Graduate Studies Orientation

SYSTEMS DESIGN ENGINEERING
Table of Contents

1. Cover page
2. Table of Contents
3. Administration
4. Overview
5. Your UW email account
6. QUEST
7. Finance: Tuition Fees & Registration
8. Graduate Research Studentship (GRS)
9. Human Resources
10. International Students
11. Scholarships and Financial Aid
12. Mandatory Training Modules
13. Teaching Assistantship (TA)
14. Course Schedules and Enrolment
15. Course Permission Numbers
16. Seminar Milestone
17. Activity Report
18. Offices, Labs, and Keys
19. Mailboxes for Graduate Students
20. Helpful Resources
21. Library Services
22. MappedIn
23. Student Portal
24. Questions
Administration

- Department Chair, Professor Paul Fieguth
- Administrative Assistant (Dept.), Colleen Richardson
  - Administrative staff supervisor, Accounts, GRS funding
- Administrative Assistant to the Chair, Vicky Lawrence
  - Faculty appointments & hiring, Visiting Scholars, Visiting Researchers, Post-doctoral appointments
- Department Secretary, Lauren Gatchene
  - General inquiries, Keys, Room bookings, Department Meeting Minutes, Graduate student seminar scheduling, TA applications & lists, TA text book ordering
- Graduate Associate Chair, Professor John Zelek
- Graduate Administrative Coordinator, Janine Blair
  - Primary contact for Graduate Studies: Admissions, Program Requirements, and Scholarships
- Undergraduate Associate Chair, Professor Carolyn MacGregor
- Undergraduate Coordinator, Kristen Deckert
  - Primary contact for Undergraduate Studies, SYDE & BME, UAEC Supervisor
- Undergraduate Administrator & Events/Outreach Coordinator, Angie Muir
  - Event Planning and Organization
Graduate students should read the Systems Design Engineering web site and Graduate Studies Calendar to familiarize themselves with the current regulations and policies related to their academic programs.

Navigate to the Systems Design homepage - Graduate Students - Current Students, for program guidelines, procedures and deadlines related to all requirements and milestones of your graduate program.
Email will be your primary source of information from the Graduate Coordinator including program and scholarship requirements, updates, and deadlines. Only “uwaterloo” email addresses are acceptable. Please include ID# in every email.

- **General Information and Guidelines.**
- **WatIAM User Access.**
- Any problems with WatIAM should be directed to their helpdesk provided on their web site.

Student UW email addresses will be added to our graduate student contact list after admitted and matriculated on QUEST. If you suspect that you are not receiving email from the Graduate Coordinator, please contact us to ensure you are on the list. Please include your full name and ID number.

- **NOTE:** It is important that students check their email often and read all email from the department for important information and deadlines.
As a student at UW, you will use Quest to:

- Enroll in (add) or delete (drop) courses within the first four weeks of each term.
- View your tuition fees.
- View your financial aid (if applicable).
- Update your address and email information.
- View your grades.
- View or print your unofficial transcript.

Problems with QUEST should be directed to gsquest@uwaterloo.ca.
The University of Waterloo bills students on a per-term basis (3 terms per year). You must arrange your fees (submit payment &/or Promissory Note to fully cover the fees posted to your student account) by the due date each term.

If offered, GRS (Graduate Research Studentship) funding is usually applied to student accounts in advance of each term. See Finance for information on tuition fees, due dates, late fees, payment options, fee arrangements, refunds and tax receipts.
If GRS funding is offered to students, it should be applied to the student’s account on QUEST as “anticipated aid” about one month prior to the start of term.

**Students that want to use their anticipated aid to make a fee arrangement must complete the “promissory note” (refer to Finance slide/web site).** To make a fee arrangement using GRS funding, attach a screenshot of your Anticipated Aid on QUEST as proof of funding.

- Note: The SYDE department does not issue GRS letters and Offer of Admission letters are not acceptable proof of funding.

GRS funding is uploaded to QUEST through the department [Administrative Assistant, Colleen Richardson](mailto:colleen.richardson@syde.ubc.ca) with the supervisor(s) authorization. New students should contact Colleen if they were offered GRS funding and if it does not appear on QUEST before fees are due.
● Students must sign up for payroll through HR in order to be paid GRS or TA funding through automatic bank deposit.

● Provide your Social Insurance Number (S.I.N.) and bank account information (void cheque) along with the forms listed below to HR, GSC 130.

● STUDENTS WHO ARE NEW TO CANADA: When you receive your Social Insurance Number, please email it to your Payroll Benefits Assistant.

● Contact your Faculty of Engineering Payroll Benefits Assistant with any questions regarding payroll and forms to be completed.
International Students

- International students should refer to [International Student Experience (ISE) website](#) for helpful information.

- Students must apply for a [Social Insurance Number (S.I.N.)](#) in order to be employed with the University of Waterloo and receive payment.

- **On Campus Employment**
  If you expect to be employed by the University of Waterloo (ex. Teaching Assistantship) you will require a Social Insurance Number and Employment Contract letter. Employment Contract letters should be requested from the Graduate Coordinator. Present your Study Permit and Offer/Letter of Acceptance when requesting a letter (about 3 days notice is recommended). Take your completed S.I.N. application, Employment Contract letter, Passport, Study Permit, and Offer/Letter of Acceptance to UW to Kitchener Service Canada Centre (link below).

- **Off Campus Employment**
  Complete an application for a Social Insurance Number (SIN) and take it together with your Passport, Study Permit and Work Permit to the office below.

  [Kitchener Service Canada Centre](#)

  FAQs regarding your Social Insurance Number
Students may research awards for which they may be eligible on the GSO Awards & Funding web page.

Major scholarship competitions such as NSERC and OGS are held each September. It is important to read the scholarship information in detail each year as there are often changes to application processes. Applications must be submitted as specified. Use of outdated forms will result in disqualification of the application.

Deadlines and scholarship information are advertised on the Engineering Graduate Studies web site, Scholarship information and department deadlines.

Order your transcripts early and follow the procedure and deadlines as they pertain to each scholarship!
Mandatory Online Safety Training Modules

All students in all programs are required to complete the following training modules in their first term of admission or as soon as possible.

- Employee Safety Orientation
- Workplace Violence Awareness

(requires 30-60 minutes to complete)

Other modules may be required for those working with specific hazards. See the Safety Office web site for complete information and links.

- Health and Safety Manual
SYDE graduate students registered full-time in a degree program may apply for TA positions on a term-by-term basis effective their second term of enrolment. For more information please see: https://uwaterloo.ca/engineering/teaching-learning/teaching-assistants

The Department Secretary will announce when TA applications are available each term through email.

Students must have completed the Mandatory Online Safety Training Modules before applying for a TA position. (Refer to the Mandatory Training Module slide)

Required TA Training:

“ExpectTations” is a two-day, training workshop for TAs held twice each year. (Students need only attend the workshop once but both full days must be attended to receive certification).

The Department Secretary will announce via email when students may sign up for the next available workshop.
Courses are scheduled on a term-by-term basis. Select your courses from the schedules posted on the web and monitor the schedules for changes or updates.

- **Schedule of Classes for Graduate Students**
- **Schedule of Classes for Undergraduate Students** (Use this for 500-level courses that may be applicable to Master’s level degrees).

Students must add or drop courses on QUEST during the open enrolment period each term (four weeks into term). After the open enrolment period ends, changes may only be considered by completing the **Graduate Studies Course Drop/Add Form**.

Drop/Add forms must include the Term, Class No., Subject, Catalog No., and Section. The Course Designation section should remain blank for courses to be counted toward your degree.

A Drop/Add Form should be completed:
- to enroll in any undergraduate-level courses (500-level).
- to enroll for any courses for “audit” or “extra” status.
- after the open enrolment period ends.

Drop/Add forms require the signatures of the student, instructor(s), and supervisor (where applicable) before handing the forms in to the Graduate Coordinator for further applicable signatures and processing.
Most SYDE 700-level courses require instructor consent in the form of a permission number in order to add them on QUEST. Students must request a permission number from the instructor of the course and use that number to enroll in the course on QUEST.

Generally, we recommend that students contact the instructor for a permission number during the first week of classes.

A permission number is intended for single use and should not be given to anyone else.

Note: Students not properly enrolled in their courses will not receive credit for work completed. Please check your academic record on QUEST carefully.
**Seminar Milestone**

- Please read the [Seminar Policy and Procedures](#) posted on our web site.

- MASc students are due to complete their seminar by term 4.0 of their program (based on full-time enrollment).

- PhD students are due to complete their seminar three terms following completion of their Comprehensive Exam. The Comprehensive Exam is due by term 4.0 and the seminar by term 7.0 (based on full-time enrollment).
All students are required to complete an Activity Report at the beginning of each academic term starting in their second term of their program.

MASc and PhD students should meet with their supervisor(s) to review and sign the report.

Students are responsible for maintaining a copy of their report and to submit it to the Graduate Coordinator by the due date each term.

Activity Report templates and deadlines are posted on the department web site.

Students that do not submit their reports on time may jeopardize funding opportunities or TA positions.
Office space may be assigned to full-time registered, MASc and PhD students that do not have lab or other suitable space, subject to availability. Office space is not provided to MEng students. Due to space limitations, students with lab space will not normally be assigned an office.

Students without an office are automatically placed on a waiting list and will be contacted by the Department Administrative Assistant when or if space becomes available.

Please contact the Department Secretary, to request a Key Approval form which must be signed by your supervisor. Return the form to the Department Secretary to arrange for lab or other keys. Supervisor can also email the Department Secretary with the required information.

NOTE: It is important to promptly return your keys through the Department Secretary when you no longer require space or finish your program.
Graduate student mailboxes are located in the Systems Design Engineering department, in the corridor beside Rm 6118 for University-related business.

The mailroom is open during regular business hours, Monday to Friday, 8:30 am to 4:30 pm. Closed holidays and weekends.

Mailboxes are shared and sorted by the first letter of the last name. Please check your mailbox at least once a week to keep the space clear for incoming mail.
Centre for Career Action
- [http://uwaterloo.ca/career-action/](http://uwaterloo.ca/career-action/)

Graduate Student Association
- The SYDE-GSA is a great way to network with fellow SYDE graduate students and take part in social events.
- [UW-GSA](http://uwaterloo.ca/gsa)

Parking
- [Parking Services](http://uwaterloo.ca/parking)

UHIP
- [University Health Insurance Plan](http://uwaterloo.ca/uhip)

Housing
- [Off Campus Housing](http://uwaterloo.ca/offcampushousing)
- [Residence](http://uwaterloo.ca/residence)
Kate Mercer

Liaison Librarian
Engineering and Science

kmercer@uwaterloo.ca
519-888-4567 x32659
Location: DC 1555
Having trouble finding your way around campus? Download the MappedIn.com app for your smartphone. MappedIn is a detailed map that allows you to get directions from room to room. MappedIn is free to download and can help you find your way around UW. You can download MappedIn for BlackBerry, iPhone and Android.
This mobile-friendly, communications tool delivers information students need, just when they need it. Students can customize what appears in their Student Portal, so they get the most relevant information, such as:

- Just-in-time notifications of academic deadlines (i.e. arrange fees due date)
- Real-time GRT bus data
- Real-time data of space availability in computer labs and student parking lots
- Personal class/lab/tutorial and final exam schedules
- List of sublets available and roommates wanted
- Map the routes to next class, food locations and buildings
- List of textbooks and reserves needed for courses
Still haven’t found an answer to your question?

We’re here to help!

Check SYDE’s web page or contact Janine Blair to help answer your questions or direct you to where you need to go.