



RHSC New Student Checklist

Congratulations on your admission into the UBC Rehabilitation Sciences Program. We are looking forward to welcoming you to the program in the new year. Here are some things you can get started on prior to the start of the term.

Please send completed certificates and items for tasks 1 to 4 (below) to the RHSC Program Assistant at rehab.gradprogram@ubc.ca before the start of your term as one email.

Please include the following in the subject line:
Full Name, Degree, Student # - Completed New Student Checklist
Ex. (Jane Smith, MSc, 12345678 – Completed New Student Checklist)

1) Complete the UBC Anti-Bullying & Harassment Certificate

<https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-bulhar>

Please click the above link and complete this short module. It will take you approximately 20 minutes. Send your certificate of completion to the RHSC Program Assistant.

If you already completed this course in September 2020 or later, you are not required to complete this again. Please send your certificate of completion to the RHSC Program Assistant.

If you took this course prior to September 2020, please complete this course again and send your certificate of completion to the RHSC Program Assistant.

2) TCPS 2: CORE (Course on Research Ethics) Online Module

<https://tcps2core.ca/welcome>

Complete TCPS2 CORE (required for RHSC 500) and send your final certificate to the RHSC Program Assistant.

If you've already completed this course, you are not required to do it again, please send your certificate of completion to the RHSC Program Assistant. (If you completed this module prior to 2010, it is encouraged you go through the online module again as a refresher for your research.)

If this is your first time completing TCPS 2 CORE, allocate around 2.5 - 3 hours to complete the eight topics as part of the online module. Please send your certificate of completion to the RHSC Program Assistant when you are done.

3) UBC Student Email Address

<https://it.ubc.ca/services/email-voice-internet/ubc-student-email-service?upn=>

Please register and send your **UBC Student email address** to the RHSC Program Assistant to be added to the RHSC mailing list. Important information regarding program deadlines, awards, opportunities, and events will be sent to this address.

4) Criminal Record Check

<https://justice.gov.bc.ca/eCRC/>
Access Code: 3WV6RPV/SPT

All incoming students at UBC who are enrolled in programs that include a practicum component involving work with children or vulnerable adults **are required** to undergo a criminal records check. This includes the Rehabilitation Sciences program. The cost is \$28 CAD.

Click the link above and fill out the information required for the criminal record check. Note: you will need the [BC Services card](#) to access the online check. Please send your record check or letter of completion to the RHSC Program Assistant. Processing of your Criminal Record Check request may take up to 3 weeks. Please plan accordingly to meet the RHSC deadline for certificates.

If you've previously obtained a Criminal Record Check (September 2022 to present) you may send a copy of that version to the RHSC Program Assistant.

5) Apply for a UBC Student Card

<https://ubccard.ubc.ca/obtaining-a-ubccard/students>

Please sign up for a physical UBCCard (not the digital version). This will ensure you have access to various buildings, facilities (libraries, fitness centres, etc...), e-commerce purchases, and/or meal plans during your time on campus.

If you are unable to be on campus for your first term due to Visa delays, apply for a digital UBCCard. You can transfer to a physical card once you are on campus.

6) Meet with your supervisor.

It is never too early to meet with your supervisor to get information regarding their expectations, course work and research study ideas for your thesis – the sooner, the better. To help you, fill out the **RHSC Student-Supervisor Expectations Form** with your supervisor. Doctoral students will also want to complete the **RHSC Doctoral Timeline** with your supervisor. Find these forms under All Graduate Students Forms and the Doctoral Student Forms sections here: <https://rehab.med.ubc.ca/current-students/forms-resources/students/>. We highly recommend that you meet with your supervisor (even by phone or video conference) BEFORE your official entry into the program.

7) Register in your thesis course

<https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>

MSC students must register for the thesis **RHSC 549** in the first term of their graduate

program and maintain continuous registration in their thesis from that point until completion of their program.

PhD students must register for their thesis **RHSC 699** in the first term of their graduate program and maintain continuous registration in their thesis from that point until completion of their program.

8) Responsible Conduct of Research Course (RCR) – Faculty of Medicine

<https://grad-postdoc.med.ubc.ca/current-students/research-conduct-course/>

Complete the RCR course (mandatory for Faculty of Medicine graduate students) and send your final certificate to the RHSC Program Assistant.

If you've already completed this course, you are not required to do it again, please send your certificate of completion to the RHSC Program Assistant.

The course is offered three times each academic year and is comprised of two face-to-face sessions and an online component to be completed between these two sessions. All three sessions must be complete to receive the full certificate of completion signed by the Associate Dean, Graduate and Postdoctoral Education. Please send your certificate of completion to the RHSC Program Assistant when you are done.

9) Visit the Faculty of Graduate & Postgraduate Newly Admitted Website

<https://www.grad.ubc.ca/current-students/newly-admitted>

This site has great information on things to do before and after registration and during your first few weeks, first month, and first year, as well as [pre-arrival webinars](#), residence housing, and living in Vancouver.

Also provided is an interactive checklist to help keep track of important first steps as you begin your UBC studies.

10) Come and say hi! (Or virtually say hi!)

Drop by the RHSC Admin Office located in the Koerner Pavilion Building, 2211 Wesbrook Mall, third floor, room T121, if you need help during your first few days. Otherwise, please feel free to email the RHSC Program Assistant at rehab.gradprogram@ubc.ca if you have any questions or concerns.

Welcome! and looking forward to seeing you soon.