

CATEGORY	RESPONSIBILITY	GRAD OFFICE CONTACT
<b>Admissions</b>	Clearing admission conditions (MEng, MAsC, PhD)	Graduate Assistant (Joan Chen)
	Admission questions (MEng, MAsC, PhD)	Graduate Assistant (Joan Chen)
	Admissions questions (MEng only; complicated questions or issues)	MEng Coordinator (Sarah Johns)
	Transfers from MEng full-time program to MEng extended full-time program	MEng Coordinator (Sarah Johns)
<b>Advising</b>	MAsC/PhD student advising	Graduate Administrator (Iliana Sztainbok) & Graduate Assistant (Joan Chen)
	MEng student advising	MEng Coordinator (Sarah Johns)
	MAsC/PhD SGS forms and requests (e.g., WDR, Leave of Absence, Program Transfers, etc.)	Graduate Assistant (Joan Chen)
	MEng SGS forms and requests (e.g., WDR, Leave of Absence, Stop Outs, program transfers, etc.)	MEng Coordinator (Sarah Johns)
<b>Courses</b>	Course enrolment	Graduate Assistant (Joan Chen)
	Course evaluations	Graduate Administrator (Iliana Sztainbok)
	Late grade submissions	Graduate Assistant (Joan Chen)
	Graduate course scheduling & timetable	Graduate Assistant (Joan Chen)
	Entering courses on ACORN	Graduate Administrator (Iliana Sztainbok)
<b>Registration</b>	MEng fee/registration issues (e.g., problems paying fees to register)	MEng Coordinator (Sarah Johns)
	MAsC/PhD fee/registration issues (e.g., fee deferral)	ACORN or Graduate Administrator (Iliana Sztainbok)
<b>Orientation</b>	Joint orientation & MAsC/PhD orientation	Graduate Administrator (Iliana Sztainbok)
	Joint orientation & MEng orientation	MEng Coordinator (Sarah Johns)
<b>Financial Matters</b>	MAsC/PhD letters related to funding/good standing	Graduate Administrator (Iliana Sztainbok)
	MAsC/PhD student funding	Graduate Administrator (Iliana Sztainbok)
	Graduate student awards	Graduate Administrator (Iliana Sztainbok)
	MEng student questions about fees (e.g., Balance of Degree fees, Minimum Degree Fee, Pre-paying fees, etc.)	MEng Coordinator (Sarah Johns)
<b>Student Progress</b>	MEng satisfactory progress (i.e., FZs)	MEng Coordinator (Sarah Johns)
	MAsC/PhD student progress & Time to completion	Graduate Administrator (Iliana Sztainbok)
	PhD candidacy	Graduate Administrator (Iliana Sztainbok)

<b>Meetings &amp; Exams</b>	Reading (Supervisory) Committee Meetings (RCM)	Graduate Assistant (Joan Chen)
	MASc/PhD Oral Exams	Graduate Assistant (Joan Chen)
	MASc Bypass/Transfer Oral Exams	Graduate Assistant (Joan Chen)
	PhD Qualifying Exams	Graduate Assistant (Joan Chen)
	Final Oral Exam (FOE) chair requests	Graduate Assistant (Joan Chen)
	Final Oral Exam (FOE) scheduling	Graduate Administrator (Iliana Sztainbok)
<b>Graduation</b>	MASc graduation (i.e., how to request graduation, program checks, degree recommendations, etc.)	Graduate Administrator (Iliana Sztainbok)
	MEng graduation (i.e., how to request graduation, program checks, degree recommendations, etc.)	MEng Coordinator (Sarah Johns)
<b>MEng-specific</b>	MEng project enrolment, questions, & administration	MEng Coordinator (Sarah Johns)
	MEng Work Study research positions	MEng Coordinator (Sarah Johns)
<b>Program Development</b>	MEng program development	MEng Coordinator (Sarah Johns)
	MASc/PhD program development	Graduate Administrator (Iliana Sztainbok)
	MEng recruitment	MEng Coordinator (Sarah Johns)
	MASc/PhD recruitment	Graduate Administrator (Iliana Sztainbok)
<b>Other</b>	Non-standard issues	Graduate Administrator (Iliana Sztainbok)
	Governance (e.g., new/revised courses, program changes, etc.)	Graduate Administrator (Iliana Sztainbok)
	Letters	Graduate Assistant (Joan Chen)