

# Incoming Student Checklist

## 1

### ADMINISTRATIVE

- Pick up your student ID card (and take a photo if you didn't submit one)
  - This can be done on September 6<sup>th</sup> from 8:30am-4:30pm in the John Deutsch University Centre
- Pay tuition on SOLUS ([my.queensu.ca](http://my.queensu.ca))
  - Can use a pre-authorized payment plan if you don't wish to pay in-full (<http://www.queensu.ca/registrar/students/financials/payment-methods/pre-authorized-payment-plan-ppl>)
- Opt-Out of the SGPS Health and Dental Plan if you are already covered (<https://sgps.ca/optout-optin/>)
  - Can only be done from September 4<sup>th</sup> to October 1<sup>st</sup>
- (If desired) Opt-Out of SGPS Optional Fees (<https://sgps.ca/optout-optin/>)
- Submit a headshot for the Biology Department website to [queensbgsc@gmail.com](mailto:queensbgsc@gmail.com)
  - Your headshot will be posted here: <https://biology.queensu.ca/people/department/graduate-students/>
- (With your supervisor/lab) Fill out a key request form and submit to Sue Burrows in the main office
- (For incoming M.Sc. Students) Review current course offerings (<https://biology.queensu.ca/academics/graduate/grad-courses/>) and e-mail your choices for this academic year to Joanne Surette ([surettej@queensu.ca](mailto:surettej@queensu.ca))
- Complete the AODA Training Suite (<http://www.queensu.ca/equity/training/aoda-training-suite>)
- Complete your WHMIS Training (<https://www.safety.queensu.ca/training/whmis>)
- (If needed) Complete Animal Care Training (<https://www.queensu.ca/uvet/training/theoretical-training-qacs-799-%E2%80%93-introduction-animal-care>)
- Review the Biology Graduate Student Handbook (<https://biology.queensu.ca/academics/graduate/guide-to-grad-studies/>)
- (If you are a teaching assistant) Check the posting outside of Joanne Surette's office (on the third floor of the Biosciences Complex) for your teaching assignment
- (If you are a teaching assistant) Activate your employee NetID (<https://netid.queensu.ca/selfservice/>)
- (If you are a teaching assistant) Set up direct deposits using MyHR (<http://www.queensu.ca/humanresources/employee-tools/myhr-self-service>)
- Complete the Financial and Supervisory Statement Form alongside your supervisor (<https://biology.queensu.ca/academics/graduate/forms-and-nfo/>)

## 2

### EXTRACURRICULAR

- Attend Biology Graduate Orientation on September 4<sup>th</sup> at noon in Biosciences Complex, Room 4338
- Register for and attend Teaching Development Day on September 5<sup>th</sup> (<https://www.queensu.ca/ctl/programs/signature-events/teaching-development-day-td-day>)
- Check out the programs and facilities available at the Athletics and Recreation Centre (<http://rec.gogaelsgo.com/index.aspx>)
- Join the department for beer on Fridays at 5pm at the Grad Club!
- Attend our informal BEERS seminars on Wednesdays at 5pm at the Grad Club!
- (If interested) Attend Biology Graduate Student Council elections night on September 10<sup>th</sup> at 5:30pm in Biosciences Complex Room 3110
- Join the Queen's Biology Graduate Students Facebook page ([https://www.facebook.com/groups/319299678194989/?fb\\_dtsg\\_ag=AdzJK1IH6BC2eeQIkzH9BW99P1zIAio3h\\_kOLnmBgWh3Hg%3AAAdwl8Z3Nvjrcsq\\_CdupxYFluQGaoFKxiM\\_h13pRzB2S6Kg](https://www.facebook.com/groups/319299678194989/?fb_dtsg_ag=AdzJK1IH6BC2eeQIkzH9BW99P1zIAio3h_kOLnmBgWh3Hg%3AAAdwl8Z3Nvjrcsq_CdupxYFluQGaoFKxiM_h13pRzB2S6Kg))