Welcome Package

Welcome to the Department of Computer Science! These are some brief notes on what you need to do in your first few weeks as a graduate student. If you have questions, problems, or concerns, please contact us. The department office is open 8:30 to 12:00 and 1:00 to 4:30 from Monday to Friday.

LET'S GET STARTED

Arrival:

1. Come to our main office in ICT 602 to meet with Britta Travis, the Graduate Program Administrator for our department. Please have the following prepared/ready if applicable:

   • Study Permit – If you are an international student, you will need to provide us with a copy of your study permit.
   • Your Social Insurance Number (S.I.N.) Canadian and Permanent Residents should already have one. International students will need to apply for one, see below for details. This is required so that you can be paid.
     - Social Insurance Number: Upon arrival, Britta will supply you with a form to apply for this after you provide your study permit. You must apply at any Canada/Alberta Service Center office. The branch closest to the university is located at One Executive Place, Floor Main, 1816 Crowchild Trail N.W. If you have questions about applying for this, you can visit the website at: [http://www.servicecanada.gc.ca/en/sc/sin/index.shtml](http://www.servicecanada.gc.ca/en/sc/sin/index.shtml)
     - Bring your passport, your study permit and the offer of employment form from the department with you when you apply.
   • Transcripts/degree certificate – if you had not completed your previous degree program prior to acceptance to our program and we have not yet received these documents, be sure to bring them with you. This will be listed as a condition on your admission offer letter. You will not be able to register for your program until your documents have been received, and the withhold removed from your record by Faculty of Graduate Studies.

2. A Department Unix computer account will be given to you if you don’t already have one. You will need to sign for this in person. 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.

If you experience trouble with the account, contact the CPSC help desk in the Math Sciences building, Room 151, (tel: 220-6613) or fill out an online service request at [https://help.cpsc.ucalgary.ca](https://help.cpsc.ucalgary.ca). A technical staff member will get back to you.
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 grads email list.

3. While in our main office, you will also be assigned a lab space, and be supplied with keys. Please remember to always lock up your valuables and working space as there have been thefts from offices and labs. Your supervisor will help in assigning you a desk.

You will also be supplied a mailbox. Mailboxes are located in ICT 623. There is a key pad security system on the door. We will provide you with the code on arrival. Please do not share this code with those not in our graduate program.

5. Pick up your Unicard (Student ID card) in Dining Centre 18. 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 have registered for the upcoming session on the system. You can initialize your registration and then add your courses later. Do this early, as there will be long lineups in September. You also have the option of getting a Unicard online, please see here: [http://www.ucalgary.ca/unicard/get-unicard](http://www.ucalgary.ca/unicard/get-unicard).

Bring your Campus One card to ICT 602 and see Susan Lucas to activate you card to gain after hour access (after 5:00 pm and weekends) to the ICT building. Once activated, just swipe the back of the card by the card reader at the right side of the door to gain entry.

Get your transit pass (UPass) sticker from the Campus Ticket Centre in the MacEwan Student Centre. This gives you unlimited access to Calgary Transit. This is for full-time students only.

6. For those of you planning to TA you must attend mandatory TA meetings in your first week on campus.

7. If you do not have a bank account you will need to set one up in order to receive your funding. The University does not issue cheques. Your pay will be deposited directly into your bank account. Therefore you should obtain a Canadian bank account as soon as possible if you don't have one. There are bank branches located in the Brentwood and Market Malls, close to the campus. You need to enter your banking information into your Student Centre when you receive it so that you can be paid at the end of your first month. Instructions are at: [http://ucalgary.ca/training/files/training/add_update-direct-deposit-information-portal.pdf](http://ucalgary.ca/training/files/training/add_update-direct-deposit-information-portal.pdf).

8. Alberta Health Care: Students who will be in Canada for more than 12 months must obtain Alberta Health Care to cover basic medical expenses. You must register upon arrival in Alberta. Information on health and dental services plans can be found here: [http://gsa.ucalgary.ca/health-dental-services](http://gsa.ucalgary.ca/health-dental-services).
9. Paying your fees: Graduate students have the option of paying fees through installments with the payment plan. To find out about tuition fees and payment plans please see here: http://grad.ucalgary.ca/current/tuition. Upon arrival you will be given a payment plan to fill out if this is the route you would like to take.