Hello Everyone,

Welcome to the Department of Computer Science! Our department will be holding a departmental Teaching Assistant orientation on Friday, January 4, 2019, from 2:00 PM – 3:30 PM in ICT 618B. The TA workshop will run right after the TA meeting, from 3:30 to 5:00 pm. The orientation is mandatory for first time TAs. If you are accepting any Teaching Assistant positions. Also, please be aware of the following graduate student orientations as well. It is highly recommended that you attend any orientation that is applicable to you.

**Teaching Assistant Orientation Day**  
*January 9th, 8:30 am*  
Registration required [https://taylorinstitute.ucalgary.ca/events-workshops/teaching-assistant-orientation-35-hrs-1](https://taylorinstitute.ucalgary.ca/events-workshops/teaching-assistant-orientation-35-hrs-1)

**Faculty of Graduate Studies Orientation (GradO)**  
*January 9th, 10:30 am*  
Registration required [http://www.ucalgary.ca/orientation/graduates](http://www.ucalgary.ca/orientation/graduates)

**International Student Orientation**  
*January 9th, 9:15 am*  
Registration required: [http://www.ucalgary.ca/orientation/international](http://www.ucalgary.ca/orientation/international)

Plenty of information will be provided to you in these orientations, however, included are some useful links below. Please connect with your supervisors regarding what courses you should be registering in, and please double check for any conflicts between your courses and TA assignments (if applicable).

- Register for IT Account: [https://itregport.ucalgary.ca/](https://itregport.ucalgary.ca/)
- Initialize Registration – Click “Registration” tab
- Enter Banking information: [http://www.ucalgary.ca/onboarding/new-graduate-student-hire](http://www.ucalgary.ca/onboarding/new-graduate-student-hire)
- Payment Plan (optional)
- Get your Unicard (University of Calgary Identification Card)
- Pick up your UPass (Transit Pass)
- Graduate Student Handbook
- Get your Social Insurance Number (International students only. It is required to fill out the attached Form 1a beforehand)
- Complete and submit NSERC Information/Form 1c

A CPSC user account will be provided to you upon arrival into the program, if you experience any problems, please contact the department directly.

Additionally, a good website to refer to is the Computer Science Graduate website, where there is access to various common resources and general information. Please do not hesitate to contact the department should you have any questions or concerns. The department office is located in ICT 602, and is open 8:30 am to 12:00 noon and 1:00 to 4:30 pm from Monday to Friday.

Sincerely,

Maryam Salamati  
Department of Computer Science