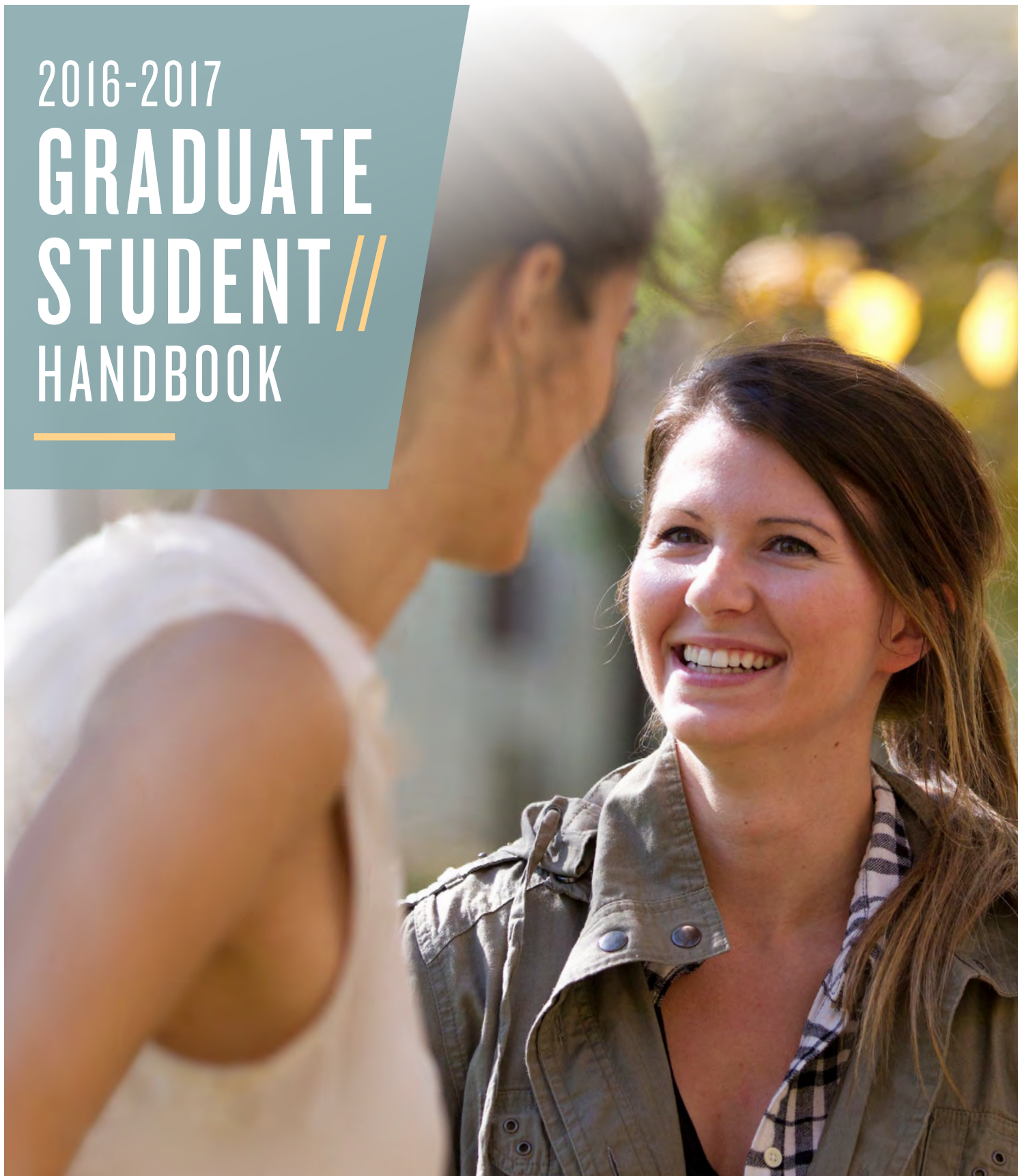


2016-2017
**GRADUATE
STUDENT //**
HANDBOOK



Graduate Studies



UNIVERSITY
OF MANITOBA

MESSAGE FROM THE DEAN //



Welcome to the Faculty of Graduate Studies. Here you will find 141 outstanding graduate programs offered by 80 departments and units across the University of Manitoba.

The University of Manitoba is a member of the U15, Canada's 15 research-intensive universities. Together with our researchers, our roughly 3,800 graduate students conduct ground-breaking research that impacts our knowledge economy, enhances our vibrant culture and grows our international research reputation.

We are proud of the quality of our programs, the excellence of our students and faculty members, and the dedication of the staff supporting them.

I encourage you to learn more about our programs and the supports we provide including awards and scholarships, professional development activities, and resources.

Define your dream and let us help you realize it.

Best wishes,

Dr. Todd A. Mondor
Acting Vice-Provost (Graduate Education)
& Dean (Faculty of Graduate Studies)

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ARE YOU AN UNDERGRADUATE STUDENT?

View the 2016/2017 Student Guide produced just for you!

umanitoba.ca/student/guide/

2016-2017 GRADUATE STUDENT // HANDBOOK

WELCOME //

The University of Manitoba is committed to graduate student success. The Faculty of Graduate Studies and other units on campus provide a number of resources and services to help you succeed. This handbook will provide you with the necessary information to help you better understand and access those services and resources.

HELPFUL CONTACT INFORMATION //

GENERAL OFFICE LOCATION

The Faculty of Graduate Studies is located at the Fort Garry Campus in University Centre. The main administrative office for the Faculty and its mailing address is:

**Faculty of Graduate Studies
University of Manitoba
500 University Centre
Winnipeg, MB R3T 2N2**

A map of both the Fort Garry and Bannatyne campuses can be found at: umanitoba.ca/map

Visit our **website** for more information about the Faculty of Graduate Studies!

ADMINISTRATIVE STAFF

Please access the **Graduate Studies Staff Directory** to learn more about the Faculty of Graduate Studies administrative staff and their contact information.

CONNECT //



@umgradstudies



@umanitoba



/umgradstudies

GRADUATE STUDENT WEEKLY //

Check out the latest news, events and important dates delivered weekly to your @mymanitoba email address.

Website: **Student Weekly Sign up**

GET THE U OF M APP! //

For quick access to news, your grades and schedules, interactive campus maps, real time bus departures and more download the U of M mobile app:

Website: **Download the App!**



CO-CURRICULAR RECORD (CCR) //

By participating in university approved activities (such as the GradSteps workshops) you'll gain recognition on your CCR, the official university document that recognizes your co-curricular involvement. For more information, visit our website: **CCR Website**

GRADUATE STUDENT CHECKLIST //

CHECK OUTSTANDING CONDITIONS

Check your offer of admissions letter - ensure that you do not have any outstanding conditions. Birth certificates or passports can be sent by email to graduate.admissions@umanitoba.ca.

ACTIVATE ACCOUNTS

Activate your @myumanitoba.ca email account and claim your UMNNetID; please see the Information Services and Technology section of this handbook below.

UPDATE PERSONAL INFORMATION

If you need to update your mailing address, telephone number, or any other personal information, please login to Aurora Student to make these changes.

Website: aurora.manitoba.ca/

REGISTER

Course registration information can be obtained by contacting your department office directly.

UMCOMMUNITY LINK

This interactive and user-friendly web portal provides tools and resources to all student groups, manages the Co-Curricular Record, and connects students to upcoming events and opportunities.

GRADSTEPS WORKSHOPS: SIGN UP!

These not-for-credit workshops are designed to help graduate students navigate their programs and prepare them to transfer their skills and knowledge into the workplace; whether that be in a traditional academic setting, or in for-profit or not-for-profit organizations. View online schedule and registration [here](#).

GRAD 7500

All graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them.

Website: [Grad 7500 FAQs](#)



DID YOU KNOW?

Graduate students can claim their GradSteps workshop attendance on their Co-Curricular Record (CCR)!

GradSteps: **Register here!**

REGISTRATION //

STUDENT PHOTO ID CARD

This is a multi-use card that provides access to library services, gym memberships, graduate student lounges, printers and photocopiers on campus. For more information on new or replacement cards, visit:

- Fort Garry: **Registrar's Office, 400 University Centre**
- Bannatyne: **Neil John Maclean Health Sciences Library, Brodie Centre**
- Website: **Registrar's Office**

REGISTER FOR COURSES USING AURORA STUDENT

Aurora is the University of Manitoba's online registration and student information system. All students are encouraged to become familiar with **Aurora**.

PAYING TUITION FEES

For deadline, payment options, and other FAQs visit:
Website: **Student Accounts**

Online payment: Add "University of Manitoba" as a payee with your financial institution and include your student number.

Umanitoba Payment Options

To pay in person: visit a Cashier's Office on campus:

- Fort Garry: **138 University Centre**, Phone: **204-474-8222, 204-474-8716**
- Bannatyne Cashier's Office: **P001 Pathology Building**, Phone: **204-789-3349**
- E-mail: **student_fees@umanitoba.ca**
- Please note: The Cashier's Office will only accept cash, debit, cheque, bank draft or money orders. Credit card payments are not accepted.

PROGRESS REPORT (FOR STUDENTS RE-REGISTERING)

- Submit your progress report to your department and the Faculty of Graduate Studies by June 1st.
- The department should retain a copy of the completed progress report, as well as provide you with a copy.
- Failure to submit this report will result in the denial of course registration through Aurora.



REGISTER WITH STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services provides support and advocacy for students with disabilities. SAS acts as a liaison between students, faculty, staff and service agencies.

Main Office | 520 University Centre

Phone: **204-474-7423**

Email: **student_accessibility@umanitoba.ca**

Website: **Accessibility Services**

SAS Exam Centre | 155 University Centre

Phone: **204-474-6213**

Email: **sasexams@umanitoba.ca**

COMPLETING THE ADVISOR STUDENT GUIDELINES

Complete the Advisor Student Guidelines, available through JUMP. The Advisor Student Guidelines are a framework for discussion between advisors and graduate students registered in a thesis or practicum program.

The agreement may be revisited at any stage of the student's graduate program to accommodate for changes in the advisor-student relationship.

Online Instructions: **Advisor Student Guidelines**

REGISTER FOR CAMPUS DAY CARE (IF NEEDED)

- Office: **15 Dysart Road**, Phone: **204-269-7773**
- Email: **cdccinc@mts.net**
- Website: **Daycare**

INFORMATION SERVICES AND TECHNOLOGY //

Be sure to activate all your U of M accounts.

AURORA STUDENT

Aurora Student is the U of M's online registration system; it is also the system used to track your academic and administrative records. You will use Aurora Student to look up available classes, register for classes, view fee assessments, course textbooks and class schedules, print tax forms, and update your contact information.

- Aurora Student: **aurora.umanitoba.ca**
- First time students - Follow the steps on the login page to enter the secure area.
- Locate when you can begin registering for courses in the Aurora "Registration Time and Status" section.
- Online Registration Tutorials are available **here**.

IRIDIUM (TO CLAIM YOUR UMNEDID)

- Use Iridium to claim your UMnetID and synchronize passwords among accounts.
- To learn more, watch this **tutorial**.

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.
- Activate your new email using **Iridium** the day after you register for courses.
- Step-by-step instructions are available online **here**.

JUMP PORTAL

JUMP is the University of Manitoba's portal for students, faculty and staff. JUMP provides access to email, course links to UM Learn, campus news and announcements and single sign-on access to many U of M services. JUMP can also be used for PhD thesis distributions.

- JUMP: **umanitoba.ca/jump**
- Log in using your UMnetID and password developed in Iridium.

UM LEARN

UM Learn is the University of Manitoba's Learning Management Systems. Among its other features, UM Learn is used to take the required Grad 7500 Academic Integrity Course.

For more information, visit this guide to getting started:
Grad 7500

FREE OFFICE 365 FOR STUDENTS

- Students get the full MS Office suite and 1 TB of cloud storage free with a valid UMnetID
- Website: **Office 365**

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: **Accessing Wireless Network**

ADDITIONAL INFORMATION

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

- Fort Garry Office: **123 Fletcher Argue**,
Phone: **204-474-8600**
- Bannatyne Office: **231A Neil John Maclean Library**,
Phone: **204-789-3541**
- Email: **support@umanitoba.ca** or **help_desk@umanitoba.ca**
- Website: **IST Service Desk**
- Live chat website: **Live Chat**

PROFESSIONAL PRESENTATIONS

As a student, you have access to audio, visual and production services through IST's classroom services.
Website: **Classroom Services**

FINANCIAL SUPPORT //

TEACHING/RESEARCH ASSISTANTSHIPS

For more information on teaching and research assistantships or grader/marker positions available to graduate students, please review official notices available at:

- Human Resources Office: **317 Administration Building**,
Website: **Human Resources**

FUNDING AND AWARDS

Review the Graduate Studies **Awards Database** and Graduate Studies **website** for more information on internal awards, external awards, or needs-based funding:

- Office: **500 University Centre**
- Phone: **204-474-9377**
- Email: **graduate_awards@umanitoba.ca**

ACADEMIC TRAVEL/CONFERENCE GRANTS

Funds are available to assist graduate students with costs associated with travel for presentations of papers, posters, or other creative work pertinent to their studies.

- FGS Travel Award: **Online Application Form**

UMGSA CONFERENCE GRANTS

UMGSA Services: **Conference Grant Application Form**

Tip: Don't forget to check with your department to find out about department-funded travel.

EMERGENCY LOANS

The Graduate Studies Emergency Fund is available to assist full-time graduate students with immediate educational and living costs. It is not applicable to tuition fees.

- FGS Hardship Fund: **Online Application Form**

Through the UMGSA Hardship Fund, the University of Manitoba Graduate Students' Association offers limited financial support to students who are not eligible for FGS emergency loans.

For more information contact the UMGSA, Vice-President Academic

Office: **221 University Centre**

Phone: **204-474-9181**

Email: **vpa@umgsa.org**

Tip: Don't forget to check with your department to see if they have emergency loans available.

U OF M FOOD BANK

The **University of Manitoba Food Bank** seeks to reduce hunger on campus by providing food donations to full-time students who cannot afford safe, healthy, acceptable food.

- Office: **518 University Centre**
- Phone: **204-474-9850**
- Email: **foodbank@cc.umanitoba.ca**



TRANSPORTATION //

PARKING PASS

Reserving and purchasing parking passes can be done through JUMP. Remember to register early!

Fort Garry Campus

- Parking Office: **423 University Crescent**
- Phone: **204-474-9483**
- Email: **parking_services@umanitoba.ca**
- Website: **umanitoba.ca/parking**
- Parking Map: **Fort Garry**

Bannatyne Campus

- Parking Office: **S105 Medical Services Building**
- Phone: **204-789-3330**
- Email: **parking_services@umanitoba.ca**
- Website: **umanitoba.ca/parking**
- Parking Map: **Bannatyne**

U-PASS

The U-Pass is a universal transit pass which provides unlimited access to public transit services in exchange for a mandatory fee.

- Email: **u-pass@umsu.ca**
- Website: **U-PASS Online**

U OF M SHUTTLE BUS

This free shuttle service loops around the Fort Garry Campus, including Smartpark.

- Website: **Shuttle Bus - Fort Garry**

BIKE LOCKERS

The **Office of Sustainability** is installing new bike lockers starting in Fall 2016. Individual lockers will be available for a rental fee by term.

Fort Garry Campus

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.

- Phone: **204-474-9483**
- Email: **parking_services@umanitoba.ca**
- Website: **Bike Station**

Bannatyne Campus

Open bike parking is available in front of Brodie Center off McDermot Avenue. There is a Caged Bike Station available beside the Dentistry Building, off of Bannatyne Avenue - key card access is required. There is also a locked/heated bike room in the Emily Street Parkade.

Caged Bike Station

- Phone: **204-789-3649**

Emily Street Parkade

- Phone: **204-787-2715**

RED FROGS GROCERY RUN

Free shuttle from University Center to Superstore (Bison Drive) and Safeway (Pembina Hwy) every Wednesday at 6:30pm. Seating is limited.

- Phone: **204-474-6822**
- Email: **services@umsu.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. Students, staff and visitors of the university community can request a Safewalk 24 hours a day, seven days a week.

- Office: **423 University Crescent, Welcome Centre**
- Phone: **204-474-9312 (Fort Garry & Bannatyne)**
- Email: **emergency_response@umanitoba.ca**

EMERGENCY?

- Dial 555 from university phones
- #555 from MTS or Rogers Wireless
- 204-474-9341 from all other phones
- Emergency Red Phones throughout university buildings
- Code Blue Stations across campus

GRADUATE STUDENT RESOURCES //

IMPORTANT DATES AND DEADLINES

- Academic Calendar: umanitoba.ca/calendar

UMSU DIGITAL COPY CENTRE

Fort Garry Campus

- Office: **118 University Centre**
- Phone: **204-474-6533**
- Email: umsucc@umanitoba.ca
- Website: umsudigitalcopycentre.com

DUPLICATING CENTRE

Bannatyne Campus

- Office: **154 Basic Medical Sciences Building**
- Phone: **204-474-9881**
- Website: umanitoba.ca/libraries

COPYRIGHT OFFICE

Copyright issues have become increasingly complex and are evolving rapidly. There have been, and will likely continue to be, changes in the law, technology, and practice which impact the university as a major creator and user of copyrighted material. The **Copyright Office** was established to ensure that faculty, staff and students have the support they require to be successful in their teaching, research and studies.

ACADEMIC LEARNING CENTRE

The Academic Learning Centre can help with study skills, writing support (i.e., organizing research projects, citing sources, preparing thesis proposals, producing and delivering presentations), or online tutoring for graduate students.

- Fort Garry: **201 Tier Building**, Phone: **204-480-1481**
- Bannatyne: **245 T-wing**, Phone: **204-272-3190**
- Email: academic_learning@umanitoba.ca

ENGLISH LANGUAGE CENTRE

If you want to improve your English proficiency visit the English Language Centre.

- Office: **520 University Centre**, Phone: **204-474-9251**
- Email: elc@umanitoba.ca



GRADSTEPS WORKSHOPS

Make the most of your graduate education by attending **GradSteps**, a graduate student workshop series that offers sessions ranging from library essentials, grant writing, to stress management and more. These not-for-credit workshops are designed to help you navigate your graduate program and transfer your skills and knowledge into the workplace – whether that be in a traditional academic setting, or in for-profit or not-for-profit organizations. Attend at least six graduate workshops and you can claim your workshop attendance on your Co-Curricular Record.

Sample topics include:

- How to Write a Literature Review
- Thesis Structure and Organization
- Public Speaking
- Resume or CV?
- How to Market Your Skills

ETHICS APPROVAL

You may need approval from the **U of M Research Ethics Board (REB)** prior to proceeding with the information gathering procedures for your thesis or practicum.

ITHENTICATE

This plagiarism detection software has been designed for researchers to ensure the originality of written work before publication.

ADDITIONAL RESOURCES //

FACULTY OF GRADUATE STUDIES ONLINE ACADEMIC GUIDE

The Graduate Studies Academic Guide provides information about your graduate program, leaves of absence, appeals, policies related to application, admission and registration, and more:

- Website: **Academic Guide**

THESIS TOOLKIT

The Thesis Toolkit provides a gateway to information and learning resources for graduate students. It provides further information on academic integrity, intellectual property counseling services and more.

- Website: **Thesis Toolkit**

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.

Fort Garry Campus

- Office: **221 University Centre**
- Student Lounge: **117 University Centre**
- Phone: **204-474-9181**
- Email: **gsa@umgsa.org** or **pres@umgsa.org**
- Website: **umgsa.org**

HEALTH SCIENCES GRADUATE STUDENTS' ASSOCIATION (HSGSA)

HSGSA is a group within the UMGSA with the primary directive of representing the interest of health sciences graduate students on the Bannatyne and St. Boniface campus.

Bannatyne Campus

- Office: **114 Brodie Centre**
- Student Lounge: **402 Brodie Centre**
- Phone: **204-480-1313**
- Email: **president@hsgsa.ca**
- Website: **hsgsa.org**



CAREER SERVICES

Career Services has resources related to resume and cover letters, career decision-making, research occupations, career mentor program, internship programs and more.

- Office: **474 University Centre**
- Phone: **204-474-9456**
- Email: **cs.receptionist@umanitoba.ca**

CENTRE FOR THE ADVANCEMENT OF TEACHING AND LEARNING (CATL)

CATL provides leadership expertise and support to graduate students who have 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: **CATL**

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 the plan please contact:

- Office: **110 University Centre**
- Phone: **1-855-535-3282** or **204-474-6666**
- Email: **healthplan@umsu.ca**
- Review your benefits: **ihaveaplan.ca**
- Website: **Graduate Student Plans**

HEALTH SERVICES

Learn about appointments with physicians, consultants, immunizations and other health services by contacting University Health Services at:

- Office: **104 University Centre**
- Phone: **204-474-8411**
- Website: **Health Services**

RECREATION SERVICES

Activate your **U of M Recreation Services** Student Membership to gain access to over 1 million square feet of buildings and spaces dedicated to fitness, recreational and leisure pursuits. You will also get access to all regular University of Manitoba Bison home games.

Activate your membership at one of the following locations:

Fort Garry Campus

- Active Living Centre, Room 154
- Max Bell Centre

Bannatyne Campus

- Joe Doupe Centre
- Brodie Centre, Room 030



STUDENT COUNSELING CENTRE

University can be an exciting place and provides opportunities for growth and development, but you may also be confronted with stress and challenges along the way. Student Counseling Services offers confidential services to help students deal with worry, anxiety, depression, relationship problems with family, friends or partners and career. For more information contact:

Fort Garry Campus

- Office: **474 University Centre**
- Phone: **204-474-8592**

Bannatyne Campus

- Office: **S207 Medical Services Building**
- Phone: **204-789-3857**

CHAPLAINS' ASSOCIATION

The Chaplains' Association offers support to all students regardless of their religion.

- Office: **102 University Centre**
- Phone: **204-474-8721**
- Email: **ken_stupak@umanitoba.ca**

GET INVOLVED //

PEERS: STUDENTS HELPING STUDENTS

The New Student Peer Mentorship Program (NSPMP) is designed for new students (Mentees) to be matched with an upper-year student (Mentor) to learn more about the University of Manitoba, their faculty, and help navigate their first year as a new graduate student.

- Office: **225 University Centre**
- Email: peermentor@umanitoba.ca
- Website: **New Student Peer Mentorship Program**

STUDENT LIFE

Student Life provides leadership opportunities through volunteer programs or their Student Leadership Development Program. They offer opportunities to get involved at the U of M, within the community and internationally.

Student Life is also responsible for the Co-Curricular Record, which is the official document that recognized your involvement in approved programs.

- Office: **225 University Centre**
- Phone: **204-474-9093**
- Email: student_life@umanitoba.ca
- Website: **Student Life** or **UMCommunityLink**

UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION (UMGSA) OR HEALTH SCIENCES GRADUATE STUDENT ASSOCIATION (HSGSA)

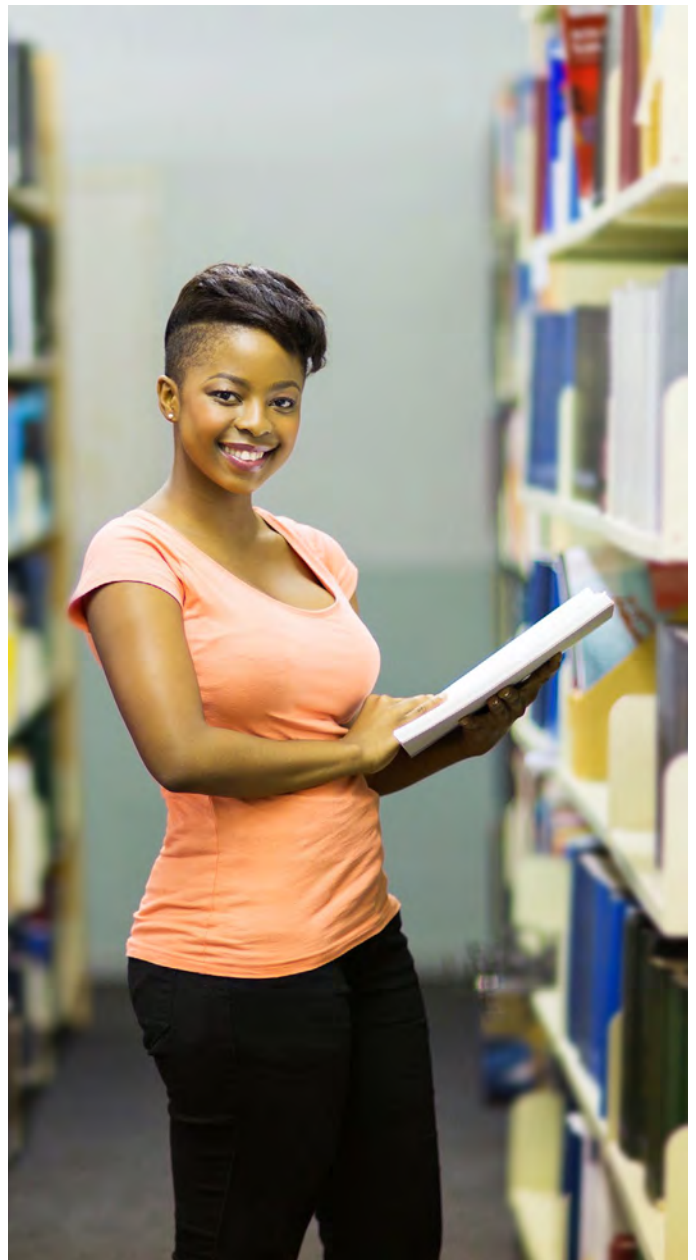
Get involved with student governance through your student association.

UMGSA

- Office: **221 University Centre**
- Phone: **204-474-9198**
- Email: pres@umgsa.org
- Website: umgsa.org

HSGSA

- Office: **114 Brodie Centre**
- Phone: **204-480-1313**
- Email: president@hsgsa.org
- Website: hsgsa.org



DID YOU KNOW?

The Fort Garry Campus has a series of tunnels connecting you to various buildings throughout the campus community. Perfect for a cold winter day!

Fort Garry Tunnels: **Map**

GET CONNECTED //

Faculty of Graduate Studies

500 University Centre
Winnipeg, Manitoba
Canada R3T 2N2

website: umanitoba.ca/graduate_studies

email: graduate.studies@umanitoba.ca

phone: **204-474-9377**



@umgradstudies



@umanitoba



/umgradstudies