

Quick Tips Sheet for Civil Engineering Graduate Students

Graduate Studies Dates and Deadlines: The School of Graduate Studies has a list of date 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: <https://academiccalendars.romcmaster.ca/content.php?catoid=37&navoid=7560>

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/>

Registration and Auditing Graduate Courses:

All students, including International Students, are required to register by Thursday, December 12. Information regarding enrollment can be found on the School of Graduate Studies website at the following link: <http://graduate.mcmaster.ca/academic-services/how-enroll>

Should your supervisor wish you to audit a graduate course, you must complete the Audit Graduate Course Only form which can be found at https://gs.mcmaster.ca/sites/default/files/resources/audit_course_fillable.pdf. 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

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 Service 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 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: Rooms may be booked for TA Office Hours. Please see either of the Department of Civil Engineering office staff to book to book a room. Office hours cannot be held in graduate student offices under any circumstances.



Attendance of Full-time Graduate Students: As indicated in the *School of Graduate Studies 2019-2020 Calendar, Section 2.5.9. 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 closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor. An exception to this allotment requires approval from the supervisor or in the supervisor’s absence a member of the supervisory committee. Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.”

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 required to complete the Request to be Full-Time off Campus form. This form can be found on the School of Graduate Studies website at https://gs.mcmaster.ca/sites/default/files/resources/full_time_off_campus_request_form_-_revised_july_2017.pdf Once you and your supervisor have completed the form, please return the form to the Department office for further processing.

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. Should you need a letter please complete the Department of Civil Engineering Special Letter Request form, found on the Department Website.

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.

Other websites of interest:

McMaster Campus Map - <http://parking.mcmaster.ca/Map.html>

McMaster Campus Security: <http://security.mcmaster.ca/>

International Student Services Office at McMaster University: <https://iss.mcmaster.ca/>

Student Services on Campus: <http://graduate.mcmaster.ca/graduate-students/future-students/campus-service>

Hamilton and Surroundings: <https://iss.mcmaster.ca/prospective-students/hamilton-and-surrounding.html>

International Student Services Student Handbook: <https://iss.mcmaster.ca/international-student-handbook.html>

Engineering Graduate Society: <http://www.macegs.com/new-students/resources/>

City of Hamilton Tourism: <http://www.tourismhamilton.com>

McMaster Off Campus Housing: <http://macoffcampus.mcmaster.ca/index.php>

City of Hamilton: <http://preview.hamilton.ca/>

