Office Assistant - Co-op ~ Ibelemari Kio
CS-Gradoffice@uwaterloo.ca or iokio@uwaterloo.ca

PhD ~ Paula Roser
paula.roser@uwaterloo.ca

Masters Thesis ~ Jo-Ann Hardy
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Master Coursework ~ Onkar Sehmi
Ossehmi@uwaterloo.ca

Scholarships/Supervisor - Denise Shantz
denise.shantz@uwaterloo.ca

CS Graduate Office DC 2599
Office Hours: 9:30am – 12pm  1:00pm to 3:30pm for general business.
TA/RA Funding

We try to balance your pay to be equal each term; overall your funding posted each term will match the funding noted on your offer of admission (over 3 terms).

- Generally funding is based on 4 TA units per term.
  - MMath in your first year: two terms will be 1 TA, one term 2 (double) TA's. Only receive 1 double TA over program timeline
  - PhD each year: two terms will be 1 TA, one term 2 TA's
- When you have the 2 TA's you are not paid extra. We adjust your RA pay to balance the total
- When you become fees arranged using your funding, Quest will automatically use your funding to first pay tuition and refunds the remaining balance to you. If your bank account information is not provided to HR, they will have a cheque mailed to address posted on Quest.
  - If your RA funding does not cover the full balance on Quest, the remaining balance owing is divided by 4 and deducted from your monthly TA paycheque (over the 4 months). You can see this deduction on your paycheque.
- TA pay can only be viewed on Workday. You cannot view TA information on Quest. You will not have access to Workday until you receive your first paycheque
  - TA pay is paid monthly on the last Friday of each month and is taxed

Report all TA/RA payroll concerns to Paula or Jo-Ann.
Payroll Sign Up: (TA pay is paid to students on the last Friday of each month)

- CDN Bank account necessary for direct deposit of pay
- Payroll sign up must be done by following the steps in the link below
  - ps://uwaterloo.ca/human-resources/support-employees/payroll
Course Enrolment

- Use QUEST system on-line until Sunday, January 26, 2020 to add or drop courses. No courses can be added after this date. Courses can be dropped after this date but they will show as Withdrawn (WD) on your transcript.

- QUEST cannot be used for REMEDIAL/AUDIT/READING courses, must use the DROP/ADD form. Remedials MUST be completed in your first 2 terms.

- Additional courses taken for credit but not included in your program requirement must be assigned XTRA and submitted on a DROP/ADD form ASAP. If you’ve enrolled in a course as CR you cannot change it later to XTRA.

- EMLS (remedial courses) do NOT count towards a student's grad course count for a term.

- EMLS 601R (speaking) & 602R (writing) can be taken in the same term. Therefore a coursework student (who is suggested to take 3 courses in each of first two terms here) would be able to take 3 grad courses along with 2 EMLS courses in one term.

- The Master’s Thesis, Research and Coursework students interested in Co-op, please watch for an email shortly with new procedures.
Training

Please complete the 4 mandatory sessions in the first 8 weeks.

- Academic Integrity Module (AIM) through Waterloo Learn
- Workplace violence awareness (30 – 60 minutes to complete)
- Employee safety orientation (60 minutes to complete)
- WHMIS 2015 (45 – 60 minutes to complete)
Administrative Topics

1. EMAIL account is set up automatically at the time of enrollment. Check your UW email regularly.

2. Update LOCAL MAILING ADDRESS on QUEST as soon as possible. As the university will use this as primary mailing address.

3. Mailboxes: Located in DC 2583 (see grad office staff if no mailbox)

4. Keys/Fobs: If you haven’t picked up your keys/fobs yet, please see Greg McTavish in DC 2114

5. Please take time to review the ‘Important Links for Graduate Students’ that will be included in your summary email. They are a great resource!
Administrative Topics continued

6. **External Scholarship Applications** ~ See CS web page under “Current Graduate Students/funding-and-awards” for scholarship applications and deadline links. OGS Domestic applications will be due in February 3, 2020. OGS International, NSERC Doctoral and CGSM will be due in Fall 2020. Please watch for email updates on these.

7. Please be sure to complete ‘The Confidentiality Agreement’ on Learn. More information on this to come.

8. When completing any forms, please do so electronically. Handwritten forms will be returned which delays processing.

9. Your graduate program is your responsibility. Please stay informed on processes and requirements. Feel free to ask your supervisor/coordinator for clarification any time.
International Students:

- Need **SIN** card to work in CANADA and a specific condition on your study permit allowing you to work for part time

- Co-op is a different permit

- For information on permits, please see the Student Success Office, South Campus Hall, second floor

  https://uwaterloo.ca/student-success/

- In order to get paid for TA, you must take your SIN Card to Human Resources (EC1, 1st floor) as soon as you get one from **SERVICES CANADA**

- International Graduate students are charged the UHIP fee during every term, including Inactive terms, to ensure continuous coverage for the duration of your program. If you have a family member here they MUST register for UHIP within 30 days!

- **For any questions regarding this please see International Advising in the Student Success Office**
THANK YOU!

**If you have not picked up your orientation books, please do so when leaving. If you have any questions, feel free to speak to Paula, Jo-Ann, Onkar, Ibelemari or Denise.