

New Graduate Student Orientation Session

Department of Computing & Software
Faculty of Engineering

Fall 2023

September 12th,
2023



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, featuring several tall, decorative spires. Behind the building, a large maroon circle is superimposed on the image, containing white text. In the background, beyond the campus, a green hill rises under a blue sky with light clouds. A tall flagpole stands prominently, flying the McMaster University flag (maroon with a crest) and two other flags: the Canadian flag and the Ontario flag.

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.

Today's Overview

- Department Chair's Welcome/Remarks
- Introduction from Dept Grad Chair, Grad Advisors
- Presentations from: CUPE, Co-Op
- Presentation from Stefanie
- Q&A



Dr. Mark Lawford

Chair of Department of
Computing & Software



Welcome to
McMaster



Dr. Jacques Carette
Associate Chair
Grad Studies
Computing and
Software



Welcome to
McMaster

Meet our Grad CAS Advisors

Advisor – Software Engineering
Dr. Spencer Smith
smiths@mcmaster.ca



Advisor – Computer Science
Dr. Ryszard Janicki
janicki@mcmaster.ca



Advisor – M.Eng
Dr. Ned Nedialkov
nedialk@mcmaster.ca



Main Office Staff Contacts

ITB-202



**Mary
Peressini**
Administrative
Assistant
peressim@mcmaster.ca



**Laurie
LeBlanc**
Department Manager
leblanl@mcmaster.ca



**Stefanie
Bittcher**
Graduate Assistant
gradcas@mcmaster.ca



**Connie
Carrabs**
Academic Teams Lead
carrabs@mcmaster.ca



**Aquisha
Lewis**
Undergraduate
Assistant
casug@mcmaster.ca



Main Office Staff Contacts

ITB-202

Derek Lipiec

Facilities Manager
lipiec@mcmaster.ca

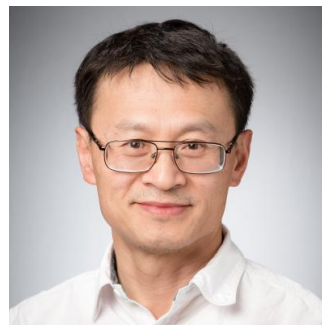


**Sebastian
Rabiej**

System Specialist
rabiejs@mcmaster.ca

**John
Nakamura**

Instructional Assistant
nakamura@mcmaster.c
a



Robert Li

Instructional
Assistant
lis3@mcmaster.ca



Traveling to
Canada

Studying in Canada For International Students

Latest travel updates

- For the latest information about Government of Canada's COVID-19 related travel requirements, visit the Government of Canada's COVID-19: Travel, testing and borders website. Travel restrictions may change without notice, make sure to check this page closer to your travel date:

<https://travel.gc.ca/travel-covid>

- For the latest information about McMaster University's COVID-19 policies, visit our Back to Mac website. There are currently no additional requirements from the University for international students travelling to McMaster:

<https://covid19.mcmaster.ca/>

Studying in Canada For International Students

- McMaster Immigration Support and Advising services: immigration@mcmaster.ca
- They can advise you on Study Permits- Extending your permit/changing conditions:
- <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:
- If you are travelling outside of Canada or inviting friends or family to visit, you will need to have the correct documentation. It's important to remember that your study permit is not a visa and does not allow you to enter Canada (More info on Student Success Center Site: <https://studentsuccess.mcmaster.ca//international-students/immigration-advising/>)

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);

Immigration Process For International Students

International Grad student coordinator – Yufei Zheng

Email: zheny37@mcmaster.ca

One-on-one appointments online form:

<https://outlook.office365.com/book/InternationalGraduateStudents@mcmaster.ca/?ae=true>

- Any questions regarding to PGWP (Post grad work permit) please email our immigration advisor at: immigration@mcmaster.ca
- Our immigration advisor is a licensed professional that will be able to assist and provide advice
- <https://studentsuccess.mcmaster.ca/international-students/immigration-advising/>

Reminders

To do:

- Activate your MacID and email
- Upload your student card photo; obtain student card (pick up in Gilmour Hall 108)
- 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 30th (Pass or Fail)
- *Not required: SGS 202 (It Takes All of Us):
<https://svpro.mcmaster.ca/prevention/it-takes-all-of-us/>
- Setting up for direct deposit, submit tax forms to HR
- <https://gs.mcmaster.ca/ive-accepted-my-offer/getting-ready-for-life-at-mcmaster/>

Payment

Questions about your
funding, please contact

Connie Carrabs

carrabs@mcmaster.ca

- Payments for scholarship and employment will be deposited directly into your Canadian bank account.

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.
- Human Resources – Research Scholarship, TA, and/or RA in lieu of TA. You must provide Human Resources with your direct deposit information.

Please see below for required payroll forms:

- Employee Contact Information Form
(<https://hr.mcmaster.ca/resources/employee-contactinformation-form/>)
- Employee Direct Deposit Form
(<https://hr.mcmaster.ca/resources/employee-depositinformation-form/>)
- Federal TD1 Tax Exemption (<https://hr.mcmaster.ca/resources/federal-td1-tax-exemption/>)
- Ontario TD1 Tax Exemption (<https://hr.mcmaster.ca/resources/ontario-td1-tax-exemption/>)
- **Payroll and Tax forms due Sept 8th 2023 to HR**

Employment

Working in Canada

- 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

Scholarship/Payment schedules:

- <https://gs.mcmaster.ca/scholarship-payment-schedules/>

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

Fall term 2023	Winter term 2024	Spring term 2024
September 8	January 12	May 3

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

All scholarship monies will be paid to you directly, in ONE lump sum per term. **You are responsible for paying your tuition and fees.**

Research Scholarship

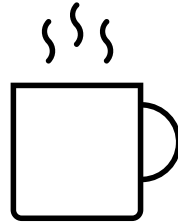
Fall term 2023	Winter term 2024	Spring term 2024
September 8	January 12	May 3

Note: Research scholarships will be paid to you directly, in ONE lump sum per term.

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



Snack Break



MCMMASTER ENGINEERING

GRADUATE CO-OP PROGRAM (OPTIONAL)



Graduate Co-op Program

How to Enrol in the Co-op Program

- Students who want to pursue a co-op must register for Engineering 701 following this process: (found at <https://www.eng.mcmaster.ca/co-op-career/co-op-program/co-op-for-graduate-engineering-students/>)
- All students in these programs must complete the Graduate Supervisor Permission Form (<https://www.eng.mcmaster.ca/wp-content/uploads/2023/08/E701-Graduate-Co-op-Registration-and-Supervisor-Form.pdf>)
- Return to Stefanie for department consent
- and upload to MacDrive (<https://macdrive.mcmaster.ca/u/d/ef4920e541fc456ab36c/>)
- Forms are due by 8:30am on Friday, September 22nd
- **Course Starts on Thursday, September 28th, 2023**

Here are the details:

- Location: Zoom(online)
- Time: 9:00 am – 10:30 am EST
- 6 lectures – 1.5 hours per week

Graduate Co-op Program

Other Important details:

- ***If you are a student who receives a scholarship or TA, it is important to speak with your department administrator before registering for the co-op preparation course to learn how this may affect your funding.***
- As a reminder, if you are interested in pursuing a co-op work term during your studies, this course should be taken at least 2 terms prior to when you would ideally like to start a work term to allow ample time for your job search and to allow time to receive a co-op work permit which can take up to 5 months (required for international students).
- Any questions relating to Co-op, you can ask me or please email Christine Rich in the Co-op office: Christine Rich- Career Development and Relationship Manager (richc2@mcmaster.ca) or Pamela Lauren Career Resource Coordinator (pamela@mcmaster.ca)



Reminders

To do:

- Graduate courses have commenced. You are responsible for ensuring that the courses selected meet your program requirements. Course categorization can be found here:
<https://www.eng.mcmaster.ca/cas/current-graduates#Course-Categorization>
- Consult with your supervisor regarding your program course selections.
- Grad course offerings for 2023/24 can be found here:
<https://www.eng.mcmaster.ca/cas/graduate-course-listing-term>



Reminders

Key dates:

- Final date to ADD course in the fall term: **September 22nd, 2023**
- Final date to DROP course in the fall term: **November 10th, 2023**
- Tuition Payment Deadline: Sep 25th: (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:
<https://gs.mcmaster.ca/current-students/dates-and-deadlines/#tab-content-adding-anddropping-courses>
- ****December 1, 2023: condition clearing deadline****

CAS Degree Regulations

- Degree regulations for all programs in Computing & Software can be found here: <https://www.eng.mcmaster.ca/cas/programs/degree-options/>
- 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.
- **CAS 2023/24 Graduate Handbook:** [Revised August 2023 \(mcmaster.ca\)](https://www.mcmaster.ca/cas/graduate-handbook)

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

CAS Degree Milestones

MASc, MSc and PhD

- 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 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.**
 - **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.**

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.**
- **Your attendance and participation at this seminar is required in order to complete your degree**
- Seminars have been scheduled to take place in Sept 2023. Registration is via Oscar Plus and look for the Engineering Events tab on these selected dates: <https://www.oscarplasmcmaster.ca/home.htm>

Monday, September 18 - 3:30-5:00PM

Thursday, September 21 - 9:00-10:30AM

(Please register in OSCARplus for 1 session only)

Engineering Career Planning Template Form:

link: https://www.eng.mcmaster.ca/sites/default/files/career_planning_template_v02.pdf

CAS Graduate Student

Graduate Forms

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

Some commonly used forms are:

- Audit Course Form: <https://gs.mcmaster.ca/app/uploads/2019/10/Request-to-Audit-a-Graduate-Course.pdf>
- In Program Request Form: <https://gs.mcmaster.ca/app/uploads/2019/10/Request-for-In-Program-Course-Adjustment.pdf>
- Petition for Special Considerations/LOAs: <https://gs.mcmaster.ca/app/uploads/2020/02/Petition-for-Special-Consideration.pdf>
- Request for Late Add/Drop Course: <https://gs.mcmaster.ca/app/uploads/2022/09/Request-for-Late-Add-AndOr-Late-Drop.pdf>

Remember: All graduate forms must be submitted by the Grad Admin to process with SGS

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 Laurie and given out at The Hub (JHE 216A))
- Access Cards - \$10 deposit (charged to student account)
- Physical Keys - \$20 deposit (charges to student account) **ITB 116
- Note from the Hub: It is preferred that Photo ID Cards are obtained instead of obtaining temporary white cards. Data transfers will be processed in October.
- Working at McMaster Cards can be obtained via email through axiomrep@mcmaster.ca * applicable to TAs
- Students can select any vacant desk in the room to which they have been assigned. Students can contact Laurie Leblanc or myself with any questions or concerns.
- 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.

CAS Graduate Student

- Graduate Space: ITB 240* Common Room area requires code- email me for code
- Students have access to CAS mail room *hole punch, stapler
- 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](#).



Campus Resources

Health and Safety

All students are required to take the following courses in addition to any courses required by your supervisor or course instructor:

- 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/
- First Aid kit located in main CAS office: ITB 202

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 \(msu.mcmaster.ca\)](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

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](tel:905-525-9140)

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

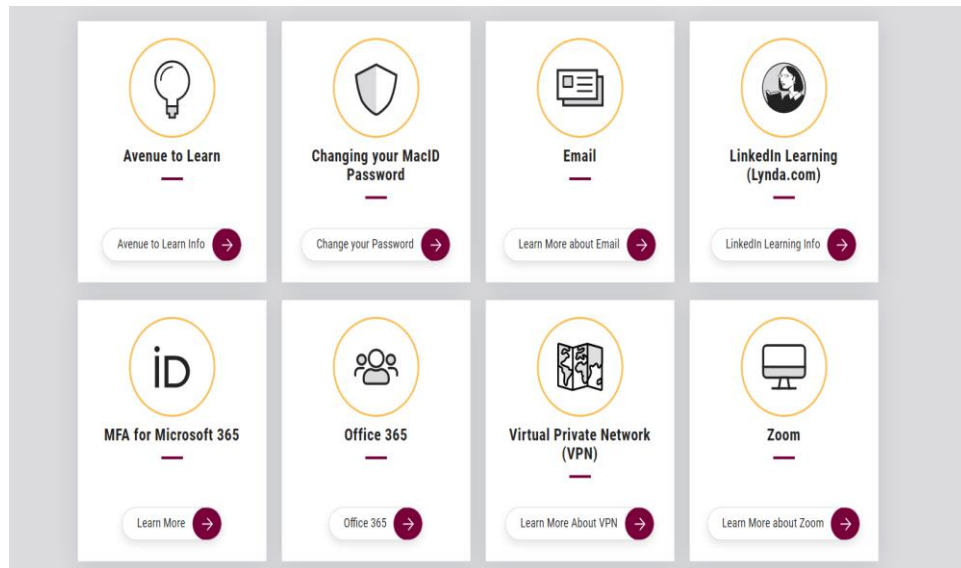
Whether you are working remotely or on campus, our UTS department is ready to serve your needs

- **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/>

Upcoming Events from SGS: <https://gs.mcmaster.ca/news-and-events/events/>

Upcoming Events




orientation session

TA Professionalism, Rights, and Responsibilities Workshop

ORIENTATION

Sep 11, 2023
10:00AM to 11:00AM




International gradstudents

Social Insurance Number (SIN) Clinic on campus

INTERNATIONAL, ORIENTATION


Sep 12, 2023
10:00AM to 3:30PM



Dealing with Money, Debt and Financial Stress

PERSONAL, WELLNESS

Sep 12, 2023
3:30PM to 4:30PM



writing

Graduate Writing Circle: Facilitated writing time, support and accountability (online)

WRITING

Sep 12, 2023
9:00AM to 12:00PM

More events →



Crash Course: Digital Tools to Ace Grad School

LIBRARY, ORIENTATION, RESEARCH

Sep 20, 2023
10:30AM to 12:00PM



POSTDOC Appreciation Week September 18-22

Academic Productivity: Focusing on What Really Matters with Dr. Joe Kim

POSTDOCTORAL FELLOWS

Sep 20, 2023
11:30AM to 1:00PM



Cultural Fusion Fiesta with the GSA

ORIENTATION

Sep 21, 2023
12:00AM to 12:00AM



writing

Graduate Writing Circle: Facilitated writing time, support and accountability (online)

WRITING

Sep 12, 2023
9:00AM to 12:00PM



Barbecue Bash with the GSA

ORIENTATION

Sep 13, 2023
2:00PM to 6:00PM



Grad student hike through Cootes Paradise

ORIENTATION

Sep 15, 2023
9:00AM to 11:00AM



International Grads Games Night

INTERNATIONAL

Sep 21, 2023
5:00PM to 8:00PM



POSTDOC Appreciation Week September 18-22

Campus Walking Tour - Sculpture and Architecture

COMMUNITY, POSTDOCTORAL FELLOWS, WELLNESS

Sep 22, 2023
1:00PM to 2:00PM



Forest Hike with the GSA

ORIENTATION

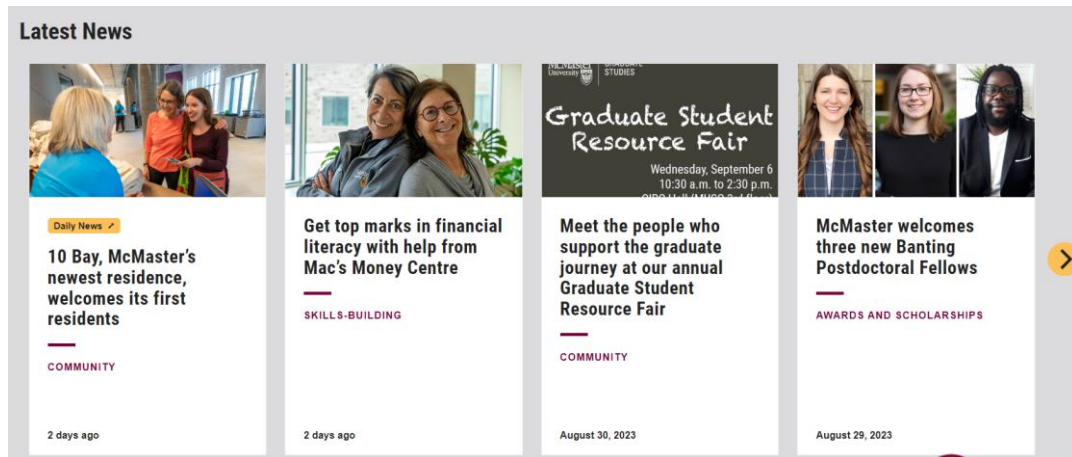
Sep 23, 2023
1:00PM to 3:30PM

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:

(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.¹

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

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/

INTERNATIONAL STUDENT SERVICES AND GLOBAL OPPORTUNITIES



Mitchell Onyedikachi Emmanuel-Kalu, H.B.A. (he/him)

Global Experience and International Program Assistant
Email: emmanuelo@mcmaster.ca



Andrea Gyamfi (she/her)

Coordinator, Undergrad Students (International)
Email: gyamfia@mcmaster.ca



Charissa Hu (she/her), RISIA

Immigration and Mobility Advisor
Email: hu98@mcmaster.ca



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

Education Abroad Coordinator
On leave



Alphonse Mwitawawe

Global and International Program Assistant
Email: alphonsm@mcmaster.ca



Ana Pereira

Lead Coordinator (International Students)
Email: ferreia@mcmaster.ca



Randa Salih (she/her)

Coordinator (International Undergraduate Students)
Email: salihr1@mcmaster.ca



Lajipe Sanwoolu, CHRP, CHRL, RCIC

Immigration & Mobility Advisor
Email: sanwoolu@mcmaster.ca



Andrew Staples, M.A., BBA

Student Success Coach (International Students)
Email: staplesa@mcmaster.ca

University Health Insurance Plan (UHIP)

Cost:

Effective September 1, 2022–August 31, 2023

UHIP coverage for 2022–2023 is \$756 per year per person (\$63 per month per person). This 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 www.sunlife.ca/InpatEligibility .			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 www.uhip.ca 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	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.
Access ID	Name of insured(s) (last name, first name)	Key: M-Member, S-Spouse, C-Child M	
Effective date (d/m/y) 01/09/2016	Termination date (d/m/y) 30/04/2017		
NON TRANSFERABLE			<div>Sun Life Assurance Company of Canada PO Box 2010 Stn Waterloo Waterloo ON N2J 0A6 Toll free: 1 866 500-UHIP (8447)</div> <div>Sun Life Financial</div> <p>Fraudulent use of this card will result in loss of coverage and possible prosecution.</p>

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)

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

Contact uhip@mcmaster.ca



Welcome to the Graduate Students Association

What does the GSA do for you?

Located in the Rathskeller Building

- Supplies Health & Dental insurance via Studentcare
- Supplies the HSR Bus Pass
- Runs the Phoenix Bar & Grill on campus
- Runs Welcome Week activities
- Runs academic workshops
- Runs social events & trips
- Provides awards, bursaries, and financial aid
- Oversees grad student clubs
- Communicates with other Graduate Student bodies across Canada
- Advocates for you!
 - Contact macgsa@mcmaster.ca for any questions



*Contact GSA to learn more about what you can opt out of

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) please refer to <https://www.prestocard.ca/en/about/get-a-presto-card>.
- RESTRICTIONS OF NEW STUDENTS
- Students cannot start using their 2023/2024 Bus Pass/Presto cards until August 22nd, 2023. 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 16th 2023, 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 for an appt.
 - sas.mcmaster.ca
- **Student Wellness Centre (SWC)**
 - Addresses physical and mental wellness needs. Provides counselling options, medical services, and wellness programs.
 - 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

Equity, Diversity, and Inclusion

For information: 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
 - **International Graduate Student Association (iGSA)**
 - Operated by and for international graduate students
 - 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



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.
- <https://money.mcmaster.ca/>

Off-Campus

- **Global Hamilton Connect (GHC)**

- Resources for all international students in Hamilton.
- 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.
- **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>

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 reonline@mcmaster.ca

Base Membership	Description	Annual Fee	Monthly Fee*
McMaster Student	Any full time McMaster University student	Free Per Term	Not available
Family-Spouse	The spouse of any full time McMaster University student	Pays Community Rates	Pays Community Rates
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	Not available	Not available
Locker	Full	\$80 (70.80+9.20 HST)	\$8 (7.08+ .92 HST)
	Half/Hallway	\$60 (53.10+6.90 HST)	\$6 (5.31+ .69 HST)
	Day Use	Free	Free

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



Questions?



Thank You

Questions?

Contact Stefanie Bittcher at
stefanie.bittcher@mcmaster.ca