Electrical and Computer Engineering
Important Information for New Students
New Master of Engineering (MEng) Students

University of Waterloo

Welcome to Graduate Studies in Electrical & Computer Engineering

The information contained in this handout has been prepared to provide you with an overview of the services and information you will need as you begin your graduate program at UW. Please take the time to review this handout. Any questions may be directed to members of the ECE Graduate Studies Office Administrative Staff.

Before You Arrive on Campus

Email Accounts:

WatIAM is an identity and access management system for phone and email accounts for University of Waterloo students, staff and faculty. The WatIAM account is used by many UW applications and services including Quest, myHRinfo, and WatIAM person search. Your campus email is the primary means of communication used by the University. It is important for you to keep your email address up to date. **The Campus Email Address is the official email address the University community will use to communicate with you as a student.** To configure your Waterloo email address please visit the *Quest E-mail Help* page.

> ➢ Regardless of what e-mail address you use, **it is very important that you set your WatIAM profile to send your email to the correct place,** so that electronic mail reaches you.

> ➢ You are responsible for checking your email frequently and read all email from "gradinfo" for important information and deadlines.

> ➢ Please refer to the *Computing Resources* website to help with questions and provide help contacts.

Quest:

❑ **Quest** is the UW Student Information System. You will use Quest to:

> ➢ pay tuition fees each term;
> ➢ link to online banking to pay your fees;
> ➢ access your student record;
> ➢ enroll in courses (for the first 6 weeks of class only). Enrolling in a course as 'Audit' will require you to use the Drop and Add form; (please see section on Dropping & Adding Courses.
> ➢ update your contact information;
> ➢ link to myHRinfo, term grades, order unofficial transcript, view your class schedule and access the UW Course Catalog and Schedule of Classes.

❑ An overview, access information and step-by-step instructions for Quest are available on the *Quest website*. If you have any questions about Quest, please contact gsquest@uwaterloo.ca

UW Student Portal

Newly launched in Winter 2015, the UW Student Portal is a mobile friendly tool that delivers information from across campus to students. Students can customize the content that appears in their portal, so they get the most relevant information. You can login to the UW Student Portal as soon as you get your WatIAM user ID set up and start exploring and customizing before you even arrive on campus.

The UW Student Portal is growing and changing each week. There is always new information, new widgets, and new content to be explored.

MappedIn Campus Map:

Before you arrive on campus consider downloading the MappedIn app for your smart phone. MappedIn and the University of Waterloo have partnered to provide you with a detailed map of campus that allows you to get directions from room to room. Navigating a new space for the first time can be difficult; we want to make your experience as easy as possible. MappedIn is free to download and can help you find your way while you're adjusting to life at uWaterloo. You can download MappedIn for BlackBerry, iPhone and Android.

Tuition Fees Payments:

Student Fees: Student Fees information is available on the *Finance – Student Accounts* website. Here you will find information on fee schedules, due dates and late fees, how to pay your fees, tax receipts and contact information for questions about your account. Your up-to-date financial account information is available through Quest.

If you are a student in the **on-line Electric Power Program**, please note that you must choose a course(s) *before* fees can be assessed since the fees are 'per course' and not 'per term'.

It's important to be sure your student account indicates "Fees Arranged":

- o **you cannot make an appointment to pick up any OSAP funding available to you for the term until your status is "Fees Arranged"**
- o **you risk losing access to UW-Learn and being un-enrolled from your courses for the term, if you're not "Fees Arranged" by the final day of the first month of the term.**
- o **you need to have special permission from the Graduate Studies Office to "register late" if you are not "Fees Arranged" by the final day of the first month of the term.**

After You Arrive On Campus

International Students:

❑ **Study Permits**

➢ International students <u>must</u> provide a valid Study Permit to the University Graduate Studies Office (GSO), NH 2201, upon arrival on campus. You can upload a copy of your valid study permit to Quest. To submit a copy of your Study Permit, log in to Quest and go to *Student Center>Personal Information>Demographic Data>Citizenship/Immigration Documents*. You can upload a PDF or an image (taken from your smart phone) of your Study Permit. **Failure to presenting a valid Study Permit will lead to your being de-registered from the program.**

➢ If your Study Permit expires prior to the completion of your program, you must submit a copy of the renewed Study Permit to the GSO. International students should contact our International Student Office or Immigration Canada for further details about renewing your Study Permit.

➢ If your status in Canada changes (to Permanent Resident/Canadian Citizen), please inform your Program Coordinator in the ECE Graduate Office as well as the GSO as a change in status impacts your tuition fee assessment.

❑ *The International Student Experience (**ISE**)* provides assistance with Social Insurance Number (S.I.N.), Health

Insurance and other helpful information to international students. Drop-ins are welcome, but appointments are encouraged**.** Stop by the **Student Success Office**, located on the second floor of South Campus Hall *(follow the signs to Student Success)*. You can also make an appointment with an International Advisor by visiting the Student Success Office or calling them at 519-888-4567, ext. 84410.

English Language Courses

❑ Whether you are required to take English language courses as part of your admissions offer or if you simply would like to further develop your English language skills, Renison College offers graduate courses that will help you at no additional cost.

Enrolment Status Changes:

❑ **Enrolment Status Changes** require department approval and impact your tuition fees. Students contemplating an enrollment status change (e.g., full-time to part-time/part-time to full-time/inactive/voluntary withdrawal) must complete a Graduate Studies *Change of Enrolment Status/Voluntary Withdrawal form* and submit it to the ECE Graduate Studies Office. (This form and other graduate studies forms which may be required throughout your program are available through the Graduate Studies Office website).
Please note: Students cannot be 'inactive' your first term here and you can only change from full-time to part-time status (or vice-versa), once throughout your program.

❑ Please note that during any term that you are "inactive", you will not have access to Quest and you will not be able to choose your courses for the next semester until the semester actually begins.

Courses:

❑ **Enrollment:** You are officially "enrolled" once you have paid your tuition fees and added approved courses on-line using **Quest**. To make sure that Quest access is open when you are enrolling in courses, you will need to pay close attention to course drop and add deadlines available on Quest and through the ***Graduate Studies Calendar – Calendar of Events and Academic Deadlines*** website. Open Enrollment for the Spring 2015 begins on Monday, March 23rd.

❑ **Course Numbers:** Graduate courses in ECE are listed at the 600 and 700 levels. Depending on your program, you may be required to take certain courses in your first or subsequent term(s) as specified in the contract letter or by your supervisor(s). Visit the Schedule of Classes website for course number, timetables and other details. (See ECE Current Course Offerings).

❑ **Permission Numbers:** A 'permission number" may be required to allow you to add courses through Quest when they are offered by another department. Please request a permission number as needed from the course instructor.

❑ **Course Drop/Add Forms:** You may add or drop graduate level courses on-line using Quest **for the first six weeks of class.** After the deadline any changes will ***only*** be approved under exceptional circumstances (ie. severe medical illness, death in the family) and will require written documentation such as a doctor's note. All undergraduate level courses (500-level or lower) or courses enrolled in with a status of Audit (AUD) or EXTRA (XTR), can only be added by using the Course Drop/Add Form. You must obtain the signatures of the instructor(s) and your supervisor before returning the form to the ECE Graduate Office, who will obtain an approval signature from the Associate Chair, Graduate Studies. The form will be forwarded to the GSO to enroll you in the course.

> **Full-time MEng student are allowed to enroll in a maximum of three (3) courses per semester. Part-time MEng students are generally enrolled in a maximum of 1 course per semester. Enrolling in 2 courses requires special permission from the Graduate Officer. Enrolling in more courses at any given time can result in a student being de-registered from the program altogether.**

- ❑ MEng students in ECE must successfully complete eight (8) graduate level courses.   A minimum of five (5) of these courses must be taken within the ECE department. The remaining three (3) courses can be taken from the faculties of Engineering, Math and Science. Degree Requirements by program are available through the Graduate Studies Calendar.

- ❑ MEng Power students in ECE must successfully complete nine (9) graduate level courses that are offered on a rotating basis. Further information on requirements can be found on the Graduate Studies calendar.

- ❑ **Academic Integrity Module** - The Graduate AIM is an online course that all new graduate students are <u>required</u> to take through Waterloo LEARN. Students must read the information about academic integrity and then receive a mark of at least 75% on an online quiz. The quiz must be successfully completed by July 1, 2015

- ❑ All faculty requirements information can be found on the Faculty of Engineering Graduate Office website.

Mailboxes:

- ❑ Mailboxes are NOT provided for MEng students. All University related mail received by the department will be sent to your home address on QUEST.

ECE Safety Manual:

- ❑ All students must be familiar with the *University of Waterloo, Department of Electrical and Computer Engineering Safety Manual*, and must submit a signed *Acknowledgement Form,* (contained on the last page in the manual), get the signature of the MEng Advisor, (Prof. John Thistle) and submit it to Susan King in EIT 3157 (or ask the Receptionist to put it in her mailbox).

Office Space:

MEng students do not have individual offices, but there is however, a student room:

The new Study Room for Master of Engineering graduate students in ECE is located in the E3 building now. The room consists of study areas with computers, couch and chairs as well as a meeting room and a small kitchen. It is the responsibility of each student to clean their own dishes and to help keep this space neat and tidy.

E3 Room 1101

Code for entering: 591466

ECE dept. is on the 3rd Floor

MEng Lounge is on the 1st Floor
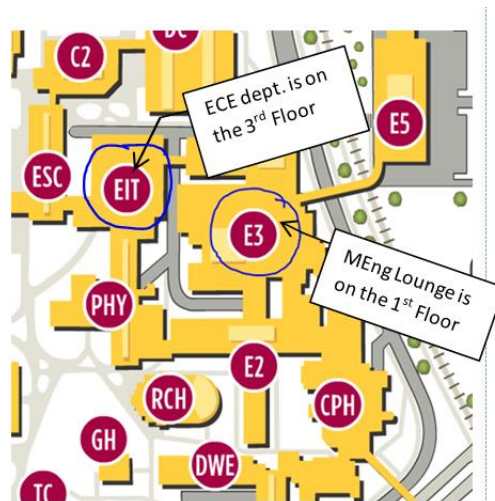
WatCards:

The **WatCard** is your one card to access many facilities and services both on and off campus. You can use this card to purchase food, pay for photocopying, and access libraries and computer labs. You may pick up your WatCard at the WatCard Office located in the **Student Life Centre** (SLC) Room 0107. You must bring photo identification with you. (See the *WatCard* website for details.)

Parking Services

If you require parking please visit or contact Parking Services in the General Service Complex (GSC) or Ext. 33100. For information on lots and cost of parking please visit the UW Parking website. There is pay parking also available if you are a part-time student.

Student Supplementary Health Plan

Students are automatically enrolled in a supplementary health plan that provides more coverage than provincial insurance. See the HR Student Health and Dental Plans website for more details including how to opt out.

❑ **UHIP** - University Health Insurance is mandatory health insurance for all **international students**. For more information you can visit www.uhip.ca.

❑ **Dental Insurance** - Any Graduate Student that has comparable dental coverage can opt out of the dental plan provided by Student Care Networks. All you need to do is go to the following website www.studentcare.net/works. Here select your school as University of Waterloo, GSA (not feds) and scroll over "Change of Coverage" near the top of the page, which gives you a link to opt out of the plan online. You will be charged a fee on your statement each term regardless of opting out, but then a cheque will be issued to you with your full refund on a term basis.

Where to find Graduate Studies Information…

	Title	Website	What's Here?
Electrical and Computer Engineering	Home Page	https://ece.uwaterloo.ca	-
	Current Graduate Students	https://uwaterloo.ca/electrical-computer-engineering/current-graduate-students	Instructional documents/forms such as Term Activity Reports, Convocation Requirements, and GRS Confirmation Letter Requests
	Course Information	https://uwaterloo.ca/electrical-computer-engineering/current-graduate-students/courses-0	Access to the ECE Course Offerings and the Schedule of Classes
	ECE Contact List	https://uwaterloo.ca/electrical-computer-engineering/our-people	Faculty and Administrative contacts and information
	ECE Graduate Student Association	https://uwaterloo.ca/electrical-computer-engineering-graduate-student-association/	Information about the ECEGSA and its activities
Graduate Studies Office	Home Page	http://uwaterloo.ca/graduate-studies/	Registration and Enrolment Information, Scholarships and Financial Aid, etc.
	Graduate Studies Organization	http://uwaterloo.ca/graduate-studies/about-graduate-studies/organization-graduate-studies	Explanation of the various roles of the GSO
	Graduate Studies Forms	http://uwaterloo.ca/graduate-studies/forms	Transcript orders, Enrolment Confirmation, Add/Drop, Status Changes etc.)
	Thesis Regulations	http://uwaterloo.ca/graduate-studies/thesis/thesis-regulations	A list of resources and requirements that will support you in the preparation and submission of your thesis
	GSO Contact List	http://uwaterloo.ca/graduate-studies/about/people	GSO staff by area of responsibility
	Course List	http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html	Course numbers, timetables and other details for all UW Grad courses
	Graduate Academic Integrity Module	http://uwaterloo.ca/academic-integrity/graduate-aim	A new online course that all new graduate students are required to take
	Graduate Student Association	http://uwaterloo.ca/graduate-student-association/	Information about the GSA and its activities
	Graduate Studies Calendar	http://gradcalendar.uwaterloo.ca/group/Electrical-and-Computer-Engineering	University Policies and Guidelines/Academic Deadlines/Academic Regulations, etc.
University of Waterloo	Home Page	http://uwaterloo.ca/	The starting point for all things UW
	Current Student Portal	http://uwaterloo.ca/pathway/current-students	Links to all of the most important information for students
	Campus Map	http://uwaterloo.ca/map/	An interactive map of campus
	Quest	https://uwaterloo.ca/quest/	Quest is Waterloo's student information system
	Student Accounts (Finance)	https://uwaterloo.ca/finance/student-accounts	Information regarding fees, tuition payment, due dates, etc.
	Human Resources - Payroll	http://uwaterloo.ca/human-resources/pay-administration/payroll-forms	Full payroll sign up procedures, forms and information
	International Student Office	http://uwaterloo.ca/international-students/	Information for International Students
	WatCard	http://www.watcard.uwaterloo.ca	Check your WatCard balance, add money, change your pin, etc.

Electrical and Computer Engineering Graduate Studies Office - Administrative Staff

Associate Chair for Graduate Studies
Catherine Gebotys (EIT 4014) (ext. 33539 or email: C.Gebotys@ece.uwaterloo.ca

Graduate Studies Admissions Coordinator
Douglas Harder (EIT 4018) (ext.37023 or email: dwharder@uwaterloo.ca)

Director - Master of Engineering (MEng) Electric Power Program
Ehab El-Saadany (E-3 3157) (ext. 33035 or email: ehab@uwaterloo.ca)

Program Advisor – Master of Engineering (MEng) Program
John Thistle (EIT 3113) (ext. 32910 or email: jthistle@uwaterloo.ca

Title	Contact	Responsibilities	Contact Information
Graduate Admissions Administrator	**Jackie Leach**	• Admissions for MASc and PhD *(including special programs and accelerated Masters)* • Admission Deferrals • Exchange Programs	EIT 3025 / ext 38231 jackie.leach@uwaterloo.ca
Academic Assistant (Part-time)	**Stephanie Forsyth**	• Admissions for the MEng program • Scholarship Backup	EIT 3038/ ext. 33634 sforsyth@uwaterloo.ca
MEng and MEng Power Program Coordinator/ Advisor	**Susan King**	• MEng Program Management including Electric Power Engineering • Change of program to MEng • OVGS • MEng Course Drop/Add forms • MEng Academic Progression • MEng Program Extensions • Grade revisions • Grade submissions and exam collection • MEng Transfer credit coding	EIT 3157/ ext. 33586 s2king@uwaterloo.ca
MASc Program Coordinator/ Advisor & Graduate Funding Coordinator	**Susan Widdifield**	• MASc program requirements • Nano/QI MASc Programs • MASc Enrollment • MASc Course Add/Drops • MASc Academic Progression • MASc student advising • Congese-Software Eng • MASc Program Extensions • MASc Thesis Distribution • MASc Change of Supervisor • Change of Program to MASc • MASc Term Activity Reports • MASc Seminar arrangements • MASc Transfer Credits • International Visiting Graduate Student (IVGS) Program • All Graduate Student Scholarships and payments (GRS)	EIT 3022/ ext. 32912 swiddifield@uwaterloo.ca

Role	Name	Responsibilities	Contact
PhD Program Coordinator/ Advisor	**Cassandra Brett**	- PhD program requirements - Nano/QI PhD Programs - PhD Enrollment - PhD Course Add/Drops - PhD Academic Progression - PhD Student Advising - Comprehensive Exams - Comprehensive Extensions - PhD Program Extensions - PhD Thesis Distribution - PhD Change of Supervisor - Change of Program to PhD - PhD Defenses - PhD Term Activity Reports - PhD Seminar arrangements - PhD Transfer Credits - All Graduate Teaching Assistantships and payments (GTA) - All Graduate Research Assistantships and payments (GRA)	EIT 3024 / ext 35339 cbrett@uwaterloo.ca
Academic Assistant (Part-time)	**Liz Hadland**	Scholarships - Ontario Graduate Scholarships & Natural Sciences, Engineering Research Scholarships, and all other internal and external scholarships	EIT 3038/ ext. 33634 liz.hadland@uwaterloo.ca
Manager- Graduate Studies	**Sarah Landy**	- Manage daily operations of the Graduate Studies Team - Graduate Course Critiques - Graduate Studies Website - Graduate Calendar - Administer OGSST, other miscellaneous Scholarships	EIT 3158/ ext. 33330 sarah.landy@uwaterloo.ca
Facilities Coordinator	**Brenda McQuarrie**	- Office Space Assignments - Room Key Assignments - Health & Safety Administrator	EIT 3516/ ext. 33645 bmcquarrie@uwaterloo.ca

Other Offices to Know

Title	Office
Engineering Graduate Studies Office (EGO)	Physics (PHY) 3004
University Graduate Studies Office (GSO)	Needles Hall (NH) 2072
International Student Experience (Student Success Office)	South Campus Hall (SCH) 2nd Floor
Cashier's Office (Tuition payment)	Needles Hall (NH) 1110
Engineering Counseling Services	Carl Pollock Hall (CPH) 1320