Welcome to the Department of Computer Science! These are some brief notes on regulations, etc. which will help you in your first few weeks as a graduate student. If you have questions, problems, or concerns, please ask. The department office is open 8:30 am to 12:00 noon and 1:00 to 4:30 pm from Monday to Friday.

Office, Accounts:

- On arrival, you will be assigned to a lab or office (shared) and be supplied with keys. NOTE: There have been several thefts from offices/labs. Always lock up your valuables and your working space.

- Graduate mailboxes are located in ICT 623. There is a keypad security system on the door. The secure code is 3528 (please do not give this code to anyone else). Please locate your mailbox as mail will be left in the room.

- A dept. computer account will be given to you if you do not already have one. You will need to sign for this account. If you previously had a dept. account as an undergrad student or researcher, you will need to contact the CPSC help desk to get your files transferred over to your grad student account.

NOTE: It is your responsibility to check your mailbox and campus (ucalgary.ca) email regularly for important announcements and information. The department maintains a graduate email list for important announcements from the department and the Faculty of Graduate Studies. Your UCalgary email address will be added to this list. Do not unsubscribe yourself from this grad email list.

If you experience systems problems, contact the CPSC Help Desk in Math Sciences 151, telephone 220-6613 or email cpschelp@ucalgary.ca. A technical staff member will get back to you.

Address/Telephone:

If you move, please let the dept. office know. Also, change your address on your Student Centre on the portal system. It is important that this department and others (Payroll, Graduate Studies, University Library) know your current contact information.

Campus Cards:

- Campus Photo/ID cards must be obtained from the Dining Centre. The card gives you access to various services/facilities on campus. Bring a piece of picture I.D. and your student number to obtain the card. You also need to be an ‘active’ student, which means that you need to be registered for the upcoming session.

- After-hours access to the building/your office will be provided at the start of the term via your UCID card. Your UCID card will open the secure doors in the ICT building after hours (after 5:00 pm). Just hold the back of the card near the card reader at the right side of the door to gain entry. If your card does not work, please email courtney.wright@ucalgary.ca.

More information regarding your UCID is available here.
Graduate Program Regulations:

Departmental regulations for your program of study are available on our department website. There are separate regulations for thesis MSc, Software Engineering MSc specialization and the Doctoral program; please familiarize yourself with them.

The Faculty of Graduate Studies (FGS) website provides much important information as well. The “Current Students” section is particularly useful, linked here.

You will find regulations and forms in the Managing My Program section on the FGS website. Of particular interest are the following:
- Handbooks of Supervision and Examination. Please refer to the one for your particular program—there are separate ones for Thesis-based Master’s degrees and Doctoral degrees.
- Guidelines and Regulations regarding supervisory relationships.
- Agreement between The Governors of the University of Calgary and The Graduate Students’ Association (for those receiving teaching or non-teaching Graduate Assistantship support), under the “funding” tab.
- Thesis guidelines.

It is also your responsibility to be familiar with FGS regulations contained in the current graduate calendar. You can purchase a copy of the Graduate Studies Calendar at the University Bookstore, located in MacEwan Student Centre.

Self-Registration:

You should register as soon as possible after discussing your courses with your supervisor. Grad students must register ANNUALLY on their registration anniversary (i.e. Spring) so that registration is activated on the system and fees assessed for the year.

- Students will register as full-time students on the system. You must be full-time if you will be employed as a Graduate Assistant (teaching). To be a part-time student, you have to make special arrangements by emailing cpscappl@ucalgary.ca.

Detailed instructions for using the web registration system are available on the FGS website.

- Do familiarize yourself with the Academic Schedule. It is the student’s responsibility to conform to the registration deadlines for each session. For certain situations, you must complete a graduate Change of Course Registration form (e.g. to audit a course, to take a course listed as full, to take a course from another department, to register after the registration deadline). You can withdraw up to the last day of classes in a course, but a W (withdrawal) will appear on your transcript.

It is your responsibility to ensure accuracy of your course registration. You can do this by checking on the on-line system within your student portal.
Course Requirements:

For details on course requirements of our grad program, please read the FGS calendar. A list of graduate courses offered in this department can be found here. If you are unsure whether you have the prerequisites for a particular course, please consult the instructor. NOTE: If a course is full, you must complete a Change of Course Registration form for the course. The form can be downloaded here.

Appointment of Supervisor:

Please confirm with us who your Supervisor or Supervisory committee is by the end of October. We will generate your “Appointment of Supervisor and/or Supervisory Committee” form. The form needs to be signed by you and your supervisor. We will obtain the Graduate Coordinator’s signature and pass the form to the FGS office for processing.

Pay Cheques:

- Pay days are the 10th and 25th of each month if you are receiving GAT support. All scholarships (differential fee awards, external scholarships such as NSERC, funding from your supervisor) are paid on the 25th of the month. Pay will be by direct deposit to your bank account. Monthly pay statements are available only through your student portal; no printed copies will be distributed.

- You should obtain a Canadian bank account as soon as possible if you don’t already have one. There are bank branches located in the Brentwood shopping complex and Market Mall, close to the campus. You need to enter your banking information into the Student Centre so that you can be paid on the 25th of the first month of your graduate program. Instructions are available here.

Fees:

Please refer to the academic fee schedule for all fee payment deadlines. Please note that you are required to pay all your tuition and fees.

- Payment Plans: If you wish, you can pay fees in installments although you will need to fill out a separate form available in the Graduate Mailroom and as well the link below.
  

Grading and Academic Standards:

Graduate students must maintain an acceptable level of academic standard in both course work and progress in research or will be required to withdraw from the program.

- Please note that a B- is the minimum passing grade for a course; however, an overall GPA of at least 3.00 must be maintained in each year of your program. Two or more B- grades (or lower) can result in a student being withdrawn from the program. Further information on the graduate grading system is found in the current Graduate Calendar, under the “Academic Standing” tab.
International Students:

Please bring in your study permit when you arrive as we require a photocopy on file.

Social Insurance Number (SIN): If you will be employed by the university (teaching or research assistantships), you must apply for a Canadian SIN. A form to apply for a SIN will be provided to you once the department receives a copy of your study permit. You must apply at any Canada/Alberta Service Center office. If you have questions about applying for a SIN, you can visit the Service Canada website. Please take with you your passport, study permit and the offer of employment form from the department when you apply. IMPORTANT: Please be sure to input your SIN number (and expiry date if applicable) via your Student Centre as soon as you have it. Go to the Personal Info tab and click on the Submit Social Insurance Number link.

- You also need to enter your banking information on-line in order to be paid.

Health/Dental Plans:

All full-time students will be assessed fees for the graduate health/dental plans.

- To learn about the Graduate Student Association health and dental plan, please visit this page. There is an opportunity to opt out.

Alberta Health Care Plan:

Students new to Alberta will need to obtain Alberta Health Care; more information is available here. If you have any additional questions or concerns, please stop by the main Computer Science office, ICT 602.

Computer Science Graduate Society (CSGS):

- All graduate students are members of Computer Science Graduate Society (CSGS), a student-run association in the department that aims to increase the interaction and collaboration among graduate students. This is mainly done through academic/social events that are automatically announced to all graduate students before the events take place. You can contact CSGS via the following e-mail: csgs.cpsc@ucalgary.ca
- The CSGS Lounge in ICT 620 is a space provided by the department as a place for graduate students to gather and have social/academic interactions. Several facilities are available at the lounge and every graduate student is allowed to use them. The password to the lounge is 65536. Please only share this password with other Computer Science graduate students.