Welcome to the Department of Soil Science and the University of Manitoba

Welcome to graduate studies in the Department of Soil Science. This department is one of seventy-eight graduate departments within the Faculty of Graduate Studies (FGS) at the University of Manitoba. Throughout your academic journey as graduate students within the department, there are several amenities that will be made available to you, in order to enhance your experience and 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.

Contact Information

General Office
The Department of Soil Science is located at the Fort Garry Campus in the Ellis Building. The main administrative office for the Department and its mailing address is:

Department of Soil Science  
University of Manitoba  
362 Ellis Building  
13 Freedman Crescent  
Winnipeg, MB R3T 2N2

A map of the Fort Garry campus can be found at: https://umanitoba.ca/map/

Administrative Staff & Faculty Members
For information and contact information visit:  
http://umanitoba.ca/faculties/afs/dept/soil_science/people/index.html

Department Graduate Programs
The Department of Soil Science offers a Master of Science (M.Sc.) program and a Ph.D. program.  

January 2019
Orientation

Every semester orientations are offered 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.

Departmental Orientation:

- Including an overview of:
  - Program information
  - Course requirements
  - Registration

For more information, please contact Martha Blouw at 204-474-8223, martha.blouw@umanitoba.ca.

You must also familiarize yourself with the Department of Soil Science Orientation Booklet:

University of Manitoba Graduate Student Association Orientation

- 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; 204-474-9181; gsa@umgsa.org; http://www.umgsa.org/

International Student Orientation:
- The International Centre offers an orientation with activities to help international students with their transition to Canada and the U of M. Activities include:
  - Meeting IC staff and new and returning students from around the world
  - Learning about IC 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 IC Orientation, please contact IC at: 541 University Centre; 204-474-8501; http://umanitoba.ca/research/international_centre/orientation.html

Indigenous Student Orientation
- The Indigenous 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 ISC and Native Studies about U of M services and facilities.

http://umanitoba.ca/student/indigenous/programs/orientation.html

- The Indigenous Student Centre welcomes First Nations, Metis, and Inuit Students: 114 Sidney Smith St.; 204-474-8850; http://umanitoba.ca/student/indigenous/
## Milestones

(Items may occur simultaneously)

<table>
<thead>
<tr>
<th>Master’s Degree</th>
<th>Ph.D. Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Complete Advisor/Student Guidelines</td>
<td>• Complete Advisor/Student Guidelines</td>
</tr>
<tr>
<td>• Establishment of Advisory committee</td>
<td>• Establishment of Advisory committee</td>
</tr>
<tr>
<td>• Development and approval of thesis proposal</td>
<td>• Development and approval of thesis proposal</td>
</tr>
<tr>
<td>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</td>
<td>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</td>
</tr>
<tr>
<td>• Coursework</td>
<td>• Coursework</td>
</tr>
<tr>
<td>• Conduct research</td>
<td>• Conduct research</td>
</tr>
<tr>
<td>• Write thesis</td>
<td>• Candidacy examination (no later than one year prior to expected graduation)</td>
</tr>
<tr>
<td>• Review of thesis by advisor</td>
<td>• Write thesis</td>
</tr>
<tr>
<td>• Review of thesis by examiners</td>
<td>• Review of thesis by advisor</td>
</tr>
<tr>
<td>• Oral examination</td>
<td>• Oral examination and public defence of thesis</td>
</tr>
<tr>
<td>• Further revisions (if applicable)</td>
<td>• Further revisions (if applicable)</td>
</tr>
<tr>
<td>• Revisions approved by Advisor</td>
<td>• Revisions approved by Advisor/examining committee</td>
</tr>
<tr>
<td>• Submission of final thesis to FGS through MSpace</td>
<td>• Submission of final thesis to FGS through MSpace</td>
</tr>
<tr>
<td></td>
<td>• Upon approval of thesis by the external, the date is set for the Oral Examination</td>
</tr>
<tr>
<td></td>
<td>• Oral examination and public defence of thesis</td>
</tr>
<tr>
<td></td>
<td>• Further revisions (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• Submissions of potential external examiners to FGS</td>
</tr>
</tbody>
</table>


Registration

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: Registrar’s Office, 400 University Centre; 204-474-9420; http://umanitoba.ca/student/records/pii/photo_id.html

Activate U of M accounts
- For more information on JUMP, Aurora, Iridium, UM Learn, U of M e-mails. Your student number is on your letter of admission. Please see Information “Services and Technology” section of this booklet below.

Course Approval:
- All courses must be approved, prior to registration by your advisor. Courses delivered by other departments will require approval from those departments.
- Martha Blouw will provide you with the approval form.

Register for Courses using Aurora Student
- For information visit: http://umanitoba.ca/student/records/tutorial/
- Aurora Student: https://aurora.umanitoba.ca/
- Locate when you can begin registering for courses in the Aurora “Registration Time and Status” Section.

Academic Integrity Tutorial:
- All graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial in their first term of registration: http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html

Paying Tuition Fees
- For deadline, payment options, and other FAQs visit: http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm

Progress Report (for students re-registering)
- Progress reports must be submitted to the Faculty of Graduate Studies by June 1st.
- Form: http://umanitoba.ca/faculties/graduate_studies/media/Progress_Report_2018.pdf
- Failure to submit this report will result in the denial of registration through Aurora.
- Students should be aware of progress reports deadlines for renewable scholarships.

Locate List of Course Textbooks
- 1) Login to Aurora Student, 2) Select ‘Enrollment & Academic Records’, 3) Select ‘Student Records’, 4) Select ‘Booklist’.
- Books can be purchased or sold at the U of M Bookstore: 140 University Centre; 204-474-8321; [http://umanitoba.ca/bookstore](http://umanitoba.ca/bookstore)

Register with Student Accessibility Services for needed accommodations
- For more information visit: 520 University Centre; 204-474-7423 [http://umanitoba.ca/student/accessibility/](http://umanitoba.ca/student/accessibility/)

Completing the Advisor/Student Guidelines
- Complete the “Advisor/Student Guidelines” which provide a framework for discussion between advisors and graduate students and to establish guidelines to govern their relationship: [http://umanitoba.ca/faculties/graduate_studies/media/ASG_Instructions.pdf](http://umanitoba.ca/faculties/graduate_studies/media/ASG_Instructions.pdf)
- It may be revisited at any stage of the student’s graduate program to accommodate for changes in the student-advisor relationship.

Declaring 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.

Information Services and Technology

U of M Email Account
- All U of M communications will be through your myumanitoba.ca account. Therefore, it is essential that you monitor this email account on a regular basis.
- A student that accepts their offer of admission can activate their email after 48 hours. [http://umanitoba.ca/computing/ist/accounts/claimid.html](http://umanitoba.ca/computing/ist/accounts/claimid.html)

JUMP Portal
- Log in using your UMnetID and password developed in Iridium.
- For more information visit: [http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html](http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html)

UM Learn (U of M online learning environment)
- [http://intranet.umanitoba.ca/academic_support/catl/resources/359.html](http://intranet.umanitoba.ca/academic_support/catl/resources/359.html)

Connecting to the Internet
For 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; 204-474-8600;  

### Financial Support

#### Teaching Assistant Positions

- For information about teaching assistant or grader/marker positions, go to:  

#### Funding and Awards

- Contact FGS for information on internal awards, external awards, or needs-based funding: 500 University Centre; 204-474-9377;  
  [http://umanitoba.ca/faculties/graduate_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html);  
  Faculty of Agricultural and Food Sciences awards: [http://umanitoba.ca/faculties/afs/awards/index.html](http://umanitoba.ca/faculties/afs/awards/index.html)

#### Academic Travel/Conference Grants

(funds to assist graduate students with costs for travel to present papers, posters)

- FGS Travel Award:  
  [https://universityofmanitoba.formstack.com/forms/travel_award](https://universityofmanitoba.formstack.com/forms/travel_award)

#### Emergency Loans

- FGS Emergency Fund:  
  - To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees:  
- UMGSA Emergency Grant: [http://www.umgsa.org/emergency-grant/](http://www.umgsa.org/emergency-grant/)

#### U of M Food Bank

- 518 University Centre: 204-474-9850;  

### Transportation

#### Parking

- Parking at Fort Garry Campus and Bannatyne Campus:  
  [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking). Register early for parking passes
Buses and Bicycles
- http://umanitoba.ca/campus/transportation/
- Free shuttle service loops around campus, including Smartpark: http://umanitoba.ca/parking/shuttle/
- For information on the U-Pass (included in tuition) visit https://umsu.ca/services-and-support/u-pass/

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: http://umanitoba.ca/campus/security/programs/safewalk.html; 423 University Crescent, Welcome Centre: 204-474-9312 (both campuses); emergency_response@umanitoba.ca

Additional Resources

Faculty of Graduate Studies (FGS)
- FGS Academic Guide: For information about regulations and policies governing your graduate program, such as academic performance, time limits, leaves of absence, thesis defenses, appeals and much more: http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=341&chapterid=4090&loaduseredits=False
- Thesis Toolkit: Gateway to information and learning resources for Graduate Students: http://libguides.lib.umanitoba.ca/thesis
- FGS Workshops: These are plentiful, varied and worthwhile: http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html

University of Manitoba Graduate Students’ Association (UMGSA)
- 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: 221 University Centre; 204-474-9181; gsa@umgsa.org; www.umgsa.org

Important Dates and Deadlines

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 visit: 201 Tier Building; 204-480-1481; http://umanitoba.ca/student/academiclearning/index.html
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 visit: 65 Dafoe Road; 204-474-8708; http://intranet.umanitoba.ca/academic_support/catl/index.html

Library Workshops
- Sample topics: literature searches, reference management, thesis writing: https://libguides.lib.umanitoba.ca/c.php?g=298169

English Language Centre
- For more information on programs to help students improve their English: 520 University Centre; 204-474-9251; http://umanitoba.ca/student/elc/

Statistics
- For training, advice or more information in statistical experiments, planning a survey, analyzing data, and interpreting results contact the Statistical Consulting Service: 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: http://umanitoba.ca/research/orec/index.html

iThenticate
- Plagiarism detection software designed for researchers to ensure the originality of written work before publication: http://umanitoba.ca/research/integrity/iThenticate%20.html

FGS Thesis Submission and Distribution
- Ph.D. Faculty of Graduate Studies thesis information: http://umanitoba.ca/faculties/graduate_studies/thesis/index.html
- Ph.D. theses are submitted for distribution through the JUMP portal under the FGS tab: http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf

Printing, Photocopying, Scanning
- GSA Office (221 University Centre)
- Libraries: http://umanitoba.ca/libraries/services/c_p_s_equipment.html
- Digital Copy Centre: 118 University Centre: 204-474-6533; https://dpdc.umsu.ca/

Poster Printing
- CADlab: http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html
Photography and Imaging Services:
http://umanitoba.ca/computing/ist/staff/servicescataloguephotographyservices.html

UMSU Digital Copy Centre; 118 University Centre; 204-474-6533;
https://dpdc.umsu.ca/

Professional presentations:
- Students have access to audiovisual and production services:
  www.umanitoba.ca/computing/ist/teaching/classtech

Child Care Services
http://umanitoba.ca/student/resource/childcareservices.html

Career Services
- For 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: 474 University Centre; 204-474-9456;
  http://umanitoba.ca/student/careerservices/

Health and Wellness

Health and Dental 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: 110 University Centre; 204-474-8678; https://umsu.ca/services-and-support/health-dental/

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

Recreation Services
- For information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, intramurals and much more contact Recreation Services at:
  http://umanitoba.ca/faculties/kinrec/recreationservices/index.html

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: 474 University Centre; 204-474-8592; http://umanitoba.ca/student/counselling/services.html

Sexual Harassment/Violence

Chaplains’ Association
- Offers support to all students regardless of their religion; 102Y University Centre; http://umanitoba.ca/student/resource/chaplains/; 204-474-8721

IN AN EMERGENCY:
- 555 from any university phone
- #555 from MTS or Rogers Wireless
- 204-474-9341 from all other phones
- Any emergency phone on campus

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: 225 University Centre; 204-474-9093; http://umanitoba.ca/student/studentlife/ ; UMCommunityLINK: https://communitylink.umanitoba.ca/

University of Manitoba Graduate Students’ Association (UMGSA)
- Offering several opportunities to get involved with student governance. GSA Office: 221 University Centre; 204-474-9181; www.umgsa.org

Department Involvement
Graduate students are selected and/or elected to represent students on departmental committees. The graduate student representative on each of these committees attends meetings to represent the view of graduate students, vote 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, one support staff representative, as well as a student representative who meet to deal with departmental issues.
University of Manitoba Graduate Student Association (UMGSA): The UMGSA is a campus-wide student organization. Councilors (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.