http://www.chemeng.queensu.ca

Orientation Presentations Posted at

http://www.chemeng.queensu.ca/graduate-studies/information-advice/
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
• **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 (bonus$)
  – 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