

Graduate Student Orientation Fall 2023

Funding ~ Sara Almadhoun - sara.almadhoun@uwaterloo.ca

Masters Thesis ~ Carly McLeod - cjemcleod@uwaterloo.ca

PhD ~ Nadine Zinger - nkzinger@uwaterloo.ca

General Inquiries ~ Co-op, Xiaoda Zhang (Fall 2023) - CS-Gradoffice@uwaterloo.ca

Scheduling ~ Amy Todd - amy.todd@uwaterloo.ca

Scholarships/Manager ~ Denise Shantz - denise.shantz@uwaterloo.ca

Please email any of us anytime. We will reply via email and book an MS Teams or in person meeting. We are here to help you.

[CS Graduate Office DC 2599](#)



UNIVERSITY OF
WATERLOO



TA/RA Funding

It is important to remember that just like your academic career, your funding is also your responsibility to track and manage. It can be complicated but you do need to understand all of your funding.

Please be sure to check your offer letter, review eligibility and time length of any scholarships noted and reach out to the appropriate coordinator so you can better understand it all.

If you think you are missing something, OR if you think you received too much, please ask as you should always know how much money to expect each term!

You can refer to this link for the basic funding received within program time limits
<https://vault.cs.uwaterloo.ca/s/Qy7TZ8xbPqLq9Za>

Remember we are here to help!

Please direct your questions to:

- 1) TA payroll and GRS Funding to Sara Almadhoun
- 2) Scholarships to Denise Shantz
- 3) PhD to Nadine Zinger
- 4) Master's Thesis to Carly McLeod

TA/RA Funding (continued)

We try to balance your pay to be equal each term. Overall, your termly posted funding will match total on offer of admission (over 3 terms).

- TA Assigning may vary
- Funding is based on 4 TA units per year.
 - MMath first year: two terms will be 1 TA, one term 2 (double) TA's. Only 1 double TA over program timeline
 - PhD each year: two terms will be 1 TA, one term 2 TA's
- Terms with 2 TA's you are not paid extra. We adjust your RA pay to balance the total
- Quest uses funding first to pay tuition. If refunds remain, will be deposited to your Canadian bank account.
- If RA funding does not cover the full balance on Quest, the remaining outstanding balance is divided by 4 and deducted from your monthly TA pay cheque (over 4 months). You can see this deduction on your pay cheque.
- TA pay can only be viewed on Workday. You cannot view TA information on Quest. Once TA pay is submitted, you can do your onboarding. You will then have access to Workday and can see your pay once it has been paid

TA pay is paid to students on the last Friday of each month and is taxed

- CDN Bank account necessary for direct deposit of pay
- If you are assigned a TA you will receive an email from Workday within the first month of term regarding on-boarding. This is your opportunity to submit your banking information for your pay.
- **New TA's** should received an email regarding the mandatory training taking place tomorrow, Wed. Sept 6th at 3:30. If you are not TA'ing this term, you will be offered the training when you are completing a TA.
- Please refer to this link for information on Graduate Incidental Fees for your start term:

<https://uwaterloo.ca/finance/graduate-program-tuition>

Course Enrolment

- Use QUEST until class enrollment period ends as per <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/important-dates/list> (normally 3rd Sunday of first month).
- After this date; no adding courses and if any are dropped they will show as withdrawn (WD) on your transcript.
- Additional courses taken for credit but not included in your program requirement must be assigned XTRA and submitted on a DROP/ADD form ASAP.
- REMEDIAL/AUDIT/READING courses add with a DROP/ADD form. Remedials must be completed in your first 2 terms. You should receive an email from the Undergrad office with a permission # for any remedial courses.
- 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.
- NOTE: Please only enroll in the number of courses you are allowed to take that term for your program.
- Please do not over enroll and tie up spots from other students who might need that particular course to complete their degree! Course enrollment is monitored and we do not want to email you to drop courses.

Masters Student interested in Co-op

- Master's Thesis students interested in Co-op are required to complete 3 mandatory information sessions prior to changing their program to co-op.
- If you are interested in co-op, please read the process noted here, <https://cs.uwaterloo.ca/currentgraduate-students/overview-degree-programs/master-mathematics-computer-science> under MMath Coop Option
- Attending these sessions does not commit you to the program, but it will give you valuable information. And again, these must be completed before you can change into co-op.
- Please watch for email with instructions
- Please refer to our website here for more information <https://cs.uwaterloo.ca/current-graduate-students/overview-degree-programs/master-mathematics-computer-science>
- After reviewing the website if you have any questions, feel free to contact the Carly McLeod (cjemcleod@uwaterloo.ca)

Training

Please complete the 4 mandatory sessions in the first 8 weeks. All can be accessed in LEARN via the "Self Registration" option.

- **Academic Integrity Module** (AIM) through Waterloo Learn
- **Workplace violence awareness** (30 – 60 minutes to complete)
 - Component 1: Workplace violence awareness
 - Component 2: CMAHRO TA Training - - Mathematics
 - Many miss the harassment training through the Conflict Management and Human Rights Office (CMAHRO). Both should take 45-60 mins to complete and you must receive a minimum grade of 72% (8 out of 11). Redo until minimum grade received. This is required by Faculty of Mathematics teaching assistants.
- Please see the new “Mathematics graduate teaching assistant” webpage (item #2) for more details:
<https://uwaterloo.ca/math/current-graduate-students/mathematics-graduate-teaching-assistant>
- **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. UW UG students, reminder that you must be using your email @uwaterloo.ca and not @edu.uwaterloo.ca
3. Update **LOCAL MAILING ADDRESS** on QUEST as soon as possible. As the university will use this as primary mailing address.
4. Mailboxes: Located in DC 2583
5. Keys/Fobs: If you haven't picked up your keys/fobs yet, please see Greg McTavish in DC 2321 or email him at gmctavish@uwaterloo.ca
6. 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

7. External Scholarship Applications ~ See CS web page under Current Graduate Students/funding and awards for links to details and deadlines.
 - OGS International applications are due in October
 - NSERC Doctoral transcript requests are due in September and applications are normally due in October
 - Tri-Agency CGSM transcript requests are normally due in November and applications in December
 - OGS Domestic applications are normally due in February
8. Please be sure to complete 'The Confidentiality Agreement' on Learn. More information on this to come.
9. Please complete forms electronically
10. 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 part time
 - Co-op is a different permit
 - For information on permits, please contact the Student Success Office, South Campus Hall, second floor or at success@uwaterloo.ca

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

- In order to get paid for TA, you must provide your SIN to Human Resources via your onboarding in Workday. Please do this as soon as you get your SIN 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 any questions, please feel free to contact:

TA Payroll and GRS Funding ~ Sara Almadhoun (sara.almadhoun@uwaterloo.ca)

Scholarships ~ Denise Shantz (denise.shantz@uwaterloo.ca)

PhD ~ Nadine Zinger (nkzinger@uwaterloo.ca)

Master's Thesis ~ Carly McLeod (cjemcleod@uwaterloo.ca)

Scheduling/Course Enrollment ~ Amy Todd (amy.todd@uwaterloo.ca)

General Inquiries ~ (cs-grado@uwaterloo.ca)