

Welcome to the month of June. Please read all the information we have for you!

Instagram: <https://www.instagram.com/uofrengineering>

LinkedIn: <https://www.linkedin.com/company/uofrengineering>

Facebook: <https://www.facebook.com/UofREngineering>

Upcoming dates to remember:

June 1 – Last day to drop Spring term with a grade of W (May-June)

June 14, 15, 16 – Spring Convocation *Engineering students will participate in convocation on June 15th*

June 19 – Spring term ends (May-June)

June 22-26 – Examination period

July 1 – CANADA DAY – University is closed.

July 4 – Summer term begins (July-Aug)

July 4 – Last day to drop Spring/Summer term with a W (Engineering classes May-Aug)

July 10 – Last day to add/drop courses for Summer term with no penalty (July-Aug)

July 31 – End of Spring/Summer term (Engineering classes May-Aug)

August 7 – SASKATCHEWAN DAY – University is closed

August 2-6 – Examination period for Spring/Summer term (Engineering classes July-Aug)

August 2 – Last day to drop Summer term with a grade of W (July-Aug)

August 17 – Last day of summer term classes

August 21-24 - Examination period

August 29 – Student Orientation

August 30 – Start of Fall term

Always check “my refund schedule” in UR Self Service to see the correct drop dates for classes

Engineering Coffee Party – Graduate Students

Tuesday – June 14

11:00 to 12:30 pm

ED 485.2 (MEng Lounge)

Join us for a coffee social to celebrate summer! This will be our last Graduate Student event until September, so come out and enjoy some refreshments with us.

Important Notice regarding Graduation Photos

Camera One is the designated photographer for the Faculty of Engineering and prepares the Class Composite that hangs on the wall at the University of Regina.

If you will graduate in the **Fall of 2023** -- contact Camera One to book an appointment.

All portrait sessions will be held in-studio with COVID protocols in place. Academic regalia is provided by Camera One.

Camera One
[\(306\)757-4612](tel:3067574612)
craig@cameraone.ca
www.cameraone.ca

Application for Office Space – New MASc and PhD students

To add yourself to the waitlist for an office space, please visit this link:

<https://www.uregina.ca/engineering/students/forms/access-forms/grad-keycard.html>

It's time for annual renewal of access cards and fobs! Most cards/fobs for grad students and visiting researchers expire June 15.

Please review instructions below carefully, and **complete all steps BEFORE June 2**. If forms are submitted **after June 2, or submitted incomplete, renewals likely won't be processed before the June 15 expiry**. (This will create a lot of unnecessary stress for you, and us!) There are many steps involved *after* you submit, and some of those steps involve people outside of our faculty - so please give us all plenty of time. Also keep in mind that Allecia (in the general office) processes the renewals after Lauren's approval, and she's on holidays from June 12-26.

Note: If you *just* received your card/fob this month (May/23), it should already be valid until June 2024. Check your approval email (sent from me, to you and Allecia at engg.grad@uregina.ca). This email will specify your expiry date. If already valid until June 2024, no further action is needed.

INSTRUCTIONS:

For all communications with staff, please include your full name, student ID #, and supervisor name. It also helps if you use your UofR email account (so your messages don't end up in our spam folders).

1. MAKE SURE YOUR SAFETY TRAINING IS UP TO DATE.

- a) All requests require **Safety: Engg Grad Orientation**, completed within the past 12 months. Check the date of your previous quiz on UR Courses, and repeat if needed. If you can't find your previous quiz, it's time to renew. (Don't worry if the date doesn't update on your certificate). If you're not enrolled in the orientation, email Lauren.Bradshaw@uregina.ca with the subject "GRAD ORIENTATION".
- b) COVID training was discontinued by the university - no need to renew.
- c) **WHMIS** (either the standalone course or completed as part of Chemical & Lab Safety) is needed for all 4th floor RIC offices, RIC basement dry labs, and RIC 4th floor dry labs. WHMIS is valid for 3 years. Check the date on your WHMIS certificate, or the date of your quiz on UR Courses, and renew if needed. If you're not enrolled, email Lauren.Bradshaw@uregina.ca with the subject "WHMIS".

- d) All chemical labs need **Chemical & Lab Safety training**. This training is valid for 3 years. Check the date on your Chem/Lab Safety certificate. If you need to renew, email Lauren.Bradshaw@uregina.ca with the subject "CHEM/LAB SAFETY TRAINING". (Do this ASAP - workshops are only offered 1-2 times per month).
- e) **H2S Awareness** is needed for GG313, and is valid for 3 years. Check the date on your training certificate. If you need to renew, we recommend this course: <https://www.bistrainer.com/store/armour-safety-consulting-training-store/productdetails/hydrogen-sulfide-safety-bundle>
- f) PTRC 209.1 requires **Laser Safety Awareness**, and is valid for 3 years. Check the date on your training certificate. If you need to renew, we recommend this course: <https://www.lia.org/training/non-medical/online-courses/laser-safety-awareness-training-single-user-online-0>
- g) Several RIC labs require **Biosafety Awareness**, which is valid for 3 years. Training requirements depend on activities and location. If unsure of requirements, please email Lauren.Bradshaw@uregina.ca with the subject "BIOSAFETY".

2. COMPLETE THE GRAD KEY REQUEST FORM (link below).

<https://www.uregina.ca/engineering/students/forms/access-forms/grad-keycard.html>

Make sure you complete all sections on both pages. Most delays are due to incomplete forms and/or incomplete training. Especially:

- Include all locations needed - we will only renew those specified. (Be specific - building and room numbers).
- Include training expiry dates on page 2**
- Sign page 2
- Send the completed form to your immediate supervisor for their signature, then
- Send the form to Lauren.Bradshaw@uregina.ca with the subject "RENEWAL FORM". Please do not submit paper copies of forms to the general office. **If applicable, please include your training certificates for WHMIS, Chemical & Lab Safety, H2S, Laser, and/or Biosafety when emailing your form to Lauren.**

Lauren will obtain the second/additional signatures for you if needed:

- Dr. Ibrahim for all GG requests, if he's not your immediate supervisor
- Dr. Jia or Dr. Gu for PTRC 206/206.1, if they're not your immediate supervisor

3. WAIT PATIENTLY!

- For efficiency, we will process requests in batches. **Please allow 5-7 business days for a response**, and do not submit multiple emails/inquiries. (This just slows down the process).
- Once approved, Lauren will email you and Allecia to confirm.
- Allecia will then arrange renewal, and will email you again to confirm when this is complete (please allow ~5 business days for this step as well). You do not need to bring your cards/fobs to the general office. Everything is done remotely.

FALL Graduation application deadline:

Upon completion of all program requirements (or final courses in progress), students are required to submit an application. **Submit your application on UR-Self-Service.**

| Completion of classes | Deadline for Application | Approval by Executive Council | Convocation Ceremony |
|-----------------------|--------------------------|-------------------------------|----------------------|
| Spring/Summer session | July 31 | September | Fall |

Academic Advising & Student Information

For Academic Advising with Colleen Walsh (EVSE, ISE, PSE, PSEN) and Diana Sharpe (ESE, SSE), Grad Student Advisors, you can book using this link: <https://www.uregina.ca/engineering/students/advising.html>

General inquiries, students requests, GTA positions can be sent to Allecia Hill at engg.grad@uregina.ca

The next Newsletter will be sent in September! Enjoy the summer!!