

# New Graduate Student Orientation

Graduate Assistant Presentation

September 05, 2025



**SMITH  
ENGINEERING**  
Queen's University

Chemical  
Engineering

- Graduate Assistant – TBD  
[chee.grad@queensu.ca](mailto:chee.grad@queensu.ca)  
Phone extension 74830  
Manage GRF stipends, not tuition  
Course enrollment  
All paperwork, letters required



- Queen's Net ID and Credentials
  - Queen's issues a student Net ID & password, with email
    - This is how Queen's departments (including Chemical Engineering) contact you
    - If you are TAing, you will also receive an employee Net ID and email once your TA contract has been submitted by the Department – it is only accessible while you have a TA contract
    - Please ensure you check your Queen's emails regularly

# Final Steps to Registration

- SOLUS (Student On-Line University System)
  - Update your address, contact information and banking information
  - Check your program, courses for accuracy
- International Students
  - Register for UHIP
  - Submit copy of study permit

# How to Register for CHEE Courses

## – Before October 1<sup>st</sup>

- Email from supervisor granting permission to take the course
- I will register you in the course

## – After October 1<sup>st</sup>

- Online Academic change form with approvals
- Registrar will register you – may take 2 or 3 weeks

## How to Register for Non-CHEE or 4<sup>th</sup> Year Courses

### – Before October 1<sup>st</sup>

- Academic Change form with approvals
- Graduate Assistant will register you in graduate course

### – After October 1<sup>st</sup>

- Academic change form with approvals
- Registrar will register you – may take 2 or 3 weeks

The Graduate Assistant cannot register students in 4<sup>th</sup> year courses. This will be done by the Registrar's Office after SGSPA approval.

# How to Register for RMC Courses

- As soon as possible in September
  - Obtain a registration form from Chem Eng website
  - Obtain a signature from CHEE Dept Head or Grad Chair
  - Form to the Grad School for signature
  - Form to RMC, Sawyer Building for signature from RMC CHEE Dept Head
  - You will be registered in the course by the RMC Grad School
  - Your mark will show as a transfer credit

## AWARDS – QGA, NSERC, OGS, GRF...

- Awards are paid once per term in Sept, Jan and May
- The Grad School uses the banking information you provided in SOLUS
- Graduate Research Fellowships (GRF) are paid monthly towards the end of the month, direct deposit

## Teaching Assignment

- One TA assignment per year is part of your funding package
- We must fulfill our undergraduate program requirements, so you may be required to do two TA assignments (bonus)
- A TA survey is sent out in June asking for your preferences. If you do not complete the survey, this does not mean you will not receive a TAship. It does mean your preferences will not be known.
- Discuss your assignment with the instructor in the course and your supervisor, then bring any concerns to me

# Safety

- CHEM 801 (4 evening lectures; and an exam)
  - Mandatory for **ALL** students, even if you don't work with chemicals, part of accreditation

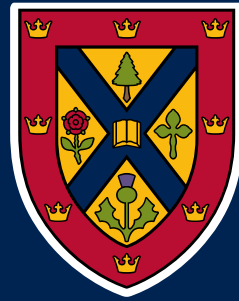
**YOU CANNOT GRADUATE IF YOU HAVE NOT COMPLETED AND PASSED THIS COURSE!**

## Desk Space Provided to MASc and PhD students as required

- After funding eligible period (2yrs MASc; 4yrs PhD) you will be asked to give up your desk space
- **Please ensure you clean your desk out before leaving and turn in your desk and office keys**

# Information Sources

- Your supervisor, fellow students, me
- CEGSA
- Smith Engineering ITS ext 32442 [help@engineering.queensu.ca](mailto:help@engineering.queensu.ca)
- Grad Chair – Dominik Barz
- School of Graduate Studies and Postdoctoral Affairs <https://www.queensu.ca/grad-postdoc/>
- Office of the University Registrar [www.queensu.ca/registrar/](http://www.queensu.ca/registrar/)
- SOLUS
- If you can't find it, ask someone for help



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