



# **Department of Chemical Engineering Graduate Student Handbook For MEng Students**

January 23, 2025



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## *Preface*

Welcome to Graduate Studies in Chemical Engineering at the University of New Brunswick.

This document, prepared by the Graduate Academic Unit (GAU) of the Department of Chemical Engineering, contains a variety of information that will assist you in pursuing your studies. Information in this document is meant to provide assistance by outlining some University policies and procedures that you will need as graduate students. The document does not supersede nor take precedence over any academic or other regulation of the School of Graduate Studies or the University of New Brunswick.

Students are specifically directed to consult the webpage of the UNB School of Graduate Studies for University Regulations. These are available as "Calendar and Regulations", located at:

<http://www.unb.ca/gradstudies/>

If you have any questions, please do not hesitate to contact me or the Secretary of Graduate Studies in the Chemical Engineering Office.

Dr. Brian J. Lowry  
Director of Graduate Studies  
Department of Chemical Engineering

## You're Here, What's Next??

Welcome to UNB!! When you first arrive you will no doubt be tired and anxious to get accommodated. The first place you should you should come to when you arrive on campus is the Chemical Engineering office which is located on the bottom right of campus when you are looking South. The office is in room H2105 in Head Hall (Engineering Building). Below are the steps on how to activate your UNB IT Services, which includes your email account:

### **IMPORTANT:**

**All new laptops must be registered on the UNB network or you will not have access to the secure wireless network. This can be done after setting up your IT Services.**

1. Before starting, please have in front of you:
  - Your **student number** (example: 3123456)
  - Your **login id** (example: m1unb)
  
1. Open a web browser and type in this url: <https://www.unb.ca/its>
2. Click "Activate My Account"
3. Follow the instructions and fill in the required information as requested.

Once your program becomes active, your MYUNB Intranet will be your one-stop shop for all things student-related during your time here at UNB. Here you can register for courses, check out your exam schedule, view your fee statement, and more.

If you have trouble or the system doesn't want to accept your information, here's what you can do:

- Go to <http://helpdesk.unb.ca/> where you will find "Live Help"
- Call UNB's HelpDesk at 1-506-457-2222,
- Send an email to [servicedesk@unb.ca](mailto:servicedesk@unb.ca) explaining your problem and they will email a response to you

## 2. Registration

Before planning and registering for courses, be sure to contact the Director of Graduate Studies or the Student Studies Assistant for guidance on which courses to add to our plan and schedule.

Registering for courses is a two-step process. Select and plan your courses, then complete the registration process. Planned courses are not registered courses. If there is no day/time/instructor information showing then that course is not being offered. All courses that are being offered will have that information showing.

A complete list of available courses at UNB can be found in the Self-Service Course Catalogue.

For step-by-step instructions on how to plan and register for your courses, check out our hand how-to resources in the appendix or refer online to:

Self-Service How to Register Quick Reference Guide  
Self-Service Registration FAQ

### 3. U Card (Student ID Card)

Go to U Services which is located at the main floor of the Student Union Building (Open 9:00 am - 4:00 pm) to get your student ID card (you will need your student ID when you go to the bank).

### 4. Set up a Bank Account.

Most banks will require that you have an appointment to set up an account. You can choose any banking institution in Fredericton (Royal Bank of Canada, Credit Union, Scotia Bank, etc.). The University will require banking information if you are hired as a Teaching Assistant for payroll.

### 5. See Shannon Douglass Financial Services

Shannon Douglass sets up your payroll (if applicable), tuition payments, tax information and arranges for your **health coverage which is mandatory for all students**. UNB allows students to pay their tuition in two payments (September & January). ([gradfees@unb.ca](mailto:gradfees@unb.ca))

### 6. Meet the Director of the MEng Program.

Dr. Lowry likes to welcome and meet all new students. He is located in Head Hall in E230. Dr. Lowry can also advise you on which courses you should take. It is best to make an appointment with him through email ([bjl@unb.ca](mailto:bjl@unb.ca)). You can also speak with Sylvia, she can assist you with most things related to your graduate program ([sdemerso@unb.ca](mailto:sdemerso@unb.ca)).

### 7. International Students.

International students seeking advice on the next steps in their journey to UNB have a place to reach out to in the International Student Advisor's Office. The University of New Brunswick is home to over 800 international students, comprising of a vibrant community of scholars, and an intrinsic part of UNB's Family.

UNB's ISAO can help:

- Advise new international students on what's next
- Facilitate orientation sessions for new international students
- Advise on immigration
- Provide information for families
- Tax and legal advice and more.
- 

For more information on any of the above services, contact [isao@unb.ca](mailto:isao@unb.ca) to be put in touch with the appropriate contact.

## **Courses and Registration**

### **Taking Courses for Credit**

Chemical Engineering Courses that begin at the 6000 level are considered graduate level courses ie. ChE6413 or ChE6313. These courses count for the full amount of credit hours assigned to the course (usually 3 ch or 4 ch). It is important to note that courses taken outside of ChE ie., Civil may consider their 5000 level courses to be graduate level courses.

### **Taking Extra Courses**

At times students may want to take extra courses in addition to the courses required for their MEng or PEng requirements.

Usually the two main reasons for this is:

- Interest, or
- A student may want to take undergraduate courses to fulfill the requirements for PEng status (Professional Engineer).

Students interested in finding out the PEng requirements should speak with Frank Collins, He is located in E230, Room F in Head Hall or you can contact Kate Sisk at APEGNB at 458-8083 if Mr. Collins is unavailable.

When taking extra courses it is important to remember that if they are not taken as “extra” to their degree the grade obtained will affect your GPA. There may be additional fees for extra courses.

Students will have to complete a Course Change Form (see appendix) for any courses they wish as an extra to their graduate program.

### **Auditing a Course**

To audit a course, a student must receive permission from the course instructor, and the DoGS of the student’s GAU. Students will have to complete a Course Change Form for any course(s) they wish to audit. To audit a course, both the course instructor and the DoGS must approve and sign the course change form. The course instructor is the final arbitrator on whether a student may audit a course. It is up to the student to discuss these regulations with the instructor before registration.

The degree of participation by a student auditing a course is limited and must be agreed to in advance by the student and the instructor. A student may not convert an Audit to Credit or Credit to Audit beyond the normal date for adding or changing course registrations. If, at the end of the course, the student has fulfilled all the requirements set forth by the instructor and agreed to by the student, the instructor will inform the registrar and the course will be retained as an AUDIT course on the transcript. If the student does NOT fulfill the requirements, the course will be deleted from the transcript. A course that has been taken on an audit basis may not be subsequently taken on a normal credit with grade basis.

## **Courses Offered**

The GAU offers the courses that are listed on the next page at least once every two years or as demand dictates. The 6000 courses are for graduate students only and graduate students will receive full credit.

## **Grade Standards**

*Graduate credit will be given for required courses in which a grade of B or better is obtained. A minimum cumulative grade point average of 3.0 must be maintained for required courses in order to graduate.*

Notwithstanding the above, the performance of a student who obtains a cumulative grade point average of less than 3.0, or who obtains one or more grades in the range of D to F, shall be considered unsatisfactory, and appropriate action will be taken by the GAU in consultation with the Dean of Graduate Studies. A student receiving a grade of B- or a C will be required to either take that course again to receive a satisfactory grade of B or better or take another course to replace the insufficient grade. Normally a student whose performance is considered to have been unsatisfactory will be required to withdraw from the School of Graduate Studies. Where the unsatisfactory performance is due to a grade in a single course, a student may normally petition to the School of Graduate Studies to take a single course to replace the unsatisfactory one or to repeat the course.

## **Admission and Degree Requirements**

### **ADMISSION REQUIREMENTS**

Candidates should normally hold a chemical engineering bachelor's degree from a recognized university with an average of B or better (second division standing). Candidates with a Bachelor's degree in science, applied science or other engineering disciplines are also eligible, provided that they have the requisite academic standing. Candidates with non-chemical Engineering background will be conditionally accepted to our graduate program with the conditions being: the candidate will be required to successfully complete four (4) undergraduate core courses chosen in Chemical Engineering at the 3000 level or above. These courses, which may be taken at any time throughout the degree program, are taken as "extra" (the courses are not used to calculate a student's GPA). The Graduate Student Course Change Form will need to be completed in this instance.

By taking appropriate courses to complement their background, candidates may satisfy the requirements for professional engineering registration. It is the responsibility of the student to apply to the Professional Engineering organization and establish which courses are needed to satisfy the requirements.

## DEGREE REQUIREMENTS

### MEng

The MEng in Chemical Engineering is a 12 to 24 month program intended primarily for students who plan to make their careers in industry. The degree is course-based where the requirement is successful completion of an approved 30 credit-hour program, drawn from three core areas of study important to all chemical engineers working in industry: *Engineering & Environmental Science*; *Business and Management*; and *Chemical Engineering*.

Admission to the MEng program is normally restricted to individuals holding a bachelors degree in chemical engineering. Students holding a degree in a related discipline (BSc, BEng, or BscEng in another discipline) are also eligible for admission, but will be given additional degree requirements (see below). The M.Eng degree is not terminal and students who successfully complete the M.Eng are eligible for admission to the Ph D program on a competitive basis.

One course substitution can be made at the discretion of the Director of the MEng Program.

#### **Engineering and Environmental Science (6-9 ch required)**

(Civil, Electrical, Geodesy & Geomatics, Mechanical, Environmental Science)

#### **Business and Management (3-6 ch required)**

(MBA or TME)

#### **Chemical Engineering (18-21 ch required)**

Please note: courses below are offered on a rotational-basis and may not be available every term.

CHE 6234 Process Design and Simulation	3 ch
CHE 6274 Re-Engineering Waste – A Chemical Eng. App	3 ch
CHE 6313 Energy and the Environment	3 ch
CHE 6314 Air Pollution Control	3 ch
CHE 6402 Preliminary Project Report and Presentation	6 ch
CHE 6416 Bioseparations Science & Engineering	3 ch
CHE 6417 Polymer Reaction Engineering & Poly Proc.	3 ch
CHE 6418 Chemical Reaction Eng. II and Catalysis	3 ch
CHE 6434 Transport Phenomena	4 ch
CHE 6503 Nanotechnology	3 ch
CHE 6515 Advanced Surface Characterization	3 ch
CHE 6522 Nanoparticle Engineering	3 ch
CHE 6601 Special Topic Course	1-6 ch
CHE 6611 Independent Studies	3 ch/6 ch
CHE 6714 Electrochemical Engineering	3 ch
CHE 6744 Steam Supply Systems	3 ch
CHE 6804 Nuclear Chemical Processes	3 ch
CHE 6808 Reactor Chemistry & Corrosion	3 ch



CHE 6824 Corrosion Processes	3 ch
CHE 6834 Nuclear Engineering	3 ch
CHE 6844 Nuclear Safety	3 ch
CHE 6855 Reactor Physics	3 ch
CHE 6877 Advanced Nuclear Systems	3 ch
CHE 6913 Pulp Production	3 ch
CHE 6923 Papermaking	3 ch
CHE 6933 Biorefining: Principles, Procedures and Prod.	3 ch

Students **not holding a bachelor's degree in chemical engineering** will be required to successfully complete four (4) undergraduate core courses in Chemical Engineering at the 3000 level or above.

These courses, which may be taken at any time throughout the degree program, are taken as "extra" (the courses are not used to calculate a student's GPA). Please complete the Graduate Student Course Change Form.

Updated: January 23, 2025

## **General Notes**

**ChE Office** H2105 Head Hall Phone: (506) 453-4520  
Office Hours: Fall/Winter 8:15 – 4:30 pm closed from 12:30-1:00

## **Mail**

Please note that personal mail should be directed to your home address not the ChE Department.

## **Supplies**

You will be responsible for your own supplies.

## **Health Insurance for International Students - leaving the province**

Students should note that the health insurance they are enrolled in through UNB is for treatment in New Brunswick only. Should you travel outside of New Brunswick or go to another province for study purposes for any length of time, you must make sure that you apply for additional insurance. Please see Shannon Douglass in Financial Services for details.

## **Teaching Assignments** (MEng Rate: \$29.12/hour as of Jan/25)

Teaching assignments are usually put together and emailed to the Graduate Student list 4-6 weeks before each new term. Assignments are usually a 4-6 hour per week commitment for the entire term. Assignments are given priority according to the Collective Agreement with the Union of Graduate Student Workers and as Teaching Assignments are on a competition basis, there are not always enough positions to go around. All students must apply with a letter addressed to the course instructor applying for each position and hand deliver to the Department Office. Please do not approach a Professor to obtain their permission to TA a particular course. If you are successful in receiving a Teaching Assignment you will receive an email with the details.

Accepting a Teaching Assignment means a firm commitment to the department that you will be available throughout that term and will not be away on conference or have other commitments that will make it difficult for you to keep your Teaching Assignment responsibilities. Please indicate in your application/letter if there may be a conflict ie. Will be away for any period of time, you have another course scheduled at the same time, etc.

Social Insurance Number (SIN) – Human Resources requires that you have a valid Social Insurance Number for the duration of your Teaching Assignment. Please ensure that the Graduate Secretary always has a copy of your current SIN for your file Your pay will not be processed by the University until you have a valid SIN on file. You will also be required to complete a TD1 (NB and Federal) for taxes, this can be found online.

## Laboratory Safety

The responsibility for the management of laboratory safety is the responsibility of all Faculty, Staff and Students. Everyone should be concerned with safety whenever they are working in a laboratory setting.



All students/employees require WHMIS training before they are allowed to deal with chemicals. The supervisor is responsible for providing a safety orientation of the working environment to identify all safety equipment, potential hazards and proper safety procedures. This training is usually offered at the beginning of each term. Contact either Sandra Riley, Safety Officer ([sriley@unb.ca](mailto:sriley@unb.ca)) if you would like to be included in this training.

If you are not given a safety orientation when you go to work in a new area, you must ask for one. It is your responsibility to know the hazards in the area so you can remain safe. You are responsible for your safety.

The Department Office offers WHMIS training every term, please contact Sandra Riley ([sriley@unb.ca](mailto:sriley@unb.ca)) to arrange this if needed.

### General Laboratory Rules

The proper personal protective equipment must be worn at all required times. The required equipment is always a lab coat and safety glasses, and any other pieces the situation calls for. This could be nuclear badges, dust masks, shields etc. The extra pieces of equipment are to be provided by the supervisor if required. NO open toe shoes may be worn in the lab and shorts and skirts should be avoided as exposed skin is always more susceptible to chemical spills.

Always wash your hands with soap before leaving the laboratory.

No food or drink is allowed to be consumed or STORED in the laboratory. Food should always be kept outside the lab. You should never risk the consumption of chemicals.

Always be aware of the emergency equipment in the room and it's location, i.e. fire extinguisher, eye wash station.

The MSDS (Material Safety Data Sheets) binder is located on the wall next to the entrance door. Everyone in the lab is required to know where the MSDS binder is located so that proper emergency procedures can be followed in case of an accident with a chemical. The university is required by law to keep the MSDS data up to date in the laboratories. Therefore it is the students responsibility to insure that every chemical that they introduce into the laboratory had it's accompanied MSDS placed in the binder in alphabetical order and that the chemical inventory sheet is updated. The sheets are only valid for 3 years and are required to be replaced after they expire. Chemicals that are no longer in the lab should have their sheet removed from the binder and the inventory updated.

To avoid accidents the work place should always be kept clean and tidy. Chemicals and equipment that are no longer in use should be returned the Chemical Stores.

Please ensure that windows and doors are secure at the end of each day.

Report water leaks, lab spills (fumes) to the Department Office or your Supervisor immediately.

## Emergency Procedures

All emergency procedures can be found in the UNB safety handbook online at [www.unb.ca/safety](http://www.unb.ca/safety). A guide is located next to all telephones in the laboratories.

The Department Safety Officer, Sandra Riley (453-3556) and your supervisor must be informed of all accidents and near misses. Near misses are just as important to report as accidents. This is to avoid the situation occurring again causing a real accident. If a problem is not identified as a near miss then the result could be an accident.

Should an accident occur a UNB accident report form must be completed within 24 hours.

## Chemical Handling

Transporting chemicals must be done with great care. The safety of the general public (everyone in the general vicinity) must always be of the utmost importance. There are proper procedures outlined in the TDG – transport of dangerous goods.

Compressed gas cylinders must always be transported on a cart and must be properly restrained at all times.

For more information on the proper handling please check with the stores manager, Sandra Riley, in room B14.

## Chemical Labelling

Every container that holds a chemical requires a label.

Labels should include the following in CLEAR BLOCK LETTERING:

- IN ENGLISH, the name of the chemical (abbreviations, common names, and formulas are not acceptable),
- the concentration of the chemical,
- the date the bottle was first opened, or the date the mixture was created,
- the name of the individual that the chemical belongs to.

## Chemical Waste

Chemical Waste is anything that is generated from chemicals that must be disposed of in a special manner.

This could include products from chemical reactions, gas cylinders, contaminated containers and broken glass.

In chemical waste containers only compatible chemicals may be stored together. It is the responsibility of the student to understand what chemicals are in the waste container and to be able to identify if their waste is compatible or not.

All chemical waste containers must be properly labeled as "CHEMICAL WASTE", and must note the names of the chemicals in the container and their approximate quantities. Listing the container as "solvent waste" is NOT an acceptable label.

Detail and care must be taken when labeling the waste since this will make disposal safer.

## Gas Cylinders

Gas cylinders are of special concern, they pose 3 hazards. They could fall over and onto someone and cause injury. They could fall and have the valve sheared off, allowing the discharge of contents which could cause the cylinder to become a projectile. Also, if the regulator or valve is leaking, hazardous gas could be released into the air.

Gas cylinders must be properly retained at all times during storage and transportation.

Proper regulators must always be used.

Full and empty cylinders should always be stored separately.

## Chemical Storage

All chemicals must be properly stored according to their specific requirements. The Storage requirement must be known (MSDS) and followed.

Acids and bases should always be stored separately from one another. This is to avoid undesired contact between the two types of chemicals. Acids sometimes warrant special storage facilities, but in general simply keeping them in separate designated cabinets is acceptable.

Flammable and corrosive and toxic chemicals must always be stored separately.

Full and empty gas cylinders should always be stored in separate areas, and they should be MARKED as EMPTY or FULL.

The maximum allowable container size is 5 liters (exceptions to this rule are found in the policy on flammable liquids). The maximum quantity of flammable liquids that are allowed to be kept in a given lab is 50 liters.

## Your Rights

You always have the right to refuse to do work you do not feel is safe.

According to Work Place Health and Safety no one can be forced to do work they feel puts them at risk. The situation can be assessed and then the proper safety precautions can be put in place

You can request extra PPE (Personal Protection Equipment) if you feel it necessary.

*Wearing Personal Protective Equipment (PPE)  
May Not be Fashionable but Neither is an Injury*



# UNB Writing Centre

UNB's Writing Centre, located on the top floor of Keirstead Hall in rooms 318-319, helps students improve their academic skills through individual tutoring and small group workshops.

***Individual Tutoring:*** The Writing and Study Skills Program is open to all full and part-time UNB students and provides individual tutoring in writing and other academic skills, including note taking, examination preparation, and time management. Call **453-4646** to make an appointment.

***Engineering Library Drop-in Hours:*** We will be offering a drop-in service in the Engineering Library: Tuesdays and Thursdays from 11:00 to 3:00.

***Saturday Workshops:*** During both terms, the program conducts a number of weekend workshops. For topics and dates consult our web site or the College of Extended Learning calendar; the Fall 2006 schedule is on the reverse of this flyer.

***Monday Night Writing Workshops:*** From September to April, the Writing Centre hosts weekly one-hour workshops concentrating on key writing topics: punctuation, sentence structure, paragraphing, diction, documentation systems, and more. Check our on-line schedule for details and come join us on Mondays at 6:30!

***Special Services:*** Tutoring is also available for distance education students; contact us for more information.

**E-Mail:** [wss@unb.ca](mailto:wss@unb.ca)  
**Phone:** **Appointments: 453-4646**  
(College of Extended Learning)  
**Writing Centre: 452-6346**



**Web Site:** <http://extend.unb.ca/wss/>

# APPENDIX



**FREDERICTON CAMPUS**

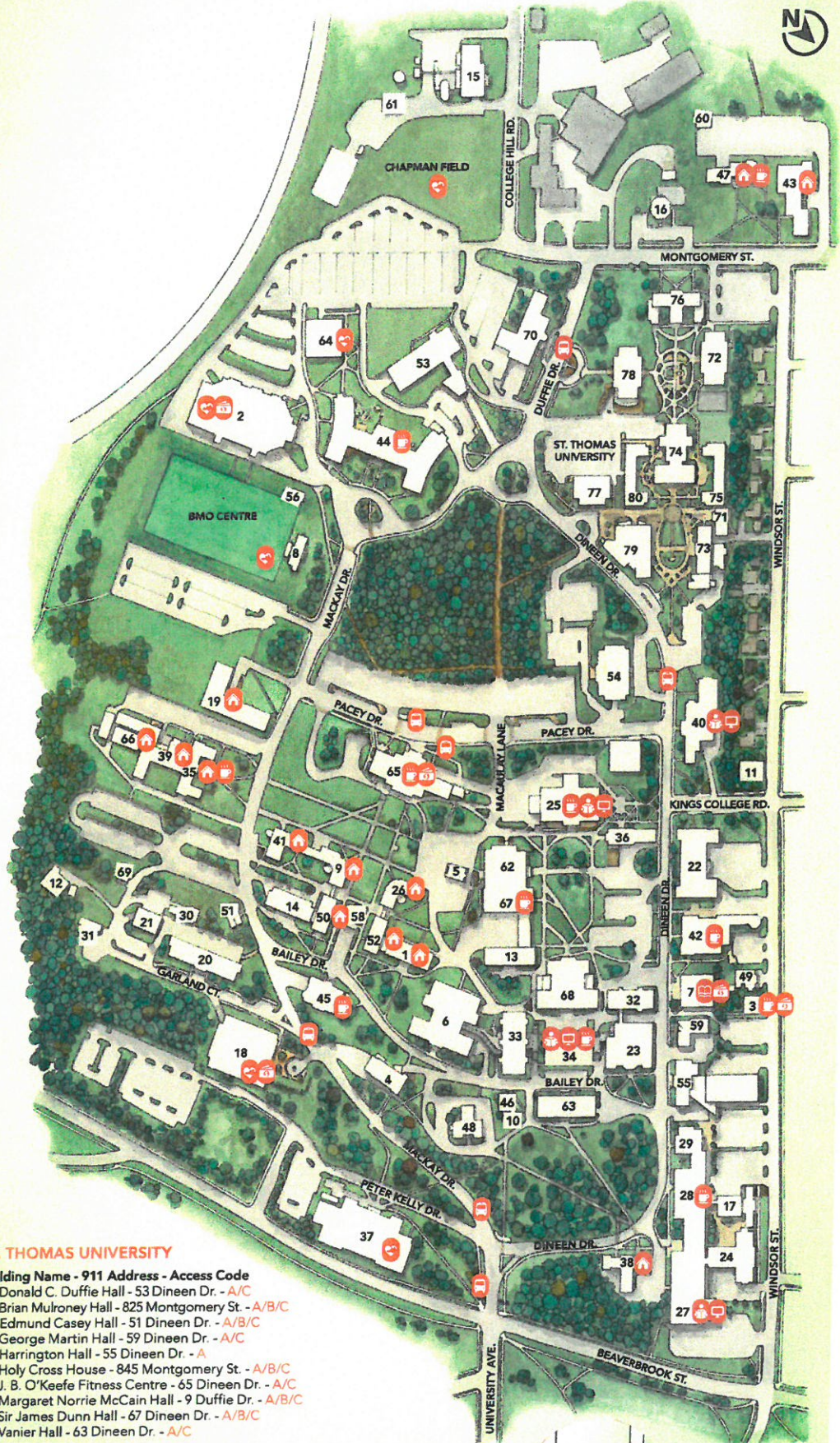
**Building Name - 911 Address - Access Code**

1. Aitken House - 14 Bailey Dr.
2. Aitken University Centre - 20 Mackay Dr. - A/C
3. Alden Nowlan House - 676 Windsor St. - C
4. Alumni Memorial Building - 13 Bailey Dr. - A
5. Annex C - 13 Macaulay Lane - A/C
6. Bailey Hall - 10 Bailey Dr. - A/B/C
7. Bank/Bookstore Building - 29 Dineen Dr. - A
8. BMO Centre - 25 Mackay Dr. - A/C
9. Bridges House - 45 Mackay Dr.
10. Brydome Jack Observatory - 5 Bailey Dr.
11. Burden Academy - Windsor St.
12. Campus House - 11 Garland Ct.
13. Carleton Hall - 19 Macaulay Lane - A/B/C
14. C.C. Jones Student Services Centre - 26 Bailey Dr. - A/B/C
15. Central Heating Plant - 950 College Hill Rd.
16. College Hill Daycare - 850 Montgomery St. - A/C
17. Computer Science Information Technology Centre - 550 Windsor St. - A/B/C
18. CURRIE CENTER - The Richard J. - 15 Peter Kelly Dr. - A/B/C
19. Elizabeth Parr-Johnston Residence - 34 Mackay Dr. - A/B/C
20. Enterprise UNB Building #1 - 2 Garland Ct.
21. Enterprise UNB Building #2 - 8 Garland Ct.
22. Facilities Management - 767 Kings College Rd. - C/E
23. Forestry & Geology Building - 2 Bailey Dr.
24. Gillin Hall - 540 Windsor St. - A/B/C
25. Harriet Irving Library - 5 Macaulay Lane - A/B/C
26. Harrison House - 12 Macaulay Lane
27. Head Hall - 15 Dineen Dr. - A/B/C
28. Head Hall/Old Civil Engineering - 17 Dineen Dr. - B
29. Head Hall/Electrical Engineering - 19 Dineen Dr.
30. Header House - 4 Garland Ct.
31. Hut #5 - 5 Garland Ct.
32. I.U.C. Forestry - 28 Dineen Dr. - B
33. I.U.C. Physics & Admin. - 8 Bailey Dr. - A/B/D
34. I.U.C. Science Library - 4 Bailey Dr. - A/C
35. Joy W. Kidd House - 42 Mackay Dr. - A/B/C
36. Keirstead Hall - 38 Dineen Dr. - A/B/C
37. Lady Beaverbrook Gym - 2 Peter Kelly Dr. - A
38. Lady Beaverbrook Residence - 9 Dineen Dr. - A
39. Lady Dunn Hall - 40 Mackay Dr. - A/B/C
40. Ludlow Hall - 41 Dineen Dr. - A/B/C
41. MacKenzie House - 43 Mackay Dr. - A/E
42. MacLaggan Hall - 33 Dineen Dr. - A/B/C
43. Magee House - 780 Montgomery St. - A/B/C
44. Marshall d'Avray Hall - 10 Mackay Dr. - A/B/C
45. McConnell Hall - 19 Bailey Dr. - A/B/C
46. McCord Hall - 7 Bailey Dr.
47. McLeod House - 810 Montgomery St. - A/B
48. Memorial Hall - 9 Bailey Dr. - A/C
49. Muriel McQueen Ferguson Centre - 678 Windsor St. - A/B/C
50. Neill House - 22 Bailey Dr.
51. Neville Homestead - 58 Mackay Dr.
52. Neville-Jones House - 16 Bailey Dr.
53. New Brunswick Community College Fredericton Campus - 26 Duffie Dr. - A/B/C
54. NRC Institute for Information Technology - e-Business - 46 Dineen Dr. - A/B/C
55. Provincial Archives - 23 Dineen Dr. - A/B/C
56. Press Box - 25 Mackay Dr.
57. Renaissance College - 811 Charlotte St. - A/C
58. Residence Administration - 20 Bailey Dr. - E
59. R.N. Scott Hall - 25 Dineen Dr. - A/B/C
60. Residence Storage Building - 810 Montgomery St.
61. Salt Storage Building - 948 College Hill Rd.
62. Singer Hall - 7 Macaulay Lane - A/C
63. Sir Howard Douglas Hall - 3 Bailey Dr.
64. South Gym - 16 Mackay Dr. - A/B/C
65. Student Union Building - 21 Pacey Dr. - A/B/C
66. Tibbits Hall - 40 Mackay Dr. - A/B/C
67. Tilley Hall - 9 Macaulay Lane - A/B/C
68. Toole Hall - 30 Dineen Dr. - A/C
69. UNBEA Building 10 - 10 Garland Ct.
70. Wu Centre/College of Extended Learning - 6 Duffie Dr. - A/B/C

**ST. THOMAS UNIVERSITY**

**Building Name - 911 Address - Access Code**

71. Donald C. Duffie Hall - 53 Dineen Dr. - A/C
72. Brian Mulroney Hall - 825 Montgomery St. - A/B/C
73. Edmund Casey Hall - 51 Dineen Dr. - A/B/C
74. George Martin Hall - 59 Dineen Dr. - A/C
75. Harrington Hall - 55 Dineen Dr. - A
76. Holy Cross House - 845 Montgomery St. - A/B/C
77. J. B. O'Keefe Fitness Centre - 65 Dineen Dr. - A/C
78. Margaret Norrie McCain Hall - 9 Duffie Dr. - A/B/C
79. Sir James Dunn Hall - 67 Dineen Dr. - A/B/C
80. Vanier Hall - 63 Dineen Dr. - A/C



- Access Key**
- A Level or ramp entrance
  - B Elevator
  - C Accessible restroom
  - D Assistance needed from parking lot (no curb break)
  - E One step up to entrance

- Bookstore
- Food services
- Bus stop
- Library
- Bank machine
- Athletic facilities
- Residence
- Computer lab

For the most current information on accessibility call 506-453-4830



## HOW TO REGISTER QUICK REFERENCE

### Student Planning and Registration

**Student Planning and Registration provides access to browse the Course Catalogue, Plan and Register for courses, and view your academic progress.**

#### Important Registration Information

Ensure you are familiar with the following information before planning and registering for courses:

- Registration is a two-step process. Planning your course schedule first and then register for courses.
- Some courses offer a Waitlist if the section is full. Waitlists are managed directly by the departments and/or faculty. Your position in a waitlist does NOT necessarily indicate the priority of admittance to the course section. If you are moved off the waitlist into the course, you will receive an email notification. You may remove yourself from the Waitlist by selecting Drop Waitlist.
- Planned full year courses can only be registered by selecting the **Register** button on the Self-Service home page. You need to select both the Fall and Winter sections of the full year courses and register for them at the same time. Self Service Registration does not allow students to drop full year courses. Drop requests for full year courses should be directed to the Registrar's Office.
- Permission must be obtained from the instructor to AUDIT a course by the by the last day to add.
- Permission must be obtained from the program advisor to declare a course as EXTRA to your program by the mid-point of the term.
- If a course section is cancelled due to low enrolment, the department will notify you so that you may select another course in consultation with your academic advisor.
- Registering for one section of a course during one term and different section of the same course for a later term, is not permitted.
- Some lab and tutorial sections must be registered for in Self-Service while others will be assigned by your faculty or instructor at the beginning of term.

#### Quick Access Menu

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8. View/Print Schedule ..... 14

## 1. Accessing Student Planning and Registration

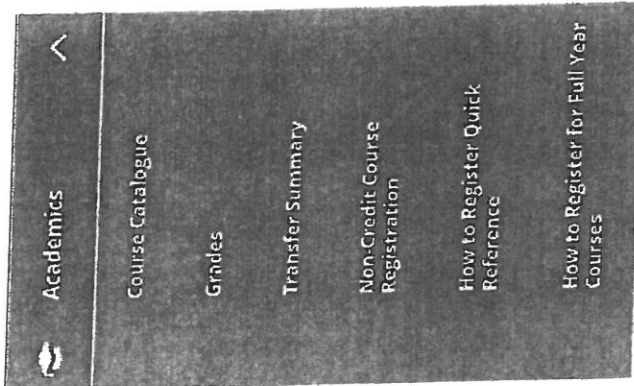
Access Self Service Registration through your [MYUNB Intranet portal](#):

### Academics

- Academic Calendars
- Important Academic Dates
- Information for Course Registration
- Student Planning & Registration**
- UNB Course Timetables
- Fredericton Exam Schedule
- Saint John Exam Schedule

**2. Search for Course Sections**

Begin planning your course schedule within the Student Planning and Registration – under Academics / Graduation Cap. You can search for courses by selecting the 'Course Catalogue'.



**Search for courses by using the search field.** The following are some valid search options:

- Course subject (English or ENGL)
- Course number (ENGL 1001)
- Course synonym (123456)

Plan your Degree and Schedule your courses

ENGL 1001

Schedule Term: Winter 2021

Filter Sections

No Courses Selected for This Term

Planned: 3 Credits    Enrolled: 0 Credits    Waitlisted: 0 Credits

Bar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Bar							
Bar							
Bar							

**Use Filters to refine your search**

Search for Courses and Course Sections

**Filter Results**

Open and Available Sections  
Close (per month only)

**Subjects**

**Locations**

**Terms**

**Days or Weeks**

**Time of Day**

Select time range

Sort by

---

**ENGL-1103 Fundamentals of Clear Writing (3 Credits)**  
A further examination of the basic principles of prose writing, with special attention to narrative, descriptive, expository, and argumentative prose.  
**Prerequisites:** None  
**View Available Sections for ENGL-1103**

**ENGL-1104 Fundamentals of Effective Writing (3 Credits)**  
A further examination of the basic principles of prose writing, with special attention to narrative, descriptive, expository, and argumentative prose.  
**Prerequisites:** None  
**View Available Sections for ENGL-1104**

**ENGL-1145 Intro to Prose Fiction (3 Credits)**  
This course introduces students to the basic principles of prose fiction, with special attention to narrative, descriptive, expository, and argumentative prose.  
**Prerequisites:** None  
**View Available Sections for ENGL-1145**

Select **View Available Sections**. Note: If View Available Sections is not displayed, there are no sections offered in the term selected.

**ENGL-1001** Intro to Study of Literature (3 Credits)

An introduction to the principles of literary analysis.  
 Prerequisites: None  
 Locations: Saint John

**View Available Sections for ENGL-1001**

**Add Course to Plan**

Scroll through the section options to find the one that best suits your course schedule.

Winter 2021

**ENGL-1001-S001B**

Intro to Study of Literature

Seats Times Locations

T/Th 8:30 AM - 10:00 AM  
 2021-01-01 - 2021-04-30

Saint John, Alternative Delivery (Virtual) AD  
 Lecture

Instructors

Sarah E. Maier

**ENGL-1001-S004B**

Intro to Study of Literature

Seats Times Locations

T/Th 2:30 PM - 3:50 PM  
 2021-01-01 - 2021-04-30

Saint John, K. Curving Hall 107  
 Lecture

Instructors

Mark Henderson

Additional details for the course section are available by selecting the blue highlighted underlined text.

Review section information to confirm offering information, enrolment availability, credit hours, course requisites, and additional information regarding the course. If the course has a waitlist, this is noted in red within the Section Details.

Section Details

ENGL-1001-3001 Intro to Study of Literature

Winter 2021

Instructors

TRD  
 M/W 10:30 AM - 12:20 PM  
 2021-01-01 - 2021-04-30  
 Saint John, K. Curving Hall 107 AD

Seats Available

45/145 (142)

Credits

3

Prerequisites

ENGL1001

Course Description

An introduction to the principles of literary analysis.

Additional

Admission Query/Registration

Section Details

ENGL-1001-3001B Intro to Study of Literature

Winter 2021

Instructors

TRD  
 M/W 10:30 AM - 12:20 PM  
 2021-01-01 - 2021-04-30  
 Saint John, K. Curving Hall 107 AD

Seats Available

45/145 (142)

Credits

3

Prerequisites

ENGL1001

Course Description

An introduction to the principles of literary analysis.

Additional

Admission Query/Registration

To plan this course on your schedule, select Add Section. The course section will appear on your planned schedule and is available for registration.

Continue browsing the course catalogue, planning desired course sections on your schedule. When all desired course sections are selected, return to Plan and Schedule on the Student Planning and Registration page to finalize your course section plan.

**Using Schedule**

Schedule will display the course sections selected on your personal timetable. Scheduling conflicts for planned course sections will appear in red.

Resolving course section conflicts:

1. View and select proposed alternative times
2. Remove planned course from your schedule

## 1. View and Select Proposed Alternative Times

The screenshot shows a course selection interface. At the top, there are navigation buttons: 'Home', 'My Schedule', 'My Sections', 'Planned', 'Planned Courses', 'Add Section', and 'View Other Sections'. Below this, a course is listed with details: 'UNB 1013 L1013 (1013) - Introduction to Psychology'. The 'Planned' status is indicated by a blue box. A red box highlights the 'View Other Sections' button, with an arrow pointing to it. Below the course details, there is a table of alternative sections with columns for 'Section', 'Days', 'Time', 'Instructor', and 'Status'. The first section is highlighted in blue.

Select View Other Sections to display scheduling options for your planned course; these will appear in blue on your schedule

The screenshot shows a dialog box titled 'View Other Sections'. It contains a table of alternative sections. The first section is highlighted in blue. The table has columns for 'Section', 'Days', 'Time', 'Instructor', and 'Status'. The first row is highlighted in blue.

Selecting the desired option will display Section Details. The alternative section can be added to your planned schedule by selecting Add Section.

The screenshot shows the 'Section Details' page for a course section. The 'Planned' status is indicated by a blue box. The page displays course details such as 'UNB 1013 L1013 (1013) - Introduction to Psychology'. Below the details, there is a table of alternative sections with columns for 'Section', 'Days', 'Time', 'Instructor', and 'Status'. The first section is highlighted in blue.

## 2. Remove Planned Course from Schedule

Remove a planned course section by selecting the "X" next to the course section label and confirm action to remove the course section from your schedule.

The screenshot shows the 'Section Details' page for a course section. The 'Planned' status is indicated by a blue box. A red box highlights the 'Remove' button, with an arrow pointing to it. Below the details, there is a table of alternative sections with columns for 'Section', 'Days', 'Time', 'Instructor', and 'Status'. The first section is highlighted in blue.

Course section conflicts must be resolved prior to course registration. Course sections will display as beige when all scheduling conflicts have been resolved.

**3. Register for Course Sections**

Self-Service Registration offers three (3) ways of registering for courses:

- 1) Register one planned course at a time
- 2) Register all planned course sections
- 3) Register selected planned courses

Please note only courses highlighted as beige on your calendar are eligible for registration.

**Register One Planned Course at a Time**

Choose this option when your planned schedule is not complete, but you wish to confirm registration for a specific course. To register for just one course, use the Register button in the course section box.

Screenshot of the self-service registration interface. The top navigation bar includes 'Home', 'Courses', 'Advising', 'Faculty & Staff', and 'Support'. The main content area shows a calendar for 'Summer 2021'. A course section for 'ENGL1001: INTRO TO STUDY OF LITERATURE' is highlighted in beige. The course details include: Credits: 3 Credits, Grading: Graded, Instructional Method: LECTURE, and Seats Available: 45. A 'Register' button is visible. Below the course details, a 'Planned' section shows 'Planned: 3 Credits, Enrolled: 0 Credits, Waitlisted: 0 Credits'. A 'Remove Planned Courses' button is also present.

Once registration is complete, the registered course will appear in green in your course schedule.

**Register for All Planned Courses**

Choose this option when your planned schedule is complete, all courses are beige on your schedule, and you are ready to register for all planned courses. To register for all planned courses, use the Register Now button.

Screenshot of the self-service registration interface. The top navigation bar includes 'Home', 'Courses', 'Advising', 'Faculty & Staff', and 'Support'. The main content area shows a calendar for 'Summer 2021'. A course section for 'ENGL1001: INTRO TO STUDY OF LITERATURE' is highlighted in beige. The course details include: Credits: 3 Credits, Grading: Graded, Instructional Method: LECTURE, and Seats Available: 45. A 'Register Now' button is visible. Below the course details, a 'Planned' section shows 'Planned: 3 Credits, Enrolled: 0 Credits, Waitlisted: 0 Credits'. A 'Remove Planned Courses' button is also present.

Once registration is complete, the registered course will appear in green in your course schedule.

**Register for Selected Courses**

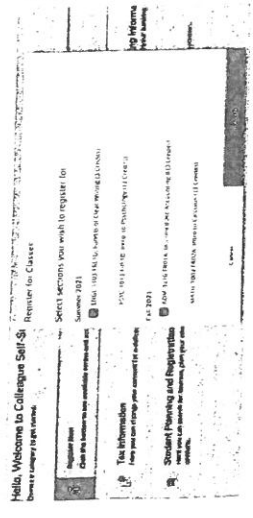
Choose this option when your planned schedule is not complete, but you wish to confirm registration for one or more courses.

This method is also the only way to successfully register for full year course sections planned on your schedule.

Register for selected courses from your Self-Service home page. Anytime you have planned courses on your schedule, Self-Service will remind you that registration activities are pending. To register for selected courses, select Register.

Screenshot of the self-service registration interface. The top navigation bar includes 'Home', 'Courses', 'Advising', 'Faculty & Staff', and 'Support'. The main content area shows a calendar for 'Summer 2021'. A course section for 'ENGL1001: INTRO TO STUDY OF LITERATURE' is highlighted in beige. The course details include: Credits: 3 Credits, Grading: Graded, Instructional Method: LECTURE, and Seats Available: 45. A 'Register Now' button is visible. Below the course details, a 'Planned' section shows 'Planned: 3 Credits, Enrolled: 0 Credits, Waitlisted: 0 Credits'. A 'Remove Planned Courses' button is also present.

A dialogue box listing your planned course sections by term is displayed:

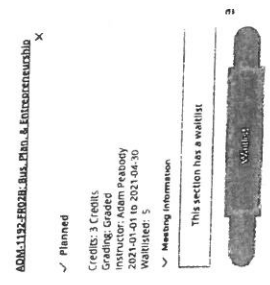


Select sections you wish to register for and click Register

**4. Adding to a Course Waitlist**

Planned waitlist courses will appear in your schedule. Select Waitlist to be placed on the course section waitlist. The course will continue to appear in red in your schedule until you are officially notified (via your UNB e-mail) you are eligible to register.

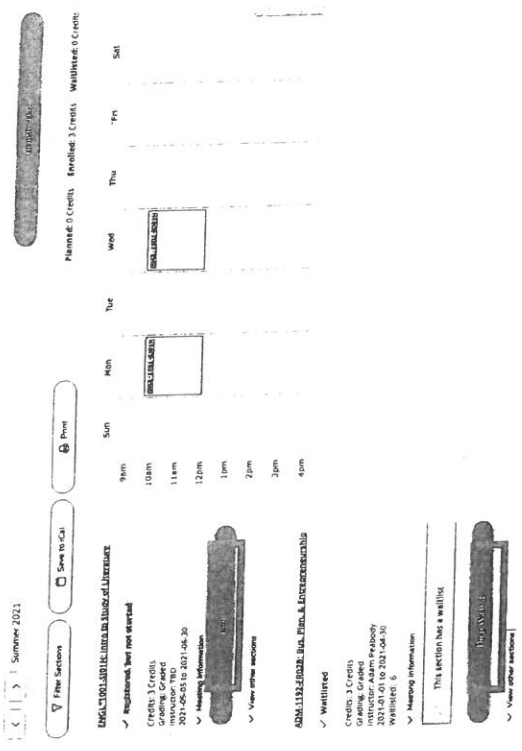
Each individual Faculty/department manages their own waitlist and will move students from the waitlist and into the course as space allows. When a student is given permission to register from the waitlist, they will receive an email (to their UNB e-mail account) and then will have until 11:59p.m. the next day to register. If they do not register, the permission to register will expire. Please note if a student receives a permission to register notification on the last day to add courses, the registration option expires at 11:59 p.m. on the last day to add. Please refer to important academic dates for last day to add deadlines.



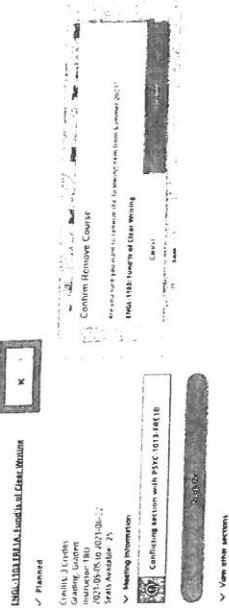
**5. Dropping a Registered or Waitlisted Course**

Registered courses can be dropped by selecting the Drop button associated with the course section.

Waitlisted courses can be dropped by selecting the Drop Waitlist button associated with the course section.



Dropped courses will be returned to your schedule as a Planned Course. To remove it from your planned courses, select "X".



**6. Registering and Dropping a Full Year Course**

- To register for a full year course:
- Plan the Fall and Winter sections. Remember that the Fall and Winter section numbers for a full year course must be the same. Registration is not permitted otherwise. For example: Fall term = FR02X or S.J02X and the corresponding Winter term = FR02Y or S.J02Y
  - Full year courses cannot be registered from Schedule.
  - Full year courses can only be registered by using the Register button on the Self-Service home page. The button will appear (as shown below).

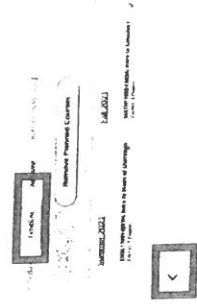


To drop a full year course:  
 Self-Service Registration does not permit students to drop full year courses. The Drop option will be unavailable for selection. Drop requests should be directed:

- o Fredericton, [records@unb.ca](mailto:records@unb.ca)
- o Saint John, [unbsjreg@unb.ca](mailto:unbsjreg@unb.ca)
- o School of Graduate Studies, [gradschl@unb.ca](mailto:gradschl@unb.ca)

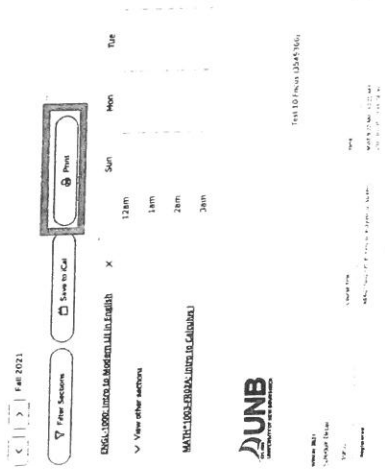
**7. View Timeline**

To review all registered courses select Timeline. This allows you to view all courses within a single term and move between terms by selecting the arrows. You can also view all previously completed courses and grades.



**8. View/Print Schedule**

Select Print to create a printable version of your schedule. Please note, the display of printed schedules will vary depending on choice of browser.







**School of Graduate Studies**

School of Graduate Studies – Graduate Student Course Change Form

Please forward completed form electronically to [gradschl@unb.ca](mailto:gradschl@unb.ca)

Student Name:

Student ID#:

Program:

Campus:

Term of Change: Fall  Winter   
 Summer  Year:

Status: Full-Time   
 Part-Time

Course	Title	Extra	Audit	Add	Drop	Instructor's Signature	
Eg. ED6025	FRE1A	INTRO TO SUPERVISION II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Notes:**

- Authorizing signatures from instructors as well as the Director of Graduate Studies in your Graduate Academic Unit (GAU) are required for undergraduate courses, courses for Audit or Extra, and late course adds/drops.
- "EXTRA": course excluded from your grade point average and program requirements but a grade will be assigned.
- "AUDIT": course in which no grade or credit is assigned.
- Status change from part-time or full-time will not occur unless approved by your GAU & the School of Graduate Studies. If you wish to change your status, please complete a "Request for Change of Student's Status (full-time/part-time) form" and submit to your GAU for approval.

Student's acknowledgement: I acknowledge that the information on this form is correct and that I have selected courses in accordance with procedures outlined in the Graduate Calendar or by the GAU.

\_\_\_\_\_  
 Student's Signature Date:

\_\_\_\_\_  
 Director of Graduate Studies' Signature Date:

\_\_\_\_\_  
 School of Graduate Studies Signature Date:



## Payroll Direct Deposit Authorization Form

This form is for Direct Deposit to a bank account for **Payroll** purposes.

### PERSONAL INFORMATION

If you are completing this form by hand, please print.

Date: \_\_\_\_\_ UNB Employee/Student ID #: \_\_\_\_\_

Name (Last, First): \_\_\_\_\_

Email Address: \_\_\_\_\_

### NEW EMPLOYEE

A **"VOID"** cheque or a **Direct Deposit Form** must be submitted to UNB Human Resources to receive your pay. This can be obtained from your online banking, or your Financial Institution.

Your pay **MUST** be deposited directly to a valid Canadian Bank Account in **your name**.

**To revise your bank details**, you must submit a new void cheque or direct deposit form in person at the payroll office with photo ID. If unable to do so, please contact the payroll office at 506-453-4632. Do not close your old bank account until you have received payment in your new bank account.

**Failure to follow these instructions may result in the payment being rejected and/or delayed.**

### CONSENT

I hereby authorize UNB to make payroll direct deposits to the account indicated on the attached void cheque or direct deposit form.

Signature: \_\_\_\_\_

**This form must be received 2 weeks before pay day**

# Important Links to Visit

Here are some helpful links to visit for answers to the most common questions a graduate student may have. If you have further inquiries, please feel free to contact Financial Services at [gradfees@unb.ca](mailto:gradfees@unb.ca).



**Tuition and Fee details – Fall 2021 fees due by September 22, 2021**

[https://www.unb.ca/financialservices/students/Masters and PhD Tuition and Fees/index.html](https://www.unb.ca/financialservices/students/Masters_and_PhD_Tuition_and_Fees/index.html)

**Payment Options** <http://www.unb.ca/financialservices/students/paymentoptions/>

**Graduate Fee Regulations**

[http://www.unb.ca/financialservices/students/masters and phd fee regulations.html](http://www.unb.ca/financialservices/students/masters_and_phd_fee_regulations.html)

**Health and Dental opt out – Can be completed between September 1, 2021, and September 30, 2021, for students beginning full-time studies in the Fall 2021 term.**

<https://realcampus.ca/campuses/>

**Universal Bus Pass opt out – Must opt-out by September 30<sup>th</sup>, 2021, for students beginning fulltime studies in the Fall 2021 term.**

<https://www.unbgsa.ca/universal-bus-pass/>

**Payment Deadlines** [http://www.unb.ca/financialservices/students/fee payment deadlines.html](http://www.unb.ca/financialservices/students/fee_payment_deadlines.html)

**School of Graduate Studies Calendar of Academic Dates**

[https://www.unb.ca/gradstudies/assets/documents/calendar-academic-dates-2021-22 dr.pdf](https://www.unb.ca/gradstudies/assets/documents/calendar-academic-dates-2021-22_dr.pdf)

## **Important Note:**

If you require a payment plan you **MUST** contact Financial Services and discuss your financial situation **BEFORE** the fee due date to avoid late fee charges. This includes students paying by student loan (if your loan does not fully cover your fees or if your loan will be delayed).

If you are making your payment by Online Banking or Credit Card, please allow a **MINIMUM** of 2-3 business days for processing, to ensure your payment is received on your student account by the fee due date, to avoid late fee charges.



**My UNB Services**

**Student Statement of tuition and fees will be updated with Fall term tuition and fees mid – August.**

**Student financial statements are available 24/7 online within the students' Colleague Self-Serve under Tuition & Fee Statement**

