

CS GRADUATE STUDENT ORIENTATION

Fall 2026



UNIVERSITY OF
WATERLOO

FACULTY OF
MATHEMATICS



Today:

1. **Library Services**
Rebecca Hutchinson
2. **CS Graduate Student Association**
Gengyi Sun
3. **Computer Science Computing Facility**
Lori Paniak
4. **WiCS Grads**
Aakanksha Khandwaha & Dafna Khripun Matsegora
5. **Instructional Support Group**
Daniel Huab
6. **Graduate Advocates**
CS Grad Office
7. **Grad Office Orientation**
CS Grad Office





WELCOME TO GRAD SCHOOL

School of Computer Science leadership



Dr. Raouf Boutaba
Director of the School



Dr. Jesse Hoey
Director of Grad Studies



Dr. Sepehr Assadi
Assoc. Director of Grad Studies

LIBRARY SERVICES

Rebecca Hutchinson, Computer Science Librarian

SPACES

You are welcome in any library on campus



Library spaces

DC Davis Centre Library

- [Hours](#)
- [Borrowing privileges](#)
- [Computers, printing, photocopying, and scanning](#)
- [Individual study space](#)
- [Group study space](#)
- IST Help Desk
- Library Help Desk

DP Dana Porter and other libraries on campus



ACCESS

Waterloo uses IP authentication to ensure you're able to access what we pay for (when off campus you might not get access through Google/ a publisher's website – use library resources instead)



Access to library materials



Online journals, articles, conference papers, and ebooks

- Start at the [Computer Science research guide](#) or the [Library's website](#) for access to full text (you will be prompted to log in with your Waterloo email address)
- Or manually add in the proxy for login redirect

“<https://onlinelibrary.wiley.com/doi/abs/10.1002/cpe.70444>” becomes

“<https://onlinelibrary.wiley.com.proxy.lib.uwaterloo.ca/doi/full/10.1002/cpe.70444>”



Print books

- Request a print book through the [Library's catalogue](#)
- Pick it up from the Help Desk or have it mailed to you (within Canada)



More help

- [Library Chat and FAQs](#)

RESEARCH GUIDE

The best place to get started with your research



Computer science research guide



The [computer science research guide](#) provides access to paid-for resources

- Brings important 'how-to' information together in one place
- It also has my contact info



Tip! Connect Google Scholar to the Library for easy access to papers behind paywalls

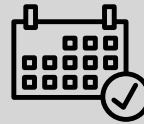
- Go to Google Scholar's settings, then choose Settings and click "Library Links" to add the University of Waterloo

The screenshot shows the 'LIBRARIES' section of the University of Waterloo website. The page is titled 'Computer Science: Papers' and includes a search bar and navigation tabs for Home, Papers, Books, Code, standards, and video, Data, Evaluate Information, Cite and write, and Publish. The 'Papers' tab is selected. Below the navigation, there is a section for 'Indigenous research & resources' and a 'Research databases and more' section. The 'Research databases and more' section lists several databases: ACM Digital Library, IEEE Xplore Digital Library, DBLP Computer Science Bibliography, and ACL Anthology. Each database entry includes a brief description and coverage information. On the right side of the page, there is a section titled 'Access the full text' which provides instructions on how to access full-text articles, including a 'Get it @ Waterloo' button and a 'Report a Problem' button. Below this, there is a section titled 'Journal articles and books not available in Omni' which provides instructions on how to request materials not available in the library's collection.

SUPPORT

Virtual and in-person consultations available

Designed for your specific research needs



Personalized research support

For all stages of the research process. For example, here are some recent questions from other CS grad students:



I found a reference to a paper from the 1978 International Conference on Parallel Programming, but I can't locate the full text anywhere. Are we able to get a copy?



I'm working on a literature review on improving machine learning systems for medical image analysis, but I'm worried I've missed some important research. Can you help me?



My .bib file is getting long, is there a more efficient way to track and manage BibTeX and papers?



How does Zotero work with Overleaf?



Can I use this image from this published article in my thesis?



I haven't heard of this conference before, is it predatory?



The place I'm publishing requires a DOI for my supporting data, how do I get one of those?

When you're ready to get started

Visit the Computer Science research guide

Book a meeting

Email r3hutchi@uwaterloo.ca

CS GRADUATE STUDENT ASSOCIATION

CSGSA Board Members



Ashu Adhikari
President



Joy Krishan Das
Vice President



Gengyi Sun
GSA Councillor



Tales Mello Paiva
Treasurer

Contact us

CS GSA Website



Discord



<https://discord.gg/2U5n3Yc27F>



@uwcsghsa



csghsa@uwaterloo.ca

COMPUTER SCIENCE COMPUTING FACILITY (CSCF)

**LORI PANIAK
MANAGER, RESEARCH AND SPECIAL PROJECTS**

CSCF ACG Services

Lori Paniak

Manager, Research and Special Projects (RSG)

ldpaniak@uwaterloo.ca

DC 2625

<https://teams.microsoft.com/l/chat/0/0?users=ldpaniak%40uwaterloo.ca>



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Short Version: Campus IT things to know

- One-page flyer of IT services available
- <https://nextcloud.cs.uwaterloo.ca/s/e22SE2kA3ozySCp>
- Please generate and add an ssh key at: <https://authman.uwaterloo.ca>
- Documentation on ssh key details at that link
- Set your password for “GENERAL” domain here:
<https://cs.uwaterloo.ca/password/>

CSCF Structure: Three Groups

- Infrastructure (**INF**) – Manager: Gwendoline Nubila, plus 5 staff
 - provides servers, network infrastructure, Active Directory, purchases all computing equipment for the School
- Teaching and Administration (**TOP**): Manager: Nick Lee, plus 5 staff
 - supports all undergraduate teaching labs, plus administrative staff, the Instructional Support Group and School meeting rooms and audiovisual services
 - CSCF Help Desk
- Research and Special Projects (**RSG**): Manager: Lori Paniak (me), plus 9 staff
 - provides IT support for Faculty, Grads, PostDocs and Research Visitors
 - Develop (web) Applications for the School and wider campus

Workstations when you arrive – please return upon completion of your program!

- Research grads
 - Supervisor/you have choice of (including monitor):
 - PC Laptop – Windows / Ubuntu
 - Mac Book Air (M5)
 - Supervisor purchased system
 - Expect an email from “RT” on this!
- <https://cs.uwaterloo.ca/cscf/about/policies/graduate-student-workstation-options>

Research Support

- Each group/faculty assigned a “Point of Contact” within the Research Support Group – that is your “go to” person

<https://uwaterloo.ca/computer-science-computing-facility/getting-help/research-points-contact>

- Other RSG staff will also help as needed
- Your point of contact has answers to all your IT questions (on campus and beyond)
- Can help out with workstations, clusters, grants, GPUs...

CSCF Help Desk

- We have a Help Desk that can handle certain tasks
 - Loan of equipment – cables, display adapters, external drive bays, keyboards, mice
 - Assist with wireless networking issues
 - Take a problem report and get it assigned to appropriate staff
 - DC 2608 or cscfhelp@uwaterloo.ca
 - Open hours: 8:30am to 1:00pm and 2:00pm to 4:00pm on business days
 - <https://cs.uwaterloo.ca/cscf/getting-help/help-desk>

Compute Resources

- School Linux servers: linux.cs.uwaterloo.ca
- Student Linux servers: linux.student.cs.uwaterloo.ca
- School Windows servers: windows.cs.uwaterloo.ca
- GPU cluster: watgpu.cs <https://watgpu.cs.uwaterloo.ca>
- VM server: <https://andromeda.cs.uwaterloo.ca>
- On demand servers: <https://paper.cs.uwaterloo.ca/>

File Storage

- Ceph distributed cluster – 500GB+ per student
 - Home directory under linux.cs
 - <smb://smb-files.cs.uwaterloo.ca>
 - S3 buckets
- Backup
 - Files are backed up regularly

NextCloud (DropBox-like service)

- Locally stored on ceph cluster
- Up to 500GB per grad student (ask if you need more)
- Access at: <https://nextcloud.cs.uwaterloo.ca>
- Download NextCloud clients or web access
- Documentation: <https://cs.uwaterloo.ca/twiki/view/CF/Vault>

https://docs.nextcloud.com/server/latest/user_manual/en/desktop/index.html

Personal Web Pages

- <https://cs.uwaterloo.ca/~youruserid>
- Files in linux.cs home directory under “~/public_html”
- Create/update index.html
- Make sure to assign “world read” to your web files
 - % `chmod o+r index.html`

Email

- youruserid@uwaterloo.ca
 - Grad students automatically given a Office 365 account
 - Can redirect wherever you prefer with a mailbox rule:
 - i.e. Your own account (Gmail, Hotmail, etc)
 - You can also configure a “friendly” email address, e.g.:
 - Lawrence.Folland@uwaterloo.ca
 - Do that in <https://idm.uwaterloo.ca/watiam/login.jsf?prompt=true>
 - Manage Email Settings

Printing

- Can print to any of our printers listed on our Windows print server:
 - Or [\\printers.cs.uwaterloo.ca](https://printers.cs.uwaterloo.ca) (in Windows)
 - (login with your CS-GENERAL\userid credentials)
- Setup notes:
 - <https://uwaterloo.atlassian.net/wiki/spaces/CSCF/pages/44526239755/Printing+How-Tos>

High Performance Computing (SCS)

- Faculty-provided servers/clusters: thousands of CPU cores/dozens of GPUs!
 - Syn cluster – Salem/Wong/Brecht (Data Systems Group)
 - RIPPLE – Ian Goldberg (CrySP)
 - Tembo – Khuzaima Daudjee
 - CloudNetwork – Raouf Boutaba
 - Triangle – Graphics
 - Daytona – Poupart/Hoey/Lizotte (Health Informatics)
 - Snorlax – Big data privacy
 - Chippie – Cybersecurity and Privacy Institute
 - Himrod – General use
 - watgpu.cs – AI cluster
 - datasci.cs – Hadoop cluster
 - Various other servers
- <https://cs.uwaterloo.ca/twiki/view/CF/HighPerformanceComputingResources>



HPC – SHARCNET/Digital Alliance Canada

- Digital Alliance (formally Compute Canada) provides batch computing for large numbers of cores/memory/GPUs
- 1 TB storage
- Requires a Digital Alliance account based on faculty sponsorship (your supervisor needs to have an account to sponsor yours)
- There is no cost to use these resources
- Systems and accounts: <https://alliancecan.ca/en/services/advanced-research-computing/federation/national-host-sites> <https://alliancecan.ca/en/services/advanced-research-computing/account-management/apply-account>

Software

- Windows – can be put on any Research / Teaching machine
- MS Office – campus license
- Visual Studio – free Academic license
- Maple – supervisor purchased
- MatLab – free for UW users
- Others – talk to your Point of Contact

Questions? Feedback?

Lori Paniak

ldpaniak@uwaterloo.ca

DC2625



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WICS GRADS

AAKANKSHA KHANDWAHA & DAFNA ANNA KRIPUN MATESGORA

WiCS GRADS

Who We Are

- A community for women and gender-diverse graduate students in CS
- A space to connect and find your people in grad school
- Reps: Aakanksha & Dafna



What We Do

- Organize formal and informal events
- Create opportunities to meet people beyond your research group
- Possible events:
 - Pickleball • Paint dates • Disc golf • Crochet & crafts
 - Yoga • Boba
- Have a suggestion? We'd love to hear it!



UPCOMING EVENTS

We've got lots planned for this year!

Stitch n' B*tch – No registration required!

Friday, Sept. 11 @12 pm

WICS Study Room (DC 2331)

Crafts • Snacks • New Friends

Every other Friday



Scavenger Hunt – RSVP Required!

Tuesday, Sept. 15 @4:30 pm

WICS Study Room (DC 2331)

Prizes to be won!

RSVP Here -->



COMMUNICATION

There are plenty of ways to stay connected and get involved:



Email us at:
wicsgrads@uwaterloo.ca



Follow us on Instagram:
uwaterloowics



Join our Teams Channel



Join our mailing list:
Details will be coming soon!



Follow us on LinkedIn:
Waterloo Women in Computer Science



INTRO TO THE COMPUTER SCIENCE INSTRUCTIONAL SUPPORT GROUP (ISG)

09/08/2026

Prepared by the Instructional Support Group,
David R. Cheriton School of Computer Science

Check out our website: uwaterloo.ca/cs-isg



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Who are we?

CS TA Assignment Team

> cs-ta@uwaterloo.ca

For CS TA preferences/assignments, contracts, training, etc.

Graduate Coordinator, TA

> csgtaschol@uwaterloo.ca

If unsure contact one of us and we'll redirect as needed.

Daniel Huab (he/him)

Academic Studies Administrator

- Support for TA application/assignment process, TA orientation training
- Also doing MC lab bookings, classroom/consulting centre bookings (e.g. office hours)

Harshitsinh Chauhan

- For funding, external scholarships, eligibility etc.

Agenda / Learning Objectives

- Know your **points of contact** in the School of Computer Science for inquiries about your Teaching Assistantships, TA funding, and course duties
- Learn some acronyms that are unique to the CS **Instructional Support Group (ISG)** (ISC, ISA, IA, TA) and how each role operates in a course.
- Be aware of the **required steps/training** to accept your TA contract, get paid, and work effectively as a TA.

What is the Instructional Support Group?

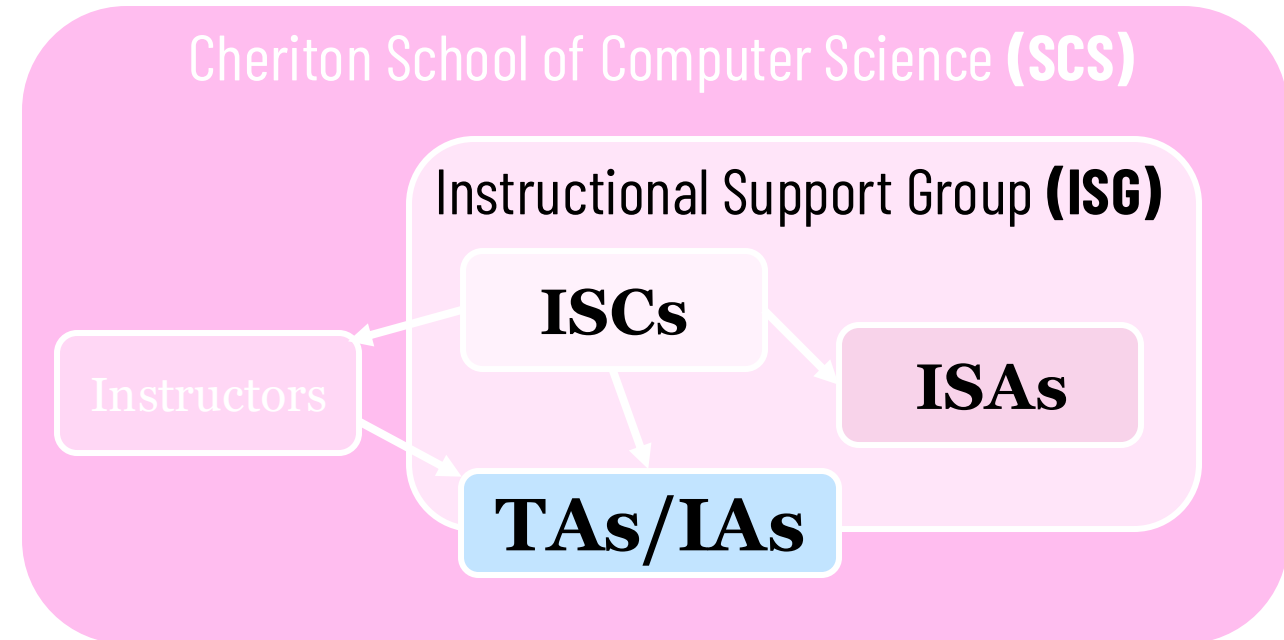
The Instructional Support Group (ISG) is part of the **School of Computer Science**.

The ISG comprises:

- Instructional Support Coordinators (**ISCs**), Instructor/Coordinators
- Instructional Support Assistants (**ISAs**)
- Graduate Teaching Assistants (**TAs**), and Instructional Apprentices (**IAs**)

and is managed by the Undergraduate Studies Manager.

We are full-time staff who support the delivery of undergraduate CS courses with higher enrolments / frequent instructor turnover.



What is a Teaching Assistant (TA)?

A **Teaching Assistant (TA)** is a paid position for graduate students. TAs are crucial to the successful delivery of undergraduate courses!

In Computer Science, TAs typically **mark assignments and exams**, and **proctor exams** for undergraduate CS courses.

- As a TA, you will **report to a Course Instructor or Instructional Support Coordinator (ISC)**, depending on which the course/position assigned.
- New CS graduate students are typically assigned to first/second-year courses.

Instead of a TA, you might be assigned an **Instructional Apprentice (IA)** position.

IAs support students face-to-face (e.g. office hours and tutorials). The # of hours and pay is the same as a TA. More info online.

All TAs/IAs must follow UW's TA policies and the Faculty of Math's TA expectations.

What is an Instructional Support Coordinator (ISC)?

Instructional Support Coordinators (ISCs) run the administrative aspects of a course and provide continuity between terms.

ISCs coordinate all course staff (i.e. instructors, ISAs, TAs, IAs). An ISC will:

- provide your termly duties/important dates at the beginning of the term
- provide course-specific training and support
- evaluate your performance at the end of term.

If you are assigned a TA position for

- CS 105 – CS 145
- CS 230 – CS 251
- CS 341 – CS 350

then an ISC is your main contact for questions or issues. Contact info is on your TA contract.

List of ISCs on [our website](#).

What is an Instructional Support Assistant (ISA)?

Instructional Support Assistants (ISAs)

are *undergraduate* co-op students who support course delivery on the front and back-end.

If you are assigned to TA for a first/second-year CS course (CS100 – CS251):

it could be an ISA who will:

- communicate your ongoing duties as a TA
- work with you when marking/proctoring
- support you on behalf of the instructor/ISC

An ISA is the best resource to you as a TA. They are the only full-time staff of a given course.



When assigned to a non-ISG course

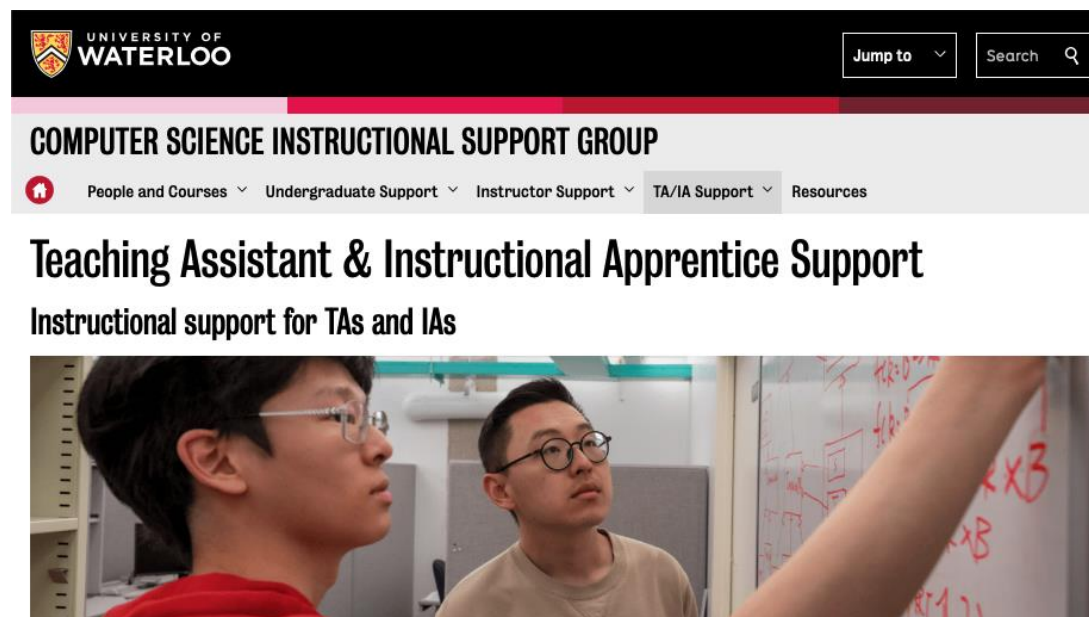
If you are a TA/IA for a course that is not supported by the ISG, then the course instructor(s) will assign your duties, provide training/support, and evaluate your performance.

This mainly applies to upper-year CS courses.

If the course does not have an ISC, you should contact the course instructor(s) directly.

ISG still supports you via:

- CS TA Assignment Team
- TA orientation and training
- Linked services/resources on our [website](#)



TA Hours and Schedule

Your duties may start as early as the first day of classes and may end as late as after the final exam day (e.g. marking the final).

ISCs/Instructors may have already emailed you tasks to do before the first day of classes (e.g. provide availability for marking meetings)

Please check your uwaterloo email regularly.

*For Fall terms, a 0.75 TA unit consists of **120 hours** over the 4-month term. This averages to ~7.5 hours a week but **the workload will not be evenly distributed.***

Important dates (midterm + marking deadlines) should be communicated to you via the **Assignment of Duties (AOD) form** provided at the start of the term.

Inform the ISC/Instructor if you are unavailable to fulfill your duties ASAP.

Math TA Proctor Pool

The **Math Undergraduate Office (MUO)** maintains a “pool” of all the graduate TAs (regardless of unit assigning). Proctors are selected at random each term to help with midterm and final examination proctoring.

- As part of your duty, 3.5h are pre-allocated to assisting in the proctoring of a **midterm OR final examination** in a course *other than the one(s)* to which they were assigned (e.g. MATH 135, CO 250, PMATH 333)
 - Midterms= 4th to the 11th week of term.
 - Final Examinations = MUO will give you as much advance notice as they can, typically one week.

Pool Proctoring Expectations

Please respond soon after contacted

- You will be given information where to go and when
- Instructor will give you information on what is expected of you. Please make sure to follow instructions carefully.
- If you have an academic reason why you cannot proctor, MUO will ask someone else.
- If you cannot proctor for a non-academic reason, **it is your responsibility to provide the name of a replacement TA.** This replacement must also be a TA in the same term (e.g. someone in the same course / someone in your program)

Action Items – will be sent to your email

1. Sign your TA contract (if you have not done so already.)
2. Complete all TA Training + Mandatory Employee Training Modules by end of the month.

For questions/issues, please email cs-ta@uwaterloo.ca

See uwaterloo.ca/cs-isg for more information about TA/IA support.

GRADUATE ADVOCATES

PROFESSORS ELENA GRIGORESCU & RICHARD TREFLER

Graduate Advocate

Your CS Advocates:

Richard Treffer (treffer@uwaterloo.ca)

Elena Grigorescu (elena-g@uwaterloo.ca)

You can also talk to [other advocates in the Faculty of Math](#)

- Responsible for interacting with graduate students on matters that are related to their graduate student experience, but would like to remain confidential
 - Items you want brought to the grad director's attention but are not comfortable discussing with them directly
 - Second opinion on advice, requests, comments made to you by your supervisor
 - Changing supervisors
 - ...
- Everything is “off-the-record” unless you desire otherwise.



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Graduate Advocate

- Stop by and say hi!
- If you have questions don't hesitate to reach out to either advocate
- 1:1 meetings are very easy to set-up

GRADUATE OFFICE ORIENTATION

CS GRAD OFFICE

Staff

Shaz Rahaman

Graduate Studies Manager

Nathina Navas

Graduate Coordinator, MMath Programs

Harshitsinh Chauhan

Graduate Coordinator, TAs &
Scholarships

Amy Todd

Graduate Coordinator, Admissions &
Scheduling

Darshani Madumali

Graduate Coordinator, PhD Programs

Denise Shantz

Graduate Coordinator

Agenda

1. Understanding your funding: GRS & TA pay
2. External scholarships
3. MMath co-op program
4. Course enrolment
5. Key reminders

1. UNDERSTANDING YOUR FUNDING

Each offer contains three sources of funding:

Graduate Research Studentship (GRS)

What is it?

Pay for the work you perform as a researcher in your supervisor's lab.

Who pays it?

Your supervisor

When is it paid?

Lump sum at the beginning of term in Quest.

Teaching Assistantships (TA)

What is it?

Pay for the work you perform as a TA for undergrad courses.

Who pays it?

The School

When is it paid?

Monthly, last Friday of the month**

Termly Scholarships

What is it?

IMAE, IDSA, and DGSA*

Who pays it?

The University or the School

When is it paid?

Lump sum at the beginning of term in Quest.

**DGSA is an award for domestic students – it's not a separate line item in your offer but is included in the GRS line item*

***Subject to change to bi-weekly in the future with new CUPE Collective Agreement*



TA allocations follow a specific schedule, outlined in your offer

MMath students usually have 2 TA units in their 1st year, and 1.5 TA units in their 2nd year:

	Year 1			Year 2		
	Fall	Winter	Spring	Fall	Winter	Spring
# of TAs	0.75 units	0.75 units	0.5 units	0.75 units	0.75 units	0 TA units

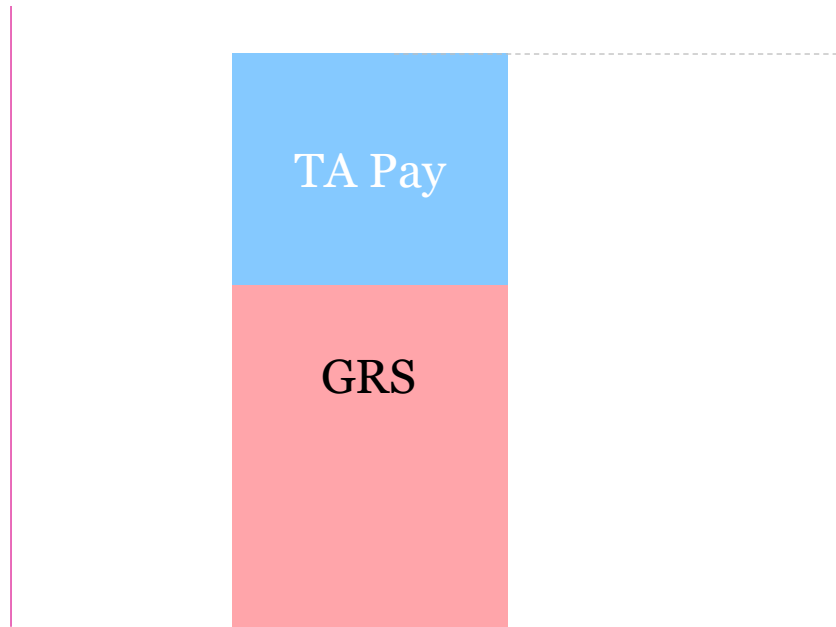
GRS increases in an MMath's last spring term to account for no TA allocation.

PhD students have 2 TA units every year:

	Fall	Winter	Spring	Fall	Winter	Spring	...
# of TAs	0.75 units	0.75 units	0.5 units	0.75 units	0.75 units	0.5 units	...

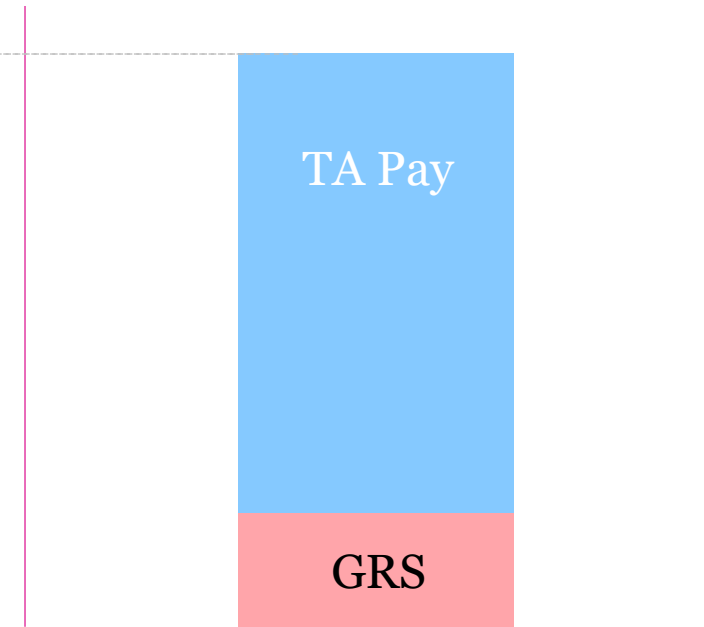
GRS funding will fluctuate with your TA units to help ensure your termly pay is regular and balanced

In terms with 0.5 TA unit, you will receive a base GRS



Approximately
the same total
each term

In terms with 0.75 TA units, your GRS is reduced as your TA income increases



You can review expected GRS vs. TA* earnings based on these charts:

Domestic

MMath

	0.5 TA unit term	0.75 TA unit term
TA	\$4,380	\$6,568
GRS	\$6,023	\$3,834

PhD

	0.5 TA unit term	0.75 TA unit term
TA	\$4,380	\$6,568
GRS	\$5,023	\$2,834

International

	0.5 TA unit term	0.75 TA unit term
TA	\$4,380	\$6,568
GRS	\$10,217	\$8,028

	0.5 TA unit term	0.75 TA unit term
TA	\$4,380	\$6,568
GRS	\$7,317	\$5,128

*Vacation pay is not included in TA rates. Note that TA pay will change over time due to CUPE increases.



Beyond GRS & TA, your letters would also have included a termly scholarship:

MMath

PhD

Domestic

Name	Termly Amount
Domestic Graduate Student Award*	\$1,000

Name	Termly Amount
Domestic Graduate Student Award*	\$2,000

International

Name	Termly Amount
International Master's Award of Excellence	\$2,500

Name	Termly Amount
International Doctoral Student Award	\$5,100**

* Incorporated in your "GRS" line item in your offer letter

** May be split between two sources in some terms



It is important to remember that just like your academic career, your funding is also your responsibility to track and manage:

1. Have I added my [bank account details](#) into Quest?
2. Do I have, at minimum, the three core sources of funding (GRS, TA, termly scholarship) accounted for in my Quest account?
 - Please note that at times your termly scholarship may appear as a “GRS” line item in Quest – ensure you’re checking the total funding, not just the names of the line items!
 - Please also ensure you’re aware of both the eligibility and time length of your scholarships
3. Does my GRS rate match the amount of TA units I’m working this term?

Confused about your funding? Think you’ve received too much or too little?
Please reach out to Cfinance@uwaterloo.ca for support!

2. EXTERNAL SCHOLARSHIPS

EXTERNAL SCHOLARSHIP DEADLINES

View more on the [CS Website under External awards](#)

February 1	OGS Domestic and International applications are due <i>Note: transcript requests normally due end of January</i>
September	NSERC Doctoral transcript requests are due
October	NSERC Doctoral applications are due
November	Tri-Agency CGSM transcript requests are due
December	Tri-Agency CGSM applications are due

We send updates on
scholarships via our biweekly
CS Grad Office Newsletter!

3. MMATH CO-OP OPTION

CO-OP PREPARATION TIMELINE

View more on the [CS Website, under Math Coop Option](#)

Now

Determine if Co-op is a good option for you

- Discuss the co-op option with your supervisor
- International students: Ensure you meet the IRCC requirements to work in Canada for a co-op work term, including holding a valid study permit with the appropriate work authorization conditions. Contact [Student Success Office](#) if you have questions about your eligibility
- Attend our Co-op Information session. Please register by emailing csmaster@uwaterloo.ca. More details soon to come.

First Day of Last Month
in the Term (ex.
Fall term – December
1st)

Form submissions

- Submit a *program/plan change form* and a *sequence change form* to add the co-op option to your program and set your study/work term cycle, respectively.

Before your 1st work
term

Meet course requirements

- Ensure you've completed four courses toward your coursework requirements
- Ensure you've completed your remedials (if applicable)



RECOMMENDED SEQUENCE FOR CO-OP – 1 co-op term

Term	Type of term	Apply in first term:
F26 Term 1	Academic term	- Take 2 out of 4 of the required courses - Apply to co-op program; submission deadline Dec 1st, 2026
W27 Term 2	Academic: Pre-recruitment term (Master's Co-op program begins)	- Take remaining 2 out of 4 of the required courses - WIL 601 (Mandatory Training Course)
S27 Term 3	Academic: Recruitment term	- Thesis research - Actively searching for a co-op position
F27 Term 3.5	Co-op Work term	- Thesis research - Graduate Reflective report due.
W28 Term 4.5	Academic term	Thesis research
S28 Term 5.5	Academic term	Thesis research
F28 Term 6.5	Academic term	Thesis research

Term	Type of term	Apply in second term:
F26 Term 1	Academic term	Take 2 out of 4 of the required courses
W27 Term 2	Academic: term	- Take 2 out of 4 of the required courses - Apply to co-op program
S27 Term 3	Academic: Pre Recruitment term (Master's Co-op program begins)	- Thesis research - WIL 601 (Mandatory Training Course)
F27 Term 4	Academic term Recruitment term	- Thesis research - Actively searching for a co-op position
W28 Term 4.5	Co-op Work term	- Master thesis co-op - Graduate Reflective report due.
S28 Term 5.5	Academic term	Thesis research
F28 Term 6.5	Academic term	Thesis research



RECOMMENDED SEQUENCE FOR CO-OP - 2 co-op terms

Term	Type of term	Apply in first term:
F26 Term 1	Academic	- Take 2 out of 4 of the required courses - Apply to co-op program
W27 Term 2	Academic – Pre-recruitment term (Master's Thesis Co-op program begins)	- Take 2 out of 4 of the required courses - WIL 601 (Mandatory Training Course)
S27 Term 3	Academic - Recruitment term	- Thesis research - Actively searching for a co-op position
F27 Term 3.5	Co-op work term	- Master thesis co-op - Graduate Reflective report due.
W28 Term 4	Co-op work term	Master thesis co-op
S28 Term 5	Academic term	Thesis research
F28 Term 6	Academic term (if needed)	Thesis research

Term	Type of term	Apply in second term:
F26 Term 1	Academic	Take 2 out of 4 of the required courses
W27 Term 2	Academic	- Take 2 out of 4 of the required courses - Apply to co-op program
S27 Term 3	Academic - Pre-recruitment term (Master's Thesis Co-op program begins)	- Thesis research - WIL 601 (Mandatory Training Course)
F27 Term 4	Academic - Recruitment term	- Thesis research - Actively searching for a co-op position
W28 Term 4.5	Co-op work term	- Master Thesis co-op - Graduate Reflective report due.
S28 Term 5	Co-op work term	Master thesis co-op
F28 Term 6	Academic term (if needed)	Thesis research



WIL 601

Students interested in co-op will need to take the mandatory course:

WIL601: Career Foundations for Work-Integrated Learning.



You will learn the tools, strategies and resources to effectively prepare for your upcoming WIL experiences

- Critically reflect on your career values and goals.
- Identify, evaluate and articulate your current skillsets and the competencies you are developing in graduate school.
- Learn strategies for networking and the job search process, and how to cultivate meaningful career development during and after your WIL experience.
- Connect with [Centre for Career Development \(CCD\)](#) advisors through synchronous sessions.

Note: Students will be automatically enrolled in this course during the first effective term of switching to the Co-op program (ex. During term 2)

Interested in Co-op?

Students interested in Graduate Co-op are invited to attend one of the upcoming **Graduate Co-op Orientation Sessions (CEE)**.

Questions about the orientation sessions? Contact Zac Mercer at zmercerc@uwaterloo.ca.

Session 1

Monday, September 14th 12:00-1:00PM

Session 2

Wednesday, September 16th 8:30-9:30 PM (this night time slot will be popular!)

Session 3

Friday, September 18th 2:00-3:00PM

We will also host a **Graduate Co-op Information Session** in **mid-October** with CS-specific information. Details will be shared later. Please keep an eye on the **CS Graduate Newsletter** for updates. If interested **Please contact csmaster@uwaterloo.ca for support.**

4. COURSE ENROLLMENT

COURSE ENROLMENT TIMELINE

View more on the [GSPA Important Dates calendar](#)

1 month before term
Course enrolment begins

Class enrolment period

- During this period, use Quest to enrol in and drop classes.
- If you are not “fees arranged” by end of class enrolment period, your classes will be dropped.

After 3 weeks into term
Course enrolment ends

Class drop with grade of Withdrawn, no credit granted (WD)

- During this period, you can continue to drop classes in Quest – however a grade of “Withdrawn, no credit granted” will be applied and remain on your transcript. WD is not an academic penalty
- Classes can be added with a drop/add form

After 2.5 months into term
End of WD period

Beyond...

- Only students with special circumstances can petition to drop a class with a course drop/add form

Remedials and non-required courses

Remedials

- Remedial courses add with a DROP/ADD form (unless at the graduate level). You should receive an email from the Undergrad office with a permission # for any remedial courses.
- Remedials must be completed in your **first 2 terms**.
- EMLS (remedial courses) do NOT count towards a student's grad course count for a term. EMLS 601R (speaking) & 602R (writing) can be taken in the same term.

Non-required courses

- Additional courses taken for credit but not included in your program requirement must be assigned XTRA and submitted on a DROP/ADD form ASAP.
- AUDIT/READING courses add with a DROP/ADD form.

Housekeeping note

- **Discuss all of your course enrolments with your supervisor.** They should always know how many and which courses you are taking.
- **Please only enroll in the number of courses you are allowed to take that term for your program.**
- **Please do not over-enroll in courses.** This ties up spots from other students who might need that particular course to complete their degree! Course enrollment is monitored and we do not want to email you to drop courses.

5. KEY REMINDERS

Grad Office Newsletter: Your source for important info!

CS BITS & BYTES

Reminders, Scholarships, & More!

CS Grad Office Walk-In Hours: Tuesday, Wednesday, Thursday from 10:00am to 11:30am

INSIDE THIS ISSUE

• Important Reminders

- [Etiquette Reminder](#)
- [TA Responsibilities - Term Reminders](#)
- [Include Your Student Number in Correspondence](#)
- [Fees Arranged Status](#)
- [Check your Quest Account](#)
- [Tuition and Fees Refund](#)

• Student Opportunities

- [Join us for Complexity Day!](#)
- [Postdoc Spring Welcome!](#)
- [GRADnavigate: Tackling the PhD Defence](#)
- [NEW COURSE OPINION - Human-Centred Social AI Agents \(SYDE, 600-level\)](#)
- [NEW COURSE: ECE 750](#)

If you are not receiving the newsletter, please email cs-gradoffice@uwaterloo.ca



Getting set-up at UW: A checklist

- ❑ **Regularly check your UWaterloo email**

Your email was set-up when you matriculated. Ensure you use your @uwaterloo.ca email (not @edu.uwaterloo.ca) for all updates!

- ❑ **Update your local mailing address in Quest as soon as possible**

The university uses this as your primary mailing address. Inter-university mail can be picked up in the mailboxes in DC 2583.

- ❑ **Pick up your keys/fobs for your office**

Pick up your fobs from CS Admin Office, and keys from Key Control GSC 1101 (if you need a key, you'll have received an alert by email from Key Control)

- ❑ **Read the Orientation summary email**

In particular, review the 'Important Links for Graduate Students' that will be included in your summary email. They are a great resource!

Further reminders for International Students

1. Remember to get your SIN as soon as possible!

In order to get paid for TA, you need to provide your SIN Number to Human Resources. This is completed as part of your onboarding through Workday.

2. The Student Success Office is your go-to for student permit/immigration questions

You can contact an [immigration consultant](#), visit them in-person at South Campus Hall (2nd floor), or email them at success@uwaterloo.ca

3. You are automatically enrolled in the UHIP health plan

International Graduate students are charged the UHIP fee during every term, including Inactive terms, to ensure continuous coverage for the duration of your program. If you have a family member here they MUST register for UHIP within 30 days!

4. Review our [International Student resources](#)

In particular, the [International Student Guide](#) can be helpful to prepare for your studies

Tips for a successful program at UW

- 1. Read the bi-weekly CS Grad Office email**

Deadlines and updates are communicated in this email. Don't miss it!

- 2. Always complete forms electronically**

- 3. When in doubt, ask us!**

Please come to our drop-in hours, or send us an email – we're happy to help!

Your graduate program is your responsibility.
Please stay informed on processes and requirements. Feel free to ask your
supervisor/coordinator for clarification at any time.

Key contacts

Reason	Email	Contact	Drop-In office hours (Spring 26)
General Inquiries	cs-gradoffice@uwaterloo.ca	Co-op Student	Tu, W, Th 10 – 11:30am
GRS Funding	cfinance@uwaterloo.ca	Darshani Madumali/ Nathina Navas	Tu, W, Th 10 – 11:30am
TA Inquiries/Extensions	csgtaschol@uwaterloo.ca	Harshitsinh Chauhan	Tu, W, Th 10 – 11:30am
Scholarships/Manager	cmanager@uwaterloo.ca	Shaz Rahaman	Tu, W, Th 10 – 11:30am
PhD Program	csphd@uwaterloo.ca	Darshani Madumali	Tu, W, Th 10 – 11:30am
MMath Program	csmaster@uwaterloo.ca	Nathina Navas	Tu, W, Th 10 – 11:30am
Course scheduling	cgschedule@uwaterloo.ca	Amy Todd	Tu, W, Th 10 – 11:30am

Please email any of us anytime. We will reply via email and book an MS Teams or in person meeting. We are here to help you!

**UNIVERSITY OF
WATERLOO**



**DAVID R. CHERITON SCHOOL
OF COMPUTER SCIENCE**