



Electrical and Computer Engineering

Important Information for New Students (MAsc/PhD)



Welcome to Graduate Studies in Electrical and Computer Engineering!

The information contained in this handout has been prepared to provide you with an overview of the services and information you will need as you begin your graduate program at UW. **Action items for new students to complete for the beginning of the term are written in purple.** Please take the time to carefully review this handout. Any questions may be directed to members of the ECE Graduate Studies Office Administrative Staff.

Before You Arrive On Campus

Quest

You should already have access to Quest and a University of Waterloo email account. There is an overview, access information, and step by step instructions as to how you can access Quest and what you can use it for on the [Quest website](#). If you have any questions about Quest, please contact gsquest@uwaterloo.ca.

- ❑ **Quest** is the UW Student Information System. You will use Quest to access your [student record](#), enroll in or drop and swap graduate level courses each term, update your contact information, [view tuition fees](#) and your account summary, link to online banking to [pay your fees](#), link to [myHRinfo](#), view term grades, order an [unofficial transcript](#), view your class schedule and access the UW Course Catalog and Schedule of Classes. **Note: you must consult with your Supervisor(s) for approval on all course enrolments.**

Email Accounts

[WatIAM](#) is an identity and access management system for phone and email accounts for University of Waterloo students, staff and faculty. The WatIAM account is used by many UW applications and services including Quest, myHRinfo, and WatIAM person search. Your campus email is the primary means of communication used by the University. It is important for you to keep your email address up to date. **The Campus Email Address is the official email address the University community will use to communicate with you as a student. To configure your Waterloo email address please visit the [Quest E-mail Help page](#).**

- ❑ Regardless of what e-mail address you use, **it is very important that you set your WatIAM profile to send your email to the correct place**, so that electronic mail reaches you.
- ❑ You are responsible for checking your email frequently and read all email from “gradinfo” for important information and deadlines.
- ❑ Please refer to the [Computing Resources](#) website to help with questions and provide help contacts.

Office Space and Key Distribution

- ❑ Complete fillable [Key and Resource form](#), print, get your faculty supervisor to complete the space request, sign it and submit the form to the ECE Space Coordinator.
- ❑ Once the form is received, the Space Coordinator will send you an email with the required safety training based on the space requested by your supervisor.

- ❑ Complete the required safety training (see below).
- ❑ **READ** the [ECE Safety Manual](#), **complete and sign** the [Safety manual Acknowledgement form](#).
- ❑ The Space Coordinator will email you to pick up your key permit. **Note: office space will be assigned within 10 business days of receipt, pending completion of safety training.**
- ❑ DO NOT CHANGE DESK/OFFICE unless instructed by the Space Coordinator.
- ❑ KEYS or FOBS ARE NOT BE SHARED and DO NOT PROP OPEN the grad lounge door.
- ❑ **Keys must be returned to the Facilities Coordinator when you are degree complete.**
- ❑ Students who change their enrollment to **PART-TIME, INACTIVE or OFF-CAMPUS must return their keys prior to submitting their Change of Enrollment form** to the ECE Masters or PhD Coordinators.
- ❑ When vacating an office, the space must be cleared of all items and left tidy in consideration of the next occupant.

Safety Training

Once you have set up your WatIAM user ID you can preemptively complete the **mandatory 3 online safety training** courses; **SO1001 - Employee safety orientation, SO1081 - Workplace violence awareness, and SO2017 - WHMIS 2015** (these are mandatory for ALL students and must be completed before you are assigned office space).

If you are interested in being a TA we also encourage you to preemptively complete SO1100 - Supervisor Safety Awareness, SO2017 - WHMIS 2015, and [Accessible Customer Service Training](#) (AODA)

Each research lab has its own specific safety training requirement. Please see the [list of the labs and what courses must be completed](#) before access can be provided.

ECE Safety Manual

The [safety manual](#) outlines safety regulations and references applicable to all faculty, staff, graduate students and others working in the ECE department. Students must complete the [Student Safety manual Acknowledgement form](#) and return it to the person specified on the form.

UW Student Portal

The [UW Student Portal](#) is a mobile friendly tool that delivers information from across campus to students. Students can customize the content that appears in their portal, so they get the most relevant information. You can [login](#) to the UW Student Portal as soon as you get your WatIAM user ID set up and start exploring and customizing before you even arrive on campus.

The UW Student Portal is growing and changing each week. There is always new information, new widgets, and new content to be explored.

Fee Payments

- ❑ **Student Fees:** Student Fee information is available on the [Finance – Student Accounts](#) website. There is information on fee schedules, due dates and late fees, how to pay your fees (including Promissory Note details), tax receipts and contact information for questions about your account. Your up-to-date financial account information is available through Quest.
 - The University of Waterloo bills students on a per-term basis. For each academic term you're enrolled at Waterloo, you'll need to attain the registered status "Fees Arranged."
 - Being "Fees Arranged" for the term means that you are fully registered (not just enrolled) and that you do not risk being un-enrolled from your studies. **You must make your own fee arrangements every term – your tuition is NOT automatically paid by your GRS.** For instructions on how to become fees arranged and payment options please visit the [Student Finance](#) website.

**It's important to be sure your student account indicates "Fees Arranged"
within one week of payment.**

Promissory Notes

- ❑ If you're paying your fees in full by the due date, you ***don't*** need to submit a Promissory Note.
- ❑ In order to use a promissory note for payment you will need to follow the instructions on the [Promissory Note](#) website.
- ❑ To use a [Promissory Note](#), you need to enter the amount of funding available to you for the term, on the appropriate line(s) of the form; follow all instructions on the link above very carefully. Then, you attach proof of that funding. Your proof document should include the term being funded and the amount of the funding. If you're claiming an external scholarship (i.e. not from University of Waterloo), your proof also needs to indicate that the funding is *payable to University of Waterloo*. **PLEASE NOTE: Scholarships and student loans from foreign governments or agencies, employee-reimbursement programs and funding from RESPs are not accepted on a Promissory Note.**
- ❑ **Submitting your Promissory Note online is the best way to be sure it is received.** If you submit your Promissory Note electronically to the Student Finance Office website, your submission will be confirmed with a receipt number and an e-mail.
- ❑ **BE SURE TO READ THE INSTRUCTIONS BEFORE COMPLETING THE FORM. *Promissory Notes filled out correctly and with all required proof attached will be processed first.***

Using Scholarships (Waterloo & External), Awards & Bursaries to Pay Fees

- ❑ Scholarships, bursaries and awards indicated as Anticipated Aid on your Quest account **will not be deducted** from your account balance automatically. The registered status on your account must indicate "Fees Arranged".
- ❑ If you'd like to deduct the amount of scholarship funding you're going to be receiving during the term from the balance you have to pay the University of Waterloo (as indicated on your Quest student account), you **MUST** submit a [Promissory Note](#) along with proof of the financial aid. You need to do this *even if* the scholarships are already showing on your student account as Anticipated Aid.
- ❑ If you'd prefer not to submit a Promissory Note but simply have your scholarship amounts refunded to you during the term, pay the full amount of fees posted to your student account by the due date using one of the stated payment options.
- ❑ Scholarships and awards indicated as "Anticipated Aid" on graduate student Quest accounts will be applied to the student's account balance during the first week of classes provided the student's registered status is "Fees Arranged."
- ❑ A print-out of your Quest account financial page qualifies as proof for any scholarships and bursaries which are indicated on your Quest account as "Anticipated Aid."

Learn About Life in Waterloo

The University of Waterloo is located in southwestern Ontario and offers a big city experience with small town charm. Check out some of the great resources below to learn more about the city you will be calling home:

- ❑ International Student Experience – [Living in Waterloo](#)
- ❑ Student Life – [Living in Waterloo](#)
- ❑ Graduate Studies and Postdoctoral Affairs - [Study and living costs](#)
- ❑ Off-Campus Housing - [Cost of living](#)

After You Arrive On Campus

International Students:

- ❑ **Study Permits/Status Changes:**
 - **International students must provide a valid Study Permit to Graduate Studies and Postdoctoral Affairs (GSPA), NH 2201, upon arrival on campus. You can upload a copy of your valid study permit to Quest.** To submit a copy of your Study Permit, log in to [Quest](#) and go to **Student Center>Personal Information>Demographic Data>Citizenship/Immigration Documents**. You can upload a PDF or an image (taken from your smart phone) of your Study Permit.
 - If your Study Permit expires prior to the completion of your program, you must submit a copy of the renewed Study Permit to the GSPA. International students should contact our [International Student Office](#) or [Immigration Canada](#) for further details about [renewing your Study Permit](#).
 - If your status in Canada changes (to Permanent Resident/Canadian Citizen), please inform the GSPA as a change in status impacts your tuition fee assessment.
- ❑ **The International Student Experience (ISE)** provides assistance with Social Insurance Number (S.I.N.), Health Insurance and other helpful information to international students. Stop by the [Student Success Office](#), located on the second floor of South Campus Hall (*follow the signs to Student Success*). You can also make an appointment with an International Advisor by visiting the Student Success Office or calling them at 519-888-4567, ext. 84410.

Graduate Research Studentship (GRS) / Graduate Research Assistantship (GRA) / Graduate Teaching Assistantship (GTA)

If you will be receiving a GRS or GRA, **you must make arrangements to be added to the UW Payroll system (Workday)** by setting up your banking information on the Human Resources [myHRinfo](#) website.

- ❑ **Payroll:** Once the Payroll Office receives your banking information, they make arrangements for payments to take place on the last Friday of the month. You will be able to access your payroll information on-line through [myHRinfo](#).
- ❑ **Teaching Assistantship** – There are teaching assistantships available each term to assist in the teaching, tutoring and marking of undergraduate courses. An e-mail is sent out approximately 2 months prior to the start of the term with application instructions. Students in their first term of study are not eligible for a TAship. **Teaching Assistantship's are not guaranteed for ECE graduate students**
 - **All Teaching Assistants are expected to attend the ExpectATions workshop. Workshop dates will be announced in February but usually occur at the end of April.** You only need to complete this workshop once. You may apply for Teaching Assistantships each term, but preference is given to those who have completed the workshop. Approximately one month prior to an ExpectATions Workshop, you will receive an email sign-up reminder sent to all currently registered students.
- ❑ **Please note it is your responsibility to provide Human Resources with a valid Social Insurance Number.** If you are an International Student employed as a Teaching Assistant or a Research Assistant, you must have a Social Insurance Number (SIN). You will need this to submit your income tax return. If you require assistance with process, please contact the [International Student Experience](#).

Enrolment Status Changes

- ❑ **Enrolment Status Changes** require department approval and impact your tuition fees. Students contemplating an enrollment status change (e.g., full-time to part-time/part-time to full-time/inactive/voluntary withdrawal) must complete a Graduate Studies [Change of Enrolment Status/Voluntary Withdrawal form](#) and submit it to the ECE Graduate Studies Coordinator. (This form and other graduate studies forms which may be required throughout your program are available through the [Graduate Studies Postdoctoral Affairs website](#)).

Courses

- ❑ **Enrollment:** You cannot enroll in classes before you have matriculated (met all of your admission requirements) and paid your fees. Courses can be added and removed online via Quest. **Open enrollment for the Fall 2019 term begins on August 2, 2019.** Other important dates and add/drop deadlines can be found on the Graduate Academic Deadlines [website](#).
- ❑ **Course Numbers:** Graduate courses in ECE are listed at the 600 and 700 levels. Depending on your program and area of specialization, you will be required to take [core courses](#) in your first or subsequent term(s) as specified in the contract letter or by your supervisor(s). Visit the Schedule of Classes [website](#) for course number, timetables and other details.
- ❑ **Permission Numbers:** A 'permission number' may be required to allow you to add courses through Quest when they are offered by another department (most notably, Computer Science). Please request a permission number as needed from the course instructor.
- ❑ **Course Drop/Add Forms:** You may add or drop credit courses on-line using Quest **for the first three weeks of term.** So please make sure you are enrolled the courses you want to take, because after the 3-week deadline, you will not be able to drop or add courses unless it is for exceptional circumstances (ie. extreme illness, family emergency) and will require written documentation such as a doctor's note.

- You may only add *graduate level* courses for credit on-line using Quest; all undergraduate level courses (500-level or lower) or courses enrolled in with a status of Audit (AUD) or EXTRA (XTR) can only be added by using the [Course Drop/Add Form](#). You must obtain the signatures of the instructor(s) and your supervisor before returning the form to the ECE Graduate Coordinator, who will obtain an approval signature from the Associate Chair, Graduate Studies. The form will be forwarded to the GSPA to enroll you in the course.
- ❑ **English Language Courses:** Whether you are required to take English language courses as part of your admissions offer or if you simply would like to further develop your English language skills, Renison College graduate [EMLS courses](#) that will help you *at no additional cost*.

Degree Requirements

- ❑ Degree Requirements by program are available through the [Graduate Studies Calendar](#). Non-course degree requirements, e.g., theses, projects, seminars, comprehensive examinations, etc., are automatically added as “Milestones” to student records and must be completed according to the Faculty of Engineering and Electrical and Computer Engineering department requirements.
- ❑ All faculty requirements information can be found on the Faculty of Engineering Graduate Office [website](#).
- ❑ **Academic Integrity Module** - The [Graduate AIM](#) is an online course that all new graduate students are required to take through Waterloo LEARN. Students must read the information about academic integrity and then receive a mark of at least 75% on an online quiz. The quiz must be successfully completed by the end of the eighth week of term.
- ❑ **Core Course Requirements** – All incoming MASc and PhD students are required to complete a minimum of two core courses from their area of specialization. The list of core courses can be found on [the department website](#). If you are unsure of what your area of specialization is, please refer to your offer letter. (**Note:** this does not apply to students enrolled in the QI or Nano Collaborative Programs as they have a separate set of course requirements:

Collaborative Program Course Requirements

- [MASc - Nanotechnology](#)
- [PhD - Nanotechnology](#)
- [MASc - Quantum Information](#)
- [PhD - Quantum Information](#)
- ❑ **PhD Comprehensive Milestones** – All incoming PhD students are required to complete a two-part Comprehensive Exam. The first exam, the Background Comprehensive Examination, will be held before the end of your third term, and the second exam, the Comprehensive Proposal Examination, will be held no later than your sixth term and only after the Background Comprehensive Examination has been successfully completed.

Mailboxes

- ❑ Full-time student mailboxes are located in the ECE graduate student mailroom in EIT 3023. You are responsible for checking your mailbox frequently for important notices and to prevent accumulation. Mail such as credit cards, telephone or bank statements, personal bills or packages **are not permitted** to be delivered to the University. Please use your home address for such items. If a personal item has been delivered to the main office, **the ECE department will not be held responsible if it is lost or stolen.**

WatCard

The **WatCard** is your one card to access many facilities and services both on and off campus. You can use this card to purchase food, pay for photocopying, and access libraries and computer labs. You may pick up your WatCard at the

WatCard Office located in the **Student Life Centre** (SLC) Room 0107. You must bring photo identification with you. (See the [WatCard website](#) for details.)

Parking Services

If you require parking, please visit or contact Parking Services in the General Service Complex (GSC) or Ext. 33100. For information on lots and cost of parking please visit the [UW Parking](#) website. There is pay parking also available if you are a part-time student.

Student Supplementary Health Plan

Students are automatically enrolled in a supplementary health plan that provides more coverage than provincial insurance. See the [Student Health and Dental Plans website](#) for more details including how to opt out.

- ❑ **UHIP** - University Health Insurance is mandatory health insurance for all international students. For more information you can visit www.uhip.ca.
- ❑ **Dental Insurance** - Any Graduate Student that has comparable dental coverage can opt out of the dental plan provided by Student Care Networks. All you need to do is go to the following website www.studentcare.net/works. Here select your school as University of Waterloo, GSA (not feds) and scroll over "Change of Coverage" near the top of the page, which gives you a link to opt out of the plan online. You will be charged a fee on your statement each term regardless of opting out, but a cheque will be issued to you with your full refund on a term basis if you do opt out.

Social Media

Keep up to date with the events and achievements of the department by following us on [Facebook](#)! If you have any suggestions for new items which might of interest to others in the department and around the world you can share it with us at ecenewstips@ecemail.uwaterloo.ca.



Where to find Graduate Studies Information...

	Title	What's Here?
Electrical and Computer Engineering	Home Page	-
	Current Graduate Students	Instructional documents/forms such as Term Activity Reports, Convocation Requirements, and GRS Confirmation Letter Requests
	Course Information	Access to the ECE Course Offerings, the Schedule of Classes, and Final Exam Schedule
	ECE Contact List	Faculty and Administrative contacts and information
	ECE Graduate Student Association	Information about the ECEGSA and its activities
Graduate Studies and Postdoctoral Affairs	Home Page	Registration and Enrolment Information, Scholarships and Financial Aid, etc.
	Graduate Studies Organization	Explanation of the various roles of the GSPA
	Graduate Studies Forms	Transcript orders, Enrolment Confirmation, Add/Drop, Status Changes etc.
	Thesis Regulations	A list of resources and requirements that will support you in the preparation and submission of your thesis
	Course List	Course numbers, timetables and other details for all UW Grad courses
	Graduate Academic Integrity Module	A new online course that all new graduate students are required to take
	Graduate Student Association	Information about the GSA and its activities
	Graduate Studies Calendar	University Policies and Guidelines/Academic Deadlines/Academic Regulations, etc.
University of Waterloo	Home Page	The starting point for all things UW
	Current Student Portal	Links to all of the most important information for students
	Campus Map	An interactive map of campus
	Quest	Quest is Waterloo's student information system
	Student Accounts (Finance)	Information regarding fees, tuition payment, due dates, etc.
	Human Resources - Payroll	Full payroll sign up procedures, forms and information
	International Student Office	Information for International Students
	WatCard	Check your WatCard balance, add money, change your pin, etc.

Electrical and Computer Engineering Graduate Studies Office - Administrative Staff

Associate Chair for Graduate Studies

[Kankar Bhattacharya](#) | EIT 4172 | ext. 37064 | kankar@uwaterloo.ca

Graduate Research Program Coordinator

[Christopher Nielsen](#) | EIT 4106 | ext. 32241 | cnielsen@uwaterloo.ca

Title	Contact	Responsibilities	Contact Information
Graduate Admissions Coordinator –MASC & PhD	TBD	<ul style="list-style-type: none"> Admissions for MASc and PhD (<i>including special programs and accelerated Masters</i>) Admission Deferrals Recruitment 	TBD
Graduate Admissions Coordinator –MEng & MEng-Power	Jared Rank	<ul style="list-style-type: none"> Admissions for MEng (<i>including MEng-Power online programs</i>) Admission Deferrals Exchange Programs International Visiting Graduate Student (IVGS) Program 	EIT 3134/ ext. 31212 jared.rank@uwaterloo.ca
Masters Program Coordinator/ Advisor (MASc, MEng, & MEng-Power)	Lorna Kelly	<ul style="list-style-type: none"> MASc, MEng and MEng-Power program requirements Nano/QI MASc Programs Masters Program Enrollment Masters Program Course Add/Drops Masters Program Academic Progression Masters Program student advising Masters Program Change of Supervisor Master's level Change of Program Masters Program Transfer Credits MASc Thesis Distribution MASc Seminar arrangements MASc Transfer Credits MASc Term Activity Reports Masters Program Grade revisions Grade submissions and exam collection Exchange Students Ontario Visiting Graduate Students (OVGS) Canadian Graduate Student Research Mobility Agreement (CGSRMA) 	EIT 3138/ ext. 33586 lukelly@uwaterloo.ca
PhD Program Coordinator/ Advisor & Scholarship Coordinator	Cassandra Brett	<ul style="list-style-type: none"> PhD program requirements Nano/QI PhD Programs PhD Enrollment PhD Course Add/Drops PhD Academic Progression PhD Student Advising Comprehensive Exams Comprehensive Extensions PhD Program Extensions PhD Thesis Distribution PhD Change of Supervisor Change of Program to PhD PhD Defenses 	EIT 3139 / ext. 33645 cbrett@uwaterloo.ca

		<ul style="list-style-type: none"> • PhD Term Activity Reports • PhD Seminar arrangements • PhD Transfer Credits 	
Graduate Funding Coordinator/Acting Manager – Graduate Studies	Susan Widdifield	<ul style="list-style-type: none"> • All Graduate Student Scholarships and payments (GRS) • All Graduate Research Assistantships and payments (GRA) • Scholarships – Internal and External 	EIT 3135/ ext. 32912 swiddifield@uwaterloo.ca
Manager - Graduate Studies	Jessica Rossi	<ul style="list-style-type: none"> • Manage daily operations of the Graduate Studies Team • Graduate Course Critiques • Graduate Studies Website • Graduate Calendar • Scholarship Payments 	EIT 3136/ ext. 33330 jessica.rossi@uwaterloo.ca

Other Offices to Know

Title	Office
Engineering Graduate Studies Office (EGO)	Douglas Wright Engineering (DWE) 3520
Graduate Studies and Postdoctoral Affairs (GSPA)	Needles Hall (NH) 2072
International Student Experience (Student Success Office)	South Campus Hall (SCH) 2 nd Floor
Cashier's Office (Tuition payment)	East Campus 5 (EC5) – 4th Floor
Engineering Counseling Services	East Campus 2 (E2 1772)
The Centre	Needles Hall (NH) 1 st Floor

*August 2019
Updated by: JR*