

New Graduate Student Orientation

Graduate Assistant Presentation

September 06, 2024



**SMITH
ENGINEERING**
Queen's University

Chemical
Engineering

- Graduate Assistant – Laurie Phillips

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Phone extension 74830

Manage GRF stipends, not tuition

Course enrollment

All paperwork, letters required



**SMITH
ENGINEERING**
Queen's University

Chemical
Engineering

- Queen's Net ID and Credentials
 - Queen's issues a student Net ID & password, with email
 - This is how Queen's departments (including Chemical Engineering) contact you
 - If you are TAing, you will also receive an employee Net ID and email once your TA contract has been submitted by the Department – it is only accessible while you have a TA contract
 - Please ensure you check your Queen's emails regularly

Final Steps to Registration

- SOLUS (Student On-Line University System)
 - Update your address, contact information and banking information
 - Check your program, courses for accuracy
- International Students
 - Register for UHIP
 - Submit copy of study permit

How to Register for CHEE Courses

- Before October 2nd
 - Email from supervisor granting permission to take the course
 - I will register you in the course
- After October 2nd
 - Academic change form with signatures
 - Registrar will register you – may take 2 or 3 weeks

How to Register for Non-CHEE or 4th Year Courses

– Before October 2nd

- Academic Change form with signatures
- I will obtain Departmental permission
- I will register you in graduate course

– After October 2nd

- Academic change form with signatures
- Registrar will register you – may take 2 or 3 weeks

I cannot register students in 4th year courses. This will be done by Registrar's Office after SGSPA approval.

How to Register for RMC Courses

- As soon as possible in September
 - Obtain a registration form from Chem Eng website
 - Obtain a signature from CHEE Dept Head or Grad Chair
 - Form to the Grad School for signature
 - Form to RMC, Sawyer Building for signature from RMC CHEE Dept Head
 - You will be registered in the course by the RMC Grad School
 - Your mark will show as a transfer credit

AWARDS – QGA, NSERC, OGS, GRF...

- Awards are paid once per term in Sept, Jan and May
- The Grad School uses the banking information you provided in SOLUS
- Graduate Research Fellowships (GRF) are paid monthly towards the end of the month, direct deposit

Teaching Assignment

- One TA assignment per year is part of your funding package
- We must fulfill our undergraduate program requirements, so you may be required to do two TA assignments (bonus)
- A TA survey is sent out in June asking for your preferences. If you do not complete the survey, this does not mean you will not receive a TAship. It does mean your preferences will not be known.
- Discuss your assignment with the instructor in the course and your supervisor, then bring any concerns to me

Safety

- CHEM 801 (4 evening lectures; and an exam)
 - Mandatory for **ALL** students, even if you don't work with chemicals, part of accreditation

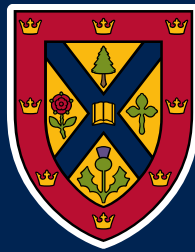
YOU CANNOT GRADUATE IF YOU HAVE NOT COMPLETED AND PASSED THIS COURSE!

Desk Space Provided to MASc and PhD students as required

- After funding eligible period (2yrs MASc; 4yrs PhD) you will be asked to give up your desk space
- **Please ensure you clean your desk out before leaving and turn in your desk and office keys**

Information Sources

- Your supervisor, fellow students, me
- CEGSA
- Smith Engineering ITS ext 32442 help@engineering.queensu.ca
- Grad Chair – Dominik Barz
- School of Graduate Studies and Postdoctoral Affairs <https://www.queensu.ca/grad-postdoc/>
- Office of the University Registrar www.queensu.ca/registrar/
- SOLUS
- If you can't find it, ask someone for help



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