

UNIVERSITY OF MANITOBA GRADUATE STUDENT ASSOCIATION
GRADUATE STUDENT HANDBOOK

University of Manitoba

Winnipeg, MB, Canada

**** Welcome to the University of Manitoba!!** Throughout your academic journey as graduate students, there are several amenities that will be made available to you to enhance your experience and to support your educational success. In this Graduate Student Handbook, it is our hope to provide you with the necessary information to help you better understand and access those services and resources. Areas covered will include services related to Orientation, Registration, Information Technology Services, Financial Support, Transportation, Classes and Research, Health and Wellness, or Getting Involved!

Orientation

Every semester, offices across the U of M offer orientation to both new and returning graduate students. It is important that you attend all orientations that apply to you to ensure full preparedness for your academic journey. Please review the focus of each orientation below to see which one best applies to you!

□ **Departmental Orientation:**

- *To help familiarize students with services offered by their academic department*
Presentations Often Include an Overview of:
 - Department lounge space, keys, desk/office
 - Department Staff and Faculty
 - Program Streams
 - Services Specific to the Department
 - Department Deadlines (Financial Aid, Awards, Travel Grants, Endowment Fund, Progress Report etc.)
 - Department Specific Financial Aids and Awards
 - Job Opportunities (Research Assistant, Teaching Assistants)
 - Networking
 - Who to contact in the department to get assistance or advice
 - CPR or WHMIS training
 - Etc.

□ **University of Manitoba Graduate Student Association Orientation**

- *Instead of reading and researching services, UMGSA presents an overview of all services available to graduate students at the U of M in an easy and digestible manner, including services offered by:*
 - The Faculty of Graduate Studies
 - Student Life (e.g. Peers)
 - Career Services
 - Student Counseling
 - Academic Learning Centre
 - Libraries
 - The Registrar's Office
 - Health and Dental Services
 - University Financial Aids and Awards
 - Student Advocacy and Accessibility
 - Centre for the Advancement of Teaching and Learning
 - CUPE 3909 (Union for TAs, tutors, lecturers/ instructors, grader/ markers)
 - Recreation Services and Bison Sport
 - Human Rights and Advisory Services
 - Alumni Association
 - Additional resources provided at UMGSA orientation include:
 - Social networking
 - Student Planners and Calendars
 - Student Guide and Academic Guides
 - Food and beverages
 - Winnipeg Trolley Tour and Campus Tours
- For more information on the GSA Orientation, please contact GSA at:
 - Office: 221 University Centre, Phone: 204-474-9181
 - E-mail: pres@umgsa.org
 - Website: <http://www.umgsa.org/our-services/orientation/>

□ **International Student Orientation:**

- *The International Centre for Students offers an orientation with activities to help international students with their transition to Canada and the U of M. Activities include:*
 - Meeting ICS staff and new/returning students from around the world
 - Learning about ICS programs and services (e.g., International Student Mentorship Program, Intercultural Retreat, events, Advising Services, Workshops & Info Sessions)
 - Learning 'survival tips' from experienced students
 - Become familiar with the University and the city of Winnipeg
 - Learn about cultural differences in educational settings
 - Get information about adjusting to Canada, university policies and procedures, finding accommodation, study permits, visas, health matters, and more!
- For more information on the ICS Orientation, please contact ICS at:
 - Office: 541 University Centre, Phone: 204-474-8501
 - E-mail: ics@cc.umanitoba.ca
 - Website: <http://www.umanitoba.ca/student/ics/programs/orientation.html>

□ **Aboriginal Student Orientation**

- The Aboriginal Student Centre offers a three-credit Native Studies course, *The Colonizers and the Colonized: Opening the Circle (NATV1000)*. This course integrates an orientation component with relevant information, resources and skills, which include computer and library skills, guest lecturers, tours, and information sharing from ASC and Native Studies about U of M services and facilities.
 - Website: <http://umanitoba.ca/student/asc/programs/orientation.html>
- The Aboriginal Student Centre welcomes First Nations, Metis, and Inuit Students:
 - Office: 121 Aboriginal House (45 Curry Place), Phone: 204-474-8850
 - E-mail: asc@cc.umanitoba.ca
 - Website: <http://umanitoba.ca/student/asc/>

□ **Bannatyne Campus Orientation**

- For new and current graduate students at Bannatyne campus, join us for:
 - Free Pancake Breakfast and Lunch
 - Orientation Social in the evening
 - Presentations by
 - Student Life
 - Student Counselling
 - Health and Dental Services
 - Career Services
 - U of M Graduate Student Association
 - Financial Aid and Awards
 - Additional resources provided at UMGSA orientation include:
 - Social networking
 - Student Planners and Calendars
 - Student Guide and Academic Guides
 - For more information visit: www.hsgsa.org

Registration

- **Activate all U of M accounts**
 - For more information on JUMP, Aurora, Iridium, Desire2Learn, U of M e-mails, please see Information Services and Technology section of this booklet below.
- **Program Approval:**
 - All programs must be approved by the head of the major department or designate. Approval to take courses delivered by outside departments will require obtaining approval from those departments.
 - Form: http://umanitoba.ca/faculties/graduate_studies/media/registration.pdf
- **Student Photo ID Card**
 - Multi-use card granting access to services such as library services, gym memberships, lounge access, Winnipeg transit services, and printers and photocopiers on campus. For more information on new or replacement cards:
 - Fort Garry: Registrar's Office, 400 University Centre, Ph.: 204-474-9420
 - Bannatyne: circulation desk at Neil John McLean Health Sciences Library.
 - Website: http://umanitoba.ca/student/records/pii/photo_id.html
- **Encoding Student Photo ID Cards**
 - *Bannatyne students* will need encoded ID cards for after hour access to the campus, as well as to some floors or rooms on campus.
 - Application form: http://umanitoba.ca/campus/physical_plant/media/Card_Access_Approval_Form.pdf
 - Email completed forms to Access_Requests_BC@umanitoba.ca or dropped off directly to Bannatyne Physical Plant room S013-750 (in basement)
 - For more information please call 204-789-3649
- **Apply for Loans, Scholarships, Bursaries, and Awards**
 - For more information on Scholarships, bursaries, prizes, student aid, emergency loans, and the food bank please see the Financial Support Section of this booklet below.
- **Register for Courses using Aurora Student**
 - **Please note, students returning after their first year of graduate studies must reregister and pay for continuation fees through “reregistration”, “thesis”, “practicum”, “diploma”, “exam” or other courses presented on Aurora Student.
 - For detailed information visit: http://intranet.umanitoba.ca/student/records/media/Self_Service_Registration_Manual.pdf
- **Paying Tuition Fees**
 - For deadline, payment options, and other FAQs visit: http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm
 - Online payment: Add “University of Manitoba” as a payee with your financial institution
 - To pay in person: visit the Cashier’s Office on campus:
 - Fort Garry: 138 University Centre, Phone: 204-474-8222, 204-474-8716
 - Bannatyne Cashier’s Office: P001 Pathology Bldg., Phone: 204-789-3349
 - E-mail: stdntfee@cc.umanitoba.ca
- **Progress Report** (for students re-registering)
 - Submit progress report to the department and the Faculty of Graduate Studies by June 1st.
 - Form: http://umanitoba.ca/faculties/graduate_studies/media/progress_report.pdf
 - **Failure to submit this report will result in the denial of registration through Aurora.
 - **In some cases, students are also recommended to be aware of essential deadlines related to progress reports required for renewable scholarships.
- **Locate List of Course Textbooks**
 - 1) Login to Aurora Student, 2) select 'Enrollment & Academic Records',

- 3) select 'Student Records', and 4) select 'Booklist'.
- Books can be purchased or sold at the U of M Bookstores on both campuses:
 - Fort Garry: 140 University Centre, Phone: 204-474-8321
 - Bannatyne: Brodie Centre, Phone: 204-789-3601
 - Website: <http://umanitoba.ca/bookstore/>
 - E-mail: bookstore_webmaster@umanitoba.ca
- Used books:
 - Fort Garry Archives Book Exchange (purchase, exchange, or sell)
 - 107 Helen Glass Centre, Ph: 204-474-6511, <http://archives.umsu.ca/>
 - Bannatyne: used books available in late August at the Class of 20__ Used Book Sale in Brodie Centre.
- **Register with Student Accessibility Services for needed accommodations**
 - For more information visit: <http://umanitoba.ca/student/saa/accessibility/new-and-future-students.html>
 - Office: 155 University Centre, Phone: 204-474-6213
 - E-mail: student_accessibility@umanitoba.ca
- **Completing the Advisor/Student Guidelines**
 - Complete the Advisor/Student Guidelines, which provide a framework for discussion between advisors and graduate students registered in a thesis or practicum program and to establish guidelines to govern their relationship.
 - It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Advisor relationship.
 - **The guidelines may also be submitted online in your JUMP portal under the FGS tab.
- **Registering for Graduation**
 - Once you have submitted your final thesis on or before the deadline date, you are automatically put on the graduation list. You will receive your graduation information in the mail.
- **Register for Day Care if Needed**
 - Office: 15 Dysart Road, Phone: 204-269-7773
 - E-mail: cdccinc@mts.net
 - Website: www.umanitoba.ca/campus/daycare

Information Services and Technology

□ Aurora Student

- Aurora Student: <https://aurora.umanitoba.ca/>
- Ensure Access Early
- Log in using the student number and pin found in your letter of acceptance.
- Locate when you can begin registering for courses in the Aurora “Registration Time and Status” Section.

□ Iridium (to claim your UMnetID)

- Use to claim your UMnetID and synchronize passwords among accounts.
- For more information on Iridium visit:
<http://umanitoba.ca/computing/ist/accounts/iridium.html>

□ U of M Email Account

- All U of M communications will be through your myumanitoba.ca account making; therefore it is essential that you monitor this email account on a regular basis.
- Activate your new email at <https://iridium.umanitoba.ca/> the day after you register for courses.
- For step-by-step instructions visit: <http://umanitoba.ca/computing/ist/accounts/enabling-accounts.html>

□ JUMP Portal

- JUMP: <https://jump.umanitoba.ca/cp/login/>
- Log in using your UMnetID and password developed in Iridium.
- ****JUMP can be used for Ph.D. thesis distributions**
- For more information visit:
<http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html>

□ Desire2Learn (D2L) (UofM online learning environment)

- Website: <https://universityofmanitoba.desire2learn.com/>
- ****D2L can be used to self-register for the Epigeum ethics course**
- Guide to Getting Started:
http://intranet.umanitoba.ca/academic_support/cat1/desire2learn/documentation/9.4.1_icd_help/learningenvironment/getting_started/getting_started_with_learning_environment.htm

□ Connecting to the Internet

- At the U of M you may connect to the Internet via the Wireless Network, Wired Network or in Open-Area Computer Labs using your UMnetID and password.
- For more information on connecting to the internet visit:
www.umanitoba.ca/ist/connect/wireless or
<http://umanitoba.ca/computing/ist/connect/index.html>

For further information about your e-mail, general computing, password resets, supported software, wired & wireless network and more contact the IST Help & Solutions Centre:

- Fort Garry Office: 123 Fletcher Argue, Phone: 204-474-8600
- Bannatyne Office: 231A NJM Library, Phone: 204-789-3541
 - Email: support@umanitoba.ca or help_desk@umanitoba.ca
 - Website: <http://umanitoba.ca/computing/ist/help/index.html>
 - Live chat: www.umanitoba.ca/computing/ist/help

□ Statistical Packages (see Additional Resources section below)

□ Professional presentations: Students have access to audiovisual and production services.

- Website: www.umanitoba.ca/computing/ist/teaching/classtech

Financial Support

- **Teaching/Research Assistantships**
 - For more information on teaching and research assistantships or grader/marker positions available to graduate students' campus wide, please review official notices available at:
 - Human Resources Office: 317 Administration Building
 - Website: http://www.umanitoba.ca/admin/human_resources/employment/
- **Funding and Awards**
 - Contact FGS for more on internal awards, external awards, or needs-based funding:
 - Office: 500 University Centre, Phone: 204-474-9377
 - E-mail: graduate_awards@umanitoba.ca
 - Website: http://umanitoba.ca/faculties/graduate_studies/funding/index.html
 - Awards Database: <http://webapps.cc.umanitoba.ca/gradawards/>
- **Academic Travel/ Conference Grants** (funds to assist graduate students with costs for travel for presentations of papers, posters, or other creative work pertinent to their studies)
 - FGS Travel Award:
 - http://umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf
 - UMGSA Conference Grants:
 - <http://www.umgsa.org/our-services/conference-grant-application/>
- **Emergency Loans**
 - FGS Emergency Fund:
 - To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees. For more information: http://umanitoba.ca/faculties/graduate_studies/media/emergency_loan.pdf
 - UMGSA Hardship Fund:
 - UMGSA offers limited financial support to students who are not eligible for FGS emergency loans. For more information contact the UMGSA VPA
 - Office: 221 University Centre, Phone: 204-474-9181
 - E-mail: vpa@umgsa.org
- **U of M Food Bank**
 - Students are eligible to collect from the food bank if they are enrolled in the current academic term and bring their Student Photo ID Card.
 - Office: 518 University Centre, Phone: 204-474-9850
 - E-mail: foodbank@cc.umanitoba.ca
 - Website: www.foodbank.umsu.ca
- **Tuition Fee Tax Rebate**
 - If you graduated with a degree, diploma or certificate from a post-secondary institution recognized by the Canada Revenue Agency on or after January 1, 2007 and now work and pay taxes in Manitoba, you can benefit from the Tuition Fee Income Tax Rebate, a 60% income tax rebate on their eligible tuition fees.
 - For more information please see: <http://www.gov.mb.ca/tuition/>
- **Tax Support**
 - The UMSU Tax Office provides free tax services to students.
 - Office: 112 University Centre - Sundown Room
 - Website: <http://www.umsu.ca/services-a-programs-umsumenu-3/tax-office-umsumenu-104>

Transportation

□ **Parking Pass**

- Reserving and purchasing parking passes can be done through JUMP. (Register early)
- FG Parking map: http://umanitoba.ca/campus/parking/media/Parking_Map_Web.pdf
 - Parking Services Office: Welcome Centre, 423 University Cr.
 - Ph: 204-474-9483, E-mail: parking_services@umanitoba.ca
 - Website: www.umanitoba.ca/parking
- Bannatyne Parking map: http://umanitoba.ca/campus/parking/media/Bann_Map.pdf
 - Bannatyne: free passes available for E Lot (evenings/weekends) through Security
 - Office: S105 Medical Services Building, Phone: 204-789-3330
 - Parkade parking is available through the Health Sciences Centre Parking Office
 - Office: 720 McDermot Ave., Level 1, Phone: 204-787-2715
 - Email: hscparkingoffice@hsc.mb.ca

□ **Winnipeg Transit Bus System**

- Route 36: Express Bus Service between the Fort Garry and Bannatyne Campuses
- For Winnipeg Transit info visit: <http://umanitoba.ca/student/ics/transportation/bus.html>
- For a great online bus trip planner, go to www.winnipegtransit.com and click “Navigo”.
- Discounted bus passes can be purchased at Answers Information Booth:
 - Fort Garry: 103H University Centre (1st floor), Phone: 204-474 8211
 - Bannatyne: Bookstore or Answers booth in Brodie Centre, Ph: 204-789-3993
 - Students traveling between campuses for classes are eligible to receive free bus tickets from the Faculty of Medicine distributed by HSGSA.

□ **U of M Shuttle Bus**

- Free shuttle service loops around campus, including Smartpark, every 15 minutes.
- Website: http://umanitoba.ca/campus/parking/media/FG_Shuttle_Web.pdf

□ **Bike Station Fort Garry**

- Located on the ground level of the University Parkade, the Bike Station is a covered and enclosed parking facility for 100 bikes that is secured with a card-lock system.
 - Website: http://umanitoba.ca/campus/parking/bike_station.html

□ **Bike Station Bannatyne**

- Open bike parking available in front of Brodie Center off of McDermot Ave.
- Caged Bike Station available beside the Dentistry Bldg. off of Bannatyne Ave. Key card-access is required. For further questions please call 204-789-3649.
- Locked/heated bike room in Emily Street Parkade. For more info call 204-787-2715.

□ **Bison Grocery Run**

- Free shuttle between University Centre and Superstore (Bison Dr.) Saturdays and Sundays.
 - Phone: 204-474-6822, E-mail: services@umsu.ca
 - Website: <http://umsu.ca/services-a-programs-umsu-3/bison-grocery-run-umsu-34>

□ **Carpool**

- 24 carpool-only parking spots on its Fort Garry campus.
- For more information phone 204-474-7963 or e-mail sean_moore@umanitoba.ca

□ **Safe Walk Program**

- Security Services is always available to accompany an individual from one U of M location to another, or to their vehicle/bus stop on University property on both campuses.
- Website: <http://umanitoba.ca/campus/security/programs/safewalk.html>
 - Office: 423 University Crescent, Welcome Centre
 - Ph: 204-474-9312 (both campuses), Email: emergency_response@umanitoba.ca

Starting Classes and Thesis/Dissertation Writing

- **Milestones** (items may occur simultaneously and order may vary between departments/programs)

Master's degree	PhD
<ul style="list-style-type: none"> • Appointment of an Advisor • Complete Advisor/Student Guidelines • Complete Coursework • Selection of Advisory committee • Development of thesis/practicum proposal • Proposal defence/ presentation and approval • Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required. • Conduct research/study/work • Completion of thesis/practicum • Distribution of thesis/practicum to examiners • Oral examination within one month of distribution • Further revisions (if applicable) • Revisions approved by Advisor • Submission of final thesis/practicum to FGS <p><i>If any discrepancies exist between the information in this document and the full regulations, the latter shall prevail.</i></p>	<ul style="list-style-type: none"> • Appointment of Advisor • Complete Advisor/Student Guidelines • Complete Coursework • Selection of Advisory committee • Development of thesis proposal • Proposal defence and approval • Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required. • Candidacy examination (no later than one year prior to expected graduation) • Conduct research • Completion of thesis • Review by advisor/advisory committee to ensure preparedness for examination • Formation of internal examining committee • Submission of thesis to FGS who distributes to internal examining committee • Submission of potential external examiners to FGS • Upon approval of thesis by the external, the date is set for the Oral Examination • Oral examination and public defence of thesis • Further revisions (if applicable) • Revisions approved by Advisor/examining committee • Submission of final thesis/practicum to FGS through MSpace

□ **Important Dates and Deadlines**

- Academic Calendar: <http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx>
- Website: <http://umanitoba.ca/student/records/deadlines/>

□ **Printing, Photocopying, Scanning**

- Fort Garry:
 - GSA Office (221 University Centre): 5 cents per page (cash)
 - Libraries: 10 cents per page (coin or copy card operated)(Scanning Free)
 - http://umanitoba.ca/libraries/services/c_p_s_equipment.html
 - Digital Copy Centre (24 hrs), 118 University Centre, Phone: 204-474-6533
 - Website: <http://www.umsudigitalcopycentre.com/services>
- Bannatyne:
 - Duplicating Centre, 154 Basic Medical Sciences Bldg (photocopy or colour printing)
 - Neil John McLean Health Sciences Library, 770 Bannatyne Avenue
http://umanitoba.ca/libraries/services/c_p_s_equipment.html

□ **Poster Printing**

- CADlab, 124 Architecture 2, Phone: 204-474-7482
 - Website: http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html
- Bannatyne Information Technologies Centre (conference posters)
 - Office: S206 Medical Services Bldg, Phone: 204-789-3896
- AudioVisual and Classroom Technology Support

- Fort Garry: 112 Armes Bldg., Phone: 204-474-6466
 - Bannatyne: S206 Medical Services Bldg., Phone: 204-789-3896
 - Website: <http://umanitoba.ca/computing/ist/production/>
- UMSU Digital Copy Centre, 118 University Centre, Phone: 204-474-6533
 - Website: <http://www.umsudigitalcopycentre.com/>
- **Academic Learning Centre**
 - For more information on assistance with study skills, writing support (i.e., developing ideas, organizing research projects, synthesizing research, citing sources, preparing thesis proposals, meeting thesis or dissertation deadlines, producing and delivering presentation, editing strategies), or online tutoring for graduate students please visit:
 - Fort Garry ALC: 201 Tier Building, Phone: 204-480-1481
 - Bannatyne ALC: 245 T-wing, Phone: 204-272-3190
 - E-mail: academic_learning@umanitoba.ca
 - Website: <http://umanitoba.ca/student/academiclearning/692.html>
- **Library Workshops**
 - Sample topics: Literature searches, reference management, thesis writing.
 - For more information on Library Workshops visit: <http://umanitoba.ca/libraries/units/infolit/workshops.html>
- **English Language Centre**
 - For more information on programs to help students improve their English:
 - Office: 520 University Centre, Phone: 204-474-9251
 - Email: elc@umanitoba.ca, Website: <http://umanitoba.ca/student/elc/>
- **Statistics**
 - Free library workshops are provided to help learn SPSS, Refworks, SCOPUS, INVIVO, SAS and other useful skills.
 - Website: <http://umanitoba.ca/libraries/units/infolit/workshops.html>
 - For training, advice or more information in statistical experiments, planning a survey, analyzing data, and interpreting results contact the Statistical Consulting Service:
 - Phone: 204-474-8205, E-mail: sas@stats.umanitoba.ca
 - Website: <http://www.umanitoba.ca/statistics/statadv/statadv-access.1.html>
- **Ethics Approval**
 - The approval from a U of M Research Ethics Board (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis or practicum.
 - Website: <http://umanitoba.ca/research/orec/ethics/>
- **Online Research Integrity Course:** learn about student-advisor relationships, ownership of data, research records, plagiarism, self-plagiarism, copyright, authorship, and much more, as well as reviewing publication ethics and avoid common avoidable breaches.
 - All students are highly encouraged to self-register through D2L (umanitoba.ca/d2l). Use your JUMP id and password and look for “my courses” to see the research integrity course. To complete, click the “self register” button in the top navigation bar in D2L.
 - For more information on ethics please visit: <http://umanitoba.ca/research/ors/ethics/>
- **iThenticate**
 - Plagiarism detection software designed for researchers to ensure the originality of written work before publication. For more information: http://umanitoba.ca/research/integrity/iThenticate%20.html#What_is_iThenticate
- **Thesis: FGS Thesis Submission and Distribution**
 - For Thesis/Practicum Specifications or a Submission Checklist please visit https://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html#checklist
 - Ph.D.: When ready to submit a dissertation for distribution to internal examination committee you may now submit it online through the JUMP portal under the FGS tab.

Additional Resources

- **Faculty of Graduate Studies (FGS)**
 - FGS Academic Guide: To answer general regulations about your graduate program, leaves of absence, appeals, policies related to application, admission or registration etc.
 - Website: <http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viawcatalog&catalogid=240&chapterid=2302&loadusercredits=False>
 - Thesis Toolkit: Gateway to information and learning resources for Graduate Students:
 - Website: <http://libguides.lib.umanitoba.ca/thesis>
 - FGS Workshops: Financial Aid and Awards, Strategic Consideration of Career Opportunities Upon Graduating With a Doctoral Degree, Refworks and more!
 - Website: http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html
- **University of Manitoba Graduate Students' Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)**
 - UMGSA is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students.
 - Fort Garry: 221 University Centre, 204-474-9181
 - Bannatyne: 114 Brodie Centre, 204-480-1313
 - The HSGSA Student Lounge: 402 Brodie Center
 - TV, video games, mini fridge, microwave, sink, and coffee available. Available for booking for small scale student events. For mor information, email vpmarketingevents@hsgsa.org.
 - E-mail: gsa@umgsa.org or pres@umgsa.org or president@hsgsa.org
 - Website: www.umgsa.org or www.hsgsa.org
- **Career Services**
 - For more on resources related to resume and cover letters, job searches, interviews, career fairs, career decision-making, research occupations, education resources, career mentor program, co-operative education and internship programs, contact Career Services:
 - Office: 474 University Centre, Phone: 204-474-9456
 - E-mail: cs.receptionist@umanitoba.ca
 - Website: <http://umanitoba.ca/student/careerservices/>
- **Centre for the Advancement of Teaching and Learning (CATL)**
 - CATL works with graduate students to provide leadership, expertise, and support in fulfilling their teaching positions, such as teaching assistants or sessional instructors. For more information on graduate courses or other services please visit:
 - Office: 208-226 Isbister Building, Phone: 204-474-8372
 - Website: http://intranet.umanitoba.ca/academic_support/catl/workshops/243.html

Health and Wellness

□ **Health, Dental, and Travel Insurance**

- All full time graduate students are automatically members of the UMSU Health & Dental Plan, and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage.
- For more information about your Insurance Plan please contact:
 - Office: 110 University Centre, Phone: 1-855-535-3282 & 204-474-6666
 - E-mail: healthplan@umsu.ca
 - Website to opt-in, opt-out, or review your benefits: <http://ihaveaplan.ca/>
 - Website with information for Graduate Students: <http://www.umsu.ca/services-a-programs-umsu-3/health-a-dental-plan-umsu-4/graduate-students-umsu-138>

□ **Health Services**

- To learn about on-site laboratories and immunizations, appointments with physicians, consultant psychiatrists, and other health services contact University Health Services at:
 - Office: 104 University Centre, Phone: 204-474 8411
 - Website: www.umanitoba.ca/student/health

□ **Recreation Services**

- For more information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, Intramurals and much more please contact Recreation Services at:
 - Fort Garry: 145 Frank Kennedy Centre, Phone: 204-474-6100
 - Bannatyne: 727 McDermot Ave. (Brodie Centre Basement), Ph: 204-789-3858
 - Website : <http://umanitoba.ca/faculties/kinrec/bsal/facilities/jdc/>
 - E-mail: rec_services@umanitoba.ca
 - Website: <http://www.umanitoba.ca/faculties/kinrec/bsal/programs/>

□ **Student Counseling Centre**

- The excitement of attending university also brings with it stress and other challenges. It is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career difficulties such as career decision-making and finding work. For more information contact:
 - Fort Garry Office: 474 University Centre, Phone: 204 474-8592
 - Bannatyne Office: S207 Medical Services Bldg., Phone: 204-789-3857
 - Website: <http://umanitoba.ca/student/counselling/services.html>
 - How to access services: <http://umanitoba.ca/student/counselling/how-to-access-counselling.html>

□ **Peers: Students Helping Students**

- Peers are supportive listeners, campus connectors, and skilled student communicators that offer confidential support to students with questions or just need to talk with someone.
 - Office: 150 University Centre
 - E-mail: peer@umsu.ca, Website: <http://umanitoba.ca/student/peers/>

□ **Chaplains' Association**

- Offers support to all students regardless of their religion.
 - Office: 102Y University Centre
 - Phone: 204-474-8721, Email: ken_stupak@umanitoba.ca
 - Website: <http://umanitoba.ca/student/resource/chaplains/>
- **IN AN EMERGENCY:**
 - **CAMPUS PHONE: Dial 555**
 - **MTS OR ROGERS CELLPHONE: Dial 204-474-9341**

Get Involved!

□ **Student Life:**

- Student life provides leadership opportunities through volunteer programs or a Student Leadership Development Program. They offer opportunities to get involved at the U of M, and within the community, as well as internationally.
- Student Life is also responsible for the Co-Curricular Record which is the official document that recognizes your involvement in approved programs.
 - Office: 225 University Centre, Phone: 204-474-9093
 - E-mail: student_life@umanitoba.ca
 - Website: <http://umanitoba.ca/student/studentlife/>
 - UCommunityLINK: <https://communitylink.umanitoba.ca/>

□ **University of Manitoba Graduate Students' Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)**

- Offering several opportunities to get involved with student governance!
 - GSA Office: 221 University Centre, Phone: 204-474-9181
 - HSGSA Office: 114 Brodie Centre, Phone: 204-480-1313
 - E-mail: pres@umgsa.org or president@hsgsa.org
 - Website: www.umgsa.org or www.hsgsa.org

□ **Department Involvement**

Each fall, graduate students are selected and/or elected to represent students on Department Committees. The Graduate Student Representative on each of these committees must attend meetings of the council to represent the view of graduate students, votes on issues discussed, and inform students about issues reviewed that are relevant to them. Committees include:

- **Department Council:** Made up of all faculty members in the department, as well as student representatives who meet monthly to make decisions about the department's direction and its programs.
- **Graduate Committee:** Oversees graduate programs, listens to student concerns, reviews student applications and new course proposals, as well as other functions to support students in realizing the maximum benefit of their program.
- **University of Manitoba Graduate Student Association (UMGSA):** The UMGSA is a campus-wide student organization. Councillors (graduate students representing their department) have two roles: 1) to express the concerns and desires of students in their department to the UMGSA Council at monthly meetings; and 2) to keep students informed of relevant campus-wide issues, decisions, services, and events. Through this participation, student-fees are re-allocated to departments in the form of Department Grants, which can fund department events or projects.

Conclusion

Faculty and staff members within your department, as well as all offices at the U of M are here to support you through your program of study. We hope this graduate student handbook will be of use to you. Should you have any more questions regarding your program please don't hesitate to contact your department or the Faculty of Graduate Studies.