



Graduate Studies Office (GSO)
Room 2201, Needles Hall
E-mail: gsoffice@uwaterloo.ca
Web: www.grad.uwaterloo.ca

Graduate Studies Newsletter Fall 2009

Graduate Studies Calendar Term Deadlines: www.grad.uwaterloo.ca/acms/ (See *Academic Deadlines and Events*)

Fee Payment/Enrolment:

For further information on methods of payment, due dates and how scholarships and bursaries are applied to your tuition, refer to *student fees* located at: www.adm.uwaterloo.ca/infopin/students/stdfees.htm.

- **Tuition account information** is available on Quest only at www.quest.uwaterloo.ca. Students are required to make full fee arrangements based on their anticipated enrolment status by the fee arrangement deadline. (See *Change of Enrolment Status information below*.)
- **Avoid a late fee charge** - pay fees by cheque, money order, promissory note or other fee arrangements by August 31, 2009 or pay through the bank or International Wire Transfer by September 9, 2009.
- **Final date for fee arrangements** – registration closes on September 30, 2009. Fee arrangements made after this date require approval from the Graduate Studies Office.
- **Failure to pay fees in full** (partial payments are not accepted) by November 1, 2009 (government reporting date) will result in deregistration from your graduate program and continuation in the program will then be subject to re-application and re-admission.
- **If you are receiving funding** you must complete a [Promissory Note](#) and attach a copy of your Quest account anticipated aid information, or a copy of a funding offer letter to the promissory note and submit both documents to the Finance Office (NH 1110). You must do this for each term that you are receiving funding.

Change of Enrolment Status:

All graduate students must maintain continuous enrolment in their program until the completion of all degree requirements (See [Regulations – Enrolment and Time Limits](#)). To initiate a change in enrolment status (inactive, co-op work term, full or part-time, or full-time off-campus) for any given term, students must complete the [Change of Enrolment Status/Voluntary Withdrawal](#) form available from their department or the GSO website www.grad.uwaterloo.ca/students/current/forms.asp (Note: If your status was inactive, graduate off-campus, or co-op work term last term, your status will automatically revert back to the status held in the prior term. No form submission is required). **NOTE:** All enrolment status changes must be approved by your department before the government reporting date (Winter Term - February 1/Spring Term - June 30/Fall Term - November 1).

Program Completion (what you need to do):

When you have completed your program, you must submit an [Intention to Graduate/Program Completion Form](#), to your academic department. The form is available from your department or from the GSO website: www.grad.uwaterloo.ca/students/current/forms.asp. Please note that tuition refunds, if applicable, will be initiated based on the completion date of your degree requirements as approved by your department.

Electronic Thesis Submission:

If you are preparing your thesis for submission refer to IST courses at: ist.uwaterloo.ca/ew/saw-instructional.html

Study Permits/Change in Immigration Status:

If your *Study Permit* expires prior to the completion of your program, you must renew your Permit through Canada Immigration and Citizenship (CIC) and you must submit a copy of the renewed Study Permit to the GSO. It is your responsibility to report to the GSO **immediately** any change to your immigration status in Canada by submitting a copy of the official Canada Immigration and Citizenship form. If you become a Permanent Resident you may be eligible for fee reassessment for the current term if the new status is granted and reported to the GSO before the official government reporting date (Winter Term - February 1/Spring Term - June 30/Fall Term - November 1).

Program Extensions:

All students who exceed the maximum time limit allowed for their degree must complete and submit a *Petition for Extension* form to their academic department by the close of registration September 30, 2009. This form is available from your department or from the GSO website at www.grad.uwaterloo.ca/students/current/forms.asp. **Note:** If a *Petition for Extension* form has not been received and approved by the close of registration (September 30, 2009) students will be deregistered from their program and will have to apply for re-admission.

Quest Student Information System www.quest.uwaterloo.ca is used to:

- Access information about your student account, financial aid, academic record (view official grades or an unofficial transcript), update your mailing/home or e-mail addresses by following the step-by-step instructions on the “how do I?” Quest website.
- Enrol in courses (Open Enrolment begins July 24, 2009 and ends October 23, 2009). Requests after this date may only be made using the *Graduate Studies Course Drop and Add* form available from your department or the GSO.

- Request help through the Graduate Studies Quest Help-line: gsquest@uwaterloo.ca
- **Notes Regarding Dropping and Adding Courses:**
- Courses may not be dropped, added, or course status changed after exams begin – December 9, 2009. You must consult with your supervisor(s) prior to adding courses on-line.
- Consult the Fall 2009 Schedule of Classes www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html to view courses, times available and to identify the four-digit class number for the courses you plan to request on-line (you will use the class number in the on-line request).
- Some graduate and **all** undergraduate courses require instructor or department approval or may have other restrictions such as prerequisites. Consult the Graduate Studies Course Catalogue to view all approved Graduate Studies Courses and any restrictions at: www.grad.uwaterloo.ca/students/current/gradcourses.asp. Permission numbers are issued by academic departments to facilitate on-line course additions for an approved *graduate course* with restrictions or prerequisites. If you are enrolling in an **undergraduate course**, the *Graduate Studies Course Drop and Add* form must be approved by the course instructor and submitted to your academic department.
- Students who request to take courses as “Audit” or “Extra” must complete a *Graduate Studies Course Drop and Add* form (provide the term and the four-digit class number) and submit it to their academic department for approval.

Contacts and Services:

Finance Office - Student Accounts (Needles Hall, 1st Floor, Room 1110) www.adm.uwaterloo.ca/infosp/Fin/students/stdfees.htm

- For inquiries regarding your account, including tuition assessment, fee arrangements and payments, late fees, University Health Insurance Program (UHIP) fees, scholarship and bursary payments and refunds refer to the Finance contact list at: <http://www.adm.uwaterloo.ca/infofin/about/staff.htm>

Human Resources – Payroll (GSC Building)

- Sign up to be paid for a Teaching Assistantship or Research Assistantship through Human Resources: www.hr.uwaterloo.ca/student/studentsignup.html

WatCard Office (SLC Building, Room 0107)

- New Graduate Students can pick up their official University of Waterloo photo identification card at the WatCard Office: www.adm.uwaterloo.ca/infocard/

International Student Office (Needles Hall, 1st Floor, Room 1101) www.international.uwaterloo.ca/iso/

- For inquiries regarding your stay in Canada, student life and UHIP contact: Darlene Ryan darlene@uwaterloo.ca, or ext. 32814

Graduate Student Association (Grad House, ext. 36015) www.gsa.uwaterloo.ca/

- All inquiries concerning Graduate Supplementary Health and Dental Insurance www.studentcare.net, must be made through the GSA
- Legal Aid, Income Tax Aid, Support for Graduate Organizations and Events, Graduate Student Endowment Fund

Graduate Studies Office Contacts: www.grad.uwaterloo.ca/about/contacts.html

GSO General Inquiries: gsoffice@uwaterloo.ca or ext. 35411

Admissions:

Applied Health Sciences, Arts, Theological Studies
Jennifer Pudifin

Engineering, Environment
Lynne Wight

Mathematics, Science
Susanna Fiorelli

Student Records:

**Applied Health Sciences, Arts, Environment,
Theological Studies**
Julia Jones

Engineering, OVGS
Wendy Irving

Mathematics, Science
Trevor Clews

Financial Aid:

For information on Award Payments/Restrictions: www.grad.uwaterloo.ca/scholarships/award_payments

Scholarship Information Database: www.grad.uwaterloo.ca/scholarships

- Elaine Garner egarner@uwaterloo.ca: Internal and external University of Waterloo adjudicated scholarship competitions such as, Natural Sciences and Engineering Research Council of Canada (NSERC), Social Sciences and Humanities Research Council (SSHRC), Canadian Institute of Health Research (CIHR). Emergency loans, medals, bursaries and Birth and Parental Leave Advisor.
- Karen Zehr, kzehr@uwaterloo.ca: Scholarship payments and UW International Master's and Doctoral Student Awards.
- Heidi Mussar hmussar@uwaterloo.ca: NSERC Undergraduate Student Research Awards, UW – URI Program, endowments, trusts and Ontario Graduate Scholarships (OGS) competition.
- Carrie Nickerson canicker@uwaterloo.ca: UW Travel Awards, Graduate Student Research Conference.
- Miranda Edwards meewards@uwaterloo.ca: NSERC IPS