

**DEADLINE FOR APPLICATION, Thursday, July 29, 2011**

Student office space allocation for Fall and Winter terms will be assigned by early August. Summer space allocation expires on August 26, 2011. Students requesting office space for Winter Session (September 2011 to April 2012) should complete a Graduate Student Space Application form. The form is available on the website <http://edst.educ.ubc.ca/current/policies-and-forms>

We will do our best to accommodate any requests made by students to be assigned to the space requested on the form. Those who currently have space should clean out desks and filing cabinets by Friday, August 19, 2011 for the next round of students and return keys to Parking and Security.

In an effort to maximize the usage of the available space, desk space may be shared among students who would, for the most part, be using the office at differing times. Space needs will be allocated in the priority listed below.

Space assignment priorities:

1. graduate students with teaching assignments
2. graduate student research assistants on faculty grants
3. graduate student rep - peer advisor
4. senior PhD or MA students (admitted to candidacy)
5. all other full time graduate students
6. part time students
7. Interdisciplinary students with an EDST supervisor

Please complete the application below, and submit to Shermila Salgadoe via e-mail ([shermila.salgadoe@ubc.ca](mailto:shermila.salgadoe@ubc.ca)) or deliver to Ponderosa Annex G.



## Graduate Student Space Application

**Please check (√) the appropriate box**

- Winter Term 1** (*September 1 – December 31*)
- Winter Term 2** (*January 1 – April 30*)
- Summer Session** (*May 1 – August 31*)

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Request Office Number:** \_\_\_\_\_  
*(complete if known)*

**Please indicate the times you would be most likely to use the office:**

1. Daytime, Monday to Friday \_\_\_\_\_
2. Evenings, Monday to Friday \_\_\_\_\_
3. Weekends \_\_\_\_\_

**Please circle appropriate category(ies):**

1. I am a Graduate Student with TA responsibilities  
Course Number: \_\_\_\_\_ Start Date: \_\_\_\_\_
2. I am a Research Assistant on a Faculty Grant Name of Faculty Member: \_\_\_\_\_
3. I am a Graduate Student Rep./ Advisor
4. I am a PhD candidate Date admitted to candidacy: \_\_\_\_\_
5. I am an MA candidate Date admitted to candidacy: \_\_\_\_\_
6. I am a full time graduate student Program start date: \_\_\_\_\_
7. I am a part time graduate student Program start date: \_\_\_\_\_
8. I am an Interdisciplinary student EDST Supervisor: \_\_\_\_\_

**Please return completed form to Shermila Salgadoe, Ponderosa Annex G, Room 7 or email: [shermila.salgadoe@ubc.ca](mailto:shermila.salgadoe@ubc.ca). Tel: 604-822-6538; Fax: 604-822-4244**