Graduate Student
Orientation-Winter 2021

Office Assistant ~ Ibelemari Kio
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PhD ~ Paula Roser
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Masters Thesis ~ Marie Kahkejian
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Master Coursework ~ Denise Shantz (Interim)
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Scholarships/Supervisor ~ Denise Shantz
denise.shantz@uwaterloo.ca

CS Graduate Office DC 2599
Office Hours: 9:30am – 12pm  1:00pm to 3:30pm for general business.

Due to Covid, please email any of us anytime. We will reply via email and/or
book an MS Teams meeting. We are still here to help you.
We try to balance your pay to be equal each term; overall your funding posted each term will match the funding noted on your offer of admission (over 3 terms).

- TA Assigning may vary through Covid-19.
- Generally funding is based on 4 TA units per year.
  - MMath in your first year: two terms will be 1 TA, one term 2 (double) TA's. Only receive 1 double TA over program timeline
  - PhD each year: two terms will be 1 TA, one term 2 TA's
- When you have the 2 TA's you are not paid extra. We adjust your RA pay to balance the total
- When you become fees arranged using your funding, Quest will automatically use your funding to first pay tuition and refunds the remaining balance to you if you have a Canadian bank account, the refund will be deposited there.
- If no Canadian bank account and refund is applicable, the refund will sit at UW until you arrive in person
  - If your RA funding does not cover the full balance on Quest, the remaining balance owing is divided by 4 and deducted from your monthly TA paycheque (over 4 months). You can see this deduction on your paycheque.
- TA pay can only be viewed on Workday. You cannot view TA information on Quest. You will not have access to Workday until you receive your first paycheque

Report all TA/RA payroll concerns to Paula or Marie.
Payroll Sign Up: (TA pay is paid to students on the last Friday of each month and is taxed)

- CDN Bank account necessary for direct deposit of pay
- Payroll sign up must be done by following the steps in the link below
  - ps://uwaterloo.ca/human-resources/support-employees/payroll

- New Winter 2021 TA's should have received an email regarding the mandatory training this afternoon. This training is required when you first TA. If you are not TA'ing Winter 2021, you will be offered the training when you are completing a TA.

Please refer to this link for information on Graduate Incidental Fees for Winter 2021:

https://uwaterloo.ca/finance/graduate-incidental-fees-winter-2021
Course Enrolment

- Use QUEST system on-line until **Sunday, January 31, 2021** to add or drop courses. No courses can be added after this date. Courses can be dropped after this date but they will show as withdrawn (WD) on your transcript.
- QUEST cannot be used for REMEDIAL/AUDIT/READING courses. You must use a DROP/ADD form.
- Remedials must be completed in your first 2 terms.

- Additional courses taken for credit but not included in your program requirement must be assigned XTRA and submitted on a DROP/ADD form ASAP. If you’ve enrolled in a course as CR you cannot change it later to XTRA.
- EMLS (remedial courses) do NOT count towards a student's grad course count for a term.
- EMLS 601R (speaking) & 602R (writing) can be taken in the same term. Therefore a coursework student (who is suggested to take 3 courses in each of first two terms here) would be able to take 3 grad courses along with 2 EMLS courses in one term.
- The Master's Thesis, Research and Coursework students interested in **Co-op** are required to complete mandatory information sessions prior to changing program to co-op. Information email should be sent this afternoon.
Training

Please complete the 4 mandatory sessions in the first 8 weeks.

- **Academic Integrity Module** (AIM) through Waterloo Learn
- Workplace violence awareness (30 – 60 minutes to complete)
- Employee safety orientation (60 minutes to complete)
- WHMIS 2015 (45 – 60 minutes to complete)

If Returning to Campus during Covid-19

- Returning to Campus Safely During COVID-19 (30 minutes)
Administrative Topics

1. EMAIL account is set up automatically at the time of enrollment. Check your UW email regularly.

2. UW UG students, reminder that you must now be using your email @uwaterloo.ca and not @edu.uwaterloo.ca

3. Update LOCAL MAILING ADDRESS on QUEST as soon as possible. As the university will use this as primary mailing address.

4. Mailboxes: Located in DC 2583 (see grad office staff if no mailbox)

5. Keys/Fobs: Once we go back to campus you can contact Greg McTavish in DC 2114 or email him at gmctavish@uwaterloo.ca to get your keys and/or fobs

6. Please take time to review the ‘Important Links for Graduate Students’ that will be included in your summary email. They are a great resource!
6. **External Scholarship Applications** ~ See CS web page under Current Graduate Students/funding and awards for links to scholarship applications and deadline details. The OGS/QEII Domestic applications are due February 1, 2021. Please watch for email updates from our CS Grad Office and GSPA with more information.

7. Please be sure to complete ‘The Confidentiality Agreement’ on Learn. More information on this to come.

8. When completing any forms, please do so electronically. Handwritten forms will be returned which delays processing.
International Students:

- Some information may vary during Covid-19
- Need **SIN** card to work in CANADA and a specific condition on your study permit allowing you to work part time
- Co-op is a different permit
- For information on permits, please contact the Student Success Office, South Campus Hall, second floor or at success@uwaterloo.ca
  
  https://uwaterloo.ca/student-success/
- In order to get paid for TA, you provide your SIN Number to Human Resources (EC1, 1st floor) as soon as you get one from **SERVICES CANADA**
- International Graduate students are charged the UHIP fee during every term, including Inactive terms, to ensure continuous coverage for the duration of your program. If you have a family member here they MUST register for UHIP within 30 days!

- **For any questions regarding this please see International Advising in the Student Success Office**
THANK YOU!

**If you have any questions, feel free to contact to Paula, Marie, Ibelemari or Denise.