

Graduate Studies Calendar Term Deadlines are available on the [GSO calendar website](#).

Tuition/Fee Arrangement (Student Accounts): For information on methods of payment, due dates, late fees and how scholarships and bursaries are applied to your tuition, refer to [student fees website](#).

FINAL Tuition/Fee Arrangement deadline: January 31, 2012

Enrolment closes: January 31, 2012 is the **final date** to make fee arrangements for the Winter 2012 term, you will not be permitted to register (arrange your fees) after this date. Failure to pay fees in full by this date will result in **deregistration** from your graduate program and continuation in the program will then be subject to re-application and re-admission.

New International Students:

- All International Students beginning their graduate program effective January 2012, must provide a copy of their valid Study Permit to the Graduate Studies Office – Needles Hall, Room 2201 before the close of enrolment January 31, 2012.

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](#) (pdf) available from their department or the GSO website. (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 (Spring term: June 30/ Fall term: November 1 / Winter term: February 1).**

Program Completion:

When you have completed your program, you must submit an [Intention to Graduate/Program Completion Form](#) (pdf) to your academic department. The form is available from your department or from the GSO website.

NOTE: 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 website](#) for courses pertaining to electronic thesis submission.

Study Permits/Change in Immigration Status:

- If your **Study Permit** expires prior to the completion of your program, you must renew your Study Permit through Citizenship and Immigration Canada (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 Citizenship and Immigration Canada 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 (Fall term: November 1 / Winter term: February 1/ Spring term: June 30).

Program Extensions:

All students who exceed the maximum time limit allowed for their degree must complete and submit a [Petition for Extension Form](#) (pdf) to their academic department by January 31, 2012. This form is available from your department or from the GSO website.

Note: If a *Petition for Extension Form* has **not** been received and approved by January 31, 2011, you will be **deregistered** from your program and will have to apply for re-admission.

- **Quest Student Information System:** 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 November 25, 2011 and ends February 14, 2012). 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 email](#).

Dropping and Adding Courses:

- Courses may **not** be dropped, added, or course status changed after exams begin (April 9, 2012).
- You must consult with your supervisor(s) prior to adding courses on-line.
- Consult the [Winter 2012 Schedule of Classes](#) 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. 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](#) (pdf) 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* (include the term and the four-digit class number) and submit it to their academic department for approval.

Contacts and Services ([Quick link to a campus map](#))

Finance Office - Student Accounts (Needles Hall, 1st floor, room 1110)

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](#).

Human Resources – Payroll (GSC Building)

Sign up to be paid for a Teaching Assistantship or Research Assistantship through [Human Resources](#).

WatCard Office (SLC Building, room 0107)

New Graduate Students can pick up their official University of Waterloo photo identification card at the [WatCard Office](#).

International Student Office (South Campus Hall, room 217)

For inquiries regarding your stay in Canada, student life and UHIP, contact [Darlene Ryan](#) or call 519-888-4567 ext. 32814.

Graduate Student Association (GSA) (Grad House)

All inquiries concerning [Graduate Supplementary Health and Dental Insurance](#), Legal Aid, Income Tax Aid, and Support for Graduate Organizations and Events, Graduate Student Endowment Fund must be made through the GSA.

[Graduate Studies Office \(GSO\) Contacts](#)

GSO General Inquiries: email: gsooffice@uwaterloo.ca or call 519-888-4567 ext. 35209

Admissions:

[Susanna Fiorelli](#) (Admission records for units A-D; Exchange Programs – [refer to online pdf for detailed listing](#))

[Lynne Wight](#) (Admission records for units E-L – [refer to online pdf for detailed listing](#))

[Julie MacMillian](#) (Admission records for units M-Z – [refer to online pdf for detailed listing](#))

Student Records:

[Christina Treusch](#): Arts, Science and Theological Studies

[Sarah Morse](#): Engineering and Environment

[Audrey Sloboda](#): Applied Health Sciences and OVGS

[Trevor Clews](#): Mathematics

Financial Aid:

[Award Payments/Restrictions website](#)

[Scholarship Information Database](#)

Scholarship payment: [Carrie Nickerson](#)