

Student Handbook 2020-21



SCHULICH
School of Engineering

Schulich School of Engineering
Graduate Program

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Getting Started

1. Resolve any hold on your account!

A hold may be placed on your account for a variety of reasons such as outstanding admission documents. The most common hold is due to official transcripts not yet received. Check your [Student Centre](#) to confirm if you have any holds. This needs to be done **before** you can move forward with the other steps.

2. Initialize your registration!

This is what “activates” your account allowing you to register for courses, set-up your IT account, and access exclusive resources. How-to instructions available via: <https://grad.ucalgary.ca/current-students/registration/annual-registration/initialize-your-registration>.

3. Create your IT account!

This will get you a UCalgary email and provide access to more communications, resources and applications. How-to instructions available [here](#).

Enrolling in Courses

You will be able to select your courses online using the [Student Centre](#). If you are a new first-year student, you cannot begin to enrol in your courses until your enrollment date. This is found in your student Centre. You may self-enroll from the start date of enrollment up to the add/drop deadline. You should select courses for the entire academic year (Fall/Winter). Dates and deadlines are provided in the [University Calendar](#).

All students are assigned an enrolment appointment which indicates the date and time when you can begin enrolling into courses. You can access more information via the [enrollment appointment page](#). For detailed information and instructions on how-to register for a class, including editing a class, swapping a class, and dropping a class are as follows on the [course registration guide](#) and through related links. If you are unable to do so, please contact meng@ucalgary.ca.

Program requirements and associated course listings are detailed in the Calendar as follows:

- [Program descriptions](#)
- [Course descriptions](#)

Please refer to the separate document attached for recommended course selection specific to each MENG program. This can also be found in the **MENG Graduate Program** [D2L](#) shell, upon granted access.

International Students

Applying for Study Permit

As an international student, it is important to apply for study permit as early as possible to avoid delays as processing times vary and fluctuate through the year. Study permit allows you to study in Canada for longer than six months. Depending on the program, your study permit allows you to work if you're a full-time student while studying at the University of Calgary. There are several specific documents you will need to provide with your study permit application. Information and requirements on applying for a study permit are specified [here](#) and through related links.

Enrollment Verification Letter can be self-printed via your [Student Centre](#). Instructions on obtaining the letter can be found [here](#). Please note that if you have a hold on your account, you will need to request a manual generation of your Enrollment Verification Letter by completing the corresponding [form](#) and sending it to gpoform@ucalgary.ca for processing.

International Student Services (ISS) has Regulated Immigration Advisors who are legally authorized to provide advice on study permits, work permits, visas, and other immigration questions. To access their services email issimmigration@ucalgary.ca. Include your UCID within all inquiries.

Planning your Travels and Arrival in Canada

To help you plan your arrival to Calgary, refer to [International graduate students arriving in Canada](#) page for more information on preparing your documents, quarantine plan and for the start of your graduate program. Registering for the [international student orientation](#) will provide you on information such as Government of Canada regulations, health care, and details to help you during your stay all while meeting other international students.

Awards, Payment Plans, Loans, Tuition and Fees

Awards and Scholarships

MEng Graduate Program students are self-funded, however, may be eligible for certain awards. The available awards and requirements can be searched on the Graduate Awards Database found via the [Graduate awards](#) website. The database allows for student to search hundreds of awards and find opportunities they are eligible for.

Payment Plans

Students are able to pay their tuition and fees via a variety of methods. The preferred method of payment is through online banking with a Canadian account. Students who do not currently have a Canadian bank account can pay their fees through WE Global Pay for Students, or CIBC International Student Pay. Visit the finance [website](#) for further information.

A payment plan is also available for eligible students who prefer to make installments of their tuition over a period of time. Eligibility, information on how to apply, payment schedule and cancellation can be found [here](#).

Student Loans

Government student assistance programs are available to Canadian citizens, permanent residents and protected persons and American citizens. Grants and loans are offered where only one application is required for both. Eligibility, application and frequently asked questions on loans and grants are given [here](#).

General and Tuition fees

General fees are based on yearly fees and per-term fees. [Yearly fees](#) include the Graduate Students' Association membership, group insurance, and extended health/dental insurance. Whereas, [per-term fees](#) mainly consist of the costs for the UPASS, athletics, and student services.

Once you have enrolled in courses through the Student Centre, tuition fees will be updated in your financials section. Both your Fall and Winter term fees will be shown where you can pay your fees per term by the listed [payment deadline](#). Tuition fees for applicable programs are specified as follows:

- [Thesis-based programs and course-based](#)
- [Program-specific](#)

All tuition questions can be directed to gradtuition@ucalgary.ca

Internship Opportunities

The Faculty of Graduate Studies offers an Internship option to help you plan and prepare for your career after graduation. To determine eligibility, funding and how to prepare to start an Internship, visit the [Transformative Talent Internship](#) page to learn more about it.

A unique [Entrepreneurship program](#) is also available to Graduate students from all disciplines who have a vision of turning their research into a business or service.

Connecting with Peers

There are lots of great events, workshops and other opportunities to engage with your peers. The GradPOST newsletter provides an overview of all these. With initialization of your registration and set-up of your IT account, you will automatically begin receiving this bi-weekly newsletter to your UCalgary email.

International Student Services (ISS) provides advice and programs to support all international students adjusting to studies at UCalgary and life in Canada. We recommend signing-up for the [ISS newsletter](#) to receive bi-weekly updates on exciting events and announcements.

The [Graduate Students' Association \(GSA\)](#) supports students to succeed academically and socially through a variety of programming, services and events.

The following contain contact information for the GSA's Departmental Graduate Associations (DGAs) that students can join:

[Mechanical Engineering Graduate Students' Association \(MEGSA\)](#)

[Chemical and Petroleum Engineering Graduate Students' Association](#)

[Civil Engineering Graduate Society \(CEGS\)](#)

[Electrical and Computer Engineering GSA \(ECEG\)](#)

[Geomatics Graduate Group \(G3\)](#)

Communication and Support

Graduate Student Guide: How to Thrive in Grad School

To obtain more information on succeeding, expectations and online resources for grad school, visit the [FGS eBook](#) to learn more.

Further Inquiries

As a student in the Graduate program it is important to check your UCalgary email frequently, add the MEng Office email address (meng@ucalgary.ca) to your address book to ensure you don't miss critical information and updates. **University policy requires all communications and email correspondence be sent to students' UCalgary email address.**

You can connect with an Advisor via [QLess](#) to get immediate answers to any questions you may have. You may download the app or utilize the QLess website to join the virtual line-up. The MEng Graduate Advising hours are posted [online](#).

	Inquiries	Contact Information
Graduate Program Advisors (GPA)	<ul style="list-style-type: none">• Program requirements• Courses• Registration• Awards and scholarships	MEng@ucalgary.ca
Faculty of Graduate Studies (FGS)	<ul style="list-style-type: none">• Tuition and fees	Gradtuition@ucalgary.ca
Graduate Students' Association (GSA)	<ul style="list-style-type: none">• Health and Dental insurance plan• Volunteer opportunities• Social events	Askgsa@ucalgary.ca
International Student Services (ISS)	<ul style="list-style-type: none">• Immigration regulations• Visas• Study permits• Obtaining a social insurance number	iss@ucalgary.ca and issimmigration@ucalgary.ca