

# CS GRADUATE STUDIES

## Orientation Checklist

We are excited to have you join and are looking forward to supporting you through your graduate studies at the University of Waterloo! Please read through the documents in this welcome package to discover key information and contacts that can help you feel prepared for your graduate program.

### Tasklist

#### General Set-Up

- Visit the **CS Grad Department & Math Faculty** orientation sites for important information
- Add **GSPA's Important dates** to your calendar
- Contact **Greg McTavish** for your office assignment & keys
- If you need to choose a supervisor from your offer letter, complete a **Change of Supervisor Form** and email it to your Graduate Coordinator
- **Pick-up your WatCard**
- Fill out a **Student Information Consent Form** and email it to [cs-gradoffice@uwaterloo.ca](mailto:cs-gradoffice@uwaterloo.ca)
- Complete all mandatory trainings listed below. You can enroll via the "Self Registration" option in **Waterloo Learn**.  
*Academic Integrity Module (AIM) through Waterloo Learn*  
*Workplace Violence Awareness*  
*CMAHRO TA Training -- Mathematics*  
*Employee Safety Orientation*  
*WHMIS 2015*

#### Tech Set-Up

- Set your **CS-GENERAL password**
- Log into [linux.cs.uwaterloo.ca](http://linux.cs.uwaterloo.ca) (ssh) and **add an ssh key**
- Log into [vault.CS.uwaterloo.ca](http://vault.CS.uwaterloo.ca) and **check out Nextcloud client options**
- Review the **CSCF Quick Start page** for IT services on campus

#### TA Set-Up

- Complete on-boarding in Workday (once access has been granted)
- Review TA Training videos & exercises if you were not able to attend the TA Training in-person

# Campus Wellness – Your mental health is important!

Please see the UW Campus Wellness website for a complete list of health & wellness offerings.

## Counselling Services

Counselling services are provided, at no charge, in a private and confidential setting to University of Waterloo students who are currently registered or on a co-op term. For more information visit the on the **University of Waterloo’s counselling services page**. Counselling Services provides in-person services as well as through phone and video. **To book an appointment, please call 519-888-4096**. Hours are below:

- Monday, Thursday and Friday from 8:30 a.m. - 4:30 p.m. EST
- Tuesday and Wednesday from 8:30 a.m. - 7:30 p.m. EST (4:30 p.m. - 7:30 p.m. for pre-booked appointments)

## After-Hours Contacts

**Are you in crisis, feeling unsafe, or worried you might hurt yourself or others?** If you are experiencing a life-threatening issue, please call 911.

### Contact List

#### Region of Waterloo

- **Non-emergency Waterloo Regional Police Services** 519-653-7700
- **Grand River Hospital** 519-749-4300
- **St. Mary’s Hospital** 519-744-3311
- **Kitchener-Waterloo Sexual Assault Support Centre** 519-741-8633
- **Here 24/7** 1-844-437-3247 (supports addictions, mental health, and crisis services)

#### Ontario

- **Huron Perth Helpline (Stratford)** 1-888-829-7484
- **Stratford General Hospital** 519-272-8210
- **Cambridge Memorial Hospital** 519-621-2330
- **Good2Talk** 1-866-925-5454 (anonymous helpline available to all Ontario post-secondary students)

#### Canada

- **Crisis Services Canada** 1-833-456-4566 or by text 45645
- **Empower Me, Mental Health Resources** 1-833-628-5589

# Graduate Advocates

## What the Graduate Advocate does

The Graduate Advocates are faculty members who interact with graduate students on matters of concern to the student that are directly related to their graduate program. Typically, these are matters that the student feels are inappropriate to discuss with their supervisor (and/or the Director of Graduate Studies).

Typical topics of discussion include:

- Items you want brought to the grad director's (or director's) attention, that you are uncomfortable discussing with them.
- Progress in the program.
- A second opinion on advice, requests, or other comments that your supervisor made to you.
- Changing supervisors.
- Staying in the grad program vs. accepting a job offer.

The Graduate Advocates are also advocates for students who feel they are not being fairly treated. Note that these are only the most common topics of discussion; please feel free to discuss other topics too.

If you'd like to discuss an issue with the graduate advocates, please email to discuss your situation or to request an appointment if you prefer not to discuss this by email. As they may be teaching, at office hours, or in meetings, you are advised to set up an appointment.

The discussions you have with the Graduate Advocates are as private or public as you want them to be. By default, everything is "off the record" unless you desire otherwise.

## What the Graduate Advocate does NOT do

The Graduate Advocates are not any sort of Ombudsperson. They have no special powers to make changes or impose their will on another faculty member. Usually, the advocates will listen to what you have to say and tell you what they think; if you wish, the advocates can approach another faculty member on your behalf.

The Graduate Advocates used to be called the Graduate Advisors; we have changed the title to avoid confusion as this position has nothing to do with the following topics (unless you feel you have been unfairly treated in these areas):

- Information about admission to the UW graduate program and/or general questions for students considering graduate school (contact the Graduate Coordinator).
- Advice on course selection (talk to your supervisor).
- Signing of anything (contact your supervisor or your Graduate Coordinator).
- Granting extensions, *etc.* (contact your Graduate Coordinator).
- TA assignments (contact your Graduate Coordinator).

# International Student Resources

The resources below are only a small selection of those available to our students.

Please see the **UW International Student Guide online** for a complete list of programs and services to help you succeed. Contact the Student Success Office at **success@uwaterloo.ca** if you have further questions.

## International Peer community

The IPC is a peer-support program aimed at helping international students settle in and feel at home at the University of Waterloo. Through community based activities, the program helps students to build a support network, develop a sense of community and intercultural competencies, enhance interactional skills, and learn about Canada and other cultures.

For more information **visit the IPC page**.

## Immigration Consulting

UW has an experienced and dedicated team of Regulated Canadian Immigration Consultants (RCICs) who are licensed with the College of Immigration and Citizenship Consultants (CICC). All consultations are free and confidential. The consultants discuss with one another, but do not share your information with anyone else on or off campus without your permission.

To book an appointment, visit **Portal**.

## Safety and Security

**Protect yourself from scams!** Phone, text message, and web-based scams are on the rise in Canada. Fraudsters invent new schemes and strategies daily. It is vital that students learn how to identify illegitimate claims to protect themselves.

If you receive a call or text from an unfamiliar number, ignore it. If someone you do not know insists they are trying to help you but uses intimidation or threats, it is illegitimate. If you're looking for housing and the price is too good to be true, it's a scam.

**How to access Healthcare:** Please see the **International Student Guide** for complete details on accessing healthcare in Waterloo Region/Ontario

## Family Support

**Information for spouse and child supports:** Please see the **International Student Guide** for complete details on accessing family supports in the Waterloo Region

**We wish you the best in your graduate studies!**

Remember that we are always here to help. Please reach out any time!