http://www.chemeng.queensu.ca

Orientation Presentations Posted at

https://engineering.queensu.ca/chee/graduate/current-students/index.html
• Graduate Assistant – Laurie Phillips
  – phillipl@queensu.ca
  – Phone extension 74830
  – Manage GRF stipends, not tuition
  – Course enrollment
  – All paperwork, letters required
• 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
    • 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 4\textsuperscript{th}
    • Email from supervisor granting permission to take the course
    • I will register you in the course
  – After October 4\textsuperscript{th}
    • 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 4th
  - Academic Change form with signatures
  - I will obtain Departmental permission
  - I will register you in the course CHEE course

- After October 4th
  - Academic change form with signatures
  - Registrar will register you – may take 2 or 3 weeks
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 Coordinator
  - 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...
  – 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)
  
  – 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 OCGS 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
– FEAS – ITS ext 32442 help@engineering.queensu.ca
– Grad Coordinator – Carlos Escobedo
– 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