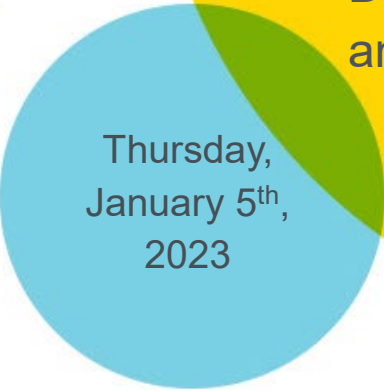




# Academic Information Session

Dulcie Amaral, Heather Ouellette,  
and Jim Morrison



Thursday,  
January 5<sup>th</sup>,  
2023

# Today's welcome activity events

Thursday, January 5 <sup>th</sup>	Welcome Day – ALL Students	Virtual
8:50 am – 9:00 am	<b>ZOOM LINK:</b> <a href="https://mcmaster.zoom.us/j/6203123131">https://mcmaster.zoom.us/j/6203123131</a> Meeting ID: 620 312 3131 Passcode: 9266847378	
9:00 am – 9:30 am	Welcome to the W Booth School from our Director, Associate Director, Faculty and Staff Introductions	
9:30 am – 10:00 am	Academic Information Session (including Registration) – Dulcie Amaral, Jim Morrison, Heather Ouellette	
10:00 am – 10:15 am	Equity and Inclusion – Renata Hall	
10:15 am – 10:45 am	Introduction to Community Engagement – Salman Bawa and Richard Allen	
10:45 am – 11:00 am	The Engineering Graduate Society of McMaster University - Oneeruddho Abir	
11:00 am – 11:15 am	<b>BREAK</b>	
11:15 am – 11:45 am	Engineering Co-op Presentation - Christine Rich (for students in the MEST, MEME programs only)	
11:45 am – 12:00 pm	International Graduate Student presentation Yufei Zheng (international students only)	
12:00 – 1:00 pm	<b>LUNCH</b>	
1:00 – 3:00 pm	Course Selection Meetings with Faculty (all Virtual)  <b>MEPP Program</b> – Dr. Gail Krantzberg <b>ZOOM LINK:</b> <a href="https://mcmaster.zoom.us/j/95285255528">https://mcmaster.zoom.us/j/95285255528</a> Meeting ID: 952 8525 5528  <b>MEME Program</b> – Dr. Marjan Alavi: <b>ZOOM LINK:</b> <a href="https://mcmaster.zoom.us/j/97776203489?pwd=RW8wa2FJUjl0VGUvb3NkaUxMekRjdz09">https://mcmaster.zoom.us/j/97776203489?pwd=RW8wa2FJUjl0VGUvb3NkaUxMekRjdz09</a> Meeting ID: 977 7620 3489 Passcode: 514736  <b>MEST Program</b> - Dr. Zhen Gao: <b>ZOOM LINK:</b> <a href="https://mcmaster.zoom.us/j/3540844438?pwd=dzRtaHlzQS9iVUk5REpTR29Bd1RaZz09">https://mcmaster.zoom.us/j/3540844438?pwd=dzRtaHlzQS9iVUk5REpTR29Bd1RaZz09</a> Meeting ID: 354 084 4438 Passcode: sQT3WZ	



# Welcome Day 2

Friday, January 6th		Welcome Day 2 - ALL Students	
10:00 am – 11:30 am	Master of Engineering Public Policy Presentations (In-Person) (*attendance required for Public Policy students) Location: ETB 535 – to be followed by lunch		
10:00am – 12:00 pm	Master of Engineering Manufacturing and Systems & Technology Presentations (Virtual) (*attendance required for Manufacturing and Systems & Technology students) Zoom link: <a href="https://mcmaster.zoom.us/j/6203123131">https://mcmaster.zoom.us/j/6203123131</a> Meeting ID: 620 312 3131 Passcode: 9266847378		

# ORIENTATION DOCUMENTS - ALL DUE JANUARY 16th

- All orientation documents can be found [here](#)
- Please upload the Orientation Package on MacDrive (as one complete package):
  - Personal information sheet
  - NDA form **(please ensure that a witness signs as well)**
  - Photo permission form
  - Screenshot of completion of the Health and Safety Modules
  - MEPP and MEME students can be upload their completed package to this MacDrive link: <https://macdrive.mcmaster.ca/u/d/4993bff83b5f44bbb938/>
  - MEST students can be upload their completed package to this MacDrive link: <https://macdrive.mcmaster.ca/u/d/a81ffd27c844466da38e/>
- Please upload the Course Selection Sheet on MacDrive:
  - Your program advisor is who you will be meeting today for course selection
  - MEPP and MEME: <https://macdrive.mcmaster.ca/u/d/3eb4d081909f44288b5b/>
  - MEST: <https://macdrive.mcmaster.ca/u/d/86d4f37d4ab44a7ba9ad/>
- Please upload the 2 Co-op Forms (MEST and MEME only):
  - MEME students can be upload their completed package to this MacDrive link: <https://macdrive.mcmaster.ca/u/d/bf41d55404e6427eaea1/>
  - MEST students can be upload their completed package to this MacDrive link: <https://macdrive.mcmaster.ca/u/d/4c1de840c77842e38616/>



# GRADUATE SUPERVISOR INFORMATION – CO-OP FORMS

## Manufacturing Engineering

Name of supervisor: Dr. Marjan Alavi

Supervisors email: [alavis2@mcmaster.ca](mailto:alavis2@mcmaster.ca)

Office location: ETB 204

## Systems and Technology

Name of supervisor: Dr. Zhen Gao

Supervisors email: [gaozhen@mcmaster.ca](mailto:gaozhen@mcmaster.ca)

Office location: ETB 507



## TRANSCRIPTS – CLEARING CONDITIONS

- Please be reminded that we require you to submit official transcripts as part of the condition clearing process. Please ensure that these are submitted if you have not already done so. The deadline date is April 1, 2023.



## MANDATORY FOR ALL PROGRAMS

- All full time and part time students must enroll in **SGS 101, Academic Research Integrity and Ethics** and **SGS 201, Accessibility for Ontarians with Disabilities Act (AODA)** in Mosaic and completed in Avenue to Learn. These courses must be completed during your first month of studies in the first term you are registered in a program. Both these courses will take approximately 3 hours each to complete online and are available as of December 5, 2022. The deadline date to complete both these courses is **January 31, 2023**
- All full time students in all programs must enroll in **SEP 771, W Booth School of Engineering Practice and Technology Practitioners' Forum, Part I** in the Winter 2023 term (January – April 2023) and in Part II in the Fall 2023 term (September - December 2023).



# REGISTRATION

- **MEST, MEPP and MEME** students must add the placeholder SGS 711 for each term you are not enrolled in a unit course
- This indicates you are a student at McMaster for each term
- Students are only allowed to enroll in a total of **two 600 level courses** while enrolled in your program
- Anyone with Mosaic issues, please email [wbooth@mcmaster.ca](mailto:wbooth@mcmaster.ca).





# CO-OP OPPORTUNITIES

- Co-op opportunities are available to MEST and MEME students only
- MEST and MEME students can only complete co-op after finishing their project in its entirety if they chose the project stream option which will be 12 months after enrolled in the program
- MEME and MEST students can complete their co-op no earlier than 8 months after joining the program for students in the course based stream
- **All students must return to complete at least one course after completing their co-op term**
- The co-op course will be offered from January 26<sup>th</sup> to March 2<sup>nd</sup>, 2023 (6 sessions – 1.5 hours per week) from 9:00 am – 10:30 am via Zoom on Thursdays.
- There is no guarantee of placements
- Inquiries about Co-op may be made to Christine Rich at [richc2@mcmaster.ca](mailto:richc2@mcmaster.ca)
- Co-op forms can be found in your co-op package [here](#)
- More information to follow in the co-op information session by Christine Rich today

# SESSIONAL DATES 2022/23

Sessional Dates are noted in the Graduate Calendar [here](#).

DEADLINE DATES FOR GRADUATE PROGRAMS	<u>FALL TERM</u>	<u>WINTER TERM</u>	<u>SUMMER TERM</u>
	September - December 2022 September - October, 2022 (1HF) November - December 2022 (2HF)	January - April, 2023 January - February, 2023 (1HF) March - April, 2023(2HF)	May - August, 2023 May - June 2023 (1HF) July-August 2023 (2HF)
On-Time Registration	Tuesday, July 5 to Tuesday, August 2	Thursday, November 24 to Thursday, December 8	Thursday, March 30 to Thursday, April 13
Class Start Dates * .....	Classes begin on or after September 1, 2022- check with program for details	Classes begin on or after January 3, 2023- check with program for details	Class start dates vary - check with program for details
Late Registration (late fees apply)	August 3 to September 7	December 9 to January 3	April 14 to April 28
Final Dates to Add Courses:			
Multi-term Courses	September 23		
Single-term or 1HF Courses	September 23	January 20	May 12
2HF Course	October 21	February 24	June 23
Final Dates to Drop Courses: **			
Multi-term Courses	February 24	July 28	
Single-term Courses	November 11	March 17	July 14
1HF Courses	October 7	February 10	June 9
2HF Courses	December 9	April 6	August 4
Final Dates to Submit Grades:			
Multi-term Courses		May 1	September 1
Single-term Courses	January 5	May 1	September 1
1HF Courses	October 21	February 24	September 1
2HF Courses	January 5	May 1	September 1
Final Date to Submit Results of Incomplete (INC) Grades for Previous Term with Permission of Associate Dean	March 3	July 7	November 3
Deadline for Term Work to Be Submitted	December 23	April 28	August 31



## Delivery of Courses – January 2023 (January – April 2023)

- Most courses will be offered in-person. Out-of-department courses may run virtually (V) or in-person (P). Please refer to Mosaic.
- Students should check Avenue to Learn, <https://avenue.mcmaster.ca/> for this information. Instructors may post this information here or send you an email directly.
- If you haven't received any information on any virtual course delivery via Avenue, you can contact the instructor a few days before the course will start.
- Most of our SEP courses will start the week of January 9<sup>th</sup>.
- Courses taken from other departments can start as early as January 9<sup>th</sup>. You should reach out to the graduate administrative assistant of that department who will provide you with more information on start dates for their courses.



# TUITION FEES

- First term fees, incidental fees and UHIP (international students) are due January 25<sup>th</sup>
- Any payment concerns should be directed the Office of the Registrar online chat system located [here](#)

## Fee dates

### Payment deadlines

Terms	All students (including OSAP students)
Winter (January to April)	January 25
Spring (May to June)	May 25
Summer (June to August)	July 25

### Late fees

A \$75 late fee is charged once per-term (on last day of the month) on all student accounts not paid in full by the payment due dates. Subject to change.

### Interest

Interest is charged at a monthly rate of 1.2% (compounded to 14.4% annually) on any unpaid balance due, on the second-to-last business day of each month, beginning September and ongoing until paid in full. Subject to change.

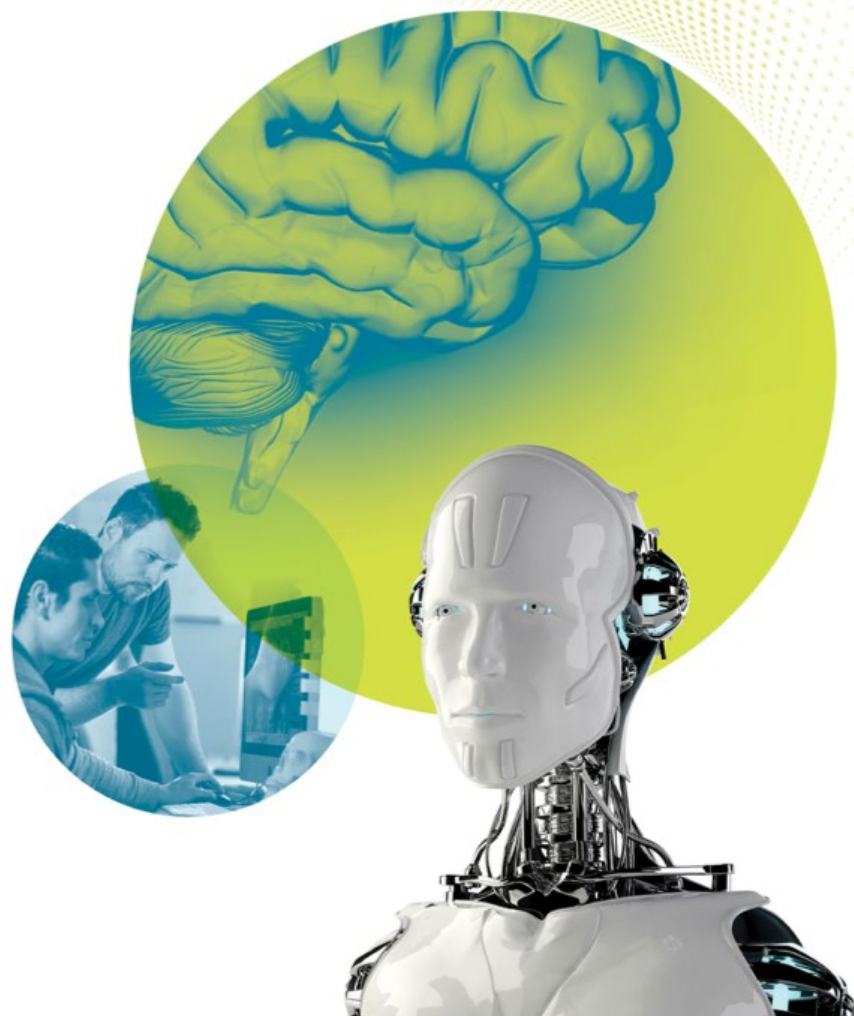


# Course Cancellation Schedule 2022/23 Academic Year

- The course cancellation schedule only pertains to students in the MEPP, MEST and MEME programs.
- You will not be charged for a course if you drop before the add date (January 28th)
- After this point, you will be required to pay higher fees the longer you remain in the course. The link for exact values will be [here](#)

# W BOOTH EMAIL, HEALTH AND DENTAL PLAN

- If you need anything urgent, please email [wbooth@mcmaster.ca](mailto:wbooth@mcmaster.ca)
- Dulcie and I both have access to this email and can return your email quicker during this busy time of year (please expect 2 – 3 business days for a response)
- Students can find more information on Health and Dental insurance on the GSA website: <https://gsa.mcmaster.ca/services/health-and-dental/>
- If you have any questions, please visit their website at [www.studentcare.ca](http://www.studentcare.ca) or by phone at 1-866-358-4434
- Information related to UHIP can be found [here](#)





## MCMASTER MACID, STUDENT CARDS AND EMAIL

- All students should activate your MacID [here](#) by clicking the 'Need help with your MacID?' link. You must have your student id number and your corresponding barcode in order to activate your MacID.
- Students can pick up their student cards from the Registrar's office located in Gilmour Hall, Room 108. You can join the virtual line in the following link, [here](#)
- McMaster will communicate with all students using your McMaster email starting January 2, 2023. Access to your email can be obtained by clicking [here](#)
- Any issues with your email, please contact [uts@mcmaster.ca](mailto:uts@mcmaster.ca) or using their online chat [here](#)



## PRESTO CARD

- New students can obtain a new unregistered presto card from Campus bookstore or Shoppers Drug Mart. If you pick up your presto card from the Campus bookstore, you do not need to pay the \$10 fee.
- Once you receive your new HSR UPASS/PRESTO CARD, please register your new card [here](#)
- For further information on the HSR bus pass click [here](#)





## E-MAIL ETIQUETTE

- Please allow 2 – 3 business days for us to respond to your email. Please do not send the same email multiple times to that same individual as it results in longer wait times.
- Avoid sending the same email to multiple individuals. This will slow down our response time.
- Please include your student number in your emails.
- Please only send messages via email. Messages sent via MS Teams will not be responded to, unless an instructor has noted explicitly that they wish to use it as their primary form of communication.



# LETTERS OF ENROLLMENT AND OTHER FORMS

- Letters of enrollment can be downloaded in Student Centre in MOSAIC
- These letters can be used for extending study permits for the immigration office
- Other forms are on the department website [here](#) for students who may want to add/drop courses after the deadline dates, leave of absences, etc. A friendly reminder that cancellation fees may be applicable after dropping courses after a certain date as indicated on slide 13.



**ANY  
QUESTIONS  
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