

## **IMPORTANT DATES**

**May 13** – Deadline to apply for coop

**Spring classes** – May 6-June 19, add drop May 9th

**Summer classes** – July 2–August 15, add drop July 8

**Spring/Summer classes (engineering only)** – May 6-July 31, add drop May 17

**May 20** – Victoria Day - University Closed

## **CONTACT US**

Main Office: [engg.grad@uregina.ca](mailto:engg.grad@uregina.ca)

Gina: [gina.macpherson@uregina.ca](mailto:gina.macpherson@uregina.ca)

Wendy: [wendy.tower@uregina.ca](mailto:wendy.tower@uregina.ca)

Book an advising appointment:

<https://www.uregina.ca/engineering/students/advising.html>

## **DEANS HONOUR LIST**

The Deans Honours list recognizes academic achievements by graduate students. To be eligible students must have completed all course requirements and have a CGPA of 90% or greater.

Students will be awarded with a certificate and an invitation to a celebratory lunch with the Dean and Associate Dean of the Faculty of Engineering.

**Eligible students will be notified at the end of each semester.**

Note that this does not appear on official transcripts.

## **SAFETY NEWS**

Chemical & Lab Safety training is required for access to chemical labs. Biosafety training is also required for certain research labs (contact me if unsure). Both courses are valid for 3 years, and consist of an online component plus an in-person 2.5 hour workshop. If you need to complete or renew the training, you can register for the online component here: <https://www.uregina.ca/hr/hs/Safety-Training/index.html>.

Once the online component is finished, you can use the same link to register for your workshop. Workshop dates for spring/summer are listed below, and on the same web page.

When registering, keep in mind that there is a time limit: The online portion must be completed within 3 weeks of registering. The workshop must be completed no more than 3 weeks after completing the online portion. Also keep in mind that annual renewal of access cards/fobs happens in June (please watch for more instructions in the coming weeks!) Access will not be renewed if your training has expired.

If you cannot locate the expiry date for your previous training, please search your UofR email for your certificate (sent from Health.Safety@uregina.ca). If you still can't find it, feel free to contact Lauren.Bradshaw@uregina.ca.

### **Chemical & Lab Safety Workshop Dates/Times**

Tuesday, April 23, 2024 - 1:30 pm to 4:00 pm

Wednesday, May 8, 2024 - 9:00 am to 11:30 am

Tuesday, May 28, 2024 - 1:30 pm to 4:00 pm

Thursday, June 13, 2024 - 9:00 am to 11:30 am

Friday, July 5, 2024 - 1:30 pm to 4:00 pm

Monday, July 22, 2024 - 9:00 am to 11:30 am

Monday, August 12, 2024 - 1:30 pm to 4:00 pm

### **Biosafety Awareness Workshop Dates/Times**

Wednesday, April 24, 2024 - 9:30 am to 11:00 am

Monday, May 13, 2024 - 1:30 pm to 3:00 pm

Friday, May 31, 2024 - 10:30 am to 12:00 pm

Tuesday, June 18, 2024 - 2:00 pm to 3:30 pm

Thursday, July 11, 2024 - 9:00 am to 10:30 am

Friday, August 2, 2024 - 2:30 pm to 4:00 pm

Tuesday, August 20, 2024 - 10:30 am to 12:00 pm

## **OFFICE ETIQUETTE**

As we approach a new semester, I wanted to remind students with office spaces about "office etiquette". All of the tips below are important to ensure a safe and welcoming environment for work and study. Of particular importance are the tips about keeping your voice and music quiet, and not bringing friends/family to your office space. This is for security/privacy reasons, and to keep noise levels to a minimum for other occupants and your neighbours.

If you no longer need your office space, please complete the exit inspection process:

[https://www.uregina.ca/engineering/students/student-forms.html#fact\\_4\\_6](https://www.uregina.ca/engineering/students/student-forms.html#fact_4_6)

### **Office Etiquette**

#### **Do be a good shared office mate and be professional:**

- Keep your cubicle space clean and tidy
- Keep your items within your cubicle space
- Keep sink, fridge, and kitchen area (if applicable) clean for shared use
- Sanitize and clean your cubicle space regularly
- Place food garbage/waste in hallway garbage bins, as they are emptied regularly
- **Keep your voice and music quiet - use headphones**
- Stay home if you are not feeling well

#### **Please:**

- Do not bring personal items
- Do not bring microwaves, hot plate or other cooking items for use in the office
- Do not leave open food that can cause odours or invite bugs/pests
- Do not remove chairs or filing cabinets
- Do not change your cubicle location without confirmation from the Engg main office
- Do not wear heavy scents or perfumes
- **Do not bring friends, family or others to your office**

## **GRADUATION PORTRAITS**

If you graduated in the Fall of 2023 OR will graduate in the Spring of 2024 and have yet to have your photo taken, please contact Camera One Graduation Portraits to book an appointment. Deadline for photos for the 2023-2024 Class Composite is July 1, 2024.

Academic regalia is provided by Camera One. To book your appointment please go to [www.Cameraone.ca](http://www.Cameraone.ca) under "Online Grad Signup", OR the direct booking site, <https://cameraonegrad.as.me>. There are In Studio and On Campus options - please check both.

If you are unable to come to Regina for a portrait session but still want to be on the Class Composite, please contact Camera One to discuss your options.

Camera One is the designated photographer for the Faculty of Engineering & Applied Science and prepares the Class Composite. Even if you are not located in Regina, you can contact them to make arrangements. There are many options for appointments, including the week of Convocation. Out-of-town Graduates coming to Regina are encouraged to sign up early to reserve a time for when you are here. Graduates that are photographed by the July 1st deadline will be included on the 2023-2024 Class Composite. If you have any questions, or have any issues booking please contact Camera One!

[info@c1grad.ca](mailto:info@c1grad.ca)

[306-533-3347](tel:306-533-3347)

[www.cameraone.ca](http://www.cameraone.ca)

## **EXIT INSPECTIONS**

Are you close to wrapping up your research? Finishing classes? Planning to graduate in the near future? If yes, and you have/had access to labs or office space, please make arrangements with your supervisor to complete your 'exit inspection' and return of keys/cards. This is one of the required steps in FGSR's Checklist for the Submission of a Thesis/Dissertation. It is also required for MENG students who used research labs.

For us (and for your supervisors), this process ensures facilities are left in good condition, safe, and protected from unauthorized access. For YOU, this checklist needs to be completed (and keys returned) to get your deposit returned. This deposit is \$100 for most spaces.

The Exit Inspection form can be found here:

<https://www.uregina.ca/engineering/students/assets/exit-form.pdf>

Questions? Please contact [Lauren.Bradshaw@uregina.ca](mailto:Lauren.Bradshaw@uregina.ca).

## **GRAD FUNDING**

A new semester means a new main scholarship competition! Applications on GAP will open on May 1. You can explore the scholarships offered through our online [database](#) or on [GAP](#). The deadline for completed applications is May 30. Please remember that only applications that are eligible and completed according to the instructions provided will be considered for awards.

Having trouble knowing what to include in your application? Check out our resources below:

- [Tips for Funding and Scholarships](#)
- [Frequently Asked Questions](#)
- [Scholarships with February Deadlines](#)

Need help figuring out how to use GAP or with completing your application? Attend one of our sessions or send us an email ([grad.funding@uregina.ca](mailto:grad.funding@uregina.ca)) we are always happy to help answer your questions.

- GAP- How to Apply Session- May 8 at 2 p.m- [Register Here!](#)
- GAP Drop-In sessions- May 22 2 p.m. to 2:45 p.m. and May 28 10:30 a.m. to 11:15 a.m. in CK227

## Follow Us!

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