

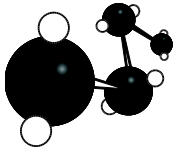
Faculty of Engineering and Applied Science Chemical Engineering



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

Orientation Presentations Posted at

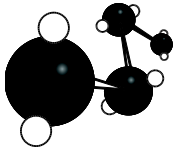
<http://www.chemeng.queensu.ca/graduate-studies/information-advice/>



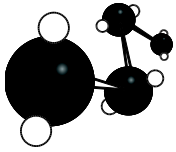
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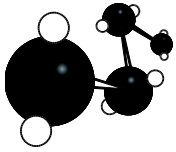
- Graduate Assistant – Laurie Phillips
 - phillipl@queensu.ca
 - Phone extension 74830
 - Manage RA stipends, not tuition
 - Course enrollment
 - All paperwork, letters required



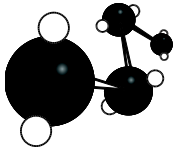
- Queen's Net ID and Credentials
 - Queen's issues a student Net ID & password, with email
 - This is how Queen's departments (including Chemical Engineering) contact you
 - If you are TAing, you will also receive an employee Net ID and email once your TA contract has been submitted by the Department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



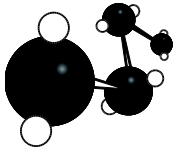
- Final Steps to Registration
 - SOLUS (Student On-Line University System)
 - Update your address and contact information and banking information if system allows
 - Check your program, courses for accuracy
 - International Students
 - Register for UHIP
 - Submit copy of study permit



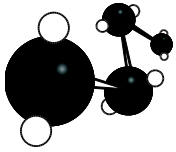
- How to Register for CHEE Courses
 - Before October 5th
 - Email from supervisor granting permission to take the course
 - I will register you in the course
 - After October 5th
 - Academic change form with signatures
 - Registrar will register you – may take 2 or 3 weeks



- How to Register for Non-CHEE or 4th Year Courses
 - Before October 5th
 - Academic Change form with signatures
 - I will obtain Departmental permission
 - I will register you in the course
 - After October 5th
 - 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

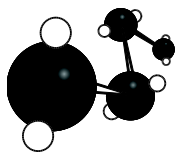


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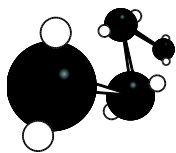
Chemical Engineering



- 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
 - Graduate Research Fellowships (GRF) are paid monthly towards the end of the month, direct deposit



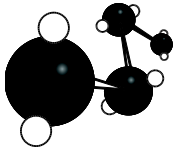
- Teaching Assignment
 - One TA assignment per year is part of your funding package
 - We must fulfill our undergraduate program requirements, so you may be required to do two TA assignments (bonu\$)
 - Discuss your assignment with the instructor in the course and your supervisor, then bring any concerns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



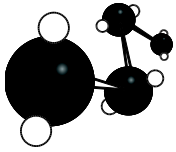
Safety

- 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
- Grad Coordinator – Aris Docoslis
- School of Graduate Studies www.queensu.ca/sgs/
- Office of the University Registrar www.queensu.ca/registrar/
- SOLUS
- If you can't find it, ask someone for help