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 offices 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:
Mechanical and Mechatronics Engineering Graduate Studies Offices (MME)

Allison Walker
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E7 seventh floor – Engineering Graduate Studies Offices
NH 2072 - University Graduate Studies Office
South Campus Hall, 2nd Floor – International student resources
EC5 – 4th Floor – Student Financial Services

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 (MMEGA) http://sites.google.com:80/a/uwaterloo.ca/mmega/Home
Campus Map: https://uwaterloo.ca/map/
LEARN: https://learn.uwaterloo.ca/
Graduate Schedule of Courses: http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html
Undergraduate Schedule of Courses: http://www.adm.uwaterloo.ca/infocour/CIR/SA/under.html
Graduate Academic Calendar: https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-mechanical-and-mechatronics-engineering (especially for academic deadlines and program degree requirements)
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: https://uwaterloo.ca/finance/student-financial-services/about-your-student-account/due-dates-and-late-fees

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

   After arriving on campus, MASc and PhD students should consult with your supervisor to determine your course selections. MEng students are welcome to enroll in any courses that interest them and meets their degree requirements. Courses for each term can be found on the Schedule of Classes.

   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 (undergraduate level), and courses taken as extras, or as audits. The instructor's signature is required. You will also require your supervisor's signature on the form and then drop the form off at your MME Graduate coordinator’s office. Drop and Add forms for students in the MEng program will not require the supervisor’s signature. Drop and Add forms are available on our departmental website: https://uwaterloo.ca/mechanical-mechatronics-engineering/current-graduate-students Most of other forms required by graduate students are available on the Graduate Studies Website https://uwaterloo.ca/forms/graduate-studies/.

   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. For more instructions on how to add/drop courses through Quest please visit: https://uwaterloo.ca/quest/help/students/how-do-i/add-classes. 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: https://www.watcard.uwaterloo.ca

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 https://uwaterloo.ca/parking/. There is also pay parking available in specific lots around campus if you are a part-time student. Please use the campus map to help locate these visitor paid parking areas.

6. **Computer Account**

All students have access to use public computers on-campus. 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 with computer access on campus, be it public computers or your own personal laptops, please contact IST: https://uwaterloo.ca/information-systems-technology/services/ist-service-desks

7. **Student Mailboxes**

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

8. **Dental Insurance**

The terms of Service document (available online on the GSA Website) 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. 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 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 a resident of Canada don’t worry about this.

Additional Items for MASc and PhD (thesis students)

1. Payroll – Direct Deposit

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. 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 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. All MME Grad students are required to complete three online safety modules before any keys will be distributed to them:

SO1001 Employee safety orientation (requires 30-60 minutes to complete)

SO1081 Workplace violence awareness (requires 30-60 minutes to complete)

SO2017 WHMIS 2015 (requires 45-60 minutes to complete) This online course is available by self-registering on LEARN.

All employees (new and existing), regardless of job description, must complete the WHMIS 2015 course.

**Note: Graduate Students are considered employees of the University**

Links to modules can be found on the Safety Office website under Training: https://uwaterloo.ca/safety-office/training/training-programs

Students must print a copy of the confirmation of completion that is provided at the end of each module. Students will need their Nexus login user name and password to access the modules (this is the same login you would use for Quest.) Students can also view their completed online training by visiting the following website and selecting option 2: https://uwaterloo.ca/safety-office/training/training-records. Upon providing Allison with a completed Application for Key permit form 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.

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. 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. 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. TAs can be offered in a range of full (10 hr/week), to half (5 hr/week) and quarter (2.5 hr/week) commitments. The instructor of the course will decide the TA commitments. Students are eligible to have a maximum of up to two full TA position within 3 consecutive terms. Payment for TA work is not tax-free. 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 December 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).

4. International Students

Please ensure that you drop off a copy of your study permit to the University Graduate Studies Office in Needles Hall.

5. 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: Awards and Funding webpage: https://uwaterloo.ca/discover-graduate-studies/awards-and-funding

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 at the beginning of the Fall.