Welcome to Graduate Studies in Mechanical and Mechatronics Engineering!!!

We have put together some information to assist you before and after you arrive on Campus. If you have any questions, please contact the Mechanical and Mechatronics Engineering Graduate Studies Office. When you arrive on Campus please drop by our office (E5-3019) so we can meet you, answer any questions you have and make sure everything is complete with your file.

Thanks.
Graduate Studies Team

Offices to Know:
E5 3019 – Mechanical and Mechatronics Engineering Graduate Studies Office (MME)

Allison Walker
Graduate Administrator, MEng and Recruitment
a22walker@uwaterloo.ca Ext 33341

Connie Slaughter
Graduate Administrator, MASc Program
connie.slaughter@uwaterloo.ca, Ext. 33385

Jian Zou
Graduate Administrator, PhD Program
jzou@uwaterloo.ca Ext. 32019

Hamid Jahed
Associate Chair, Graduate Studies, Professor
hjahed@uwaterloo.ca Ext. 31406

PHY 3004 – Engineering Graduate Studies Office
NH 2072 - University Graduate Studies Office
NH 2061 – International Student Office
NH 1110 – Cashier Office (payment of tuition)

Important Webpages:
University Home page http://www.uwaterloo.ca/
Mechanical Engineering Website http://www.mme.uwaterloo.ca/
Graduate Studies Website http://www.grad.uwaterloo.ca/
Quest http://www.quest.uwaterloo.ca
Graduate Student Association www.gsa.uwaterloo.ca/
Mechanical and Mechatronics Engineering Graduate Student Association http://sites.google.com:80/a/uwaterloo.ca/mmega/Home
Campus Map: https://uwaterloo.ca/map/
Things to know your first term as a Graduate Student: (All Students)

1. Quest:

Go to Quest and search for your password and log on (http://www.quest.uwaterloo.ca). This is the system that you will be using to register for classes, view your fee statements etc. Please ensure that you update your contact information and email address on Quest whenever a change has been made.

2. Method of Payment/Fee Arrangement (Tuition)

The Finance Office will post your tuition fees on QUEST approximately one month prior to the beginning of each term in your graduate studies program. You may print your fee bill from your Quest account (see below). Payments/fee arrangements can be made at a bank, online, by personal cheque, through payroll deduction for TA/RA earnings, and from scholarship/bursary payments.

For more information refer to http://www.adm.uwaterloo.ca/infofin/students/stdfees.htm
For deadlines please refer to http://www.adm.uwaterloo.ca/infofin/students/Due%20Dates%20Late%20Fees.html

3. Course Enrolment and how to ADD/DROP a Course:

After arriving on campus, you should consult with your supervisor to determine your course selections. Courses for each term can be found at http://www.uwaterloo.ca/course.php.

There are several methods of registering for graduate courses in Mechanical Engineering depending on the level of the course and whether the student is taking the course towards their degree, or as an extra or audit.

Drop and Add forms should be used to register for 500-level courses, and courses taken as extras, or as audits. The instructor's signature is required and you will require your supervisor's signature on the form and then drop the form off at the MME Graduate Studies Office. Drop and Add forms for students in the MEng program should be signed by the Associate Chair for Graduate Studies, as the supervisor (the forms can be left in the MME Graduate Studies Office for signature). Drop and Add forms are available from the University's Graduate Studies website: http://www.grad.uwaterloo.ca/forms/Academic_Records/dropadd.pdf. Most of the forms required by graduate students are available on the Graduate Studies Website www.grad.uwaterloo.ca. Forms are also available in the MME Graduate Studies Office http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html.

MME graduate students can register for most 600 and 700 level courses on Quest. Some courses do require the instructor's approval, in which case a permission number or a signature on a Drop and Add form is required. Quest can be reached by going to the University of Waterloo's main web-page http://uwaterloo.ca, click on "students" and then click on "quest". Follow the directions available on quest to register for 600 or 700 level courses, change your address or phone number, view your grades when they are available, or to print an unofficial transcript.
4. Student Card

Visit the WATCARD Office (Student Life Centre (beside the PAC), Lower Level, Room 0107) at the beginning of your academic term to pick up your student identification card. You will need to show your Letter of Acceptance and a valid piece of photo ID. The WATCARD is your “One Card” to access many facilities and services such as: food services, photocopying, libraries, computer labs, and the physical activities complex (PAC). It can also be used at some restaurants in the surrounding community.

For more information refer to: [www.adm.uwaterloo.ca/infocard/firstcard.html](http://www.adm.uwaterloo.ca/infocard/firstcard.html)

5. 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 [http://www.adm.uwaterloo.ca/infopark/](http://www.adm.uwaterloo.ca/infopark/). There is pay parking also available if you are a part-time student.

6. Computer Account

E2-2340, use public computer to set up your email. Have your Quest login and password handy (from when you registered). At a Nexus computer, click on “New User” Follow the steps they give. If you already have a computer account with UW this is not necessary. If you have any problems please contact Engineering Computing at Ext. 33524 or in PHY 3001.

7. Student Mailboxes

Mailboxes are located in E3-2111C. All full-time students are given a mailbox and the key code is emailed to students at the beginning of each term and changes each term. Please make sure to check your mailbox on a regular basis.

8. Dental Insurance

The Dental Plan came into effect Fall 2005. The terms of Service document (available online on the GSA Website - [http://www.gsa.uwaterloo.ca/services/dental.html](http://www.gsa.uwaterloo.ca/services/dental.html)) describes the dental coverage plan. Any Graduate Student that has comparable dental coverage can opt out of the dental plan provided by StudentCare Networks. All you need to do is go to the following website [www.studentcare.net/works](http://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 then a cheque will be issued to you with your full refund on a term basis.

9. Student Supplementary Health Plan

Students are automatically enrolled in a supplementary health plan that provides more coverage than provincial insurance. See [http://www.hr.uwaterloo.ca/student.html](http://www.hr.uwaterloo.ca/student.html) for more details including how to opt out.
10. UHIP

University Health Insurance – non-Canadian residents must subscribe. Human Resources Department, General Service Complex. This is a health insurance plan for non-residents, see www.uhip.ca, if you are are a resident of Canada don’t worry about this.

Additional Items for MASc and PhD (thesis students)

1. Payroll

Each term Human Resources have two meetings for students to sign up for payroll. (Dates and times will be posted on the MME Graduate Studies Office (E5-3019) at the beginning of the term and will also be emailed to you. You will need to bring your Social Insurance Card and a Void Cheque (if possible, if not your banking information.) You must have a bank account number for payroll reasons; if you don’t have one contact the CIBC bank in the Student Life Centre. Payroll is deposited during the first month of the term to your account. If you miss the meetings you will need to go to the Human Resources Department, GSC (General Services Complex). This is needed for students with Graduate Research Studentships, but not those with a scholarship.

2. Office and Lab Keys

Anyone requiring keys should see Allison Walker (E5 3019) for an Application for Key Permit form. Students are asked to fill out the application with rooms they require access, etc., sign and have their supervisor sign. Students will also receive a copy of the departmental safety manual and Researcher's Declaration form that must be signed and returned to the Resource Manager and Assistant to the Chair along with the Application for Key Permit form. There is a $20.00 deposit required per key payable at the Cashiers Office in NH. Upon payment, the student will be given the white and pink copies to be returned to the above person in Mechanical Engineering. The student will then be issued a key permit and can retrieve their key(s) from Key Control (GSC).

A few general notes --

All keys must be returned to the Department by the expiry date. Should keys be required beyond the expiry date, the student must contact the Department for an extension.

Lost or stolen keys must be promptly reported to the Department in writing. Replacement keys will not necessarily be issued. Lost keys are subject to loss of deposit.

Keys are issued for the use of the applicant only. Do not duplicate or permit others to access restricted areas. Failure to adhere to these conditions may result in loss of key privileges and financial or academic penalties.

3. Scholarships

Prior to the beginning of each term you will be notified (in a letter) of the scholarships (NSERC, OGS, etc.) that you hold from the University Graduate Studies Office. If you would like your tuition to be automatically deducted from the amount you hold. You will need to follow the instructions on Quest (i.e. sign a promissory note and send it to the Cashier’s Office with a copy
of your financial summary from Quest). The balance (Scholarship minus tuition) will be mailed to your home address (listed on Quest) in the form of a cheque.

4. TA Positions and ExpecTAtions Workshop

A limited number of teaching assistantships are available each term to assist in the teaching, tutoring and marking of undergraduate courses. Awards are based on the ability to perform these functions and good students may receive TAs in two of the three terms each year. Currently $3,802.50 is paid per teaching assistantship, which is not tax-free. Teaching assistantships require an additional time commitment of up to ten hours of work per week and/or other duties designated by the Department of Mechanical Engineering. These cannot be offered in advance of your arrival at the University of Waterloo.

Before a student can receive a TA position they must attend an ExpecTAtions Workshop which is held each September and April. This workshop is two full days in which both full days must be attended. (You will be notified by email when registration is open for the next available workshop).

5. International Students

Please ensure that you drop off a copy of your study permit to the MME Graduate Studies Office (E5 3019) and the University Graduate Studies Office in Needles Hall.

6. Applying for Scholarships and Awards.

There are a variety of scholarships and awards that are available to apply to as a Graduate Student in Engineering at the University of Waterloo. These awards can be both internal (within the University of Waterloo) and external (outside the University of Waterloo).

To search for both internal and external scholarships and awards that are available to you, it is strongly recommended that you visit the Graduate Studies Online Database Search Engine available at http://www.grad.uwaterloo.ca/Scholarships/index.asp.

The most popular External Scholarships and Awards are NSERC and OGS which the scholarship competitions are held in the Fall term each year and you will be notified by the MME Graduate Studies Offices of deadlines by email the beginning of the Fall.

Tri-Council (CIHR, NSERC, SSHRC) Canada Graduate Scholarships Master's (CGS-M) https://uwaterloo.ca/graduate-studies/awards-funding/external-awards/tri-council-cihr-nserc-sshrc-canada-graduate-scholarships

Ontario Graduate Scholarship Program (OGS) http://www.grad.uwaterloo.ca/scholarships/ogs.html
Welcome to the University of Waterloo Library!

This is your library and while you are a student here I encourage you to make use of it. Like most university libraries we have a web presence [http://www.lib.uwaterloo.ca/](http://www.lib.uwaterloo.ca/) and the Mechanical Engineering pages [http://www.lib.uwaterloo.ca/discipline/mecheng/index.html](http://www.lib.uwaterloo.ca/discipline/mecheng/index.html)

Specifically for grad students

As a grad student you have library privileges and responsibilities. These are explained at [http://www.lib.uwaterloo.ca/usered/grad/index.html](http://www.lib.uwaterloo.ca/usered/grad/index.html) which has links to library courses, how to put material on reserve if you’re a TA, where else your library card can be used besides at UW and more. Check out the library information sessions designed for graduate students.

Looking for articles? There is life beyond Google

Google, Yahoo and Alta Vista provide links to a lot of good resources but even more garbage – it’s up to you to decide whether what you find is of good quality. Go to “Resources for Research / Journal Articles etc.” to find indexes to peer-reviewed journal articles, often with links to ejournals (look for GetIt@Waterloo!). Try out Compendex or Web of Science.

Getting articles we don’t have here - CISTI Source & RACER

We can’t have a copy of every book or subscribe to every journal, but when we don’t have something you need there are several options:

- Our catalogue (Trellis) also lists what’s at University of Guelph and Wilfrid Laurier University – you can request that items be sent to you within 3 working days.
- CISTI Source provides copies of articles from journals we don’t have that were published since 1994. Contact me for the username and password.
- Finally, Interlibrary Loans will track down the remaining unfound items and either borrow copies or get photocopies for you. The online request form is called RACER. The cost for these services is absorbed by the library.

Your library card – get it activated

If you want to access research databases and ejournals from home or use RACER you will be asked for your barcode number and last name. This identifies you as a current member of the university. You can activate your card in person at any of the libraries on campus or online at [http://www.lib.uwaterloo.ca/ILL_DD/racer.html](http://www.lib.uwaterloo.ca/ILL_DD/racer.html)

Ask for help! That’s what we’re here for.

This is a one-page handout. There’s lots more on the web or you can call on us and get help.

Davis Library Information Desk: drop by or call ext. 35766

Email reference for quick, factual questions

Online chat reference

or give me a call.

Douglas Morton
Liaison Librarian for Mechanical Engineering
Davis Centre Library
ext. 32648
email dhmorton@uwaterloo.ca