

# New Graduate Student Orientation Session

Department of Computing & Software  
Faculty of Engineering

Fall 2025

September 9, 2025



# Welcome to the Department of Computing & Software

Information Technology  
Building (ITB)



The background image shows a scenic view of the McMaster University campus. In the foreground, the ornate stone architecture of a building is visible. Behind it, a large maroon circle contains white text. To the left of the circle, a tall flagpole flies the McMaster University flag, with a Canadian flag and an Ontario flag below it. The background features a lush green hillside under a blue sky with light clouds.

# Land Acknowledgement

McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the Dish With One Spoon wampum agreement.

# Orientation Overview

- Department Welcome and Introductions
- Graduate Programs overview
- Presentations from: GSA, EGS, CUPE, Grad Co-Op
- Refreshments & Grad Swag
- Q&A



# Computing and Software Department Introductions

**Dr. Rong Zheng**

Acting Department Chair (July 2025- Dec 2025)



**Dr. Jacques Carette**

Associate Chair, Graduate Studies





## Dr. Richard Paige

Department Chair of  
Computing and  
Software

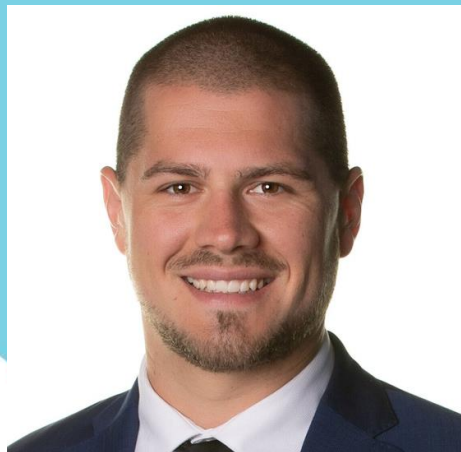


Welcome to  
McMaster



## Matt Vonk

Department Manager  
Department of Computing &  
Software



Welcome  
to  
McMaster

# CAS Main Office Staff Contacts ITB 202



**Matt Vonk**

**Department Manager**  
vonkm@mcmaster.ca



**Connie Carrabs**

**Assistant Department  
Manager**  
carrabs@mcmaster.ca



**Delcia Aguiar**

**Administrative Assistant**  
casadmin@mcmaster.ca



**Mary Peressini**

**Undergraduate  
Assistant**  
peressim@mcmaster.ca



**Stefanie Bittcher**

**Graduate Assistant**  
gradcas@mcmaster.ca



# CAS Technical Support Staff Contacts ITB 242

**Derek  
Lipiec**

Facilities Manager  
lipiec@mcmaster.ca

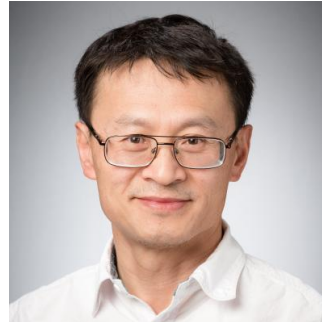


**Sebastian  
Rabiej**

System Specialist  
rabiejs@mcmaster.ca

**John  
Nakamura**

Instructional Assistant  
nakamura@mcmaster.ca



**Robert Li**

Instructional  
Assistant  
lis3@mcmaster.ca

# Meet CAS Graduate Advisors

Graduate Advisor for  
Computer Science



Dr. Ryszard  
Janicki

([janicki@mcmaster.ca](mailto:janicki@mcmaster.ca))  
(July 1<sup>st</sup> 2025- Dec 31<sup>st</sup> 2025)

Graduate Advisor for  
Software Engineering



Dr. Alan Wassying  
([wassying@mcmaster.ca](mailto:wassying@mcmaster.ca))

Graduate Advisor in  
M.Eng in Computing  
and Software



Dr. Mark Lawford  
([lawford@mcmaster.ca](mailto:lawford@mcmaster.ca))



Dr. Sivan  
Sabato  
([sabatos@mcmaster.ca](mailto:sabatos@mcmaster.ca))



# Traveling to Canada

## Studying in Canada (for international students)

- McMaster Immigration Support and Advising services:  
[Immigration Advising](#)

Contact: [immigration@mcmaster.ca](mailto:immigration@mcmaster.ca)

- Immigration Professionals to advise you on Study Permits-  
Extending your permit/changing conditions in Canada:
- <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5552-applying-change-conditions-extend-your-stay-canada-student.html>
- Learn about VISAs and PALS, travelling outside Canada
- PAL tool” [Who needs a Provincial Attestation Letter \(PAL\)?](#)



## Immigration Process

For International Students

### All international graduate students must:

- Be in possession of a valid study permit or “Letter of Introduction”/“Correspondence Letter” that shows approval for a study permit;
- Removes enrollment hold from SGS
- Be enrolled or plan to enroll in McMaster University (be in possession of course enrollment letter or offer letter);





## Reminders

### Grad Student to do list:

- Activate your MacID and email:  
<https://uts.mcmaster.ca/services/accounts-and-passwords/macid/>
- Upload your student card photo; obtain student card (pick up at Campus Store: <https://maccard.mcmaster.ca/get-maccard/#tab-content-pick-up-your-card>)
- Update your personal information in Mosaic
- Make sure you are fully enrolled in all 3 terms (**fall/winter/spring-summer**).
- Please use course code SGS 700 in the term where there is no actual course you are taking.
- **Enroll and complete SGS 101 and 201 – must be completed by September 30<sup>th</sup> (Pass or Fail)**
- Complete SGS 202: It Takes All of Us (optional):  
<https://svpro.mcmaster.ca/prevention/it-takes-all-of-us/>

# Employment

SIN (Social Insurance Number)

## Working in Canada

### Why do you need a SIN:

#### 1. Tax Forms

#### 2. Awards, Scholarships, OSAP

- You must have a Social Insurance Number and a Canadian bank account.
- To apply for your SIN online:  
<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>
- The exact conditions of your work allowance, as determined by the Canadian Government, is outlined on your study permit.
- Update your direct deposit information with Human Resources and in Mosaic

# Payment

Questions about your  
funding, please contact

Connie Carrabs  
(carrabs@mcmaster.ca)

## If you will be receiving funding from:

- Student Center (in Mosaic) – **Scholarship Funds** (Graduate Scholarship, Entrance Scholarship, Department Scholarship, External Scholarship, Tuition Bursaries) these will be **paid to you via e transfers to your McMaster email.**
- Human Resources – Research Scholarship, TA, and/or RA in lieu of TA. You must provide Human Resources with your **direct deposit** information.
- TAs and RAs in-lieu should reference the [Onboarding Checklist](#) found under the TA Onboarding Homepage to review all mandatory tasks requiring completion to receive payment. For more information, please visit the [Self Service Resources](#) site.
- TAs must submit their payroll information via the new Employee Self-Service portal in Mosaic to receive payment for your role as a CUPE Unit 1 employee:
- <https://hr.mcmaster.ca/employees/payroll/teaching-assistants-payroll-information/employee-self-service-in-mosaic-for-teaching-assistants-tas/>
- TA pay is employment **paid bi-weekly income (paid in the term you work)** and is taxable.
- NOA are due to CRA in April: [Tax Season | Student Success Centre | McMaster University](#)
- [TA/RA IN LIEU PAYMENTS](#) : TA/RA in Lieu employment pay will be processed through Direct Deposit. Please visit [Payroll Information for Teaching Assistants \(TAs\) - Human Resources](#) to complete requirements. Failure to complete will result in a delay in receiving payment.
- All payment dates can be found at [Scholarship/Payment schedules – School of Graduate Studies](#)
- **It is your responsibility to pay the tuition due for each term. Payment deadlines can be found at [Dates & deadlines | Office of the Registrar | McMaster University](#)**

## Mandatory TA Training (for assigned TA'ship)

- As a CUPE Local 3906, Unit 1 employee, you are required to complete **five hours of paid mandatory TA training** which will include instruction on topics in pedagogy and anti-oppression. This mandatory training – which is a **one-time** requirement - is separate from, and in addition to, other training that you may be expected to complete as part of your employment (which may include general orientations, institution-wide mandatory health and safety training, and assignment-specific health and safety training required by your Employment Supervisor).
- You need to register for this training on **Mosaic**, through the Regulatory Training Tile on the homepage (please see the *TA Training\_How to Register* document, attached), and then carefully follow the directions on the 'Faculty of Engineering Paid TA Training' welcome page on **Avenue to Learn**.

### Important notes:

- Training should be completed within two weeks of your assignment.
- A short quiz follows each module on Avenue to Learn, and a score of 100% is required on each quiz. These quizzes can be taken repeatedly until the required score is reached. *These quizzes trigger the payment process - if the quizzes are not successfully completed (i.e. 100%), you risk not being paid for these five hours.*
- *This training is a one-time requirement for the first time that you TA at McMaster. You will not be paid for more than 5 hours of training, even if you TA for multiple Faculties.*
- **Link to FAQ's:** [https://hr.mcmaster.ca/app/uploads/2021/08/Mosaic-TA-Training-Module-FAQs\\_FINAL.pdf](https://hr.mcmaster.ca/app/uploads/2021/08/Mosaic-TA-Training-Module-FAQs_FINAL.pdf)
- **Avenue2Learn Support:** If you require help accessing this workshop, please contact the Avenue2Learn support desk (Monday-Thursday 8:00am-9:00pm; Friday 8:30am-4:30pm). For more information, or to submit a ticket and access Avenue2Learn support, please visit the website <http://avenue.mcmaster.ca/support/>

## Payment

Questions about your  
funding, please contact

Connie Carrabs

carrabs@mcmaster.ca

### Scholarship/Payment schedules

Scholarship funding (graduate, entrance, research, department, external, tuition, tri-agency)

| Fall term 2025 | Winter term 2026 | Spring term 2026 |
|----------------|------------------|------------------|
| September 9    | TBD              | TBD              |

Note: Scholarship monies will be paid within 3 to 5 days of these dates.

All scholarship monies will be paid to you directly via e-transfer, in ONE lump sum per term. You are responsible for paying your tuition and fees. If you have an outstanding balance from a previous term, your e-transfer may be held.

Teaching assistant/research assistant in lieu of a TA pay schedule

| Fall term 2025 | Winter term 2026 | Spring term 2026 |
|----------------|------------------|------------------|
| September 19   |                  | May 15           |
| October 3      | January 23       | May 29           |
| October 17     | February 6       | June 12          |
| October 31     | February 20      | June 26          |
| November 14    | March 6          | July 10          |
| November 28    | March 20         | July 24          |
| December 12    | April 2          | August 7         |
|                | April 17         | August 21        |

### Payment Plans:

<https://registrar.mcmaster.ca/payment-methods/>

**\*\*\*Be fully  
enrolled in Fall,  
Winter and  
Summer to  
prevent delayed  
funding**



# Reminders

## Key dates:

- Final date to ADD course in the fall term: **September 19<sup>th</sup> 2025**
- Final date to DROP course in the fall term: **November 7<sup>th</sup> 2025**
- Tuition Payment Deadline: Sep 25<sup>th</sup>: (Late fees and interest will be charged to your student account after these dates if not paid in full for that term. Tuition is due in the first month of each term)
- [SGS Sessional Date Calendar](#)
- **\*\*December 1<sup>st</sup> condition clearing deadline\*\***

## Reminders

- You are responsible for ensuring that the courses selected meet your program requirements. [Course categorization](#)
- Complete [Course Selection form](#) with supervisor: Grad course timetable for 2025/26 can be found here:
- Familiarize yourself with CAS Graduate Handbook

# CAS Degree Regulations

- Degree regulations for all programs in Computing & Software can be found here: <https://www.eng.mcmaster.ca/cas/resources/>
- It is each student's responsibility to make yourself familiar with the requirements of your program with regards to the course requirements, degree requirement milestones (seminars/poster sessions/etc), thesis requirement (if applicable) and information on the defense process.

**MEng:** [https://www.cas.mcmaster.ca/cas/0files/reg\\_meng\\_2016.pdf](https://www.cas.mcmaster.ca/cas/0files/reg_meng_2016.pdf)

**MASc:** [https://www.eng.mcmaster.ca/app/uploads/2024/07/reg\\_master\\_se\\_2019.pdf](https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_master_se_2019.pdf)

**MSc:** [https://www.eng.mcmaster.ca/app/uploads/2024/07/reg\\_master\\_cs\\_2019.pdf](https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_master_cs_2019.pdf)

**PhD CS:** [https://www.eng.mcmaster.ca/app/uploads/2024/07/reg\\_phd\\_cs\\_2019-003.pdf](https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_phd_cs_2019-003.pdf)

**PhD SE:** [https://www.eng.mcmaster.ca/app/uploads/2024/07/reg\\_phd\\_se\\_2019.pdf](https://www.eng.mcmaster.ca/app/uploads/2024/07/reg_phd_se_2019.pdf)

# CAS Degree Milestones

MASc, MSc and PhD

Degree Milestones for all thesis-based Masters and PhD programs (this does not include M.Eng)

- Milestones:

- **Departmental seminar attendance** - Full-time students are required to attend minimum 4 times or 50% per academic year, whichever is lower during the first year of the program \*attendance is tracked through A2L
- **Technical presentation** - Full-time students are required to participate in the graduate poster & demo competition once in the first two years of the program. \*held in November and April

Supervisory meeting:

- **MSc candidates** - A supervisor committee should be formed that consists of the student's supervisor and at least one other member of the department. Members from outside the department can be included upon approval by the graduate advisor.
- **A supervisory meeting must be scheduled once within a student's program.**
- **\*\*\*Form to complete:** <https://gs.mcmaster.ca/app/uploads/2020/02/Masters-Supervisory-Committee-Meeting-Report-June-2022.pdf>
- **Ph.D. candidates** - the supervisory committee must be declared within the first 12 months of starting the study and a supervisory meeting **must be scheduled once a year.**
- **\*PhD supervisory committee reports are completed through SGS online server initiated by grad admin.**

Career Planning  
(CARP)  
MANDATORY  
REQUIREMENT

All graduate students within the Faculty of Engineering are required to complete a career planning exercise within their first academic year (September – August). **This is a degree requirement.**

Engineering Career Planning Template  
Form



## CAS Graduate Student

### Graduate Forms

<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>

Leave of Absence

Course Requests/Adjustments

Auditing Courses

Supervisory Committee Reports (Masters)

Final Thesis Forms

Clear to Graduate Forms

Career Planning Reports

**Please send all forms to grad admin to process with SGS**

## Request official letter (from SGS)

Only SGS can issue official letters for students.

### How to request an official letter from SGS:

1. Complete Letter request form:

<https://gs.mcmaster.ca/app/uploads/2021/09/Letter-Request-Form.pdf>

2. Make a Service Request- Guide to service requests:

<https://gs.mcmaster.ca/ive-accepted-my-offer/registrar-services/student-guide-to-service-requests/>

\*\* you will likely need an email confirmation from Grad Admin stating the estimation of your program completion date to add with your request.

## CAS Graduate Student Workspace

- Thesis based students will be assigned to a grad office space
- **Please ask Stefanie to confirm which room you are assigned to.**
- Students will be granted access to rooms using their access ID card (authorized by Connie and given out at The Hub (JHE 216A):  
<https://www.eng.mcmaster.ca/engineering-support-services-hub/>
- Access Cards - \$10 deposit (charged to student account)
- Physical Keys - \$20 deposit (charges to student account) \*\*ITB 116
- Working at McMaster Cards can be obtained via email through [axiomrep@mcmaster.ca](mailto:axiomrep@mcmaster.ca) \* applicable to TAs
- Students can select any vacant desk in the room to which they have been assigned. Students can contact Stefanie with any questions or concerns.
- **Tell Stefanie desk number.**
- M.Eng. students will have access to room ITB 224. They cannot claim a desk as their own but they can use any vacant desk when they are on campus.
- Lockers can be claimed in ITB 224- add your name and lock on it.

## Graduate Office Space Rules

“Office Space is a Privilege  
and not a Right”

- Respect your fellow students.
- You are expected to maintain your space by keeping it clean and in good condition.
- No food should be stored. No food preparation is allowed in the room. We have a Graduate Student Lounge (ITB 240) where you may eat.
- The garbage bins in the graduate rooms are only emptied every second week so do not deposit any food waste in them. If you have food waste please use the bins in the hallway/restroom.
- The rooms are intended for quiet study; please be respectful of your officemates. Office hours related to TA work should be scheduled in an alternate location; contact Mary in the Departmental Office to book space.
- Visitors to the rooms are discouraged. Do not allow any people that are not explicitly authorized to remain in the room.
- **Please support the Custodial Staff and promptly follow their requests to facilitate the cleaning of rooms.**
- Only use the space or cubicle assigned to you.
- Please report any Health and Safety concerns and any damage to the appropriate Committee member or the Staff.


Let's work together and make the Graduate Student Offices a pleasant working environment.

# CAS Graduate Student Spaces

- Graduate Space: ITB 240\* Common Room area requires code- email me for code
- Students have access to CAS mail room \*hole punch, stapler (ITB 203)
- Each graduate student has a mail box for academic purposes only
- Can ask supervisor for their account code to use photo copy machines

McMaster Library:  
<https://library.mcmaster.ca/services/printing>

- Photo/Print/Scan

 **Students**

Printing from a McMaster computer

1. [Add funds](#) to the Retail Operations balance on your McMaster ID Card.
2. Click **Print**.
3. Swipe your ID Card on any public photocopier, check the print settings, and release your document. The first time you swipe, you will be asked to create a pin number.
4. **Logout** of the printer.

Printing from a personal PC (Windows)

1. [Add funds](#) to the Retail Operations balance on your McMaster ID Card.
2. Save your document as a **PDF**.
3. Login to [PrintSmart](#) and click **Web Print**.
4. Click **Submit a Job** and choose your print settings.
5. Click **Print Options and Account Selection**.
6. Click **Upload Documents** and select the document you want to print.
7. Click **Upload & Complete**.
8. Swipe your ID Card on any public photocopier, check the print settings, and release your document. The first time you swipe, you will be asked to create a pin number.
9. **Logout** of the printer.

Printing from a personal Mac (macOS)

- Use [mobility print](#)

When connecting wirelessly, make sure you go through Mac-WiFi or use the [McMaster's VPN](#).

## Booking Meeting Rooms in ITB

- Meetings rooms that can be booked: **ITB 111, 112, 159, 225 or 201.**
- Please book through our Department Admin (Delcia).
- Please come to main office (ITB 202) to check in with a staff member and pick up key to meeting rooms.
- **Please return room keys once your booking is complete.**
- Return keys in drop box outside office doors if bringing back keys after 4:30pm

# LICS- Life in Computing and Software



- Social Events
- Games Nights
- Weekly coffee hangouts in ITB 201
- Access to group through MS Teams Channel- LICS



An aerial photograph of a university campus during the 'golden hour' of sunset. The central focus is a large, modern academic building with a complex of interconnected wings, featuring extensive glass facades and light-colored stone or concrete walls. In front of the building is a paved plaza with a large, circular, stylized sunburst or flower-like mural. The plaza is surrounded by green lawns and several trees, some of which have turned vibrant shades of orange and yellow. In the background, a dense forest of trees covers rolling hills, and a tall, slender industrial smokestack is visible on the right side of the horizon. The sky is a warm, hazy orange. A large, semi-transparent purple circle is overlaid on the right side of the image, containing the text 'Grad Co-op Presentation' in white.

# **Grad Co-op Presentation**

# Graduate Co-op Program at McMaster Engineering

Experience the difference.

*Engineering Centre for Career Growth & Experience*  
[gradcoop@mcmaster.ca](mailto:gradcoop@mcmaster.ca)



Pamela Lauren

Career Educator, Graduate Studies  
[pamela@mcmaster.ca](mailto:pamela@mcmaster.ca)



# What is the Master's/PhD Co-op Option?

- Paid Co-op work experience for graduate students
- Students can opt into the program with their graduate supervisor's permission
- 4 – 12 months of co-op experience

## Why Co-op?

- Helps students to develop their technical skills, transferrable skills & professional network in the workplace



# How We Support Future You!

An integrated and educative approach

- 1:1 appointments and Co-op job search support
- Sept. 2024 to Aug. 2025 – Over 1600 individual appointments were available (in-person or virtual) for graduate students
- Emphasis on the lifelong process, skill development and professional growth
- Over 200 career events planned for 2025/2026
- Exclusive access to OSCARplus and the Engineering Co-op Job Board, with over 10 000 postings per year



## **DID YOU KNOW**

We offer support for employment preparation and career readiness

# Co-op Enrollment & Program Design

Flexible, supported, accessible

|        |   |
|--------|---|
| Step 1 | Students register for Engineer 701 (MEng & MAsC. 1 <sup>st</sup> or 2 <sup>nd</sup> term of study/PhD after 4 <sup>th</sup> term)<br><br><i>*International students should take the course 2 terms ahead of work*</i> |
| Step 2 | International students apply for co-op work permit (182-day processing time as of August 13, 2025)  |
| Step 3 | Perform job search at the appropriate time (4+ months ahead)  |

All students must:

- register all co-op work term(s) with the Centre
- return to McMaster complete degree for at least one term as a fulltime student after co-op

# Graduate Co-op Preparation Course (Engineer 701)

Offered in Fall and Winter

- 9-week synchronous online course (only offered in Fall and Winter), fall course beginning **Thursday, September 11<sup>th</sup> at 9:00AM**
- 1 hour lecture, followed by 30 minutes of open Q&A
- Students must opt in to the Co-op course:
  - Register on MOSAIC
  - Complete a short online survey

## Course content includes:

- Resume and cover letter writing
- Building a LinkedIn profile
- Job search skills
- Networking and creating your brand
- Acing the interview, offers & negotiations
- Professionalism in the workplace
- Co-op policies & requirements



# When Should a Student Take ENGINEER 701?

Offered Fall & Winter Terms

| Program  | When the student can work                               | Duration of co-op                            | When to take ENG 701                                 |
|----------|---|--|--|
| MEng     | After 8 months of study                                 | 4, 8 or 12 months with supervisor permission | First 1-2 academic terms                             |
| MASc/MSc | After 8 months of study                                 | 4, 8 or 12 months with supervisor permission | First 1-2 academic terms                             |
| PhD      | After 18 months of study & completed comprehensive exam | 4, 8 or 12 months with supervisor permission | Any time, but encouraged closer to desired work term |



# Next Steps...

## Enrolment in ENG 701 is now open

- Enrol in ENGINEER 701 on MOSAIC – September start only
- Submit your registration survey at <https://forms.office.com/r/GncaKuRp7h>
- Submit your signed supervisor permission form to your Program Administrator (who will forward it to the Centre)
- See you on September 11 at 9:00AM for the first class!
- The A2L course will open on September 10, and you can find the course Zoom links there
- Questions? Attend our Co-op information session on Thursday, September 4 (9:00AM) by registering in OSCARplus
- Can't make it? Register and you will receive a link to watch the recorded session
- **Students MUST BE REGISTERED by September 10 if taking the course for fall 2025**



# GSA

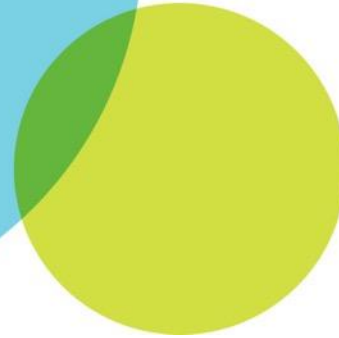
## Grad Students Association of McMaster





# EGS

## Engineering Graduate Society



# Health and Safety

All students are required to take the following courses in addition to any courses required by your supervisor or course instructor: [https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/our-safety/health-and-safety-training/health-and-safety-training-faq/](https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/health-and-safety-training-faq/)

- I. Health & Safety Orientation
- II. WHMIS
- III. Asbestos Awareness
- IV. Ergonomics
- V. Fire Safety; Slips, Trips & Falls
- VI. Violence and Harassment Program
- VII. Job Hazard Analysis (this must be done with your supervisor)

These can be completed online through MOSAIC and Avenue to Learn (A2L) and should be done within the first few weeks of the term if possible

You can find a full listing on the EOHSS website

- [https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/our-safety/health-and-safety-training/](https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/)
- First Aid kit located in main CAS office: ITB 202
- **Effective October 2 all NEW employees (does not include rehires) will automatically be enrolled in the mandatory SAFE training module.**

# Personal Security on Campus

The university and our department do not condone any incidents of violence or harassment.

Report any incidents in which you are feeling unsafe.

Report directly to security or to the department, either through your supervisor or directly to the Associate Chair.

- Security Services on Campus:
- CCTV cameras
- Emergency phones
- [SWHAT - MSU \(msumcmaster.ca\)](https://msu.mcmaster.ca)- The Student Walk Home Attendant Team
- Safety APP for your phone: <https://security.mcmaster.ca/safety-app/>
- Security Services Contact Information

## CONTACT METHODS

### By Email

[security@mcmaster.ca](mailto:security@mcmaster.ca)

### In Person

Main Security Office Room 201 of the  
Clarke Center  
Please use Floor 1 Intercom

### By Phone

[905-525-9140](tel:905-525-9140) ext 24281  
[905-522-4135](tel:905-522-4135)  
Any University Phone – Dial 88  
Any on-campus pay phone – no  
charge dial "Security Button"  
Inside every elevator on campus,  
direct line  
"Red Rocket" emergency phones  
located throughout the campus  
[Safety App](#)  
[Text with 911](#)

### By Mail

Security Services  
E.T. Clarke Center, Room 201  
McMaster University  
1280 Main Street West  
Hamilton Ontario  
L8S 4K1

# University Technology Services (UTS)

For information and support: [uts.mcmaster.ca](https://uts.mcmaster.ca)

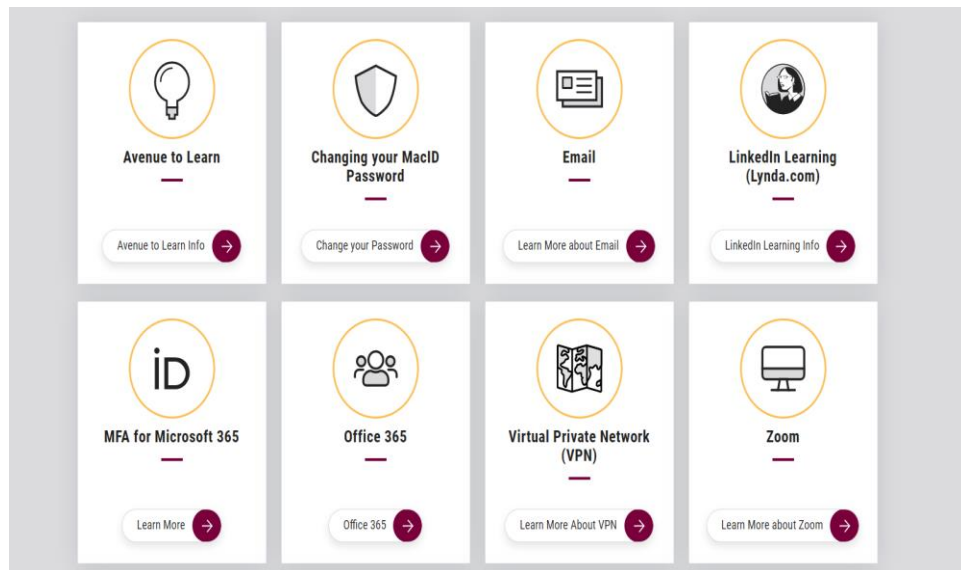
Whether you are working remotely or on campus, our UTS department is ready to serve your needs

- **Office 365**

- Applications such as Word, Excel, PowerPoint, Outlook, and Teams are free for students with McMaster email
- Some classes and appointments will take place on Teams

- **Virtual Private Network (VPN)**

- Some students outside of Canada may need to use a VPN to access certain resources
- Express VPN available for students located in China





# SGS Orientation Calendar of Events

New Student Orientation  
Hub

## Other Important details:

- The Graduate Student Orientation – a mix of welcome sessions, workshops and socials .
- These events offer an opportunity to connect with McMaster staff and faculty, engage with your peers, and meet new friends. You will learn about services and supports available to McMaster graduate students.
- Events, workshops and sessions are open to all new and returning McMaster graduate students, unless otherwise noted.
- SGS will continue to add sessions to this calendar as dates and times are confirmed. Please check back often but also note these sessions are optional.
- The New Graduate Student Orientation Hub is the place where you will find links to resources, supports, online activities, events and sessions to help you navigate your graduate journey.
- <https://gs.mcmaster.ca/live-accepted-my-offer/graduate-student-orientation/>

# Grad Student News, Events, and Workshops

Webpage: <https://gs.mcmaster.ca/news-and-events/>

## Events and workshops are a great way to:

- Meet new and returning grad students
- Get ready for Graduate School
- Meet the Grad Student Association (GSA) and International Graduate Student Association (iGSA)
- Meet staff from Grad Studies and other campus partners
- Learn more about resources available for you
- Showcase your achievements
- Professional Development

# Graduate Studies Newsletter

## McMaster UPDATE



For important updates and information from Graduate Studies, please keep up-to-date with our emails and newsletters.



### 5 things to know about fall term at McMaster

Welcome to the new school year! If you're new to Mac — or if it's simply been a while — here's a handy guide to parking and other info you might need for yourself or to share with students. [Learn more](#)



# GRADUATE Community Resources

Webpage: <https://gs.mcmaster.ca/current-students/resources/>

Resources are available to support your academic journey, wellness, and life beyond school. This includes:

- Supervisor Relationships
  - Getting the Supervisory Relationship off to a Good Start
  - Graduate Work Supervision Guidelines for Faculty and Students
- Graduate disability and accommodations
- Grad Writing
- Career and Professional Development
- Student Proposals for Intellectual Community & Engaged Scholarship (SPICES)

## GETTING THE SUPERVISORY RELATIONSHIP OFF TO A GOOD START


▼

### A Template to Address Expectations for Graduate Students and their Supervisors

The School of Graduate Studies encourages open communication between the Supervisor and Student and has created this document to facilitate a discussion of expectations and responsibilities to help avoid conflicts. This document is designed to be completed by both the Student and the Supervisor at the beginning of the Student's graduate program. It can be jointly revised at any time, particularly when there are relevant changes to the Student's program, such as a new industry partnership or a change in scope, direction, or project funding.

**NOTES**

- This document was modeled after policies and guidelines in use at other Canadian universities and based upon McMaster's Graduate Calendar, particularly section 2.7.1, Graduate Work Supervision Guidelines for Faculty and Students, which provides an important framework for understanding Supervisor and Student expectations and responsibilities.
- If the Student is co-supervised, all three parties should complete this document.



GRADUATE STUDIES

## Meetings and Communication

There are many types of meetings that Students and Supervisors might attend together (e.g., one-on-one, group, committee, etc.) and various modes of communication they might utilize (e.g., email, phone, face-to-face). This section refers specifically to one-on-one meetings focused on the Student's research and/or progress within their graduate program.

**The Supervisor and Student will arrange and attend regular meetings.**

- The frequency and format of the meetings may vary, but typically meetings will be held:

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(e.g., once a week, twice a month, etc.)

- Generally, the length of meetings can be expected to be approximately \_\_\_\_\_ minutes / hours (circle).
- The Student / Supervisor / both (circle) will be primarily responsible for recording notes (aka. meeting minutes) on topics and timelines discussed, as well as feedback given, at each meeting.<sup>1</sup>

Typically, the Supervisor's preferred method of regular communication is:

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## What to do if the expectations are not being met?

Student or supervisor not holding up their end of the agreement

**If you have reviewed the expectations, roles and regulations and have concern about the quality of your supervision contact:**

- Your supervisor directly
- Grad Assistant/Grad Chair/Department Grad Chair
- Associate Dean of Engineering
- Graduate Supervision Guidelines: <https://gs.mcmaster.ca/current-students/resources/graduate-supervision/>

**You can also seek support from:**

- Student Wellness Centre
- Graduate Student Associate (GSA)

**If you have concerns about misconduct, harassment you can contact:**

- Equity & Inclusion Office
- Ombuds
- CUPE 3906 (in the case of TA employment concerns)

# International Student Services (ISS)

Available to all international students at McMaster

## Services include:

- Health Insurance (UHIP)
- Peer Support and Events
- Success Coaching
- Immigration and Mobility Advising

Appointments can be booked on [OSCARplus](#).

For more information, visit: [iss.mcmaster.ca/](https://iss.mcmaster.ca/)

## INTERNATIONAL STUDENT SERVICES AND GLOBAL OPPORTUNITIES



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**Jenna Levi, M.A. (she/her)**

Education Abroad Coordinator  
On leave



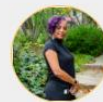
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Student Success Coach (International Students)  
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## University Health Insurance Plan (UHIP)

Cost:

Effective September 1 to August 31

UHIP coverage fee is charged to your student account, and it must be paid in full at the beginning of your academic session.

- Enrolling your dependents (spouse and/or children) into the UHIP plan is mandatory if they are residing in Ontario

<https://studentsuccess.mcmaster.ca/international-students/health-insurance/>

| UNIVERSITY HEALTH INSURANCE PLAN  |   | UHIP RAMU                                | COVERAGE   |
|---|---|--|--|
| To validate the eligibility of this member, please visit <a href="http://www.sunlife.ca/InpatEligibility">www.sunlife.ca/InpatEligibility</a> . |   |  | UHIP® provides basic hospital, medical and supplementary insurance comparable to coverage provided through the Ontario Health Insurance Plan (OHIP) for Ontario residents. Services inside and outside Canada are covered to the same limits and conditions as OHIP. For further information about UHIP® coverage go to <a href="http://www.uhip.ca">www.uhip.ca</a> or contact 1 866 500-UHIP (8447). This card is not transferable. Lost or stolen cards should be reported immediately. |
| University  | Member ID                                     | Policy number                            |  |
| Access ID   | Name of insured(s)<br>(last name, first name) | Key: M-Member,<br>S-Spouse, C-Child<br>M | This proof-of-coverage card identifies the insured member, and dependents where applicable, provided premiums have been paid and the agreement is in-force. Notice to hospitals: please contact the company, at the address and telephone number below, within 48 hours of the insured's admission to hospital.  |
| Effective date (d/m/y)<br>01/09/2016  | Termination date (d/m/y)<br>30/04/2017        |  | <b>Sun Life Assurance<br/>Company of Canada</b><br>PO Box 2010 Stn Waterloo<br>Waterloo ON N2J 0A6<br>Toll free: 1 866 500-UHIP (8447)   |
| NON TRANSFERABLE  |   |  | <b>Sun Life Financial</b><br>Fraudulent use of this card will result in loss of coverage and possible prosecution.   |



## University Health Insurance Plan (UHIP)

- **Coverage:**
  - Emergency/hospital/surgeries/blood work
  - Doctor's visit (physical or mental health at the Student Wellness Centre and outside McMaster University)
- **Vision, dental and prescription medication are not covered under the UHIP Plan.** Students do have coverage through:
  - GSA/CUPE Health and Dental Plan (For Graduate students and TA/RAs)
- Exemptions are possible if you're enrolled in one of the pre-approved healthcare plans (see website)
- You may eligible for refunds: <https://studentsuccess.mcmaster.ca/international-students/health-insurance/>
- In late August or early September, your UHIP provider, Cowan/Manulife, will send an email to your McMaster email account with your UHIP card attached. To make sure you receive your UHIP card, please make sure you've activated your McMaster email account.
- When you receive your UHIP card, print a copy and carry it with you at all times. This way, you'll have it easily accessible in case you need to seek medical care.

Any questions or concerns, contact [uhip@mcmaster.ca](mailto:uhip@mcmaster.ca)

# Hamilton Street Railway (HSR) Bus Pass

- **New Students**

- New students can purchase a new unregistered presto card from Shoppers Drug Mart, Fortinos in Hamilton, from the HSR Customer Service Office at Hamilton GO, or online at [prestocard.ca](https://www.prestocard.ca/en/about/get-a-presto-card) please refer to <https://www.prestocard.ca/en/about/get-a-presto-card>.
- RESTRICTIONS OF NEW STUDENTS
- Students cannot start using their 2024/2025 Bus Pass/Presto cards until August 22nd, 2024. Use prior to this date will cause PRESTO "My Account" to be in a negative balance, and not work correctly.
- What students are NOT ELIGIBLE for the HSR bus pass?
- Part-Time Graduate Studies (Including Visiting students)
- MBA (all)
- Divinity (all)

## Returning Students

- Returning students are reminded to keep the PRESTO card they had the previous year. Students will keep using the same card in future years.
- Starting August 15<sup>th</sup> 2025 a voucher code will appear in Mosaic, which will be used by students to upload the next year's bus pass to the existing card.
- <https://gsa.mcmaster.ca/services/hsr/>

\*Can **not** opt out of bus pass

# Health and Wellness



Student  
Accessibility  
Services



- **Student Accessibility Services (SAS)**
  - Provides academic accommodation assistance and related supports to students with disabilities. Email at [sas@mcmaster.ca](mailto:sas@mcmaster.ca) for an appt.
  - [sas.mcmaster.ca](https://sas.mcmaster.ca)
- **Student Wellness Centre (SWC)**
  - Addresses physical and mental wellness needs. Provides counselling options, medical services, and wellness programs.
  - [wellness.mcmaster.ca](https://wellness.mcmaster.ca)
- **Open Circle**
  - A diverse and consensus-based community where McMaster students can discuss life, spiritual and societal issues, as well as find volunteering opportunities available in the broader Hamilton community.
  - [opencircle.mcmaster.ca](https://opencircle.mcmaster.ca)

# Equity, Diversity, and Inclusion

For information: [equity.mcmaster.ca](https://equity.mcmaster.ca)

- **The Equity and Inclusion Office promotes and supports institution-wide commitments to equity, diversity, inclusion, and accessibility**
  - Human Rights and Dispute Resolution
  - Inclusion and Anti-Racism Education
  - Accessibility Program
  - Sexual Violence Prevention and Response
  - McMaster Equity and Inclusion Policies
    - Accessibility Policy
    - Discrimination and Harassment Policy
    - Sexual Violence Policy

## PROGRAMS & SERVICES



### Human Rights and Dispute Resolution

Provides confidential complaint resolution according to the policies on Discrimination, Harassment, and Sexual Violence.

Learn More →



### Inclusion and Anti-Racism Education

Provides educational opportunities related to harassment, discrimination, anti-oppression, accessibility, accommodation, and other human rights-related issues.

Learn More →



### Accessibility Program

Provides consultation and advice on the identification, removal and prevention of barriers to accessibility within the University's systems, structures and policies.

Learn More →



### Sexual Violence and Prevention Response

Provides inclusive and trauma informed response; prevention education and response training; community consultation and referral.

Learn More →

# Student Groups

Student led and organized

- **Graduate Students Association (GSA)**
    - Operated by and for graduate students: health & dental coverage, sport leagues, the Phoenix restaurant, grad student clubs, social events, advocacy, faculty reps, subcommittees, student representation.
    - [gsa.mcmaster.ca](https://gsa.mcmaster.ca)
    - **International Graduate Student Association (iGSA)**
    - Operated by and for international graduate students
    - [facebook.com/groups/MAC.IGSA](https://facebook.com/groups/MAC.IGSA)
  - **Student Groups and Clubs**
    - [McMaster Grad Parents](#)
    - [Engineering Grad Students](#)
    - [Science Grad Student Association](#)
    - [African Caribbean Grad Students Association](#)
- And more at <https://gsamcmaster.org/clubs-list/>



## International Grad Navigator

Connect with another international grad students

# International GradNavigator



**Make a familiar connection and get support from a current international graduate student:**

- Connect with a current student with shared experiences
- Access and learn about university and community resources

Register at: <https://gs.mcmaster.ca/current-students/resources/international-grad-navigator/get-connected-to-an-international-grad-navigator/>

## Other Resources

From the community

### For TA/RAs

- **CUPE 3906**

- Labour union for Teaching Assistants and Research Assistants. Protected under the Collective Agreement. Health plan, advocacy, International Officer.
- [cupe3906.org](http://cupe3906.org)



### MAC'S MONEY CENTRE

- Check out our money coaching appointments and resources to learn how to make a budget, get tax support and more. Send your money questions to our financial experts at [money@mcmaster.ca](mailto:money@mcmaster.ca).
- <https://money.mcmaster.ca/>

### Off-Campus

- **Global Hamilton Connect (GHC)**

- Resources for all international students in Hamilton.
- [globalhamiltonconnect.ca/](http://globalhamiltonconnect.ca/)



- **City of Hamilton**

- Resources for new Hamiltonians
- <https://www.hamilton.ca/moving-hamilton>





## Where is...??

- **School of Graduate Studies:** Located in Gilmour Hall, second floor, Room 212.
- **SGS +SSC:** Gilmour Hall Rm 110
- **Graduate Students Association (GSA):** Located in Refectory Rathskeller Building, East Tower, 2nd floor (next to the Phoenix).
- **International Student Services:** Located in the McMaster University Student Centre, room B118.
- **University Health Insurance Program:** [uhip@mcmaster.ca](mailto:uhip@mcmaster.ca).
- **McMaster Student Wellness Center:** Located in the Peter George Centre for Living and Learning, room 210/201.
- **CUPE:** Located in Kenneth Taylor Hall, room B111.
- <https://gs.mcmaster.ca/ive-accepted-my-offer/international-students/#tab-content-on-campus-services>

# Fitness Membership

<https://rec.mcmaster.ca/memberships>

## Memberships

NOTICE OF RATE INCREASE: Please note that effective September 1, 2023 the membership rates for both the David Braley Athletic Centre and the Pulse Fitness Centre will be increasing. The rates below are effective September 1, 2023.

### McMaster Student

Visiting Student

McMaster Retiree

McMaster Employee /  
Alumni / Senior 65+

High School Student

Community

One Day Membership -  
All Visitors

McMaster Employee  
Payroll

### McMaster Student

Base Membership includes use of indoor/outdoor track, pool, squash courts, saunas, open court time and member rates for instructional/intramural programmes. McMaster full time graduate students have a Base Membership to DBAC but must pay the McMaster Student fee (shown below) to have access to the Pulse Fitness Centre.

MoMac and Exchange Students from other post-secondary institutions please see Visiting Student page.

Pulse/Fitness memberships are now included in the Student Activity Fee and there is no additional charge for full time undergraduate students represented by the MSU. Please contact the DBAC Registration Office for more information [reconline@mcmaster.ca](mailto:reconline@mcmaster.ca)

| Base Membership  | Description  | Annual Fee             | Monthly Fee*           |
|------------------|--|------------------------|------------------------|
| McMaster Student | Any full time McMaster University student                        | Free Per Term          | Not available          |
| Family-Youth     | The children (6-16) of any full time McMaster University student | Pays High School Rates | Pays High School Rates |

\* All monthly fees are based on a minimum of 3 months.

Add on services that may be added on to any current recreation membership

| Service | Description  | Annual Fee               | Monthly Fee*          |
|---------|--|--------------------------|-----------------------|
| Pulse   | Includes treadmill, fitness classes & climbing wall    | \$260 (230.09+29.91 HST) | \$26 (23.01+2.99 HST) |
| Towel   | Includes use of towel, and temporary day use of locker | \$70 (61.95+8.05 HST)    | \$7 (6.19+0.81 HST)   |
| Locker  | Full   | \$80 (70.80+9.20 HST)    | \$8 (7.08+0.92 HST)   |
|         | Half/Hallway   | \$60 (53.10+6.90 HST)    | \$6 (5.31+0.69 HST)   |
|         | Day Use  | Free                     | Free                  |

\* All monthly fees are based on a minimum of 3 months.

Register in DBAC at the Joan Buddle Service Area





# Thank You

Questions?

Contact Stefanie Bittcher at  
[stefanie.bittcher@mcmaster.ca](mailto:stefanie.bittcher@mcmaster.ca)