Starting 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 6th from 8:30am-4:30pm in the John Deutsch University Centre
   - Pay tuition on SOLUS (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 4th to October 1st
   - (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
   - 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)
   - 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-info/])
   - Attend Biology Graduate Orientation on September 4th at noon in Biosciences Complex, Room 4338
   - Register for and attend Teaching Development Day on September 5th ([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 10th at 5:30pm in Biosciences Complex Room 3110
   - Join the Queen's Biology Graduate Students Facebook page ([https://www.facebook.com/groups/319299678194989/])

2. **Extracurricular**
   - Attend Biology Graduate Orientation on September 4th at noon in Biosciences Complex, Room 4338
   - Register for and attend Teaching Development Day on September 5th ([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 10th at 5:30pm in Biosciences Complex Room 3110
   - Join the Queen's Biology Graduate Students Facebook page ([https://www.facebook.com/groups/319299678194989/])