Welcome to the University of Manitoba Human Nutritional Sciences Department. This orientation manual should help you through your introduction to the department, general guidelines and personnel involved in labs and areas or research. Feel free to contact support staff or faculty members should you have any questions or concerns.
OUR FACILITIES

Our facilities can be found in Duff Roblin, Human Ecology, the Richardson Centre for Functional Foods and Nutraceuticals (RCFFN) and the Canadian Centre for Agri-Food Research in Health and Medicine (CCARM). The majority of information in this handbook refers to the Duff Roblin and Human Ecology buildings. Students at the Richardson Centre for Functional Foods and Nutraceuticals (RCFFN) and Canadian Centre for Agri-Food Research in Health and Medicine (CCARM) should discuss with their advisors the processes and procedures for these facilities.

KEYS and BUILDING SECURITY

New Keys for Duff Roblin and Human Ecology: Keys are administered by the Office Assistant in 209 Human Ecology. Key requests must first be approved by the student’s supervisor/advisor via email to the Office Assistant. A key deposit is required in either exact cash or cheque in the amount of $25 per key issued. The student will sign out the key and once the deposit is received a receipt will be issued.

Key Returns for Duff Roblin and Human Ecology: The key deposit is refunded to the student after they have returned the key(s) to the Office Assistant. The refund process will take up to two weeks before the deposit money is returned to the student. A cheque will be mailed to the address provided by the student or it will be direct deposited into the student’s bank account if the student is also an employee of the University.

Card Access for Duff Roblin and Human Ecology: The mailroom in Room 208 Human Ecology (located next to the General Office) is equipped with card access entry. The student will use their student card in order to access this room after regular business hours. Card access for students also needs to be approved by the student’s supervisor/advisor prior to access. If the student does not currently have any card access on campus then the student will need to take their student card and an approval form over to Physical Plant (89 Freedman Crescent) for encoding. Please see the Office Assistant for this form. If the student already has card access elsewhere on campus then an email should be sent to the Office Assistant requesting additional access. Again, this will need to be approved by the supervisor/advisor.

Research and teaching activities related to food preparation are conducted in the Barbara Burns Food Innovation Laboratory and the Weston Sensory and Food Research Centre, Room 410 and 400 of the Human Ecology Building respectively. Access to these laboratories requires the approval of Dr. Michel Aliani (michel.aliani@umanitoba.ca) well in advance of the desired time of use in addition to a laboratory orientation scheduled prior to actual work in the laboratories.

GENERAL OFFICE INFORMATION

Mail: Graduate Student mail is picked up in the mailroom located in Room 208 Human Ecology. Graduate student mail is grouped in a shared mailbox. Please check for mail often, preferably once a day. In order to access the mailroom after hours, please contact the Office Assistant for more information.
Outgoing mail: You may send internal university mail at no charge through campus mail. Place in the outgoing mail box available in the HNS mailroom. Any other mail must be stamped at the student’s expense.

Courier Service: Should you need to send out mail or parcels by courier they may be processed through General Office to arrange pick-up. The following information must be given: Contact person, Full address (PO Box not acceptable), telephone number and grant (FOAP) to be charged. Should the shipment be for overseas or U.S., value and description of contents must also be supplied using a commercial invoice form. This form can be provided by in the General Office.

Telephone Access: Calling out of the university you must dial 4, then the number. Any long distance calls can only be made through the General Office upon request.

FAX Machine: The department fax machine is available for local faxing in the General Office.

Photocopying and Printing: Personal (including course material) photocopies can be printed by the UMSU Copy Centre located in Room 118 University Centre at the student’s expense. Research-related photocopying in the department is generally covered by your advisor and you will be given a copier for use if they do so.

Computers: Computers are available in the Computer Room primarily for use by graduate students in Human Nutritional Sciences. E-mail is provided by the University through Information Services and Technology; please see http://umanitoba.ca/computing/ist/staff/studentservices.html for more information. It is University of Manitoba policy that all email correspondence between students, instructors, and staff be communicated through university email. There is one laser printer in the Computer Room for graduate student use.

ADMINISTRATIVE PAPERWORK

It is mandatory that all financial transactions be processed through the Administrative Assistant’s Office in 209A Human Ecology (this is an Internal Audit policy). Please allow 1-3 days for processing. Your cooperation in planning ahead and your patience will be appreciated. Please do not hesitate to ask questions. Forms must be filled out in legible printing (not handwriting).

Payroll Forms: (Student Research Assistant/Teaching Assistant/Grader-Marker/Contract Work)

If you will be putting in any hours for a department at the University, a social insurance number is required prior to start date. Application forms for Social Insurance Numbers are found on Services Canada website. http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml Check the comments section on your student visa to see if you are permitted to work in Canada. You might have to obtain special approval for this.

Direct Deposit Authorization must be filled out as soon as possible as automatic bank deposit is mandatory (i.e. your “pay cheque” is deposited directly to your bank account).
After signing & dating the form, please return it to the Office Assistant in 209 Human Ecology. If you must change your banking information, a new form must be submitted. Ideally this form should be filled out 2 weeks prior to your start-date which would allow sufficient time to go through all the signatories and meet Payroll’s “cut-off date”. We know this is not always possible, though keep in mind then that your first payment may be delayed.

If you change addresses or marital status, you must fill out a Personal Information Form as soon as possible and return it to the Office Assistant (Rm. 209) after you’ve signed & dated it. You must also advise the Registrar’s Office (see information available at their website) http://umanitoba.ca/student/records/pii/823.htm

Travel and Conference: Graduate students may apply for a Conference Travel Award through the Faculty of Graduate Studies. This application is web-based and can be found in the Graduate Studies folder on JUMP. If your application is successful, you will submit your travel claim form after you travel to the Administrative Assistant (209A) with all original receipts as well as the approval letter/email from the Faculty of Graduate Studies. The office will submit your forms to travel and Graduate studies for your reimbursement.

Travel Expense Reimbursement: You will be reimbursed by the University for expenses incurred during work hours provided that you:

(a) Have your advisor’s approval
(b) Have all original receipts for lodgings and transportation.
(c) Obtain receipts for meals.

Laboratory Supply Orders: Graduate students who need to order chemicals and laboratory supplies will find the forms on the HNS Website. (Order Form Template) All laboratory supply orders are emailed to the PI responsible and the PI then forwards it to Dennis Labossiere.

LABORATORY SAFETY

For your safety and that of others, a set of laboratory rules has been developed as follows. Before entering any laboratory, all students must complete the Workplace Hazardous Materials Information Training (WHMIS) training (online), available at: http://umanitoba.ca/admin/vp_admin/risk_management/ehso/chemical_safety/index.html

At this site, you will find the access point for the WHMIS presentation and quiz, as well as Checklist that you will download, completed and hand in to the Human Nutritional Sciences General Office. In addition to basic WHMIS training, you may be required to take the following:

- Generic Biosafety Training, if you will be working with any potential biohazards, including blood samples, etc.… (http://www.umanitoba.ca/admin/vp_admin/risk_management/ehso/bio_safety/biotraining.html)

- Animal Ethics Training, if your research involves animals (http://umanitoba.ca/research/orec/ethics/animalcare_education_training.html)
- **Radioisotope Training**, if your research involves the use of radiologic materials or hazards
  (http://www.umanitoba.ca/admin/vp_admin/risk_management/ehso/rad_safety/rad_training.html)

**Key processes:**

1. Be sure you are thoroughly familiar with chemical (MSDS) or microbial hazards before beginning experiments for course work, read each exercise listed in your lab manual prior to each laboratory period. All students should be familiar in advance with the principles and methods involved in each exercise. Familiarity with the exercise decreases your chance of an accident and allows you to use your time efficiently to complete the experiment.

2. Eating, drinking, smoking and other unsafe practices in the laboratories at any time are strictly forbidden.

3. Wear your lab coat at all times in the laboratory to protect you and your clothes from spillage of chemicals and stains.

4. Only materials pertinent to your lab work (lab manuals, lab notebooks, etc.) should be brought to your lab work space. Graduate students must record all procedures used and results obtained in a bound book with numbered pages. Date the experimental record.

5. All material and chemicals should be properly labeled with your name, group number and experiment number. Labeling is critical to avoid improper use or disposal of material.

6. Wash your hands before leaving the laboratory.

7. In the event of any accident or injury, report immediately to the laboratory instructor so that prompt and proper action can be taken.

You are requested to adhere to these rules at all times. This is especially important in crowded laboratories. Pay particular attention to the points about lab coats, food in laboratories and keeping the laboratories tidy.

Laboratory safety is paramount at all times, with particular reference to the use and handling of chemicals, glassware and equipment.

With regard to chemicals, your attention is drawn to WHMIS (Workplace Hazard Materials Information System) and the Material Safety Data Sheets (MSDS). You should be familiar with these materials prior to doing any lab work. Questions on this matter can be addressed to Dennis Labossiere (W383 Duff Roblin).
IN CASE OF FIRE

(a) Fire extinguishers and fire blankets are available in the building hallways and in most laboratories. Obtain instructions on use of this equipment from the laboratory technician or building fire wardens. The General Office has information on whom each of the fire wardens are for your building.

(b) The fire alarm should be activated and no attempt to fight the fire should be made.

(c) Alarm pull stations are located by the stairwells and exits to the building.

(d) Phone 555/911

(e) The non-emergency number for the security office is 474-9312.

(f) The Emergency Exit Plans for the individual zones of the building are posted in the hallways. These plans detail the location of pull stations, fire extinguishers, fire hoses and multiple exit routes.

FIRST AID TREATMENT

(a) First aid kits are located in a number of rooms (W383, W418, W560, W542, W532 and W512).

(b) The kits are checked regularly, but if there is a problem with a kit or the contents, contact Dennis Labossiere.

(c) Certified First Aider    Dennis Labossiere     6988

(d) In the event of any work-related injury or accident, report as soon as practical to Dennis Labossiere

(e) All injuries should be documented on the green Workers Compensation Board cards. One copy is retained by the employee and the other is given to the General Office, 209 Human Ecology Bldg. These cards are located in the photocopier room, 209 Human Ecology Bldg.

(f) All injuries, minor or serious, that require first aid treatment should be reported. What appears to be minor at first could develop into a more serious problem.

(g) If medical attention was required you must complete a Worker's Report Form #3 within 5 days of reporting the injury. See Dennis Labossiere for these forms.
Teaching Assistantship Positions: A number of teaching assistantship positions are available for Human Nutritional Sciences undergraduate courses. Posting for these positions usually occurs 1 to 2 months prior to the start of the course and you are able to apply for any position for which you feel qualified. You should be aware that according to Union regulations, the position must first be offered to the student who held the job previously, so the number of positions available in any given year may be limited. You should also be aware that there are similar positions in other faculties (e.g. Science), and you are able to apply for these positions as well (if you meet the qualifications). You must seek permission from your advisor before applying for a teaching assistantship.

Graduate Studies

The current Graduate Chair is:

Dr. Mohammad Moghadasian 235-3934

Degree designations for a Master’s or Ph.D. student are not allowed until the degree is conferred. Any misrepresentations of a degree designation by a student will be viewed as a type of fraud.

If a student wishes to indicate their status, they may consider using the designation “Ph.D. Student” or “Master’s Student”.

Course Program Requirements

The Department currently offers a PhD degree and a M.Sc. degree; you are referred to the Graduate Calendar for specific requirements. Course selection is to be made in consultation with your advisor. A list of current graduate courses and the terms in which they are offered is outlined on Aurora. http://umanitoba.ca/faculties/graduate_studies/thesis/index.html will help you when you have to prepare your thesis.

Graduate Committees

The formation of an Advisory Committee by the student’s advisor is obligatory. The Committee is to be constituted within 9 months of the start of the student’s degree. Responsibilities of the committee are to approve the program of study and to offer advice on the scientific direction of the student’s thesis during the course of the M.Sc. Committees are required to meet a minimum once a year and fill out a Progress Report. It is suggested that a Faculty of Graduate Studies Progress Report be done at each committee meeting, if there are numerous meetings. If a progress report is not submitted on time, the Faculty of Graduate Studies will place a hold preventing the graduate student from registering.
Department Forms
The department requires that timeline forms be filled out at specific points during the Master and Doctorate degrees. Please see the forms site at http://umanitoba.ca/faculties/afs/dept/hns/programs/gradforms.html for the timeline of specific forms.

Registration
Regulations for students registering in a graduate program are given in the Graduate Calendar. Each student must discuss the registration with her/his advisor. Students may then register online through Aurora.

Human Nutritional Sciences Graduate Students Association
The Human Nutritional Sciences Graduate Students Association (HNSGSA) is composed of all graduate students registered in the Department of Human Nutritional Sciences. The HNSGSA exists to represent the interests of graduate students to the departmental administration, to organize social events and send a representative to the Graduate Students Association (GSA) Council. Meetings of the HNSGSA are held at least once a semester.

The Graduate Student Association (GSA) is a university wide organization for graduate students. The GSA receives revenues from the organization fees paid by students. These monies are used to support a number of services including, scholarships, conference grants, and computer access. The GSA also transfers a portion of its revenues to departmental associations.
## Department Telephone Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Dr. James House, Professor and Head</td>
<td>6837</td>
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<tr>
<td>Dr. Mohammad Moghadasian, Graduate Chair</td>
<td>235-3934</td>
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<tr>
<td>Dr. Michel Aliani</td>
<td>8070</td>
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<tr>
<td>Dr. Rotimi Aluko</td>
<td>9555</td>
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<tr>
<td>Dr. Harold Aukema</td>
<td>8076</td>
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<td>Dr. Peter Eck</td>
<td>8079</td>
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<td>Dr. Michael Eskin</td>
<td>8078</td>
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<tr>
<td>Dr. James Friel</td>
<td>8682</td>
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<td>Dr. Peter Jones</td>
<td>8883</td>
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<tr>
<td>Dr. Christina Lengyel</td>
<td>9554</td>
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<tr>
<td>Dr. Semone Myrie</td>
<td>7290</td>
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<tr>
<td>Dr. Joyce Slater</td>
<td>7322</td>
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<tr>
<td>Dr. Miyoung Suh</td>
<td>8651</td>
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<tr>
<td>Dr. Carla Taylor</td>
<td>8070</td>
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<tr>
<td>Dr. Usha Thiym-Hollander</td>
<td>9976</td>
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<tr>
<td>Dr. Jason Treberg</td>
<td>8122</td>
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<tr>
<td>Dr. Peter Zahradka</td>
<td>235-3507</td>
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<tr>
<td>Dennis Labossiere, Senior Dept. Technologist</td>
<td>6988</td>
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<tr>
<td>Dennis Joseph, Dept. Technologist</td>
<td>7508</td>
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<tr>
<td>Donna Ryland, Technician</td>
<td>8071</td>
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<tr>
<td>Pam Gauthier, Administrative Assistant</td>
<td>9901</td>
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<tr>
<td>Emily Gregorchuk, Office Assistant</td>
<td>6411</td>
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<tr>
<td>Jennifer McLaren, Graduate Program Assistant</td>
<td>8194</td>
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</table>
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](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](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](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](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](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: stdtntfee@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](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/](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/](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**
    - 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](http://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/catl/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/teachingclasstech
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

- **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](mailto:graduate_awards@umanitoba.ca)
    - Website: [http://umanitoba.ca/faculties/graduate_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)

- **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](http://umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf)
  - UMGSA Conference Grants:
    - [http://www.umgsa.org/our-services/conference-grant-application/](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](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](mailto: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](mailto:foodbank@cc.umanitoba.ca)
    - Website: [www.foodbank.umsu.ca](http://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/](http://www.gov.mb.ca/tuition/)

- **Tax Support**
  - The UMSU Tax Office provides free tax services to students.
    - Office: 112 University Centre - Sundown Room
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](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](http://umanitoba.ca/campus/parking/media/Parking_Map_Web.pdf)
  - Bannatyne Parking map: [http://umanitoba.ca/campus/parking/media/Bann_Map.pdf](http://umanitoba.ca/campus/parking/media/Bann_Map.pdf)
    - 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](mailto: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](http://umanitoba.ca/student/ics/transportation/bus.html)
  - For a great online bus trip planner, go to [www.winnipegtransit.com](http://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](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](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](mailto:services@umsu.ca)
    - Website: [http://umsu.ca/services-a-programs-umsumenu-3/bison-grocery-run-umsumenu-34](http://umsu.ca/services-a-programs-umsumenu-3/bison-grocery-run-umsumenu-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](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](mailto:emergency_response@umanitoba.ca)
## Starting Classes and Thesis/Dissertation Writing

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

<table>
<thead>
<tr>
<th>Master’s degree</th>
<th>PhD</th>
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<tbody>
<tr>
<td>• Appointment of an Advisor</td>
<td>• Appointment of Advisor</td>
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<td>• Complete Advisor/Student Guidelines</td>
<td>• Complete Advisor/Student Guidelines</td>
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<td>• Complete Coursework</td>
<td>• Complete Coursework</td>
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<td>• Selection of Advisory committee</td>
<td>• Selection of Advisory committee</td>
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<tr>
<td>• Development of thesis/practicum proposal</td>
<td>• Development of thesis proposal</td>
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<td>• Proposal defence/ presentation and approval</td>
<td>• Proposal defence and approval</td>
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<td>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</td>
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</tr>
<tr>
<td>• Conduct research/study/work</td>
<td>• Candidacy examination (no later than one year prior to expected graduation)</td>
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<tr>
<td>• Completion of thesis/practicum</td>
<td>• Conduct research</td>
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<tr>
<td>• Distribution of thesis/practicum to examiners</td>
<td>• Completion of thesis</td>
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<tr>
<td>• Oral examination within one month of distribution</td>
<td>• Review by advisor/advisory committee to ensure preparedness for examination</td>
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<tr>
<td>• Further revisions (if applicable)</td>
<td>• Formation of internal examining committee</td>
</tr>
<tr>
<td>• Revisions approved by Advisor</td>
<td>• Submission of thesis to FGS who distributes to internal examining committee</td>
</tr>
<tr>
<td>• Submission of final thesis/practicum to FGS</td>
<td>• Submission of potential external examiners to FGS</td>
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<td>If any discrepancies exist between the information in this document and the full regulations, the latter shall prevail.</td>
<td>• Upon approval of thesis by the external, the date is set for the Oral Examination</td>
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<td>• Oral examination and public defence of thesis</td>
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<td>• Further revisions (if applicable)</td>
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<td>• Revisions approved by Advisor/examining committee</td>
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<td>• Submission of final thesis/practicum to FGS through MSpace</td>
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</tbody>
</table>

### Important Dates and Deadlines
- Academic Calendar: [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx)
- Website: [http://umanitoba.ca/student/records/deadlines/](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](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](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](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](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/](http://umanitoba.ca/computing/ist/production/)
- UMSU Digital Copy Centre, 118 University Centre, Phone: 204-474-6533
- Website: [http://www.umsudigitalcopycentre.com/](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](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](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/](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](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](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/](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/](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](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](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)
  o 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=viewcatalog&catalogid=240&chapterid=2302&loaduseredits=False
  o Thesis Toolkit: Gateway to information and learning resources for Graduate Students:
    ▪ Website: http://libguides.lib.umanitoba.ca/thesis
  o 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)
  o 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 more 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
  o 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)
  o 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/

□ 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
  o 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
  o 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/
  o 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/
  - UMCommunityLINK: 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.