Welcome to the Business PhD Program! The following administrative details will help you get organized as you start your program.

**REGISTRATION:** Bear Tracks is the portal to all of your information including courses and registration. Please check with the PhD Office if you need help with registration/program information. Information on registration deadlines is on Bear Tracks. **Full-time students must be registered in at least 9 credits per term. ALL STUDENTS MUST MAINTAIN FULL-TIME REGISTRATION UNTIL GRADUATION.**

1. **KEYS** are available for the following rooms. If you do not already have your keys, please see the General Office on the 3rd floor.
   - ONEcard Building, double black doors, General Office Access Area, Fish Bowl in HUB mall, 4th floor printer room, & 4th floor lounge
   - JA 137 Printer rooms on 2nd & 3rd floors
   - JA 300 Study Room 2-29
   - JA 299 Sessional Office Room 2-33
   - JA 305 Resource Room 4-27 (to use for office hours when teaching)
   - SAA200 PhD House
   Carrel keys (PhD House has four carrels with lockable cabinets) and file cabinet keys (Fishbowl) are distributed from the PhD Office on first-come, first-served basis. There are also a limited number of carrels available on the 4th floor of the Business Building. Contact the Business Doctoral Association (BDA) for details.

2. **PROGRAM RELATED & ADMINISTRATIVE FORMS** are available in the Forms Cabinet on the Business PhD Program website (www.business.ualberta.ca/programs/doctor-of-philosophy/student-support), on the I drive under PhD Public, or in the PhD Office.

3. Please update Bear Tracks with your **Edmonton postal address and telephone number as soon as possible.** If you are an international student please take your study/work permit to the Business PhD office no later than **SEPTEMBER 5** for us to make a copy. **This document is required for Payroll to process your payment.**

4. **MAIL** will be placed in your file folder in a box located outside the PhD Office on the 2nd floor. Please check your folder regularly. **Personal mail must be sent to your residential address.**

5. **SEMINAR NOTICES** etc. are sent via e-mail and are sometimes posted on the bulletin board outside the PhD Office. Also, each Department maintains a website with Departmental research seminars. You are required to attend your major area seminars, and you may attend other departments’ seminars if they are of interest.

6. Pay day is always the **10th and 25th of each month,** but if these dates fall on a weekend or statutory holiday, you will be paid on the Friday before. Your first pay day will be September 25th. Please log on to Bear Tracks to enter your **banking information** to authorize Payroll to deposit your cheques directly to your bank account. This is the only method of payment of your funding. This information must be entered in Bear Tracks by **SEPTEMBER 5** in order to meet Payroll deadlines. You can access your pay cheque information through Bear Tracks.

7. If you have questions about payroll, scholarships or registration, please see Jeanette in the PhD office Room 2-24B.