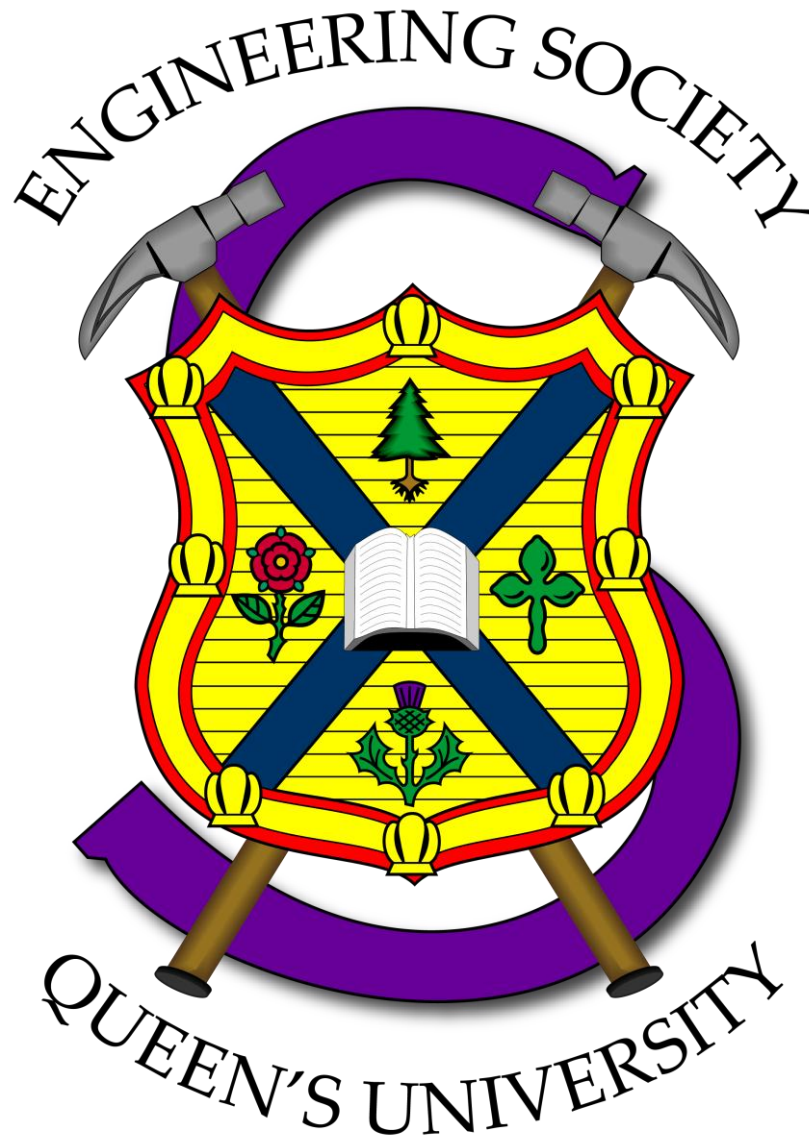


Guide to the Classroom



Last Updated for the 2015-2016 Academic Year



Introduction

This guide has been created as a resource for you, covering a variety of common concerns and providing a comprehensive list of contact information.

However, this guide cannot cover the scope of the concerns that all students may have; if you are unable to find information about a topic that you seek, don't hesitate to contact me!

Jacqueline Craig

EngSoc Director of Academics 2015-2016

academics@engsoc.queensu.ca



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Quick Guide to Academic Contacts

Academic Advisors

These are the first people you contact when you have an academic issue.

Faculty of Engineering and Applied Science – Student Services

There are a number of people located in the 3rd floor administrative offices in the ILC that can act as a good one-stop source of information. Student services are overseen by the Associate Dean (Academic, **Dr. Lynann Clapham**).

Engineering Society

The Engineering Society Executive/Director team and Year Executives have several members who liaise with the faculty on academic affairs, attend faculty board meetings, and are knowledgeable on academic processes and regulations. If you prefer speaking to a student, the following people can provide preliminary information and direction for your questions and concerns.

Jacqueline Craig, Director of Academics

(for general academic inquiries)

academics@engsoc.queensu.ca

<http://engsoc.queensu.ca/academics/>

Evan Dressel, Director of First Year

(for first year specific inquiries)

firstyear@engsoc.queensu.ca

Faculty Board Representatives

Meara Hampton	Sci '16
Sam Anderson	Sci '17
Matt Whittle	Sci '18

Alma Mater Society

The Alma Mater Society is the Engineering Society equivalent for the entire undergraduate student population on campus. They also have several dedicated academic resources for students.

Academic Affairs Commission

Read Leask, Academic Affairs Commissioner

academics@ams.queensu.ca

<http://www.myams.org/aac>

Ph: (613) 533-6001 ext. 74818

Academic Grievance Centre

AMS Offices Rm. 52

JDUC Ground Floor (take a right at P&CC)

agc@ams.queensu.ca



Important Links

Engineering and Applied Science Website	http://engineering.queensu.ca
Engineering Society Academic Page	https://engsoc.queensu.ca/content/academics
Regulation Requests, Waivers, and Appeals	http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic-Regulation-Requests-Waivers-and-Appeals.html
Dual Degrees	http://engineering.queensu.ca/Undergraduate-Programs/Dual-Degrees/
Library Guide and Resources	http://library.queensu.ca/
Douglas Tutorials	http://http://engineering.queensu.ca/Current-Students/First-Year-Studies/DouglasTutorials.html



THE **ENGINEERING SOCIETY**
OF **QUEEN'S UNIVERSITY**

Beamish-Munro Hall, Rm 106, Queen's University, Kingston, Ontario, K7L 3N6
Tel: (613) 533-6008 | Fax: (613) 533-2756
www.engsoc.queensu.ca

HOWTO

The following section contains guidelines and steps to take for various academic actions you may wish to take.

R E N O W N E D S P I R I T , U N R I V A L E D E X C E L L E N C E



How to...

Add/Drop a course:

In First Year:

- Email Aphra Rogers, engineering.first.year@queensu.ca with your request.
- Alternatively, you can drop into the Faculty Student Services office on the 3rd floor of Beamish-Munro Hall (BMH300). They're always happy to help!

As an Upper Year:

- Log onto SOLUS and select the Enrol button under the Academics tab.
- To add:
 - Add the course to your shopping cart, from the dropdown menu click Enrolment: Add to add each courses one at a time. **Note:** Make sure you see a green checkmark which indicates a successful transaction
- To drop:
 - From the dropdown menu in the Academics tab click Enrollment: Drop. Select the respective classes to drop. Click Drop Selected Classes
- If you have any questions, contact your faculty assistants or follow the registration guide: <http://engineering.queensu.ca/Current-Students/Registration-Guide/index.html>

Take a Course at Another School:

- The course must be recommended or verified by the course instructor and department.
- You must get permission from the Academic Progress Chair **in advance** and fill out the appropriate waivers and appeals (see: Links) and have a CGPA of 1.6.

Change Disciplines:

- The complexity of changing disciplines varies for every student. Thus, all discipline changes are made on a case by case basis throughout the year, commonly during the summer.
- Contact your undergraduate chair to discuss the process and requirements.

Go on Internship:

- Queen's has 12 to 16 month internships at a variety of places, all organized through QUIP at career services. You must be in second or third year, have passed the English proficiency test and have a cumulative GPA of at least 2.60 to go on internship.



- You will be required to pay tuition for APSC 300 for which you will be receiving credit while at work.
- For more information, contact Micheline Johnston at micheline.johnston@queensu.ca

Work Internationally:

- Want to spend the summer overseas and make enough cash to fund the adventure? The people at IAESTE can help you out. Check out <http://www.iaeste.org/> for more info.
- Go to the International Centre (QUIC), located in the Upper Ceilidh of the JDUC (go down the hall to the right of the QP). They have every resource you could possibly need and people that will answer your questions.

Get a Dual Degree:

- Getting a dual degree is possible! To apply, you must have successfully completed **at least** one year of university study with a minimum of a 2.60 GPA.
- Your secondary degree must not have too much “overlap” with your primary engineering degree – for example, if you are in Chemical Engineering, you would not be allowed to get a dual degree in Chemistry! Make sure to check out the list of allowed and disallowed programs before you proceed with your application.
- For information, application forms, and sample timetable arrangements, go to: <http://appsci.queensu.ca/Undergraduate-Programs/Dual-Degrees/index.html>

Get a Scholarship:

- The Student Awards website has a list of awards you can apply for <http://www.queensu.ca/studentawards/index.html>

Go on Exchange:

At Herstmonceux Castle (BISC):

- You can spend part of your year at Queen's International Study Centre (ISC) at the Castle in England! It offers Fall, Winter, Spring and Summer terms and is a great way to take your complementary studies electives while traveling the world. Unfortunately, no engineering core courses are offered yet, so you would be unable to do a year of your engineering degree there.
- The Global Project Management program will fulfill the complementary course requirement for engineering students – applications mid March. This workshop runs for six weeks, beginning in May, and is open to all students who have successfully completed their 1st year and have a GPA of at least 1.6, passed APSC100.



- Visit <http://www.queensu.ca/bisc/> for more information on courses offered, fees, finances and anything else you'd like to know!
Anywhere else around the world:
- If you'd like to do a year of your engineering program at another university:
- The process:
 - You must have a cumulative GPA of at least 2.70.
 - You will pay Queen's tuition for the courses that you take if you study at one of the universities that participates in our exchange program.
 - Look at the list of universities with which we have an agreement
<http://engineering.queensu.ca/Undergraduate-Programs/Exchange-Programs/>.



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WHAT TO DO IF...

The following section contains guidelines and steps to take for various academic actions you may need to take if you are experiencing academic troubles.



What to do if you...

Fail a course:

In First Year

- Take Section 900 (or J-Section) re-write exams or re-take the whole course (where possible). Re-writes for Fall courses are free while there is a per-course fee for Winter term. You can register during the first week of Winter term. For more information: <http://engineering.queensu.ca/Current-Students/First-Year-Studies/Section900/>
- If the course is a prerequisite for your discipline in 2nd year, consult the Undergraduate Chair of your discipline on the proper course of action to take.
- If the course is not a prerequisite, re-enrol in it and try to pass the second time around.

As an Upper Year

- If you received an FR in a course, then your course mark is between a 40% and 49%. If you have a cumulative GPA of 1.6 or higher, you can write supplemental exams (sups) the next September. You must apply (in writing) to the Dean of Engineering by June 15.
- A fee of \$250 is charged but you have until August 14th to change your mind.
- If your overall mark is an F (or you've taken too many supplemental exams already), you'll have to re-take the course. Talk to your faculty advisor. You will not be able to register in courses that have a timetable conflict with the course you're re-taking.

Fail the English Proficiency Test:

- Write it as many times as you need to pass....but you must pass before you graduate.

Want to appeal a mark in a course:

- Talk to the professor. You have the right to see your final exam. If the professor refuses to see you or you fail to come to a consensus about an exam mark, you can request an exam re-read to the Dean of Engineering within 4 weeks of the release of results.
- You can have your final exam formally reread for \$50 (refunded if your mark increases). Be aware that your mark may decrease.

Are applying for readmission:

- If you're applying for readmission after a failed year (and after fulfilling the time required to withdraw), you must present evidence that you are likely to succeed in completing the degree in the program you wish to enter.



... Are appealing pretty much anything else:

- If your circumstances are exceptional enough, you can appeal just about anything. A \$50 fee applies to all appeals.
- Go to <http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic-Regulation-Requests-Waivers-and-Appeals.html> for more information and the necessary paperworkResources



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Resources

The following section contains academic-related resources and links for tutoring services, academic counselling, and financial aid.



Resources

Tutoring

First year: Douglas Tutorials

These free tutoring sessions group first year students with upper-year tutors who are knowledgeable about first year courses. For times and places, check out the website.

<http://engineering.queensu.ca/Current-Students/First-Year-Studies/DouglasTutorials.html>

All years: EngLinks

This Engineering Society service will match you with a private tutor for a specific course. Rate to be determined by you and your tutor.

<https://englinks.ca>

Department Websites

Each department also has its own bank of tutors listed on their websites with contact information for students to use. For example, the following link is for the tutor bank of the Department of Mathematics and Statistics: <http://www.mast.queensu.ca/tutors/>

Athlete Services

If you're a student-athlete, the Athletics and Recreation Centre provides free tutors. Find information on the application process at the following link:

http://gogaelsgo.com/sports/2010/9/12/VAR-AthSer_0912102906.aspx?path=athlete-services

Health & Academic Counselling

In-House Faculty of Engineering & Applied Science Counsellor

Joanne Roston is the in-house counsellor for engineering students in the ILC, you can see her by booking an appointment.

Email: eng.counsellor@queensu.ca

Health, Counselling, and Disability Services

HCDS offers non-judgmental, confidential medical, nursing, psychiatric, and health promotion services.

Location: La Salle, 146 Stuart St. (across from Adelaide)

<http://www.queensu.ca/hcds/>



Writing Centre

Offers a comprehensive program of tutorials, workshops, and credit courses.

Location: Stauffer Library

<http://sass.queensu.ca/writingcentre/>

Learning Strategies

Gives students skills to be more efficient and confidential. They can help with time management, procrastination and motivation, reading and note-taking, exam prep, and presentation skills.

Location: Stauffer Library

Book an Appointment: <https://queensu.mywconline.com/>

Academic Grievance Centre

Helps students in handling academic disputes and discipline.

Location: Lower Ceilidh of the JDUC (turn right at P&CC)

Email: agc@ams.queensu.ca

Financial Aid, Scholarships, and Bursaries

Student Awards

Information on how to finance your education; offers awards and bursaries.

Location: Gordon Hall

Website: <http://www.queensu.ca/studentawards/index.html>

Career Services

Provides amazing information, workshops, counselling and other resources to students about interviews, resumes, finding jobs, and everything involving your career.

Location: Gordon Hall

Website: <http://careers.queensu.ca/>

International Students and Study

Queen's University International Centre (QUIC)

Featuring a lounge, extensive library, and counsellors, this centre is a great resource for international students and other students hoping to travel, study, and work internationally.

Location: Upper Ceilidh of the JDUC (down the hall to the right of QP)

Website: <http://quic.queensu.ca/>



Queen's Exchange Program

Want to study at an international university? Queen's has agreements worked out with several universities worldwide.

Website: <http://engineering.queensu.ca/Undergraduate-Programs/Exchange-Programs/>

Bader International Study Centre at Herstmonceaux Castle

Take Queen's courses throughout the year or during the spring or summer... in a castle in England!

Website: <http://www.queensu.ca/bisc/>



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DID YOU KNOW?

The following section contains academic regulations that are less commonly known by students
but are very important to your academic career!



Did you know?

Complementary Studies Electives:

These are necessary to complete your degree. Your Course Calendar and undergraduate advisor can further explain how to choose your electives. Feel free to check out the area for yourself:

http://engineering.queensu.ca/Calendar/CurrentYear/Complementary_Studies.html

Voluntarily Withdrawal:

If you've failed your fall semester or think you may fail your year, you can opt to voluntarily withdraw. This means that you can take up to twelve consecutive months off and then re-enter without having to apply for readmission. This must be done before January 31st. Speak to the Associate Dean (Academic) for more info.

Course Substitutions, Exemptions, Waivers, etc.

To do something that doesn't strictly follow the course calendar (e.g. taking courses from another university, course substitution, exemptions, or waiving academic regulations), speak to your advisor – you must request permission from the Academic Progress Chair IN ADVANCE. Forms are available online (see "Links")

Supplemental Exams (Sups)

You can only write 2 sups per year and only 3 over the course of your academic career. The sup takes the place of the original exam (same weighting) and, if you register for one and fail to show up, you'll get a zero for the exam mark in that course, which will show a new final mark on your transcript.

Six Year Rule:

An Applied Science degree must be completed in no more than six calendar years from the time of first registration. In order to continue beyond this you have to be able to provide extenuating circumstances.

Appeals:

Most decisions based on faculty regulations can be appealed and waived, but you must be able to show proof of extenuating circumstances! For a complete list of regulations, see http://engineering.queensu.ca/Calendar/CurrentYear/Faculty_Regulations.html



Academic Department Contacts

Academic Assistants: <http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic-Assistants.html>

Academic Advisors: <http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic-Advisors.html>

Program	Position	Contact	Program	Position	Contact
First Year	Director (Program Development)	Dr. B. Frank	Geo	Undergraduate Chair	Dr. G. Fontopoulos gf26@queensu.ca
	Program Associate (First Year)	Aphra Rogers Engineering.first.year@queensu.ca		Undergraduate Assistant	L. Zarichny zarichny@queensu.ca
	Program Coordinator	M. Johnston Johnstonm@queensu.ca	Apple Math	Undergraduate Chair	Dr. A. Mansouri Mansouri@mast.queensu.ca
Chem Eng Chem	Undergraduate Assistant	Liann Joannette Liann.joannette@queensu.ca		Undergraduate Assistant	J. Ng Jn@queensu.ca
	Undergraduate Chair (Eng Chem)	Dr. M. Cunningham Michael.Cunningham@queensu.ca	Mech & Materials	Undergraduate Chair	Dr. R. Sellens Rick.Sellens@queensu.ca
	Undergraduate Chair (Chem)	Dr. M. Guay Martin.guay@queensu.ca		Undergraduate Assistant	J. Brown Mme@advisor.queensu.ca
Civil	Undergraduate Chair	Dr. P. Champagne pascale.champagne@queensu.ca	Mining	Undergraduate Chair	Dr. M. Morin Mario.morin@queensu.ca
	Undergraduate Assistant	A. Gencarelli Angelina.gencarelli@queensu.ca		Undergraduate Assistant	T. McKenna Tina.mckenna@queensu.ca
ECE	Undergraduate Chair	Dr. A. Afsahi Ahmad.afsahi@queensu.ca	EngPhys	Undergraduate Chair	Dr. R. Knobel Knobel@physics.queensu.ca
	Undergraduate Assistant	P. Jordan Patty.jordan@queensu.ca		Undergraduate Assistant	M. Balson mbalson@physics.queensu.ca



Important Dates 2015-2016

Fall Semester

August

- 1 Minimum Registration Payment due
- 15 Last day to cancel supplemental exam applications without penalty
- 26 First day to pick up validation sticker after completing registration on SOLUS

September

- 1 Fall Term tuition due
- 2 Add/Drop Period begins
- 9-11 Supplemental and Challenge examinations
- 14 Fall classes begin
- 15 Last day to transfer from another faculty
- 25 Regular registration Period ends
- 25 Last day to add a course
- 25 Last day to change programs within Applied Science

October

- 15 Last day to apply for study at the Castle for Winter Term

November

- 7 Last day to apply for an accommodation for final exam conflicts

December

- 1 Deadline to apply to a dual degree program (starting in winter term)
- 4 Last day of fall term classes
- 5-8 Pre-exam study period
- 9 Fall term examinations begin
- 23 Fall term examinations end; Fall term ends

Winter Semester

January

- 4 Winter term class begins
- 10 Winter Term tuition due
- 15 Last day to add a course or change program
- 15 Last day to drop a Winter Term course without financial penalty
- 15 Last day to drop a full year course without academic penalty
- 22 Last day to withdraw from a program without failure of a year
- 31 Last day to apply for an exchange program for 2016-2017

February

- 8 First Year Discipline selection begins
- 16-19 Reading Week
- 26 Last day to drop a Winter Term course without financial penalty

March

- 1 First Year Discipline selection ends
- 7 Last day to apply for an accommodation for final exam conflicts
- 15 Last day to apply to the Castle for Spring-Summer session

April

- 9 Winter term classes end
- 2-6 Pre-exam study period
- 7-23 Final exams

May

- 1 Final examinations end; winter term ends
- 1 Deadline to apply to a dual degree program for next Fall-Winter session

June

- 15 Last day to apply to write supplemental examinations
- 30 Last day to apply for fall term international study at the Castle

This is not an exhaustive list, please see:

http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SessionalDates_2015_2016_ASPC.pdf