

# CS GRADUATE STUDENT ORIENTATION

Winter 2026



UNIVERSITY OF  
**WATERLOO**

FACULTY OF  
MATHEMATICS



# Today:

1. **Welcome from Cheriton School of CS**
2. **Computer Science Computing Facility**  
*Lori Paniak*
3. **Library Services**  
*Rebecca Hutchinson*
4. **CS Graduate Student Association**  
*Gengyi Sun*
5. **Instructional Support Group**  
*Daniel Huab*
6. **Graduate Advocates**  
*CS Grad Office*
7. **Grad Office Orientation**  
*CS Grad Office*



**WELCOME TO GRAD SCHOOL**

# School of Computer Science leadership



**Dr. Raouf Boutaba**  
Director of the School



**Dr. Jesse Hoey**  
Director of Grad Studies



**Dr. Sepehr Assadi**  
Assoc. Director of Grad Studies

# **COMPUTER SCIENCE COMPUTING FACILITY (CSCF)**

**LORI PANIAK  
MANAGER, RESEARCH AND SPECIAL PROJECTS**

# CSCF Services

Lori Paniak

Manager, Research and Special Projects (RSG)

[ldpaniak@uwaterloo.ca](mailto:ldpaniak@uwaterloo.ca)

DC 2625

<https://teams.microsoft.com/l/chat/0/0?users=ldpaniak%40uwaterloo.ca>

# Short Version: Campus IT things to know

- One-page flyer of IT services available <https://nextcloud.cs.uwaterloo.ca/s/e22SE2kA3ozySCp>
- Please generate and add an ssh key at: <https://authman.uwaterloo.ca>  
Documentation on ssh key details at that link
- Set your password for “GENERAL” domain here:  
<https://cs.uwaterloo.ca/password/>

# CSCF Structure: Three Groups

- Infrastructure (**INF**) – Manager: Gwendoline Nubila, plus 5 staff
  - provides servers, network infrastructure, Active Directory, purchases all computing equipment for the School
- Teaching and Administration (**TOP**): Manager: Nick Lee, plus 5 staff
  - supports all undergraduate teaching labs, plus administrative staff, the Instructional Support Group and School meeting rooms and audiovisual services
  - CSCF Help Desk
- Research and Special Projects (**RSG**): Manager: Lori Paniak (me), plus 9 staff
  - provides IT support for Faculty, Grads, PostDocs and Research Visitors
  - Develop (web) Applications for the School and wider campus

# Workstations when you arrive

- Research grads
  - Supervisor/you have choice of (including monitor):
    - PC Laptop – Windows / Ubuntu
    - Mac Book Air (M3/M4)
    - Supervisor purchased system
  - Expect an email from “RT” on this!
- Course Masters
  - RSG has surplus systems with MBAs, Windows or Ubuntu, monitors...
- <https://cs.uwaterloo.ca/cscf/about/policies/graduate-student-workstation-options>

# Research Support

- Each group/faculty assigned a “Point of Contact” within the Research Support Group – that is your “go to” person

<https://uwaterloo.ca/computer-science-computing-facility/getting-help/research-points-contact>

- Other RSG staff will also help as needed
- Your point of contact has answers to all your IT questions (on campus and beyond)
- Can help out with workstations, clusters, grants, GPUs...

# CSCF Help Desk

- We have a Help Desk that can handle certain tasks
  - Loan of equipment – cables, display adapters, external drive bays, keyboards, mice
  - Assist with wireless networking issues
  - Take a problem report and get it assigned to appropriate staff
  - DC 2608 or [cscf@uwaterloo.ca](mailto:cscf@uwaterloo.ca)
- <https://cs.uwaterloo.ca/cscf/getting-help/help-desk>

# Compute Resources

- School Linux servers: linux.cs.uwaterloo.ca
- Student Linux servers: linux.student.cs.uwaterloo.ca
- School Windows servers: windows.cs.uwaterloo.ca
- GPU cluster: watgpu.cs <https://watgpu.cs.uwaterloo.ca>
- VM server: <https://andromeda.cs.uwaterloo.ca>
- On demand servers: <https://paper.cs.uwaterloo.ca/>



# File Storage

- Ceph distributed cluster – 500GB+ per student
  - Home directory under linux.cs
  - <smb://smb-files.cs.uwaterloo.ca>
  - S3 buckets
- Backup
  - Files are backed up regularly

# NextCloud (DropBox-like service)

- Locally stored on ceph cluster
- Up to 500GB per grad student (ask if you need more)
- Access at: <https://nextcloud.cs.uwaterloo.ca/>
- Download NextCloud clients or web access
- Documentation: <https://cs.uwaterloo.ca/twiki/view/CF/Vault>

# Personal Web Pages

- <https://cs.uwaterloo.ca/~youruserid>
- Files in linux.cs home directory under “~/public\_html”
- Create/update index.html
- Make sure to assign “world read” to your web files
  - % `chmod o+r index.html`

# Email

- [youruserid@uwaterloo.ca](mailto:youruserid@uwaterloo.ca)
  - Grad students automatically given a Office 365 account
  - Can redirect wherever you prefer with a mailbox rule:
  - i.e. Your own account (Gmail, Hotmail, etc)
- You can also configure a “friendly” email address, e.g.:
  - [Lawrence.Folland@uwaterloo.ca](mailto:Lawrence.Folland@uwaterloo.ca)
  - Do that in <https://idm.uwaterloo.ca/watiam/login.jsf?prompt=true>
  - Manage Email Settings

# Printing

- Can print to any of our printers listed on our Windows print server:
  - Or [\\printers.cs.uwaterloo.ca](https://printers.cs.uwaterloo.ca) (in Windows)
    - (login with your CS-GENERAL\userid credentials)
- Setup notes:
  - <https://uwaterloo.atlassian.net/wiki/spaces/CSCF/pages/44526239755/Printing+How-Tos>

# High Performance Computing (SCS)

- Faculty-provided servers/clusters: thousands of CPU cores/dozens of GPUs!
  - Syn cluster – Salem/Wong/Brecht (Data Systems Group)
  - RIPPLE – Ian Goldberg (CrySP)
  - Tembo – Khuzaima Daudjee
  - CloudNetwork – Raouf Boutaba
  - Triangle – Graphics
  - Daytona – Poupart/Hoey/Lizotte (Health Informatics)
  - Snorlax – Big data privacy
  - Chippie – Cybersecurity and Privacy Institute
  - Himrod – General use
  - watgpu.cs – AI cluster
  - datasci.cs – Hadoop cluster
  - Various other servers
- <https://cs.uwaterloo.ca/twiki/view/CF/HighPerformanceComputingResources>

# HPC – SHARCNET/Digital Alliance Canada

- Digital Alliance (formally Compute Canada) provides batch computing for large numbers of cores/memory/GPUs
- 1 TB storage
- Requires a Digital Alliance account based on faculty sponsorship (your supervisor needs to have an account to sponsor yours)
- There is no cost to use these resources
- Systems and accounts: <https://alliancecan.ca/en/services/advanced-research-computing/federation/national-host-sites> <https://alliancecan.ca/en/services/advanced-research-computing/account-management/apply-account>



# Software

- Windows – can be put on any Research / Teaching machine
- MS Office – campus license
- Visual Studio – free Academic license
- Maple – supervisor purchased
- MatLab – free for UW users
- Others – talk to your Point of Contact

# Questions? Feedback?

Lori Paniak

[ldpaniak@uwaterloo.ca](mailto:ldpaniak@uwaterloo.ca)

DC2625



# **LIBRARY SERVICES**

Rebecca Hutchinson, Computer Science Librarian

# SPACES

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You are welcome in any library on campus



# Library spaces

## DC Davis Centre Library

- 8am–12am Monday–Friday
- 11am–12am Saturday & Sunday
- Borrowing privileges
- Computers, printing, photocopying, and scanning
- Individual study space
- Group study space
- IST Help Desk
- Library Help Desk

## DP Dana Porter and other libraries on campus



## ACCESS

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Waterloo uses IP authentication to ensure you're able to access what we pay for (when off campus you might not get access through Google/ a publisher's website – use library resources instead)



# Access to library materials



Online journals, articles, conference papers, and ebooks

- Start at the [Computer Science research guide](#) or the [Library's website](#) for access to full text (you will be prompted to log in with your Waterloo email address)
- Or manually add in the proxy for login redirect

“<https://onlinelibrary.wiley.com/doi/abs/10.1002/cpe.70444>” becomes

“<https://onlinelibrary.wiley.com.proxy.lib.uwaterloo.ca/doi/full/10.1002/cpe.70444>”



Print books

- Request a print book through the [Library's catalogue](#)
- Pick it up from the Help Desk or have it mailed to you (within Canada)



More help

- [Library Chat and FAQs](#)

# RESEARCH GUIDE

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The best place to get started with your research



# Computer science research guide



The [computer science research guide](#) provides access to paid-for resources

- Brings important 'how-to' information together in one place
- It also has my contact info



Tip! Connect Google Scholar to the Library for easy access to papers behind paywalls

- Go to Google Scholar's settings, then choose Settings and click "Library Links" to add the University of Waterloo

The screenshot displays the 'LIBRARIES' section of the University of Waterloo website, specifically the 'Computer Science: Papers' research guide. The page features a navigation menu with options like 'Home', 'Papers', 'Books', 'Code, standards, and video', 'Data', 'Evaluate Information', 'Cite and write', and 'Publish'. Below the navigation, there are sections for 'Indigenous research & resources' and 'Research databases and more'. The 'Research databases and more' section lists several databases: ACM Digital Library, IEEE Xplore Digital Library, DBLP Computer Science Bibliography, and ACL Anthology. Each database entry includes a brief description and coverage dates. On the right side of the page, there is a 'Access the full text' section with instructions on how to find full-text links and what to do if a paywall is encountered. At the bottom right, there is a section titled 'Journal articles and books not available in Omni' with instructions on how to request such materials.

## SUPPORT

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Virtual and in-person consultations available

Designed for your specific research needs



# Personalized research support

For all stages of the research process. For example, here are some recent questions from other CS grad students:



I found a reference to a paper from the 1978 International Conference on Parallel Programming, but I can't locate the full text anywhere. Are we able to get a copy?



I'm working on a literature review on improving machine learning systems for medical image analysis, but I'm worried I've missed some important research. Can you help me?



My .bib file is getting long, is there a more efficient way to track and manage BibTeX and papers?



How does Zotero work with Overleaf?



Can I use this image from this published article in my thesis?



I haven't heard of this conference before, is it predatory?



The place I'm publishing requires a DOI for my supporting data, how do I get one of those?

# When you're ready to get started

Visit the [Computer Science research guide](#)

[Book a meeting](#)

Email [r3hutchi@uwaterloo.ca](mailto:r3hutchi@uwaterloo.ca)

# CS GRADUATE STUDENT ASSOCIATION

# CSGSA Board Members



**Evelien Riddell**  
President



**Bihui Jin**  
Vice President



**Zhaoyi Ge**  
Treasurer



**Gengyi Sun**  
MathGSA Councillor



**Olha Wloch**  
GSA Councillor

# Contact us

## CS GSA Website



## Discord



@uwcsghsa



csghsa@uwaterloo.ca

# Intro to the Computer Science Instructional Support Group (ISG)

Jan 6, 2026

Prepared by the Instructional Support Group,  
David R. Cheriton School of Computer Science

Slides will be shared via email for reference.

# Who are we?

## CS TA Assignment Team

> [cs-ta@uwaterloo.ca](mailto:cs-ta@uwaterloo.ca)

For CS TA preferences/assignments, contracts, training, etc.

## CS Grad Office Contact

> [csgtaschol@uwaterloo.ca](mailto:csgtaschol@uwaterloo.ca)

For funding, external scholarships, eligibility etc.

If unsure contact one of us and we'll redirect as needed.

## Daniel Huab (he/him)

Admin Coordinator, Undergrad Studies

- Support for TA Assignment Process/TA orientation training
- Also doing MC lab bookings, classroom/consulting centre bookings (e.g. office hours)

# Agenda / Learning Objectives

- Know your **points of contact** in the School of Computer Science for inquiries about your Teaching Assistantships, TA funding, and course duties
- Learn some acronyms that are unique to the **CS Instructional Support Group (ISG)** (ISC, ISA, IA, TA) and understand what each of these positions entails
- Be aware of the **required steps/training** to accept your TA contract, get paid, and work effectively as a TA.

# What is the Instructional Support Group?

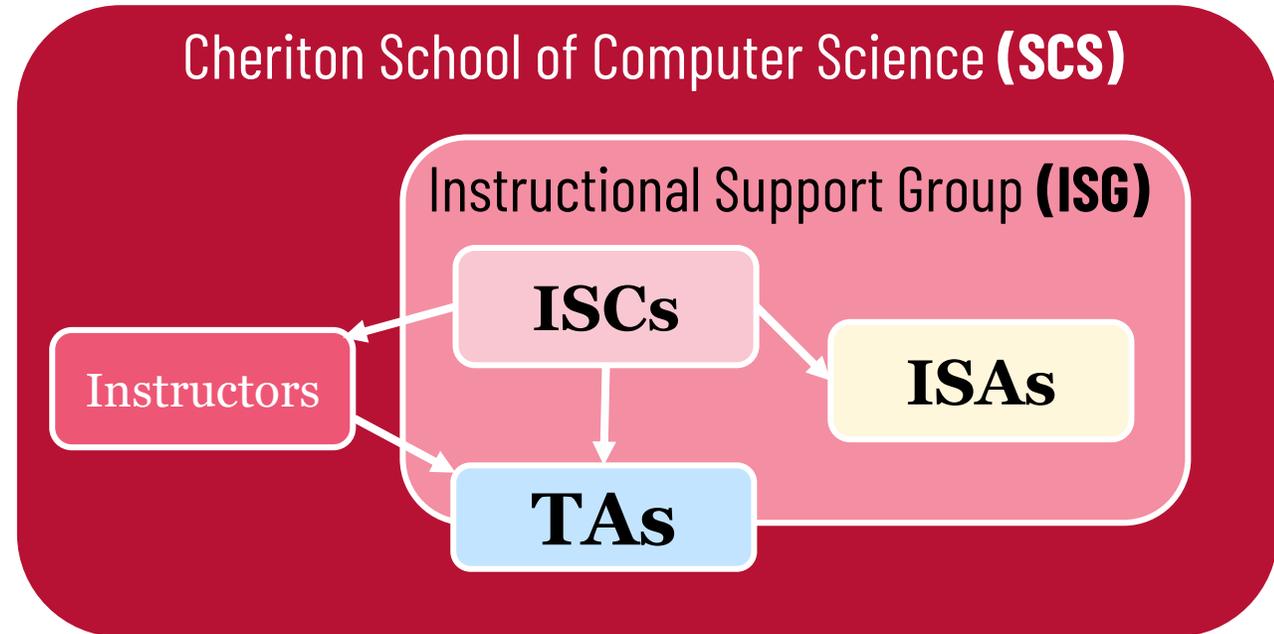
The Instructional Support Group (ISG) is part of the **School of Computer Science**.

The ISG comprises:

- Instructional Support Coordinators (**ISCs**), Instructor/Coordinators
- Instructional Support Assistants (**ISAs**)
- Graduate Teaching Assistants (**TAs**), and Instructional Apprentices (**IAs**)

and is managed by the Undergraduate Studies Manager.

We are full-time staff who support the delivery of undergraduate CS courses with higher enrolments / frequent instructor turnover.



# What is a Teaching Assistant (TA)?

A **Teaching Assistant (TA)** is a paid position for graduate students. TAs are crucial to the successful delivery of undergraduate courses!

In Computer Science, TAs typically **mark assignments and exams**, and **proctor exams** for undergraduate CS courses.

- As a TA, you will **report to a Course Instructor or Instructional Support Coordinator (ISC)**, depending on which the course/position assigned.
- New CS graduate students are typically assigned to first/ second-year courses.

Instead of a TA, you might be assigned an **Instructional Apprentice (IA)** position.

IAs support students face-to-face (e.g. office hours and tutorials). The # of hours and pay is the same as a TA. More info online.

All TAs/IAs must follow UW's TA policies and the Faculty of Math's TA expectations.

# What is an Instructional Support Coordinator (ISC)?

**Instructional Support Coordinators (ISCs)** run the administrative aspects of a course and provide continuity between terms.

ISCs coordinate all course staff (i.e. Instructors, ISAs, TAs, IAs). An ISC will:

- provide your termly duties/important dates at the beginning of the term
- provide course-specific training and support
- evaluate your performance at the end of term.

**If you are assigned a TA/IA position for**

- CS 105 – CS 145
- CS 230 – CS 251
- CS 341 – CS 350

then an ISC is your main contact for questions or issues. Contact info is on your TA contract. List of ISCs on [our website](#).

# What is an Instructional Support Assistant (ISA)?

**Instructional Support Assistants (ISAs)** are *undergraduate* co-op students who support course delivery on the front and back-end.

If you are assigned to TA for a first/second-year CS course (CS100 – CS251):

**it could be an ISA who will:**

- communicate your ongoing duties as a TA
- work with you when marking/proctoring
- support you on behalf of the instructor/ISC

**An ISA is the best resource to you** as a TA. They are the only full-time staff of a given course.



# When assigned to a non-ISG course

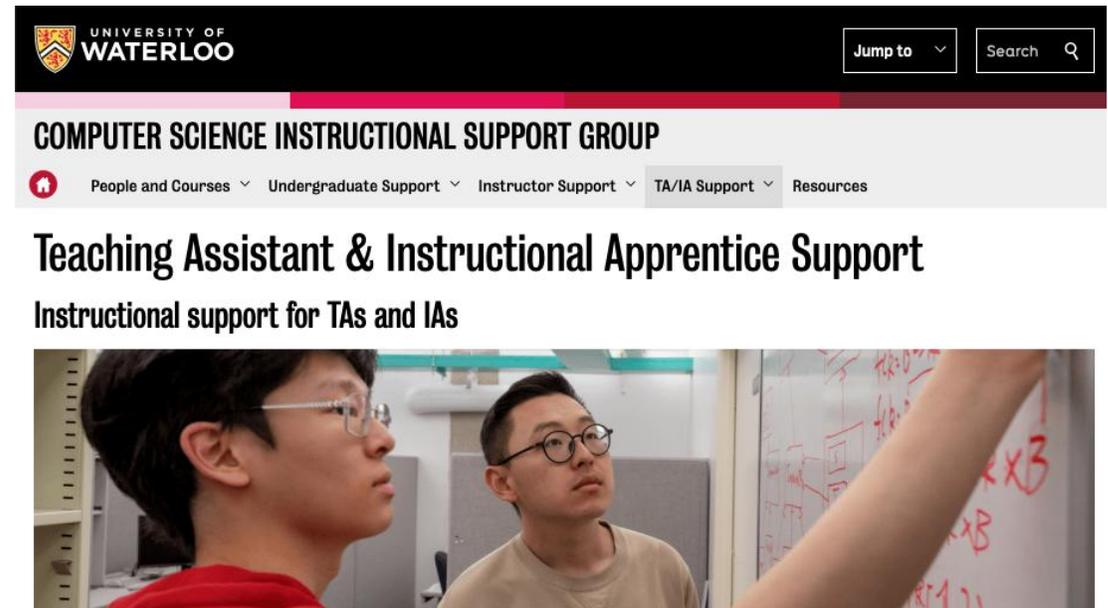
If you are a TA/IA for a course that is not supported by the ISG, then the course instructor(s) will assign your duties, provide training/support, and evaluate your performance.

This mainly applies to upper-year CS courses.

If the course does not have an ISC, you should contact the course instructor(s) directly.

ISG still supports you via:

- CS TA Assignment Team
- TA orientation and training
- Linked services/resources on our [website](#)



The screenshot shows the website for the University of Waterloo's Computer Science Instructional Support Group. The header includes the University of Waterloo logo and a search bar. The main navigation menu lists: People and Courses, Undergraduate Support, Instructor Support, TA/IA Support, and Resources. The page title is "Teaching Assistant & Instructional Apprentice Support" with the subtitle "Instructional support for TAs and IAs". Below the text is a photograph of two students in a classroom setting, looking at a whiteboard with red markings.

# TA Hours and Schedule

Your duties may start as early as the first day of classes and may end as late as after the final exam day (e.g. marking the final).

ISCs/Instructors may have already emailed you tasks to do before the first day of classes (e.g. provide availability for marking meetings)

**Please check your uwaterloo email regularly.**

A single TA unit consists of **80 hours** over the 4-month term.

This averages to ~5 hours a week but **the workload will not be evenly distributed.**

Important dates should be communicated to you in advance. Inform the ISC/Instructor if you are unavailable to fulfill your duties ASAP.

# Math TA Proctor Pool

The MUO maintains a “pool” of all the graduate TAs (regardless of unit assigning). Proctors are selected at random each term to help with midterm and final examination proctoring.

- As part of the 80h (1 unit) of TA duty, 3.5h are pre-allocated to assisting in the proctoring of **a midterm OR final examination** in a course other than the one(s) to which they were assigned.
- **Hence, this leaves 76.5 hours (=80h-3.5h) of other TA duties for the rest of the term.**
  - Midterms= 4th to the 11th week of term.
  - Final Examinations = MUO will give you as much advance notice as they can, typically one week.

# Pool Proctoring Expectations

## Please respond soon after contacted

- You will be given information where to go and when
- Instructor will give you information on what is expected of you. Please make sure to follow instructions carefully.
  - Including when to arrive for the exam setup!!!
  - If you find evidence of cheating, contact an instructor ASAP
- If you have an academic reason why you cannot proctor, MUO will ask someone else. If you cannot proctor for a non-academic reason, **it is your responsibility to provide the name of a replacement TA.**

# TA Workload and Performance Management

## CS Performance Management

- Your instructor/ISC may provide performance feedback throughout the term.
- If there are concerns with your performance, the instructor/ISC may report this to the Director of Graduate Studies.

## Workload Management

- If you find that you are exceeding 80 hours of work the term, please talk with the instructor/ISC for guidance.
- If there are course-wide concerns with workload, please talk with the **CS Grad Office Manager**.

## TA Grievances

- If you have questions about a decision or action that has affected you, please speak with the instructor/ISC.
- If you are not satisfied with the result, you may seek a resolution by following procedures described in Policy 30, Section 9: Dispute Resolution.

# Action Items - will be sent to your email

1. Sign your TA contract online by end of this week.
2. Review Math TA Training Workshop Slides.
3. Complete the Mandatory Employee Training Modules and Math TA Training on LEARN.

# Questions?

See [uwaterloo.ca/computer-science-instructional-support-group](https://uwaterloo.ca/computer-science-instructional-support-group) for more information about TA/IA support.

**For questions/issues, please email [cs-ta@uwaterloo.ca](mailto:cs-ta@uwaterloo.ca)**

# **GRADUATE ADVOCATES**

**PROFESSORS ELENA GRIGORESCU & RICHARD TREFLER**

# Graduate Advocate

## Your CS Advocates:

Richard Trefler ([trefler@uwaterloo.ca](mailto:trefler@uwaterloo.ca))

Elena Grigorescu ([elena-g@uwaterloo.ca](mailto:elena-g@uwaterloo.ca))

You can also talk to [other advocates in the Faculty of Math](#)

- Responsible for interacting with graduate students on matters that are related to their graduate student experience, but would like to remain confidential
  - Items you want brought to the grad director's attention but are not comfortable discussing with them directly
  - Second opinion on advice, requests, comments made to you by your supervisor
  - Changing supervisors
  - ...
- Everything is “off-the-record” unless you desire otherwise.

# Graduate Advocate

- Stop by and say hi!
- If you have questions don't hesitate to reach out to either advocate
- 1:1 meetings are very easy to set-up

# **GRADUATE OFFICE ORIENTATION**

**CS GRAD OFFICE**

# Staff

**Denise Shantz**

Graduate Studies Manager

**Cecilia Martin-Grant**

Graduate Coordinator, MMath Programs

**Shaz Rahaman**

Graduate Studies Manager

**Amy Todd**

Graduate Coordinator, Admissions &  
Scheduling

**Nadine WitmerZinger**

Graduate Coordinator, PhD Programs

**Manusha Kamalendran**

Grad Office Co-op Student, Office Assistant

# Agenda

1. Understanding your funding: GRS & TA pay
2. External scholarships
3. Course enrolment
4. MMath co-op program
5. Key reminders

# **1. UNDERSTANDING YOUR FUNDING**

# Each offer contains three sources of funding:

## Graduate Research Studentship (GRS)

### What is it?

Pay for the work you perform as a researcher in your supervisor's lab.

### Who pays it?

Your supervisor

### When is it paid?

Lump sum at the beginning of term in Quest.

## Teaching Assistantships (TA)

### What is it?

Pay for the work you perform as a TA for undergrad courses.

### Who pays it?

The School

### When is it paid?

Monthly, last Friday of the month

## Termly Scholarships

### What is it?

IMAE, IDSA, and DGSA\*

### Who pays it?

The University or the School

### When is it paid?

Lump sum at the beginning of term in Quest.

*\*DGSA is an award for domestic students – it's not a separate line item in your offer but is included in the GRS line item*

# Funding is generally based on four TA units per year

MMath students usually have four TA units in their 1st year, and three TA units in their 2nd year:

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
<b>E.g. # of TA's</b>	1 TA unit	1 TA unit	2 TA units	1 TA unit	1 TA unit	1 TA unit

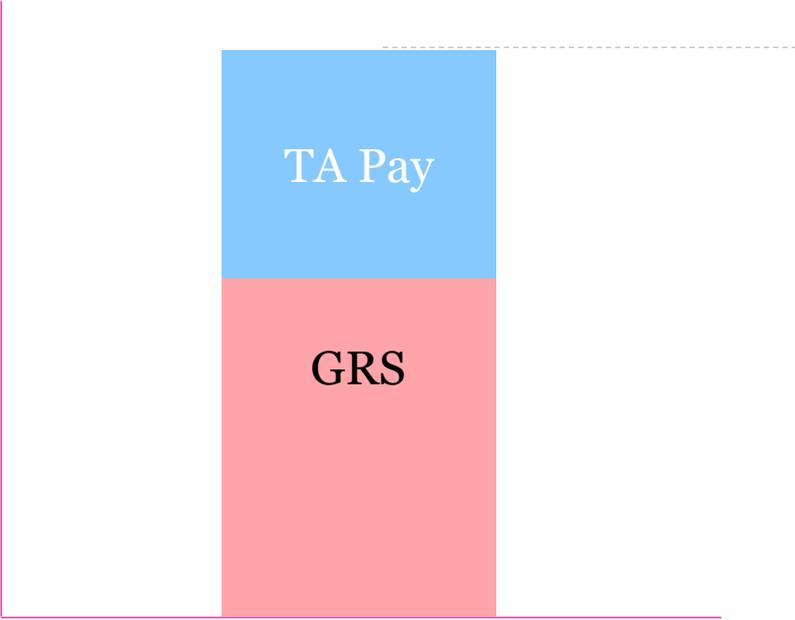
PhD students have four TA units in each year:

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	...
<b>E.g. # of TA's</b>	1 TA unit	1 TA unit	2 TA units	1 TA unit	1 TA unit	2 TA units	...

**TA allocations vary term to term. Your TA pattern may not match this example exactly.**

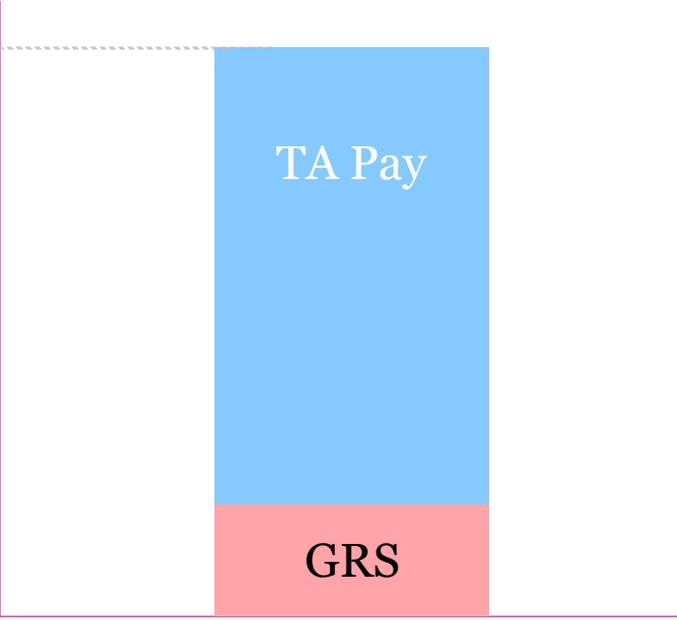
# GRS funding will fluctuate with your TA units to help ensure your termly pay is regular and balanced

*In terms with one TA unit, you will receive a base GRS*



~ The same total each term

*In terms with two TA units, your GRS is reduced as your TA income doubles*



# You can review expected GRS vs. TA earnings based on these charts:

## MMath

## PhD

### Domestic

	1 TA unit term	2 TA unit term
<b>TA</b>	\$4,380	\$8,760
<b>GRS</b>	\$4,000	\$1,000

	1 TA unit term	2 TA unit term
<b>TA</b>	\$4,380	\$8,760
<b>GRS</b>	\$3,439	\$1,000

### International

	1 TA unit term	2 TA unit term
<b>TA</b>	\$4,380	\$8,760
<b>GRS</b>	\$6,818	\$2,628

	1 TA unit term	2 TA unit term
<b>TA</b>	\$4,380	\$8,760
<b>GRS</b>	\$6,059	\$1,679

# Beyond GRS & TA, your letters would also have included a termly scholarship:

## MMath

## PhD

### Domestic

Name	Termly Amount
Domestic Graduate Student Award*	\$1,000

Name	Termly Amount
Domestic Graduate Student Award*	\$2,000

### International

Name	Termly Amount
International Master's Award of Excellence	\$2,500

Name	Termly Amount
International Doctoral Student Award	\$5,140**

\* Incorporated in your "GRS" line item in your offer letter

\*\* May be split between two sources in some terms

# If you used a promissory note to cover your tuition/fees, your funding will be deducted in the following order:



1. First, the tuition/fee balance will be deducted from your **GRS and scholarships posted in Quest**.
2. If a tuition/fee balance remains, it will be divided into four and deducted monthly from your **TA pay**.
3. If funding remains after paying your tuition/fee balance, it will be deposited into your Canadian bank account on file.

# It is important to remember that just like your academic career, your funding is also your responsibility to track and manage:

1. Have I added my bank account details into Quest?
2. Do I have, at minimum, the three core sources of funding (GRS, TA, termly scholarship) accounted for in my Quest account?
  - Please note that at times your termly scholarship may appear as a “GRS” line item in Quest – ensure you’re checking the total funding, not just the names of the line items!
  - Please also ensure you’re aware of both the eligibility and time length of your scholarships
3. Does my GRS rate match the amount of TA units I’m working this term?

Confused about your funding? Think you’ve received too much or too little?  
Please reach out to [Cfinance@uwaterloo.ca](mailto:Cfinance@uwaterloo.ca) for support!

# **2. EXTERNAL SCHOLARSHIPS**

# EXTERNAL SCHOLARSHIP DEADLINES

View more on the [CS Website under External awards](#)

<b>February 1</b>	OGS Domestic and International applications are due <i>Note: transcript requests normally due end of January</i>
<b>September</b>	NSERC Doctoral transcript requests are due
<b>October</b>	NSERC Doctoral applications are due
<b>November</b>	Tri-Agency CGSM transcript requests are due
<b>December</b>	Tri-Agency CGSM applications are due

We send updates on scholarships via our biweekly CS Grad Office Newsletter!

# **3. COURSE ENROLLMENT**

# COURSE ENROLMENT TIMELINE

View more on the [GSPA Important Dates calendar](#)

**1 month before term**  
Course enrolment begins

## **Class enrolment period**

- During this period, use Quest to enrol in and drop classes.
- If you are not “fees arranged” by end of class enrolment period, your classes will be dropped.

**After 3 weeks into term**  
Course enrolment ends

## **Class drop with grade of Withdrawn, no credit granted (WD)**

- During this period, you can continue to drop classes in Quest – however a grade of “Withdrawn, no credit granted” will be applied and remain on your transcript. WD is not an academic penalty
- Classes can be added with a drop/add form

**After 2.5 months into term**  
End of WD period

## **Beyond...**

- Only students with special circumstances can petition to drop a class with a course drop/add form

# Remedials and non-required courses

## Remedials

- Remedial courses add with a DROP/ADD form (unless at the graduate level). You should receive an email from the Undergrad office with a permission # for any remedial courses.
- Remedials must be completed in your **first 2 terms**.
- 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.

## Non-required courses

- Additional courses taken for credit but not included in your program requirement must be assigned XTRA and submitted on a DROP/ADD form ASAP.
- AUDIT/READING courses add with a DROP/ADD form.

# Housekeeping note

- **Discuss all of your course enrolments with your supervisor.** They should always know how many and which courses you are taking.
- **Please only enroll in the number of courses you are allowed to take that term for your program.**
- **Please do not over-enroll in courses.** This ties 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.

# **4. MMATH CO-OP OPTION**

# CO-OP PREPARATION TIMELINE

View more on the [CS Website, under Math Coop Option](#)

Now

## Determine if Co-op is a good option for you

- Discuss the co-op option with your supervisor
- International students: meet with the [Student Success Office](#) to understand the process for applying for a work permit (required for co-op program)
- Attend our Co-op Information session. Please register by emailing [csmaster@uwaterloo.ca](mailto:csmaster@uwaterloo.ca). More details soon to come.

First Day of Last Month  
in the Term (ex. Fall  
term – December 1st)

## Form submissions

- Submit a *program/plan change form* and a *sequence change form* to add the co-op option to your program and set your study/work term cycle, respectively.

Before your 1st work  
term

## Meet course requirements

- Ensure you've completed four courses toward your coursework requirements
- Ensure you've completed your remedials (if applicable)

# RECOMMENDED SEQUENCE FOR CO-OP

Term	Term count	Type of term	Action/notes
F25	1	Academic	<ul style="list-style-type: none"> <li>Take 2 out of 4 of the required courses</li> <li>Apply to co-op program; submission deadline April 1st, 2026</li> </ul>
W26	2	Academic ( <i>Master's Thesis Co-op program begins</i> )	<ul style="list-style-type: none"> <li>Take 2 out of 4 of the required courses</li> <li>WIL 601 (Mandatory Training Course)</li> </ul>
S26	3	Academic	<ul style="list-style-type: none"> <li>Thesis research</li> <li>Actively searching for a co-op position</li> </ul>
F26	3.5	Co-op work term	<ul style="list-style-type: none"> <li>Master thesis co-op</li> </ul>
W27	4	Co-op work term	<ul style="list-style-type: none"> <li>Master thesis co-op</li> </ul>
S27	5	Academic term	<ul style="list-style-type: none"> <li>Co-op work report due 30 days after your work term</li> <li>Thesis research</li> </ul>
F27	6	Academic term (if needed)	<ul style="list-style-type: none"> <li>Thesis research</li> </ul>

# WIL 601

Students interested in co-op will need to take the mandatory course:

**[WIL601: Career Foundations for Work-Integrated Learning.](#)**



**You will learn the tools, strategies and resources to effectively prepare for your upcoming WIL experiences**

- Critically reflect on your career values and goals.
- Identify, evaluate and articulate your current skillsets and the competencies you are developing in graduate school.
- Learn strategies for networking and the job search process, and how to cultivate meaningful career development during and after your WIL experience.
- Connect with [Centre for Career Development \(CCD\)](#) advisors through synchronous sessions.

Note: Students will be automatically enrolled in this course during the first effective term of switching to the Co-op program (ex. During term 2)

# Interested in Co-op?

## All MMath Students:

- Please reach out to [csmaster@uwaterloo.ca](mailto:csmaster@uwaterloo.ca) to register for our Co-op Information Session.
  - Details soon to come.
- Further information on the Co-op program to be provided:
  - In our CS Grad Bi-Weekly newsletter.
  - Co-op Information Session.
  - Specific inquiries can be directed to Cecilia Martin-Grant at [csmaster@uwaterloo.ca](mailto:csmaster@uwaterloo.ca).

# 5. KEY REMINDERS

# Getting set-up at UW: A checklist

- ❑ **Regularly check your UWaterloo email**

Your email was set-up when you matriculated. Ensure you use your @uwaterloo.ca email (not @edu.uwaterloo.ca) for all updates!

- ❑ **Update your local mailing address in Quest as soon as possible**

The university uses this as your primary mailing address. Inter-university mail can be picked up in the mailboxes in DC 2583.

- ❑ **Pick up your keys/fobs for your office**

Pick up your fobs from CS Admin Office, and keys from Key Control GSC 1101 (if you need a key, you'll have received an alert by email from Key Control)

- ❑ **Complete the “Confidentiality Agreement” on LEARN**

- ❑ **Read the Orientation summary email**

In particular, review the ‘Important Links for Graduate Students’ that will be included in your summary email. They are a great resource!

# Further reminders for International Students

- 1. Remember to get your SIN as soon as possible!**  
In order to get paid for TA, you need to provide your SIN Number to Human Resources. This is completed as part of your onboarding through Workday.
- 2. The Student Success Office is your go-to for student permit/immigration questions**  
You can contact an [immigration consultant](#), visit them in-person at South Campus Hall (2<sup>nd</sup> floor), or email them at [success@uwaterloo.ca](mailto:success@uwaterloo.ca)
- 3. You are automatically enrolled in the UHIP health plan**  
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!
- 4. Review our [International Student resources](#)**  
In particular, the [International Student Guide](#) can be helpful to prepare for your studies

# Tips for a successful program at UW

**1. Read the bi-weekly CS Grad Office email**

Deadlines and updates are communicated in this email. Don't miss it!

**2. Always complete forms electronically**

**3. When in doubt, ask us!**

Please come to our drop-in hours, or send us an email – we're happy to help!

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

# Key contacts

Reason	Email	Contact	Drop-In office hours (Winter 26)
General Inquiries	<a href="mailto:cs-gradoffice@uwaterloo.ca">cs-gradoffice@uwaterloo.ca</a>	Co-op Student	Tu, W, Th 10 – 11:30am
GRS Funding	<a href="mailto:cfinance@uwaterloo.ca">cfinance@uwaterloo.ca</a>	Nadine WitmerZinger/ Cecilia Martin-Grant	Tu, W 10 – 11:30am
TA Inquiries/Extensions	<a href="mailto:csgtaschol@uwaterloo.ca">csgtaschol@uwaterloo.ca</a>	<i>Vacant</i>	Please email!
Scholarships/Manager	<a href="mailto:cmanager@uwaterloo.ca">cmanager@uwaterloo.ca</a>	Denise Shantz & Shaz Rahaman	Tu, W, Th 10 – 11:30am
PhD Program	<a href="mailto:csphd@uwaterloo.ca">csphd@uwaterloo.ca</a>	Nadine WitmerZinger	Tu, W 10 – 11:30am
MMath Program	<a href="mailto:csmaster@uwaterloo.ca">csmaster@uwaterloo.ca</a>	Cecilia Martin-Grant	Tu, W 10 – 11:30am
Course scheduling	<a href="mailto:cgschedule@uwaterloo.ca">cgschedule@uwaterloo.ca</a>	Amy Todd	Tu, Th 10 – 11:30am

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!

**UNIVERSITY OF  
WATERLOO**



**DAVID R. CHERITON SCHOOL  
OF COMPUTER SCIENCE**