

SCE Grad Orientation

Welcome!

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Associate Chair, Graduate Studies

Department of Systems and Computer Engineering

<http://www.sce.carleton.ca/dept/graduatestudies>

Outline

- Introducing the Administrative team
- Introducing the Technical Staff
- Some administrative issues
- Departmental rules
- Funding

Who are we?

- Ottawa-Carleton Institute for Electrical and Computer Engineering (OCIECE).
- One of the largest Electrical and Computer Engineering programs in Canada.
- Large number of graduate courses and laboratories.

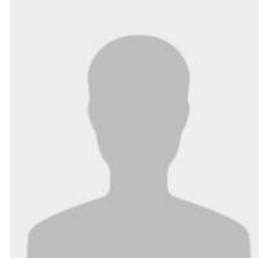
Administrative Staff



Erica East
Administrative
Assistant



Etienne Menard
Graduate
Administrator

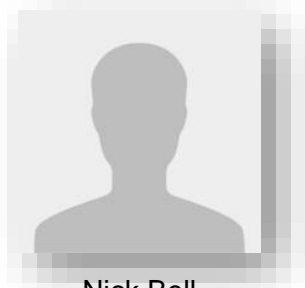


June Payne
Department
Administrator



Sandra Warmington
Undergraduate
Administrator

Technical Staff



Nick Bell
Software Support
Technician



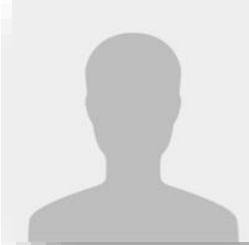
Jerry Buburuz
Computer Network
Administrator



Kong Chiv
Computer Network
Administrator



Patrick Fairs
Supervisor of Technical
Support Services



Brad Hunter
Teaching Laboratory
Technician



Daren Russ
Systems and Network
Specialist



Ishdeep Singh
Software Technician

You must use your cmail.carleton.ca or sce.carleton.ca to contact the department or other offices on campus

Apply for an sce email account:
www.sce.carleton.ca/students

(cmail: University announcements,
sce: Department Announcements)

Patience

First-come First-serve

Please give staff a chance to get the answers and get back to you. By asking multiple times you only slow down the response time for yourself and others.

(minimum 2-3 days)

- Requests considered on a first come first served basis
- 300+ graduate students (at least 3 business days for replies from staff and faculty)
- Raising your voice, insisting, calling, or emailing other parties will not expedite your request
- Use online resources first; most info available [carleton.ca](http://www.carleton.ca) and [department wiki:](http://www.sce.carleton.ca/dept/graduatestudies/doku.php?id=student)
<http://www.sce.carleton.ca/dept/graduatestudies/doku.php?id=student>
- Have your student number and specific course information on hand

SCE Department Student Wiki

For New Students

- [How-to start the paperwork for Admission](#)
- [Important Dates for Admission](#)
- [Information about your Admission](#)

For Current Students

- [Graduate Student Academic Support Form](#)
- [Important dates](#)
- [Ethics & Compliance](#)
- [Good Standing](#)

Technical

- [Contacting via email](#)
- [Applying for a Desk](#)
- [Lab Keys](#)
- [Obtaining SCE email accounts](#)
- [Technical Support](#)

Courses

- [Issues about course registration](#)
- [Directed Study Form](#)
- [EACJ Courses - Systems & Computer Engineering equivalencies](#)
- [Important: thesis registration](#)
- [Taking courses outside SCE](#)
- [4th Year Courses](#)
- [Grade Appeals](#)

Funding

- [Components of your funding package](#)
- [Out of Priority TA Requests](#)

For M.Eng. Students only

- [MEng Advisor - Contact Information](#)
- [Important rules about M.Eng. Courses](#)
- [M.Eng. projects available: list of projects by different Professors](#)
- [Obtaining access to the MEng Lab - CB 5105](#)

Graduate Student Academic Support Form

Department of Systems & Computer Engineering
Graduate Studies

First Name

Last Name

Student Number *If you don't have a Carleton student number, enter 100000000

Carleton Email Address I don't have a Carleton email address

Program

Subject

Message

Plagiarism

- Zero tolerance.
- Do not share your student account.
- Be familiar with the academic integrity policy at Carleton:
<https://carleton.ca/registrar/academic-integrity/>
- If you have any concern, ask the instructor about a course policy.

Once registered for your thesis, you *must* maintain continuous registration (Grad. Reg. 8.2) . To do this, you must complete an override request in Carleton Central for your thesis course. Under the reason indicate “other” and list your thesis supervisor in the space provided (required).

PhD students must register to write their
Comprehensive Exams

Can I take 4 courses?

NO

(exceptions)

Can I take a course outside
the program?

YES (by approval)

Regulations & procedures
posted on wiki

The best way to get
technical help is to email:

service@sce.carleton.ca

Graduate desks are assigned by the office. The rooms are assigned based on specific criteria. Desks will not be assigned before September 30, we must verify all registrations prior to desk assignments.

Application can be found here:

www.sce.carleton.ca/students/

Keys require a \$40.00 deposit. Cheques are required and they will be cashed. You will receive a \$40.00 cheque when you return the key.

Currently due to COVID-19, any desk assignment will need to be discussed with your supervisor

MEng or MAsC - What is Research?

- Solving open problems, improving existing solutions, new analysis ...
- What is an open problem? (Supervisors would know)
- How do you find solutions?
 - Literature review
 - brain storming
- Why do I get paid?
 - expectations/responsibilities
 - communication

Funding

➤ Internal Funding:

- Teaching Assistantships
- Research Assistantships
- Merit Scholarships (such as entrance scholarship)
- Endowment Awards

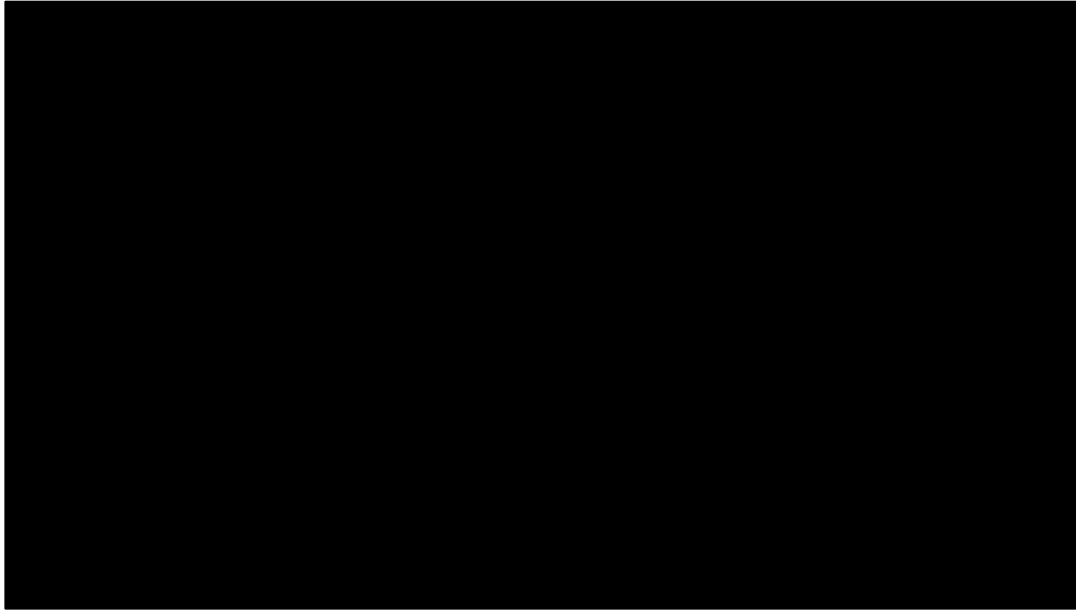
➤ External Funding:

- NSERC Scholarships
- Ontario Graduate Scholarship (OGS) ~ \$15,000 over 3 terms
- Government Assistance:** Ontario Student Assistance Program (OSAP)
- Queen Elizabeth II (industry matching),
- MITACS
- Other internship programs (discuss with your Supervisor)

CUPE 4600 Video



GSA Video



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Questions?

