

# Faculty of Engineering and Applied Science Chemical Engineering

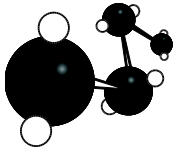
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<http://www.chemeng.queensu.ca>

Orientation Presentations Posted at

<http://www.chemeng.queensu.ca/graduate-studies/information-advice/>

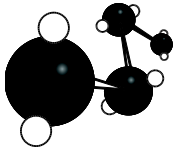


# Faculty of Engineering and Applied Science

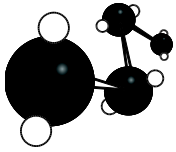
## Chemical Engineering



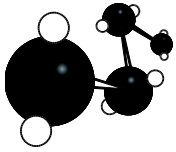
- Graduate Assistant – Laurie Phillips
  - [phillipl@queensu.ca](mailto:phillipl@queensu.ca)
  - Phone extension 74830
  - Manage RA stipends, not tuition
  - Course enrollment
  - All paperwork, letters required



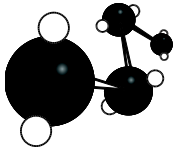
- Queen's Net ID and Credentials
  - Queen's issues a student Net ID & password, with email
    - This is how Queen's departments (including Chemical Engineering) contact you
    - If you are TAing, you will also receive an employee Net ID and email once your TA contract has been submitted by the Department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



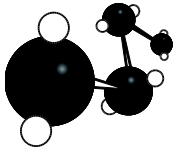
- Final Steps to Registration
  - SOLUS (Student On-Line University System)
    - Update your address and contact information and banking information if system allows
    - Check your program, courses for accuracy
  - International Students
    - Register for UHIP
    - Submit copy of study permit



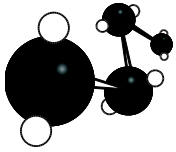
- How to Register for CHEE Courses
  - Before October 8<sup>th</sup>
    - Email from supervisor granting permission to take the course
    - I will register you in the course
  - After October 8<sup>th</sup>
    - Academic change form with signatures
    - Registrar will register you – may take 2 or 3 weeks



- How to Register for Non-CHEE or 4<sup>th</sup> Year Courses
  - Before October 8<sup>th</sup>
    - Academic Change form with signatures
    - I will obtain Departmental permission
    - I will register you in the course
  - After October 8<sup>th</sup>
    - Academic change form with signatures
    - Registrar will register you – may take 2 or 3 weeks

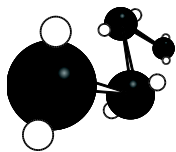


- How to Register for RMC Courses
  - As soon as possible in September
    - Obtain a registration form from Chem Eng website
    - Obtain a signature from CHEE Dept Head or Grad Coordinator
    - Form to the Grad School for signature
    - Form to RMC, Sawyer Building for signature from RMC CHEE Dept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

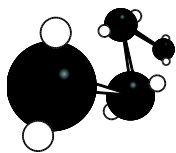


- AWARDS – QGA, NSERC, OGS, RF...
  - Paid once per term in Sept, Jan and May
  - The Grad School uses the banking information you provided in SOLUS
  - Tuition awards (GETA, ITA) go directly into your tuition account
  - Research Fellowships (RF) are paid monthly towards the end of the month, direct deposit





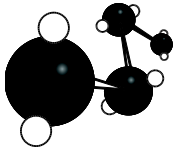
- Teaching Assignment
  - One TA assignment per year is part of your funding package
  - We must fulfill our undergraduate program requirements, so you may be required to do two TA assignments (bonu\$)
  - Discuss your assignment with the instructor in the course and your supervisor, then bring any concerns to me



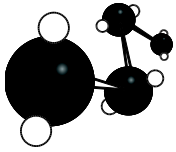
## Safety

- CHEM 801 (3 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 (will not be provided while COVID-19 regulations are in place)
  - 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**



- Information Sources

- Your supervisor, fellow students, me
- CEGSA
- FEAS – ITS ext 32442 [help@engineering.queensu.ca](mailto:help@engineering.queensu.ca)
- Grad Coordinator – Aris Docoslis
- School of Graduate Studies [www.queensu.ca/sgs/](http://www.queensu.ca/sgs/)
- Office of the University Registrar [www.queensu.ca/registrar/](http://www.queensu.ca/registrar/)
- SOLUS
- If you can't find it, ask someone for help