



Electrical and Computer Engineering

Important Information for New Students (MEng & MEng-Power)

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. Please take the time to carefully review this handout. Any questions may be directed to members of the ECE Graduate 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, view your financial aid, awards, scholarships and bursaries, link to myHRinfo, view term grades, order an unofficial transcript, view your class schedule and access the UW Course Catalog and Schedule of Classes. The [Graduate Fee Schedule](#) for Fall 2019 term will be available as of **July 21, 2019**.

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.

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 given access to study 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.

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.

Important Dates

Throughout the term, there are several various deadlines such as Open Enrollment, when lectures actually begin, when classes end, when final exams begin, that you should make yourself familiar with. You can find these dates in the [Graduate Studies Calendar](#). [Open Enrollment for the Fall 2018 term begins August 2, 2018.](#)

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, tax receipts and contact information for questions about your account. Your up-to-date financial account information is available through Quest. [The calculation for the Fall 2019 tuition fee schedule will be available as of July 21, 2019.](#)
 - 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.**
 - For instructions on how to become fees arranged and payment options please visit the [Student Finance](#) website.
 - If you are a student in the [on-line Electric Power Program](#), please note that you must choose a course(s) **before** fees can be assessed since the fees are 'per course' and not 'per term'.

- **It's important that your student account indicates "Fees Arranged" within one week of payment.**
- **you cannot make an appointment to pick up any OSAP funding available to you for the term until your status is "Fees Arranged"**
- **you risk losing access to UW-Learn and being un-enrolled from your courses for the term, if you're not "Fees Arranged" by the final day of the first month of the term.**
- **you need to have special permission from Graduate Studies and Postdoctoral Affairs to "register late" if you are not "Fees Arranged" by the final day of the first month of the term.**

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. **Failure to uploading a valid Study Permit will lead to your being de-registered from the program.**
 - 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.

Enrolment

- ❑ **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 their ECE Graduate Studies coordinator. This can be done either by scanning the completed form and emailing it to the coordinator, or you can drop the form off in their office if you prefer.
- ❑ MEng students cannot be inactive their first term nor can you be registered as being ‘enrolled’ and not take any courses.
- ❑ If you fail a course, you will not be allowed to go inactive until you have successfully completed another course to replace the failed course.
- ❑ (This form and other graduate studies forms which may be required throughout your program are available through the [Graduate Studies and Postdoctoral Affairs website](#)).
 - Students cannot be ‘inactive’ in their first term
 - You can only change from full-time to part-time status (or vice-versa), once throughout your program
 - During any term that you are “inactive”, you will not have access to Quest and you will not be able to choose your courses for the next semester until the semester actually begins

- If you are a probationary student, you cannot go 'inactive' until you have passed probation.

Courses

- ❑ **Enrollment:** You cannot enroll in classes before you have matriculated (met all of your admission requirements) and paid your fees. Courses taken for credit can be added and removed online via Quest. Open enrollment for the Fall 2019 term begins on Thursday, August 2 2019. Other important academic dates such as add/drop deadlines can be found on the Graduate Academic Deadlines [website](#). **We strongly recommend that new students only enroll in 2 courses for your first semester as it will give you a better idea as to what you can expect with regards to assignments, exams, etc. MEng students are allowed to take a maximum of 10 courses in total for their program. This includes any courses taken as Audit or Xtra.**
- ❑ **Course Numbers:** Graduate courses in ECE are listed at the 600 and 700 levels. MEng students must take a minimum of 5 graduate-level courses from the ECE department. The remaining 3 courses can be taken from the following departments in the faculties of engineering, math or science:
 - ❑ **Faculty of Engineering Departments**
 - [Chemical Engineering](#)
 - [Civil and Environmental Engineering](#)
 - [Conrad Business, Entrepreneurship and Technology Centre](#) (BE courses only, not BET courses)
 - [Electrical and Computer Engineering](#)
 - [Management Sciences](#)
 - [Mechanical and Mechatronics Engineering](#)
 - [School of Architecture](#)
 - [Systems Design Engineering](#)
 - ❑ **Faculty of Math Departments**
 - [Applied Mathematics](#)
 - [Combinatorics & Optimization](#)
 - [Computational Mathematics](#)
 - [David R. Cheriton School of Computer Science](#)
 - [Mathematics for Teachers](#)
 - [Pure Mathematics](#)
 - [Statistics and Actuarial Science](#)
 - ❑ **Faculty of Science Departments**
 - [Biology](#)
 - [Chemistry](#)
 - [Earth and Environmental Sciences](#)
 - [Physics and Astronomy](#)
 - [School of Optometry \(Vision Science\)](#)
 - [School of Pharmacy](#)

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. Please request a permission number as needed from the course instructor.
- ❑ **Course Drop/Add Forms:** You may add or drop courses on-line using Quest **for the first three (3) weeks of term**. After the 3rd week of term you must submit a [Course Drop/Add Form](#) and any changes will **only** be approved under exceptional circumstances (*i.e. severe medical illness*) and will require written documentation such as a doctor's note. So please choose your courses carefully.

- You may only add graduate level courses 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](#) and must be done within the first three (3) weeks of term. You must obtain the signature of the instructor(s) before returning the form to the MEng Graduate Coordinator who will obtain an approval signature from the MEng Program Faculty Advisor, and 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. However, please be aware that an EMLS course counts as one of the three courses you can enroll in per term, although they do not actually count towards your degree requirements (i.e. if you are a full-time student and you want to take 1 ESL course, you can enroll in a maximum of 2 more courses for the term).

Degree Requirements

- ❑ MEng students in ECE must successfully complete eight (8) graduate level courses. A minimum of five (5) of these courses must be taken within the ECE department. The remaining three (3) courses can be taken from the faculties of Engineering, Math and Science as listed on the previous page. Degree Requirements by program are available through the [Graduate Studies Calendar](#).
- ❑ Full-time MEng student are allowed to enroll in a maximum of 3 courses per semester. Part-time MEng students are generally enrolled in a maximum of 1 course per semester. If you are a part-time student, enrolling in 2 courses requires special permission from the MEng Program Faculty Advisor. Enrolling in more courses at any given time can result in a student being de-registered from the program. Please do not enroll in 4 or 5 courses at once trying to decide which courses you like best and then dropping 2 or 3 of the courses just before the deadline.
- ❑ MEng Power students in ECE must successfully complete nine (9) graduate level courses that are offered on a rotating basis. Further information on requirements can be found on the [Graduate Studies calendar](#).
- ❑ **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 within the first 8 weeks of the term.

Student Study Space

MEng students have access to both collaborative and quiet study rooms in the Davis Centre (DC). The collaborative room has tables and chairs for group work. The quiet study rooms have carrels and chairs for individual work. In addition, the kitchenette in DC-3574 has a fridge and microwave for your use.

Rooms: DC 3571, 3572, 3574, 3576, 3578, 3586 and 3587

A Key and Resource form signed by the applicable ECE graduate coordinator must be submitted to the Space Coordinator who will provide the code to you. **DO NOT share the code with other students.**

Mailboxes

- ❑ Mailboxes are NOT provided for MEng students. Please ensure that you have all your mail directed to your home address on QUEST. **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.**

ECE Safety Manual

- ❑ All students must read the University of Waterloo, Department of Electrical and Computer Engineering [Safety Manual](#), and must submit a signed [Safety Acknowledgement Form](#) to your [program coordinator](#).

Graduate Teaching Assistantship (GTA) & Graduate Research Assistantship (GRA)

- ❑ **Teaching Assistantship** – There are teaching assistantships available each term to assist in the teaching, tutoring and marking of undergraduate courses, but these assistantships are generally offered first to students in a research based program (MAsc & PhD), but are also available to MEng students who have a minimum GPA average of 85% or more. 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 nor are they guaranteed.**
 - **All Teaching Assistants are expected to attend an ExpectATions workshop held twice a years.** 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.
- ❑ If you will be receiving a GTA or GRA, you must make arrangements to be added to the UW Payroll system (Workday) by Set up your [banking information](#) on the Human Resources [myHRinfo website](#).
- ❑ ***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.
- ❑ **Payroll:** Once the Payroll Office receives the completed payroll forms and payment authorizations, 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](#).

WatCards

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](#) [Twitter](#) or [Instagram](#). In addition to the department's Facebook page, the MEng students in our department have also created their [own Facebook page](#) which you can join! 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](mailto:kankar@uwaterloo.ca) | EIT 4172 | ext. 37064 | kankar@uwaterloo.ca

Director - Master of Engineering (MEng) Electric Power Program

[Ramadan El-Shatshat](mailto:raelshatshat@uwaterloo.ca) | EIT 4021 | ext. 37063 | raelshatshat@uwaterloo.ca

Program Advisor – Master of Engineering (MEng) Program

[Andrew Heunis](mailto:heunis@uwaterloo.ca) | EIT 3115 | ext. 32083 | heunis@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
Master's 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 	EIT 3139 / ext. 33645 cbrett@uwaterloo.ca

		<ul style="list-style-type: none"> • Change of Program to PhD • PhD Defenses • PhD Term Activity Reports • PhD Seminar arrangements • PhD Transfer Credits 	
Graduate Funding Coordinator/Acting Manager for 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 (EGSO)	E7 7 th Floor
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