Graduate Orientation 2017
Agenda

1. Introduction to the Department’s Administrators and Student Services Team.
2. The Programs
3. MEng Specializations
4. Computer Access
5. Email Accounts
6. Course Enrollment
7. Community Safety Office
8. CEGSA
9. CIVMIN Connect
Executive & Student Services

• Professor Brent Sleep, Chair
• Professor Susan Andrews, Associate Chair, Graduate Studies
  • sandrews@civ.utoronto.ca
• Professor Heather MacLean, Associate Chair, Research

Main Student Services Contacts:

Michael Godwin – Graduate Programs Coordinator, GB105
Phone: 416-978-5904, Email: civ.gradprograms@utoronto.ca

Sandra Lima – Departmental Assistant, First Point of Contact for MEng Students, GB105
Phone: 416-978-3099, Email: civinfo@ecf.utoronto.ca

Alison Morley - Admissions & Recruitment Coordinator
alison.morley@utoronto.ca

Hilda Jerina – key FOBs (interim Anne Marie Burlon)
hilda@ecf.utoronto.ca / anne.burlon@utoronto.ca

Nelly Pietropaolo – Director of Student Services and External Relations
nelly@ecf.utoronto.ca
Amazing Resources!

Asim Ashraf
International Transition Advisor
Centre for International Experience | University of Toronto
33 St. George Street, 2nd Floor, Toronto, ON, M5S 1E3
Twitter: @AshrafAsim | FB: asim.uoft | LinkedIn

Rachael Cayley
Office of English Language and Writing Support
School of Graduate Studies, University of Toronto

- How not to plagiarize: http://advice-writing.utoronto.ca/using-sources/how-not-to-plagiarize/
• MEng Program consists of:
  • 10 courses, or
  • 9 courses and a one-course equivalent project, or
  • 8 courses and a two-course equivalent project.

• Students must propose their full program of study using the Proposed Program Form in their first session (Fall 2017).
MEng Program Requirements

- Students must propose their full program of study using the Proposed M.Eng Program Form in their first session (Fall 2017).


- This is submitted to the Office of Student Services in GB105 to be approved by the Associate Chair. If you make changes to your program, the form needs to be updated and approved before graduation.

- Transfer from MEng to MASc is possible given outstanding performance – interested students must contact potential supervisors.
Specializations

- MEng Students do **NOT** need to specialize, they may take any 10 graduate courses to develop a cohesive program of study
  - Up to four of these 10 courses can be outside the Department of Civil Engineering
  - Up to two of these 10 courses can be outside of Engineering.
- Specializations are also available for students interested in gaining a more in-depth skill in a certain area:
- See the website for more information on necessary courses:
  [http://civil.engineering.utoronto.ca/graduate-programs/prospective-students/master-of-engineering-meng-civil-engineering/specialization-options/](http://civil.engineering.utoronto.ca/graduate-programs/prospective-students/master-of-engineering-meng-civil-engineering/specialization-options/)
Specializations, Part II &
Certificates

For additional information regarding specializations and the MEng Program you may also contact your specialization coordinator:

**Building Science** – Jeff Siegel
**Concrete** – Doug Hooton
**Construction Management** – Tamer El-Diraby
**Geomechanics** – John Harrison
**Environmental Engineering** – Ron Hofmann
**Sustainable Urban Systems** – TBD (interim Director Prof. Sleep)
**Structural Engineering** - Paul Gauvreau
**Transportation Engineering and Planning** – Matt Roorda
**Advanced Water Technologies & Process Design** - Ron Hofmann

- If you are requesting a specialization the section coordinator must approve and sign the [program of study form](#) before you submit to GB105

- **Students can also choose to complete these certificates:**
  - [Entrepreneurship, Leadership, Innovation and Technology in Engineering (ELITE) Certificate](#)
  - Engineering and Globalization (Global) Certificate
A limited number of awards are available for MEng students.

Any time an award is open for MEng students you will receive an email from us asking you to apply.

You can also check here for opportunities:

http://www.sgs.utoronto.ca/currentstudents/Pages/Internal-Awards.aspx
Computer Accounts

- Obtain your T-Card (library access, etc) at the T-Card office in the Koffler Centre, 214 College St. With this, you will receive your UTORid. This will give you access to set up your \texttt{@mail.utoronto.ca} email account, ACORN, blackboard, etc.
- Linux Labs for use are available at SF1012 and SF1106
- Wireless printing: \texttt{printhere.utoronto.ca}
- There is also a wireless on-campus network for your convenience.
  - Log-in using your UTORid and password.
  - \url{http://help.ic.utoronto.ca/category/20/wireless-access-utorcwn.html}
Email Accounts & Room Access

- The Department will send emails to the address you supply in ROSI. This MUST be a utoronto email account (@mail.utoronto.ca)
- Hotmail, Yahoo, Gmail and other mail hosts often block important mass-mailed announcements from U of T servers.
- You can also forward your U of T email to a personal account.
- **Grad Lounge** GB129 (pay deposit on-line for a fob key at http://uoft.me/fobs and pick up from Hilda in GB105 – please allow at least 24 hours)
- M.Eng Study Rooms (for access contact gloria.bryan@utoronto.ca)
Course Enrollment

• Students enroll in courses themselves using ACORN/ROSI.

• 500-level courses vs. 1000-level courses

• Please NOTE: Grad students are expected to be sufficiently self aware to be able to gage their own progress in any coursework undertaken. The graduate grading policy does not require graded assignments prior to the graduate drop deadline. Not knowing drop deadlines is not a valid reason for a late drop. Not assessing one’s progress and taking the appropriate decisions within the specified drop deadlines is not a valid reason for a late drop. Waiting for mid-term results, is not a valid reason for a late drop.

• Check the SGS website for important dates, including the deadline to add courses, the deadline to drop courses, the dates marks will be available to view on ROSI, etc.

http://www.sgs.utoronto.ca/currentstudents/Pages/Sessional-Dates.aspx

Last day to add courses this Fall:

• September 25, 2017

Last day to drop courses this Fall:

• October 30, 2017
The Code of Student Conduct
This link takes you to the Governing Council policy (February 14, 2002) that sets out expectations for student behaviour and prescribes processes for dealing with behaviour that is prohibited under the Code. It is a tool that may be employed when the rights of community members are infringed upon by the behaviours of others.

The Student's Companion to the Code of Student Conduct
This link takes you to the Student's Companion to the Code of Student Conduct which is a set of frequently asked questions and their responses about the Code and its workings. Its aim is to simplify and clarify Code usage for the University Community. Also included is a brief interactive guide to a selection of the FAQ responses.

The Code of Behaviour on Academic Matters
This link is for students' easy reference. This link will take you to the area of the site that deals with Academic Integrity and the Code of Behaviour on Academic Matters.

Resources and Useful Contacts
Contacts for departmental contacts for the Code of Student Conduct, as well as, useful University resources are listed here.
A few more things…

Dropping Courses is Serious Business! The final date is October 30, 2017

- **Satisfactory performance** in a degree program requires the completion of every course taken for graduate credit with a grade of at least a B- (70%)
  - If a student fails to complete a graduate course in a satisfactory manner (i.e., receives a grade report of FZ or NCR in a course or receives a grade report below the minimum acceptable by the Department of Civil Engineering), then the Department may recommend to the School of Graduate Studies the termination of registration and eligibility of that student.

Program Length

- **Full time** - 3 sessions (typical registration sequence: F/W/S); time limit is 3 years
- **Extended full-time** – 6 sessions (typical sequence: F/W/S/F/W/S); time limit 3 years
- **Part time** - limit of 2 courses per term and 4 per year; time limit 6 years

Program status changes

- **Full time to Part time**: Must be done during your 1st term, or at the beginning of your 2nd term.
- **Switch to Extended Full Time**: must be done before October 31, 2017. After this, there is no option to switch in (or out) of Extended Full Time status.

Balance of Degree Fee

- The minimum that you will pay for your M.Eng degree is the equivalent to one year Full Time tuition. If you are finished your degree and have not paid this, you will be assessed with a balance of degree fee.
Taking Time Off

- **Stopping out** - You only pay fees for the semesters that you take courses. If you plan to “stop out” please notify Sandra Lima, as you will need to be reinstated when you want to resume courses. Your time limit to complete your program will remain the same.

- **Leaves of Absence** - if you need to take a more long term leave from your program for medical reasons, or a maternity/paternity leave, this will stop the clock on the time limit of your program. Please speak to Sandra Lima.

Summer Fees and Courses

- Spring/Summer fees are included in your Fall/Winter fees.
- Spring/Summer course offerings in the Civil Department are limited. They are available for enrolment in March, and will be updated on our timetable as soon as possible.
- Many M.Eng students opt to do an M.Eng project in the Summer.

Graduation

You must notify the CIVIL Department when you have completed your 10 courses and plan to graduate.

http://www.civil.engineering.utoronto.ca/programs/graduate/convocation.htm
Follow us!

Twitter:@civmin
LinkedIn: Civil Engineering Graduate Students at the University of Toronto

Join civminconnect.ca today to leverage your U of T connection!
CONNECT

A new online platform to enrich your professional network and connect with the Skule™ community.

SIGN UP TODAY
uoftengineeringconnect.ca
Free, Easy, Fast!

- Access a comprehensive directory of industry contacts
- Discuss and share relevant news, events and Skule™ memories
- Hire or be hired
- Learn from or advise fellow graduates
- Solve complex problems together
- Stay up to date on your department
CONNECT

“As an organizer of EngSci Alumni Drinks events, I rely on U of T Engineering CONNECT to help spread the word and increase participation. It’s rewarding to watch joyful reunions and the forging of new connections within the alumni community.”

Isi Caulder (EngSci 8T9)
Patent Lawyer, Partner
Bereskin & Parr LLP

SIGN UP TODAY
uoftengineeringconnect.ca
“The alumni I have met on U of T Engineering CONNECT mentored me throughout the interview process and helped me land a full-time offer at the Boston Consulting Group, one of the most selective and prestigious companies in the world.”

Malik Ismail (EngSci 1T6 + PEY)

SIGN UP TODAY
uoftengineeringconnect.ca
Hire your Skulemate!

Browse positions or post in seconds from your
"I applied for a job, sought career advice, landed an interview and am now employed — all through U of T Engineering CONNECT. I want to pay my success forward, and this new online community will easily allow me to help others in valuable, meaningful ways."

Jiyu Chen (EngSci 1T4 + PEY), Analyst, Sales and Trading Rotational Program, Scotiabank Global Banking and Markets

SIGN UP TODAY
uoftengineeringconnect.ca
Join in light hearted debates, read news from your fellow community members, or crowd source solutions to a problem!
"I joined U of T Engineering CONNECT to leverage the collective experience of eight decades of EngSci alumni, and to hire new talent for AeroFS. This exclusive online community offers a much better professional interaction than traditional social networks."

Yuri Sagalov (EngSci OT8 + PEY), Co-Founder & CEO, AeroFS

SIGN UP TODAY
uoftengineeringconnect.ca