

Role	Description	Contact
Admissions	Admissions Requirements	See Admissions Portfolio
	Canadian Universities Graduate Transfer Agreement (CUGTA)	Jennifer Guay
	Exchanges	See Admissions Portfolio
	External Credit Transfers	Jennifer Guay
	GPA Calculation	See Admissions Portfolio
	Letter of Permission (LOP)	Jennifer Guay
	Provisional Holds	See Admissions Portfolio
	Provisions on Admission Letter	See Admissions Portfolio
	Transfer of Admissions / Re-Admissions	See Admissions Portfolio
	Western Dean's Agreement (WDA)	Jennifer Guay
Awards	All Tri-Agency Awards	See Awards Portfolio
	Award Selection Forms	Madisson Roe
	Awards Weekly	Madisson Roe
	Emergency Loans	graduate.awards@umanitoba.ca
	FGS Travel Award	See Awards Portfolio
	GETS	See Awards Portfolio
	IGSES / IGSS	See Awards Portfolio
	Research Manitoba	See Awards Portfolio
	Specific Award Competitions	See Awards Portfolio
	UMGF / MGS	See Awards Portfolio
Communications	Academic Calendar	Rebecca Bate
	Academic Integrity Course (GRAD 7500) Research Integrity Course (GRAD 7300)	Rebecca Bate
	Application Changes	Gayle Roncin Rebecca Bate
	Credit Card Payments only	Gayle Roncin
	Email ListServ (Mailman)	Judy Piasta
	Graduate Student Weekly	Judy Piasta
	Graduate Student Workshops (GradSteps)	Rebecca Bate
	Orientation / Career Fairs	Judy Piasta
	Slate and Reader: Users or Technical Issues	Gayle Roncin Rebecca Bate
	Reports from Banner	Rebecca Bate
	Reports from Slate	Gayle Roncin Rebecca Bate
	Social Media	Judy Piasta
Three Minute Thesis (3MT) / Ma these en 180 secondes (MT180)	Judy Piasta	
Website Changes	Rebecca Bate	

Vice-Provost/ Dean's Office	Appeals	Andrea Kailer
	Associate Deans' Confidential Assistant	Andrea Kailer
	Business (HR) manager for the Faculty	Janine Drennan Alsip
	Collective Agreements; Interpretation and Administration	Janine Drennan Alsip
	Concur Travel Expert	Tammy Evason
	Dean/VP Executive Assistant	Janine Drennan Alsip
	Departmental Holds in Banner	Andrea Kailer
	Discipline Cases	Andrea Kailer
	FGS Committees: Programs and Guidelines, Executive, Faculty Council	Kasey Morgan
	Graduate Program Reviews	Kasey Morgan
	Joint Senate Committee (UM / UW)	Kasey Morgan
Front Reception	Adjuncts / Cross Appt. / FGS Recommended Member lists	Front Reception
	Faculty Membership List	Front Reception
	General Information	Front Reception
	Graduate Students Email (Graduate.Studies@umanitoba.ca)	Front Reception
	Student Assistance - General	Front Reception
Programs	Academic Guide	See Programs Portfolio
	ASG (Advisor Student Guidelines) Technical Support	Graduate.Programs@umanitoba.ca
	Collaborative PhD Program	Brenda Grabowski
	Deferred Exams	See Programs Portfolio
	End of Programs (withdrawals, discontinuance)	See Programs Portfolio
	Failed grades / remedial recommendation	See Programs Portfolio
	FGS PhD Thesis Defence Room Booking	graduate.programs@umanitoba.ca
	Graduation Processing (Grad Checks)	See Programs Portfolio
	IIS Programs	Brenda Grabowski
	In-Program paperwork such as: Progress Reports, Leave of Absence, Part-time Status, Time Extensions (incl. Course Currency)	See Programs Portfolio
	Incomplete / Continuing Courses	See Programs Portfolio
	Internal (UM) Course Transfer / Advance Credit	See Programs Portfolio
	Late Registration and Change of Grad and Dual Registration (already admitted)	See Programs Portfolio
	MSpace	See Programs Portfolio
	PhD Thesis Defences	graduate.programs@umanitoba.ca
	PhD Thesis Distribution	See Programs Portfolio
Revert from PhD to Masters	See Programs Portfolio	
Supplemental Regulations Review	Andrea Kailer	

For general assistance please call: (204) 474 - 9377 or email graduate.studies@umanitoba.ca