COMPUTING AND SOFTWARE GRADUATE STUDENT HANDBOOK
Useful Information
2024 – 2025

Please note that if there is any discrepancy between this document and the 2024-2025 Graduate Calendar, the Graduate Calendar prevails.

Introduction

Graduate Student Handbook: Welcome to Computing and Software

This is your all-in-one guide to helpful information for graduate students and other researchers in the Department of Computing and Software at McMaster University. Some of the information is specific to the Department of Computing and Software but other information generic for all graduate studies is also included for your convenience.

All students should familiarize themselves with the regulations in the School of Graduate Studies Calendar, available at https://academiccalendars.romcmaster.ca/index.php?catoid=55

School of Graduate Studies Calendar, 2024-2025: https://academiccalendars.romcmaster.ca/index.php?catoid=55

Collective Agreements: Collective Agreements - Human Resources (mcmaster.ca)

Campus Map: Visit - Future Students - McMaster University

Graduate Studies: School of Graduate Studies (mcmaster.ca)

Contact List for Graduate Studies Staff: Contacts – School of Graduate Studies (mcmaster.ca)

Chairs

Contact	Role	Email	Ext.	Room
Dr. Richard Paige	Department Chair	chaircas@mcmaster.ca	24911	ITB 202B
Dr. William Farmer	Acting Department Chair (January 1st 2025- June 30th 2025)	chaircas@mcmaster.ca	24911	ITB 202B
Dr. Jacques Carette	Associate Graduate Chair	casacgs@mcmaster.ca	26869	ITB 168

Graduate Advisors

Contact	Role	Email	Ext.	Room
Dr. Alan Wassyng	Graduate Advisor - Software Engineering	wassyng@mcmaster.ca	26072	ITB 166
Dr. Ryszard Janicki	Graduate Advisor - Computer Science	janicki@mcmaster.ca	23919	ITB 217
Dr. Christopher Anand	Graduate Advisor – M. Eng	anandc@mcmaster.ca	21397	ETB 112

Administrative Staff

Contact	Role	Email	Ext.	Room
Matt Vonk	Academic Department Manager	vonkm@mcmaster.ca	22887	ITB 202A
Connie Carrabs	Teams Lead, Academic	carrabs@mcmaster.ca	23053	ITB 202

Mary Peressini	Administrative Assistant	peressim@mcmaster.ca	24614	ITB 202
Aquisha Lewis	Undergraduate Assistant	casug@mcmaster.ca	22852	ITB 202
Stefanie Bittcher	Graduate Assistant	gradcas@mcmaster.ca	27863	ITB 202

Technical Support

Contact	Role	Email	Ext.	Room
Derek Lipiec	Facilities Manager	lipiec@mcmaster.ca	23444	ITB 125
Robert Li	Instructional Assistant	lis3@mcmaster.ca	23445	ITB 242
John Nakamura	Instructional Assistant	nakamura@mcmaster.ca	27017	ITB 242
Sebastian Rabiej	System Specialist	rabiejs@mcmaster.ca	21588	ITB 242

Getting Started as a Grad Student

How to Enrol: How to Enrol – School of Graduate Studies (mcmaster.ca)

Conditions of Admission: Conditions of admission – School of Graduate Studies (mcmaster.ca)

Fees and Payment: Fees and Payment – School of Graduate Studies (mcmaster.ca)

Registrar Services: Registrar Services – School of Graduate Studies (mcmaster.ca)

Dates and Deadlines: Dates and Deadlines – School of Graduate Studies (mcmaster.ca)

Picking up MacID Card: Get MacCard - MacCard (mcmaster.ca)

UHIP Information: UHIP (International Student Health Insurance) | Office of the Registrar | McMaster University

Avenue to Learn: Avenue to Learn (mcmaster.ca)

Graduate Students Associations (GSA): Graduate Students Association of McMaster University

OSAP/Government Aid: OSAP/Government Aid | Office of the Registrar | McMaster University

Scholarships and Bursaries: Scholarships – School of Graduate Studies (mcmaster.ca)

Department Clubs: Life in Computing and Software (LICS)- **Email:** gsalics@mcmaster.ca

_____

Charges made to your account: student billings: studbill@mcmaster.ca

Questions about tuition: Registrar's Office(Gilmour Hall rm 108): Graduate fees | Office of the Registrar | McMaster University

Refunds**:** Refunds | Office of the Registrar | McMaster University

Contact UTS for Technical/Email related issues: Home - UTS (mcmaster.ca)

Registration and Enrollment

- Course selection is done by the graduate student and requires the approval of the research supervisor.
- All students should endeavor to have their course program selected for all terms and register for these courses by the appropriate dates.
- Students who have not yet completed the course requirements for their degree are required to sign up for these courses via the online course selection process (Mosaic). Initial course selections, as well as subsequent additions and deletions, are done using this process.

* Please note that all students must register using this process. If you have completed your course requirements and are working only on a project or thesis, you enroll in the placeholder course, **SGS 700** *(this is how Mosaic will recognize you as a student without taking an actual course)*

Registration and Enrollment

- Graduate students are responsible for ensuring that registration and course information as shown on their Mosaic profile is correct.
- It is also **your** responsibility to ensure that your course selections meet the course requirements for your program.
- The department will not consider requests to change the program regulations to accommodate course selections that do not meet the requirements.
- Where a student wishes to designate a particular course towards a program other than their primary academic program, a special request is required during the normal add period outlined in the sessional dates. The requirement designation form is available here: https://gs.mcmaster.ca/app/uploads/2019/10/Request-for-In-Program-Course-Adjustment.pdf

How to Enrol – School of Graduate Studies (mcmaster.ca)

Mandatory SGS Courses

How to enrol in – and complete – SGS 101 and 201 – School of Graduate Studies (mcmaster.ca)

Every graduate student is required to complete **SGS #101 - *Academic Research Integrity and Ethics*, during the first year of their program. This course offering is available on-line with no limited enrollment in each term. Prior to completing the course, please register for it via Mosaic. The course is completed through "Avenue to Learn": http://avenue.mcmaster.ca/

Every graduate student is also required to complete **SGS #201 – AODA Training, during the first year of their program. This course offering is available on-line with no limited enrollment in each term. Prior to

Mandatory TA Training

All first time TA's at McMaster are required to complete **five hours of paid mandatory TA training** which will include instruction on topics in pedagogy and anti-oppression. This mandatory training is a **one-time** requirement separate from, and in addition to, other training that you may be expected to complete as part of your employment (which may include general orientations, institution-wide

mandatory health and safety training, and assignment-specific health and safety training required by your Employment Supervisor).

You need to register for this training on **Mosaic**, through the Regulatory Training Tile on the homepage, and then carefully follow the directions under on the welcome page on **Avenue to Learn.** More detailed instructions will be emailed to students before the beginning of each semester.

TA Training Material can be found on the McMaster Fireball Academy: Teaching Assistants | Fireball Academy (mcmaster.ca)

Important notes:

1. Training should be completed within two weeks of your assignment.

2. A short quiz follows each module on Avenue to Learn, and a score of 100% is required on each quiz. These quizzes can be taken repeatedly until the required score is reached. *These quizzes trigger the payment process - if the quizzes are not successfully completed (i.e. 100%), you risk not being paid for these five hours.*

3. *This training is a one-time requirement for the first time that you TA at McMaster. You will not be paid for more than 5 hours of training, even if you TA for multiple Faculties.*

For additional information please review the frequently asked questions document: Mandatory TA/RA in Lieu Training (Anti-Oppression and Pedagogy) - Human Resources (mcmaster.ca)

Collective Agreement for TA/RA in lieu of TA : CUPE-Local-3906_Unit-1-Collective-Agreement_FINAL.pdf (mcmaster.ca)

Social Insurance Number (SIN)

If you are employed as a Teaching or Research Assistant, it is essential that Human Resources have your Social Insurance Number on file. There is no fee to apply. You will need to bring your passport, study permit and offer of admission letter with you. If you do not have a SIN number, please apply at any Service Ontario Centre: Social Insurance Number (SIN) | Office of the Registrar | McMaster University

Security

From time to time there have been thefts of personal belongings or research equipment from laboratories or offices. Please ensure that you lock the door each time you vacate a room. Do not ever leave valuables (wallets, handbags, etc.) where they can be taken, particularly in public areas such as the Library or other common areas. Please do not prop open office or laboratory doors.

We cannot stress enough the importance of securing our equipment. Please comply.

Departmental Office Services

The Departmental Office (Rooms 202) is open from 8:30 a.m. to 4:30 p.m. (closed for lunch from 12:00 to 1:00). It is located on the second floor of the Information Technology Building.

The Teams Lead, Academic (Connie Carrabs, ITB 202) will assist graduate students with financial support, TA's, awards, and issuing of keys and space.

The Graduate Assistant (Stefanie Bittcher, ITB 202) will assist graduate students with registration, course selection, change in status, supervisory committees, thesis defenses and check out procedures.

The Academic Department Manager (Matt Vonk, ITB 202A) will assist all PDF's and other researchers with Departmental and University Policies, all aspects of employment such as appointment letter, signing in, ID card, e-mail Login ID, extensions, termination, payment, etc., assignment of office, keys, etc.

It should be noted that the Department does not provide stationery, pencils, transparencies, etc., for students or research staff.

Mail Service, Postage and Use of Letterhead

Mail is delivered to the Departmental Office once a day. Delivery and pickup is around 1:00 p.m. daily. Mail will be placed in the students' individual mailboxes in 203. There are trays in room 203 for outgoing mail.

Stamped, properly addressed letters may be mailed from the Departmental Office, however parcels must be taken to a Post Office Location. Visit the Canada Post website to find a Post Office near you. The Campus Store hosts a Canada Post Express outlet which features stamps and Xpress post options for letter delivery.

Please do not have personal mail or parcels sent to the department as we will not accept these items.

Please note:

a)   Graduate students have access to mail only if writing justifiable letters to suppliers regarding equipment, reprint requests and other correspondence relating to your research.

b)   When sending letters of a personal nature, e.g. writing to a company for a job, please buy stamps.

c)   Computing and Software letterhead can only be used on business matters that have to do with your research, and you must have permission from your supervisor.

Copy Procedures – Please direct all queries to our Administrative Assistant (Mary). Departmental copiers are not available for student's personal use. Students needing to make copies directly related to their research or for a course to which they have been assigned as a teaching assistant must complete the Photocopier Services Request Form, available in the departmental office, and obtain their supervisor's approval before a copier account will be set up. Please discuss appropriate use of the copier account with your supervisor. Please note that copier codes are assigned to individuals and are not to be shared.

Keys

All building and room access is authorized by Matt.

Access cards are requested to Axiomrep: https://css.mcmaster.ca/technology/

Access Cards for graduate students who are not employees are authorized by Matt and are issued by the Hub (JHE 216A). Students will be required to pay a deposit for this card.

KEYS AND ID CARDS ISSUED TO YOU ARE FOR YOUR PERSONAL USE ONLY. DO NOT LEND THEM OUT. YOU ALONE WILL BE TOTALLY RESPONSIBLE FOR ANY CONSEQUENCES THAT MIGHT ARISE FROM USE OF YOUR KEYS AND CARDS, ESPECIALLY IN TERMS OF SECURITY. LOST KEYS OR ACCESS CARDS MUST BE REPORTED IMMEDIATELY TO THE DEPARTMENTAL OFFICE AS WELL AS THE UNIVERSITY SECURITY OFFICE.

Request for Official University Letters

If you require a letter for visa purposes, the University can provide one after you submit a service request. To do so please complete the following steps:

1. **Complete the Letter**

- Request form: https://gs.mcmaster.ca/app/uploads/2021/09/Letter-Request-Form.pdf

2. **Make a Service Request**

- Guide to submitted in Mosaic: Student guide to Service Requests – School of Graduate Studies (mcmaster.ca)

If you have questions regarding submitting your service request, or about delays in receiving the letters, please contact askgrad@mcmaster.ca or use the online chat to get in touch with SGS (go to https://gs.mcmaster.ca/ and then click on the Chat with us button in the bottom right-hand corner).

Job Postings

We are occasionally asked to distribute job postings that may be of interest to graduate students. These may be from external individuals or companies, as well as internal to the university or the department (such as TA positions). Such postings will be listed on our departmental website at: https://www.cas.mcmaster.ca/job_postings/

Please check this site regularly if you are interested in obtaining employment.

Seminars in the Department

The Department, as well as various departmental research groups, arranges series of seminars each year at which outstanding scientists and engineers address the faculty, students and research support staff. A code is given to students that are able to self-report their attendance on A2L. This self-reporting tool is in relation to degree milestone completion.

Outside Conferences

We encourage graduate students to report results of their research at Conferences held outside the university, many of which are attended by Computing and Software professors. The preparation involved with such presentations and financial assistance available should be discussed with your research supervisor.

Change of Address

If there has been a change of address or phone number, either permanent or local even if the change takes place on the last day of your studies in the Department, you are required to change your address online through Mosaic (Student Center – Personal Information tab – choose "Addresses" from the drop-down list).

Student Visa

Visa students are required to provide a photocopy of their study permit at the time they register with the School of Graduate Studies and each time their permit is renewed. Failure to do so will result in the withholding of their pay cheque(s). Please provide the CAS Graduate Assistant with a copy of your Study Permit student visa for your student's file. If your immigration status changes you must provide proper documentation to the Department and the School of Graduate Studies.

Graduate Student Offices

Most full time thesis based students will be assigned a space in a graduate office. Some will be in ITB, and some will be in ABB. Students in the M.Eng program as well as part time students in other programs will be granted access to a shared office space in one graduate space. Please be reminded that these rooms are intended to provide students with a quiet study space. BE RESPECTFUL OF OTHERS. Noise should be kept to a minimum and visitors are discouraged. You are expected to maintain your space by keeping it clean and in good condition. Any food stored overnight must be placed in a sealed plastic container. There is a Grad Student Lounge located in ITB / 240. Students are responsible for keeping the room tidy and clean.

Meeting Rooms

The department has a limited number of rooms available for meetings and seminars. Students wishing to reserve a meeting room must have written approval of their supervisor. Rooms are booked through Mary in the department office via email.

Reimbursement of Travel Expenses and other Expenditures

The Departmental Office staff will assist graduate students and researchers in obtaining reimbursement for travel expenses and other expenditures that have been approved by the supervisor. You must obtain your supervisor's approval prior to making any expenditures or travel arrangements for which you will be requesting reimbursement.

Graduate Courses and Selection

The graduate courses in Computing and Software are listed in the School of Graduate Studies Calendar: CAS Course Listings

The CAS courses which are offered in 2024 - 2025 year are shown below:

Course Categorization: https://www.eng.mcmaster.ca//app/uploads/2023/12/Computing_Software_Course_Categorization.pdf

Financial Matters

Payment of Departmental Scholarship, Teaching Assistantship

Scholarship payments for the graduate students are handled by the School of Graduate Studies, while the Human Resources department handles employment income.

Scholarship payments are paid as a lump sum at the beginning of each term.

Employment income is paid bi-weekly in the term of employment.

All payments will be deposited directly into your bank account after enrolling in Direct Deposit. Depending on the type of payment(s) you receive you may have to enroll in 2 places: Mosaic Student Centre (online portal) AND Human Resources (paper form).

Any questions concerning your financial support, contact Connie in the departmental office (carrabs@mcmaster.ca).

Payroll information has been provided under separate cover and is available

https://hr.mcmaster.ca/employees/payroll/

Understanding Your Funding

In the graduate payment model, tuition is due term-by-term on September 1st, January 1st and May 1st. Interest on tuition will not begin to be collected prior to the second last business day of those months. Each student receiving research scholarship funds will get a lump sum (whole term) payment by mid-September, mid-January, and mid-May. Employment payments are paid biweekly.

All money goes out to the student and students are solely responsible for paying their tuition.

Example for Fall Term (which assumes that a student has TA, research scholarship, and scholarship support):

September 1:

- Tuition for term is due

Mid-September:

- Bank deposit of all "research scholarship" (i.e. grant-sourced support) funds for term - paid from the MOSAIC HR module

- Bank deposit for first two weeks of TA pay - paid from the MOSAIC HR module

- Bank deposit of all scholarship funds(excluding research scholarships) for the term - paid from the MOSAIC Student Center Module

End of September:

- Bank deposit of second two weeks of TA pay

- Interest begins to accrue on balance outstanding in student account.

Graduate Scholarships

The School of Graduate Studies announces scholarship competitions throughout the academic year. Such announcements will be forwarded to graduate students in the department by email, and/or posted on

the bulletin board located on the second floor of the Information Technology Building. Students are strongly encouraged to apply to any competition for which they meet the eligibility requirements. For some this is a stipulation in their offer of admission. Some major annual scholarship competitions are: NSERC; OGS (Ontario Graduate Scholarships); McMaster Prestige Scholarships. Note that these applications require official copies of all academic transcripts, so be sure to order these sufficiently early to meet departmental deadlines.

Funding & awards – Faculty of Engineering (mcmaster.ca)

Graduate Forms

Graduate Forms for students, faculty and staff can be found on Graduate Studies Website: Forms and policies for graduate students, staff and faculty – School of Graduate Studies (mcmaster.ca)

**Students need to send all graduate forms to the Graduate Assistant to process with SGS.

Visiting and Exchange Students

 2.1.10 Visiting Students: General Regulations of the Graduate School - McMaster University (romcmaster.ca)

Visiting Students are individuals who are currently registered in a graduate degree program in another university, and who have made arrangements through both their home university and a graduate program at McMaster to spend some time at McMaster as part of their degree program at the home university. While they are visiting students, they will not be enrolled in a degree program at McMaster.

Incoming Exchange Students

Please contact Marisa Bachetti- Global Learning Coordinator, Exchange & Research department in Student Success Center (bachetmd@mcmaster.ca)

Study Abroad at McMaster: Incoming Exchange Students | Student Success Centre | McMaster University

Student Life

The main campus of McMaster University is located in Hamilton, Ont.

Living at McMaster: Future Residents - Living At McMaster

10 Bay St Apartments: 10 Bay Residence - Living At McMaster

Off-Campus Housing: https://offcampus.mcmaster.ca/

McMatch: https://offcampus.mcmaster.ca/mcmatch/

Helpful links for living in Hamilton

Incoming graduate students – Faculty of Engineering (mcmaster.ca)

Technical Communications

Discover Technical and Professional Communications module on Avenue2Learn: The Art and Science of Persuasion, Audience Analysis, Writing for Publications, Proposing and Reporting a Project, Presentations and Visualizing Data, How to Give an Oral Presentation. All essential skills for success in today's competitive market:
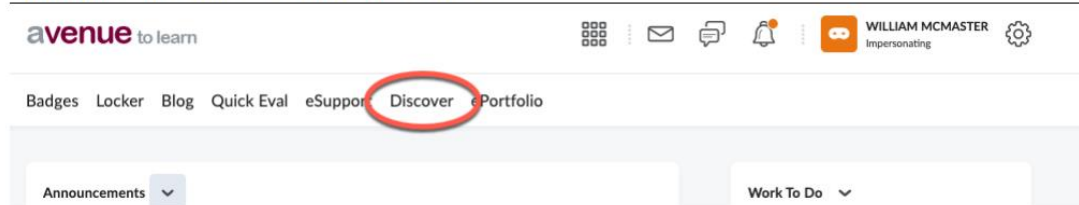
Engineering Graduate Society (EGS)

A student run organization dedicated to supporting engineering graduate students in any way we can, including hosting fun events, running professional development workshops, and providing travel bursaries: Home - Engineering Graduate Society (mcmaster.ca)

Life in Computing and Software (LICS)

Computing and Software's student led club that hosts coffee house, games night and activities.

To join, please contact the graduate assistant to add you to their channel.

Campus Map

Virtual Campus Tour Map: Campus Map | Virtual Campus Tour | McMaster University

Accessibility Floor Plan: McMaster University's Campus Maps: Buildings List

Directions: Directions to McMaster | University Student Campus

McMaster Directory: Directories (mcmaster.ca)

CAMPUS MAP

BUILDINGS

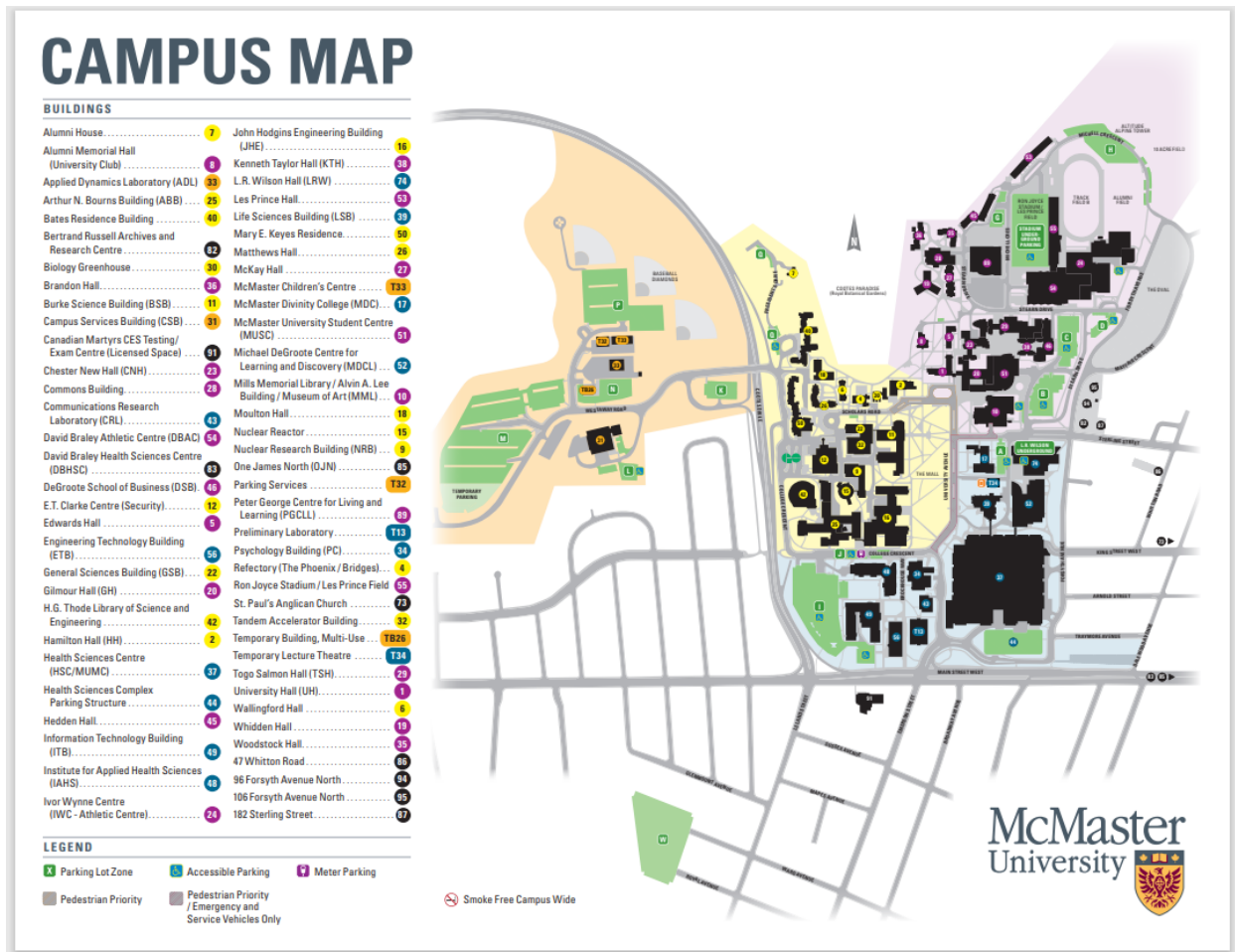|	
Alumni House	7
Alumni Memorial Hall (University Club)	8
Applied Dynamics Laboratory (ADL)	33
Arthur N. Bourns Building (ABB)	25
Bates Residence Building	40
Bertrand Russell Archives and Research Centre	82
Biology Greenhouse	30
Brandon Hall	36
Burke Science Building (BSB)	11
Campus Services Building (CSB)	31
Canadian Martyrs CES Testing/ Exam Centre (Licensed Space)	91
Chester New Hall (CNH)	23
Commons Building	28
Communications Research Laboratory (CRL)	43
David Braley Athletic Centre (DBAC)	54
David Braley Health Sciences Centre (DBHSC)	83
DeGroote School of Business (DSB)	46
E.T. Clarke Centre (Security)	12
Edwards Hall	5
Engineering Technology Building (ETB)	56
General Sciences Building (GSB)	22
Gilmour Hall (GH)	20
H.G. Thode Library of Science and Engineering	42
Hamilton Hall (HH)	2
Health Sciences Centre (HSC/MUMC)	37
Health Sciences Complex Parking Structure	44
Hedden Hall	45
Information Technology Building (ITB)	49
Institute for Applied Health Sciences (IAHS)	48
Ivor Wynne Centre (IWC - Athletic Centre)	24

John Hodgins Engineering Building (JHE)	16
Kenneth Taylor Hall (KTH)	38
L.R. Wilson Hall (LRW)	74
Les Prince Hall	53
Life Sciences Building (LSB)	39
Mary E. Keyes Residence	50
Matthews Hall	26
McKay Hall	27
McMaster Children's Centre	T33
McMaster Divinity College (MDC)	17
McMaster University Student Centre (MUSC)	51
Michael DeGroote Centre for Learning and Discovery (MDCL)	52
Mills Memorial Library / Alvin A. Lee Building / Museum of Art (MML)	10
Moulton Hall	18
Nuclear Reactor	15
Nuclear Research Building (NRB)	9
One James North (OJN)	85
Parking Services	T32
Peter George Centre for Living and Learning (PGCLL)	89
Preliminary Laboratory	T13
Psychology Building (PC)	34
Refectory (The Phoenix / Bridges)	4
Ron Joyce Stadium / Les Prince Field	55
St. Paul's Anglican Church	73
Tandem Accelerator Building	32
Temporary Building, Multi-Use	TB26
Temporary Lecture Theatre	T34
Togo Salmon Hall (TSH)	29
University Hall (UH)	1
Wallingford Hall	6
Whidden Hall	19
Woodstock Hall	35
47 Whitton Road	86
96 Forsyth Avenue North	94
106 Forsyth Avenue North	95
182 Sterling Street	87

LEGEND

- Parking Lot Zone
- Accessible Parking
- Meter Parking
- Pedestrian Priority
- Pedestrian Priority / Emergency and Service Vehicles Only
- Smoke Free Campus Wide

McMaster University

Security and Emergency

Emergency Notification Systems

Methods of Notification:

- **Smartphone app based alert *NEW***

- **Alertus Desktop computer alerts**

- **Video Information Screens in most campus buildings**

- **Campus Telephone Operator greeting message**

- **McMaster main web page / Daily News**

- **CFMU**

- **Red Assistance Phones:** Push the button on Red Assistance phones for security assistance

- **Locations (PDF)** of Red Assistance Phones

When on campus dial **'88'** from any university phone or call 905-522-4135

Refer to the **Emergency Guide Book** for other phone numbers

Health and Safety Training

McMaster's Health and Safety Training Program is designed to provide mandatory and site-specific safety training for all employees, grad students, volunteers and visitors working at the University.

Self-registration for training courses offered by UHS, the Faculty of Health Sciences Safety Office (FHS Safety Office), the Biosafety Office and the AODA Office is available through the self-service functionality in Mosaic.

Reporting of Safety/Incident Report

In the event of an injury or an incident that could have resulted in an accident to employees and non-employees, **it must be reported immediately.** In case of an incident or an injury, you are asked to report it immediately to Dr. W. He, Chair of the Departmental Safety Committee. **It is extremely important that you adhere to this regulation.**   The Safety-Incident Report must be completed – forms are available in the Departmental Office or online at:

https://hr.mcmaster.ca/app/uploads/2018/11/injury-incident-report-fillable-1-36.pdf

First Aid Stations

First Aid Stations are located in ITB 202 and 242.

Fire Safety Procedure

McMaster University emergency procedures: Emergency-Procedures-Poster.docx (live.com)

University Administrative Information

OHIP (Ontario Health Insurance Plan)

Graduate students who are Canadian citizens or permanent residents who require health coverage under OHIP may obtain application kits from the Campus Health Centre in the Student Centre on campus. https://www.ontario.ca/page/apply-ohip-and-get-health-card#section-2

UHIP (University Health Insurance Plan)

Visa students are required to obtain health coverage under the University Health Insurance Plan. For those students with sufficient funding, UHIP premiums will be deducted from their monthly pay. Note, however, that you must enroll your dependents (spouse and children) if they are with you in Canada, and you must arrange payment for the dependents' coverage. Dependents must be enrolled within 30 days of arriving in Canada.

https://hr.mcmaster.ca/employees/total-rewards/university-health-insurance-plan-uhip/

Graduate Transcripts

If you wish to obtain an official McMaster graduate transcript, you can do this by completing the transcript request in the My Academic section of Mosaic.

Transcripts | Office of the Registrar | McMaster University

In-course students who require a notarized transcript from other institutions (both graduate and undergraduate) can obtain this from the School of Graduate Studies.

International Student Services is located in GH, Room 110. Please call ext. 24254 for assistance or you can email iss@mcmaster.ca. or studentsuccess@mcmaster.ca. Here you will find all the information and resources you need to support you during your time at McMaster or as you prepare for an outbound exchange. We believe in the importance of promoting an inclusive and culturally sensitive community, and are committed to supporting the academic, personal and professional success of McMaster students. Please visit their website at: https://iss.mcmaster.ca/

Parking and Transit Services: There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation and in carpools is encouraged. Please visit: http://parking.mcmaster.ca/

Student Accessibility Services (SAS) provides academic accommodation assistance and related supports to students with disabilities at McMaster. SAS is available to assist students transitioning from high school, other post-secondary institutions, undergraduate, continuing and graduate students. REMINDER: Approved accommodations of previous undergraduates at McMaster do not automatically apply during graduate studies. Students needing accommodations should return to SAS soon after commencement of their graduate program to implement or update your student status and to activate accommodations.

Student Accessibility Services (MUSC/B107 x.28652) Please visit: http://sas.mcmaster.ca/

Student Wellness Centre is the place on campus to address your wellness needs providing a range of counselling options, medical services and wellness programs so that a student can get the most out of their McMaster experience, academically and personally. Please visit: https://wellness.mcmaster.ca/

Equity & Inclusion Office: The Equity and Inclusion Office (EIO) works closely with staff, students and faculty members to advance equity and inclusion by promoting an environment of respect, safety, collegiality and openness. (UH-104, ext. 27581) You can email them at equity@mcmaster.ca. // Please visit: https://equity.mcmaster.ca/

Two Distinct Programs: The Human Rights and Dispute Resolution Program (HRDRP) offers confidential advice, guidance and consultation to students, staff and faculty members on issues related to human rights.

HRDRP is one of four intake offices listed in McMaster's Policy on Discrimination and Harassment: Prevention and Response and the Sexual Violence Policy. It is responsible for facilitating the resolution of concerns and complaints and for investigating formal complaints related to issues of discrimination, harassment, and sexual violence support .

The Education, Outreach and Support (EOS) engages students, staff and faculty members through education including workshops and special events. The ESP team works closely with on and off campus partners to advance equity and accessibility and to challenge rape culture on campus. EOS also provides

support to the President's Advisory Committee on Building an Inclusive Community (PACBIC), the Anti-Violence Network and the McMaster Accessibility Council.

TalkSpot

TalkSpot is a mental health service exclusively for Mac Eng students. TalkSpot offers informal, confidential consultations with a counsellor through same-day appointments every weekday. You can share what's on your mind to get perspective, problem-solve and hear suggestions for resources or supports.

Book your appointment: [Book Online | TalkSpot (janeapp.com)](#)

Learn more about TalkSpot: [TalkSpot – Faculty of Engineering (mcmaster.ca)](#)