

University of Saskatchewan
Department of Civil, Geological and Environmental Engineering
Checklist for New Graduate Students

Welcome to the department of Civil, Geological, and Environmental Engineering (CGEE). Here is a check list of tasks that you will need to complete now that you have begun your graduate program. These tasks are very important, as they will allow you to register for courses, access the university computer network and receive your student stipend and/or scholarship.

- For international students, present your **Study Permit** and **Passport** to the CGEE Graduate Assistant in Room 2B60, who will make copies of these documents for your official student file.
- If you have **other documents** (e.g. Official transcripts, English Language Scores) that you are required to bring to the College of Graduate and Postdoctoral Studies (CGPS) before you can register (these will be specified in your letter of offer), please make sure that arrangements have been made for these to be sent to CGPS. These official documents must be received by CGPS before you will be allowed to register.
- Ensure you have created a **password** for your **Network Service ID (NSID)** (this is the code you were given when you were admitted (e.g.abd123)). You will need your NSID and password to access the U of S computer system and to register. If you have problems with your NSID, see the Help desk in Room 70 of the Arts Building.
- Fill in the **employment documents** you were given along with this checklist (TD1 and TD1SK Income Tax Forms, Personal Information Forms, direct deposit form). If you do not already have a bank account in Saskatoon, you should open an account. Your completed employment documents should be given to the CGEE Graduate Assistant. Other graduate students, your supervisor or the International Student and Study Abroad Centre can also help you fill out these forms.
- Once you have received your **Social Insurance Number (SIN)**, present this document to the CGEE Graduate Assistant, who will make a copy of it for your official file.
- **Register for your classes.** You should first meet with your supervisor to discuss which courses he/she would like you to register for this term. You will then need to fill in the **class permission form** you were given with this checklist and have it signed by each Instructor and your supervisor. The completed form must then be given to the CGEE Graduate Assistant, who will then give you permission to register in courses using the PAWS on-line system. While undergraduate courses begin September 5, many graduate courses may not start until the week of September 11 – students should consult with each course instructor for the class schedule and location, and the date of the first lecture.
- Obtain a **Picture ID/Library Card** from the University Bookstore in Marquis Hall.
- We have an Emergency Contact Form that can be completed. The form is optional and can be found in Part 2 of the Graduate Handbook. The form will be put in a sealed envelope in your file and only opened in the event of an emergency. The form can be returned to the CGEE Graduate Assistant.
- There is a Declaration of Academic Honesty form in Part 2 of the Graduate Handbook that needs to be completed and returned to the CGEE Graduate Assistant.

- Register for the **Laboratory Safety, WHMIS and Safety Orientation for Employees** courses, and any other safety courses that you are required to take, through the on-line system (<http://safetyresources.usask.ca/services/training/>). Students should take these courses as soon as possible, as they must be completed before students are allowed to use any laboratory facilities. Before you can become a Teaching Assistant, you must also complete **Safety Orientation for Supervisors**. You will receive a certificate after the courses are complete. Please give a copy to the CGEE Graduate Assistant for you file. Students should watch their emails for more information on dates and times for Safety Days, a series of safety seminars which are usually presented during the first week of classes. Attendance is mandatory for new graduate students.
- Apply for **building and laboratory keys** from the College of Engineering using the form included in your welcome package. Once the form has been signed by your supervisor, please bring the form to the CGEE Graduate Assistant. Once your key request has been approved by the department, you will be emailed by **the College Resource Officer**, Room 1B97.3 to come and pick the keys up between 3:00 – 4:00 p.m. Note that during busy times, key requests may take several days to be processed.
- Register for and complete the on-line **GPS 960 Introduction to Ethics and Integrity Course** through CGPS. Depending on your research area, you may also be required to take GPS 961 (research involving humans) or GPS 962 (research involving animals).
- Apply to the CGEE Graduate Assistant for a **graduate desk** if your supervisor is not providing you with work space elsewhere. Note that the department has a very limited number of graduate desks, so you may have to wait several months before receiving a desk.
- If you have been offered a **teaching assistant position** (or you are required to serve as a teaching assistant as part of a scholarship), please see the professor in charge of the course you have been assigned to as soon as possible. In some cases the professor will schedule an orientation meeting, especially for laboratory courses.

Other information:

- ✓ More detailed information on these and other topics of interest to graduate students is also available:
 - On the department website “Current Graduate Students”
 - On the CGPS Website <https://students.usask.ca/graduate/graduate-students.php>
- ✓ **ALL Graduate Students must maintain registration in CE 990 for the Fall and Winter Terms for the duration of their program. Graduate Students must also register in their respective project or thesis course (M.Eng. - CE 992; M.Sc. - CE 994; Ph.D. - CE 996) for the Fall, Winter and Spring/Summer Terms for the duration of their program.**

****A map of the University of Saskatchewan can be found at <http://www.usask.ca/maps/>**

Any questions can be emailed to cgegrad.support@usask.ca

The CGEE Graduate Student Handbook can be accessed at: _____