to all. Call the **Safewalk Program at 721-7599** to have Campus Security escort you wherever you need to go on campus. For information see: <http://www.uvic.ca/security/home/safewalk/index.php>

Photocopying

Photocopy machines are located in several areas around campus:

- In the Psych Grad Mailbox Room, Corn A233: uses personal code numbers, set up by Wendy Davies (in the Psych office). This room also has a computer. You will be given a key to this room when you pick up your lab/office keys.
 - Provide 4-digit code code for RA, TA, or personal use
 - Cost is 5 cents per copy for black and white, and 15 cents for colour (doubled sided is considered to be 2 pages) The Psych office bills you at the end of the term **it is important that this invoice be paid upon receipt**
- At Computing services: <http://www.uvic.ca/systems/facilities/printingrepro/index.php>
- In the McPherson Library: <http://www.uvic.ca/library/use/computers/inthelibraries/index.php>
 - Printing is paid for with funds on your ONECard account (copying costs \$.12 per side for black and white and \$.40 per side for colour)
- At Zap! in SUB (Student Union Building)
 - Costs vary depending on type of copying, but cost is cheapest on campus
 - Colour and specialty copying available, and faxing.

Setting up E-Mail and Internet Accounts

Once you know your student number, setting up an e-mail account and gaining access to the internet is quick and easy to do by yourself through UVic's NetLink. Set up a Netlink-ID by accessing <http://netlink.uvic.ca/> and click on NetLink ID: application form. Once you have a NetLink-ID you can use the same web page to apply for an e-mail account. The NetLink Main Menu page also tells you how to query the status of your accounts, how to change your passwords, how to forward e-mail messages to other e-mail accounts and enable or disable a spam blocker on your webmail accounts.

Once you have your accounts, you are ready to set-up your e-mail application and internet browser at school and/or home. At school, your office must have an ethernet port and your

computer must have an ethernet card and the appropriate software. At home, you will need a modem and the appropriate software. If you are unsure of how to proceed, ask around or contact the computer help desk at 721-7687 or via their web-site (<http://helpdesk.uvic.ca/>). The

free around town). On campus, watch for posters in the hallways, or pick up copies of the various student newspapers to check for upcoming events. And if you see something good, why not let the rest of us in on it...

Credits:

This guide was prepared and updated by a number of former students (who are now too numerous to mention individually so, collectively, thanks for your help!) as well as the previous Grad Advisors. Any changes, corrections, suggestions should be addressed to Sarah Macoun (psycadv@uvic.ca) or to Karen Kienapple (psychgrd@uvic.ca).

Last update: July 2023