Quick Tips Sheet for Civil Engineering Graduate Students

Graduate Studies Dates and Deadlines: The School of Graduate Studies has a list of dates and deadlines regarding the add and drop dates of courses, final dates to submit thesis, projects prior to defences. For the complete list of dates, please go to: http://graduate.mcmaster.ca/current-students/graduate-calendar.html

Setting up your McMaster Email: All electronic communication from this office is done through your McMaster email account. No emails will be sent to Yahoo, Hotmail or Gmail accounts. Please log into MOSAIC and Enable your Mac ID services https://mosaic.mcmaster.ca/

Civil Engineering Graduate Student Travel Grant: The Civil Engineering Graduate Student Travel Assistance Grants are funded by the Department of Civil Engineering through scholarship money. These grants are designed to enable students to travel for the purpose of undertaking research, or presenting papers / abstracts / posters at conferences with the objective of fostering scientific exchange, networking with other researchers, and showcasing the talents of McMaster’s graduate students. All full-time Civil Engineering graduate students enrolled in a graduate program leading to a degree are eligible. A student will not be awarded more than one travel grant during a Master’s program, or two travel grants during a PhD program. For more information regarding this travel grant please visit our website at: http://www.eng.mcmaster.ca/civil/Civil%20Engineering%20Travel%20Grant%20Application%202013-2014.pdf

Hamilton Street Railway (HSR): Included on your Enrollment sticker is an HSR student bus pass. This bus pass can be used on any HSR bus within the City of Hamilton. For information regarding bus schedules please visit: http://preview.hamilton.ca/hsr-bus-schedules-fares

Attendance of Full-time Graduate Students: As indicated in the School of Graduate Studies 2014-2015 Calendar, Section 2.5.6. Vacations: “Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates) and the weeklong closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor and the employment supervisor. Exception to this allotment requires approval from the supervisory committee.” Should you wish to take a vacation, you will need to complete paperwork and return it to our office at least 1 month prior to your departure. Students are to complete the Request to be Full-Time off Campus form. This form can be found on the School of Graduate Studies website at http://graduate.mcmaster.ca/graduate-students/current-students/forms/140-current/forms/570-student-forms.html. Once you and your supervisor have completed the form, please return the form to the Department office for further processing.

Social Insurance Number (SIN): If you are receiving a Teaching Assistantship, you will be required to obtain a Social Insurance Number (SIN). The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

If you do not have a SIN number, please apply at a Services Canada Centre. Please refer to the following website to find a Services Canada Centre near you and to obtain other information you require before you apply: http://www.servicecanada.gc.ca/eng/sc/sin. The Service Canada Centres that are within 15 km of our campus can be found here: http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=eng
As it may take up to 8 weeks to receive a SIN number, you should apply immediately if you have been assigned a TA/RA in lieu of TA. Your program administrator will provide you with the letter that you will require to apply. Once the number is received, please bring your card to The School of Graduate Studies Office located in Gilmour Hall room 212. NOTE: Your pay will not be released until a valid card or documentation of proof of application is received by us.

**TA Office Hours:** JHE-329A may be booked for TA Office Hours. Please see either of the Department of Civil Engineering office staff to book this room. Out of respect for your fellow graduate students, TA office hours are not to be held in graduate student offices.

**Special Letters:** Throughout a student’s academic career, a student may require proof that they are a registered student or a letter stating that their degree has been conferred upon them. These can be done in the form of a letter from the School of Graduate Studies. Should you require such a letter, please complete the Request for Letters Certifying Attendance/Confirming Clear to Graduate – Online request form on the School of Graduate Studies website at [http://graduate.mcmaster.ca/graduate-students/current-students/forms/140-current/forms/570-student-forms.html](http://graduate.mcmaster.ca/graduate-students/current-students/forms/140-current/forms/570-student-forms.html)

Should you need a letter that requires more information than what is provided by the School of Graduate Studies, please complete the Department of Civil Engineering Special Letter Request form, found at [http://www.eng.mcmaster.ca/civil/currentstudents.htm](http://www.eng.mcmaster.ca/civil/currentstudents.htm)

**Auditing Graduate Courses:** Should your supervisor wish you to audit a graduate course, you must complete the Audit Graduate Course Only form which can be found at [http://graduate.mcmaster.ca/graduate-students/current-students/forms/140-current/forms/570-student-forms.html](http://graduate.mcmaster.ca/graduate-students/current-students/forms/140-current/forms/570-student-forms.html). This is an online form that you are to complete, then print out, sign and get the course instructor and your supervisor sign the form before the Add course deadline.

You will need to keep the form and present it to the course instructor on the last day of the course. If you have attended 80% of the classes and the instructor agrees, he/she will sign the form. This form then must be returned to our office within 2 business days of the last class for further processing.

**Other websites of interest:**

**McMaster Campus Map:** [http://parking.mcmaster.ca/Map.html](http://parking.mcmaster.ca/Map.html)

**McMaster Campus Security:** [http://security.mcmaster.ca/](http://security.mcmaster.ca/)

**International Student Services Office at McMaster University:** [https://iss.mcmaster.ca/](https://iss.mcmaster.ca/)

**Student Services on Campus:** [http://graduate.mcmaster.ca/graduate-students/future-students/campus-service](http://graduate.mcmaster.ca/graduate-students/future-students/campus-service)

**Hamilton and Surroundings:** [https://iss.mcmaster.ca/prospective-students/hamilton-and-surrounding.html](https://iss.mcmaster.ca/prospective-students/hamilton-and-surrounding.html)

**International Student Services / Student Handbook:** [https://iss.mcmaster.ca/international-student-handbook.html](https://iss.mcmaster.ca/international-student-handbook.html)

**Engineering Graduate Society:** [http://www.macegs.com/new-students/resources/](http://www.macegs.com/new-students/resources/)

**City of Hamilton Tourism:** [http://www.tourismhamilton.com](http://www.tourismhamilton.com)

**McMaster Off Campus Housing:** [http://macoffcampus.mcmaster.ca/index.php](http://macoffcampus.mcmaster.ca/index.php)

**City of Hamilton:** [http://preview.hamilton.ca/](http://preview.hamilton.ca/)

P.S. Don’t forget to check out our Facebook and Twitter pages!