

DEPARTMENT OF CIVIL, GEOLOGICAL, AND ENVIRONMENTAL ENGINEERING  
UNIVERSITY OF SASKATCHEWAN

**HANDBOOK FOR GRADUATE STUDENTS**

**Part 2**

**2021-2022**

Welcome to the Department of Civil, Geological, and Environmental Engineering. Here is a checklist of tasks that all students will need to complete once they have arrived on campus. These tasks are very important, as they will allow students to register for courses, access the university computer network and receive stipends and/or scholarships. Additional information is provided to cover frequently asked questions, such as process for voluntary withdrawal from the graduate program and leave requests.

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## 1. International Student Administrative Requirements

### Study Permits

A copy the student's Study Permit and Passport must be entered into their official student file. Electric copies are preferred and can be emailed to [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca) and will be added to the student's existing file.

### Account Holds

An Account Hold occurs if a student received a Conditional Acceptance to the University of Saskatchewan. A hold will result in a student being unable to register for courses at the University of Saskatchewan. The nature of the hold(s) will be described in the student's official acceptance letter. To have any/all holds removed the student must, make sure all the conditions on the letter of offer have been met. IF you have any questions on your hold, you can email [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca) . Once all conditions are met, the holds will be removed, and the student will be free to enroll in classes.

### Social Insurance Number

If a student is receiving any form of financial support, he/she will be required to have a Social Insurance Number (SIN). If a student is required to obtain a SIN, a letter of Confirmation of Enrollment can be obtained through their PAWS channel and taken to the Saskatoon Service Canada Office located inside of Market Mall, 2325 Preston Avenue.

### International Student & Study Abroad Centre (ISSAC)

If an International Student requires assistance regarding visa applications, funding, work permits, or other inquiries associated with international studies, the student may visit the International Student and Study Abroad Centre located in Room 80 of Lower Place Riel.

## 2. Domestic & International Student Administrative Requirements

### Tuition

Students must make arrangements to pay tuition. Tuition will appear on a student's account after they have registered for their CE 990 classes. If a student has any questions about tuition and payments, he/she can contact the Student Finance and Awards in the Administration Building.

### Student Finance and Awards, SESD

E40-105 Administration Place

University of Saskatchewan

Saskatoon SK S7N 5A2

Hours: 8:30 a.m. – 4:30 p.m. Monday to Friday

Tel: 306-966-4595

Email: [student\\_accounts@usask.ca](mailto:student_accounts@usask.ca)

Students can also pay tuition with on-line banking, PAWS and through the mail. More information can be found <https://students.usask.ca/money/tuition-fees/pay.php#Howtopay>

## **University of Saskatchewan Computer Network Access**

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 you can contact the IT Service Desk in the following ways:

**TELEPHONE SUPPORT: 306-966-2222 or 1-800-966-4817 Toll Free in Canada**

**EMAIL SUPPORT: [servicedesk@usask.ca](mailto:servicedesk@usask.ca)**

## **Student ID & Library Card**

Students require a Student ID card, which will allow them to have access to University Facilities and to be able to apply for a U-Pass. Students can only receive a card once they have registered for courses. Student ID can generally be procured from the Student Bookstore located in Marquis Hall. During the first portion of the Fall term this location is subject to change because of the higher influx of students entering the University.

## **U-Pass**

The U-Pass offers students huge savings for transportation on Saskatoon Transit and is mandatory for most students. U-Pass stickers can be picked up or reactivated at the Information Centre in Upper Place Riel. Students must reactivate their U-Pass stickers each term.

## **3. Graduate Course Requirements**

### **Graduate Research Classes CE 992, CE994 and CE 996**

#### **M.Eng. Students CE 992**

In addition to 24 academic credit courses, approved by the supervisor, M.Eng. students are required to be enrolled in CE 992 in Term 1, 2, and 3 for each Academic year for the duration of their time in program. Course permission is not necessary for students to register in this course. Student may register on their own without approval. Failure to do so will result in the need to submit a late enrollment form. Contact your Graduate Assistant for details on how to submit a late registration at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca) .

#### **M.Sc. Students CE 994**

In addition to 15 academic credit courses, approved by the supervisor and the Advisory Committee, M.Sc. students are required to be enrolled in CE 994 in Term 1, 2, and 3 each Academic year for the duration of their time in program. Course permission is not necessary for students to register in this course. Students may register on their own without approval. Failure to do so will result in the need to submit a late enrollment form. Contact your Graduate Assistant for details on how to submit a late registration at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca) .

## **Ph.D. Students CE 996**

In addition to 6 academic credit courses, approved by the supervisor and the Advisory Committee, Ph.D. students are required to be enrolled in CE 996 in Term 1, 2, and 3 each Academic year for the duration of their time in program. Course permission is not necessary for students to register in this course. Students may register on their own without approval. Failure to do so will result in the need to submit a late enrollment form. Contact your Graduate Assistant for details on how to submit a late registration at [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca).

## **CE 990 Seminar**

### **Faculty Seminars**

CE 990 includes a series of seminars held during Terms 1 and 2 each Academic year. Students must attend each seminar topic once to be eligible for graduation. It is recommended that students attend the seminars during their first year of studies. Failure to attend all seminars during the duration of the student's time in program will result in a delay during the student's graduation process.

### **Student Seminars**

CE 990 also includes a Graduate Student Seminar, which is typically hosted in January, sometimes February, of every year. M.Sc. students are required to give a research presentation at this seminar, at least once during their time in program. Ph.D. students are required to present twice during their time in program.

### **Graduate Classes**

All students must meet with their supervisor(s) to determine which classes, the student will take. The student will be required to take a Course Registration Form (Appendix A) with them to the meeting with their supervisor. This form must be filled in and signed by the supervisor and the appropriate course instructors. Once this form is completed it may be returned to the Graduate Assistant (GA) by email to [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca). If this form is not submitted to the GA, then the classes will not be added to the Student Program of Studies, and they will be unable to register in the course(s) they are required to take. For M.Sc. and Ph.D. students, the Program of Studies must be approved by the advisory committee at the first available opportunity (e.g., the initial advisory committee meeting).

### **Undergraduate Classes**

The number of undergraduate courses that can be taken for credit towards the student's degree can be found in the Academic portion of the Graduate Student Handbook. To take an undergraduate course, the student must receive permission from their supervisor(s). Once permission has been obtained, the student may register for the course, but must make sure they notify the Graduate Assistant to have the course added to their Program of Study and have the undergraduate class tuition waived. Please email [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca) once you have registered in the undergrad class so the Graduate Assistant can have the tuition for the class adjusted for you.

## **GPS 960 – Introduction to Ethics and Integrity**

GPS 960 is an online ethics course offered by CGPS. This course MUST be taken during the student's first term at the University of Saskatchewan. Failure to do so will result in a hold on the student's account, which will prevent the student from registering in any further courses/academic terms. Students are required to complete this course to be eligible to graduate,

### **Note**

Additional GPS courses may be required depending on the nature of the student's research. A decision regarding the student's enrollment in these additional courses will be made by the student's supervisor

1. GPS 961 – Research involving humans
2. GPS 962 – Research involving animals

### **Add/Drop Deadlines**

A list of Add/Drop deadlines for each academic term can be found at the link below:

<https://students.usask.ca/academics/classes.php>

These dates pertain to the final dates that a student can register for a course before they need to submit a late enrollment form (see link under late enrollment below), and the last day(s) they are able to withdraw from a course. If a student withdraws from a course after the first set of Add/Drop dates, the student will receive a 'W' on their academic transcript. This indicates a student withdrew from the course. Please note that there will be no refund of tuition, as graduate students pay flat a Graduate level tuition, which is not based on the number of courses they are enrolled in.

### **Late Enrollment**

In the event a student does not register for a course before the first Add/Drop Deadline, a late enrollment form must be completed and submitted. An administrative fee of \$35.00/class must be paid for each late enrollment submitted. Please contact your Graduate Administrator for instructions at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca).

### **Auditing a Course**

Students may audit a course with permission from their supervisor. Permission must also be obtained from the course instructor. Once permission has been given, the student will need to register and notify the Graduate Assistant for instructions at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca).

## **4. Health, wellbeing, and personal safety**

Graduate studies can be a stressful time for students. Intense course work, late-night studying, the stress of research and anticipation of results, and the lonely hours of preparing and defending your thesis are part of graduate studies. These factors can have a personal toll on students' physical and mental health. The University of Saskatchewan has a comprehensive plan for students' health and wellbeing.

The following provides information regarding the student health plan, health services available on campus, and an overview of recreational programs.

### **Medical Health**

Two parts of medical health at the University of Saskatchewan are to be considered: primary provincial health care and University Student Health Plan.

### **Provincial Health Coverage**

All residents of Saskatchewan are covered by Provincial Health Care coverage. Details on coverage and enrollment can be found at the following webpage: <https://students.usask.ca/health/health-plans.php#AccessingHealthCare> . Permanent residents of Saskatchewan are enrolled and are required to apply for a health care card if they do not currently have one. Canadian residents who are new to Saskatchewan are to apply within 90 days of moving to the province. International students (and their family members) are eligible for enrollment provided the following conditions are met: Eligibility requirements for the enrolled student:

- have a valid study permit
- provide proof of a registered, full-time status at the University of Saskatchewan
- have a Saskatchewan residence address
- Eligibility requirements for students' spouse and children:
  - be living with you at a Saskatchewan residence
  - have immigration documents allowing them to stay longer than six months (visitor record)
  - proof of living at a Saskatchewan residence

**STUDENTS WHO DO NOT HAVE EXISTING SASKATCHEWAN PROVINCIAL HEALTH COVERAGE ARE TO APPLY FOR HEALTH CARE CARD AT THE FOLLOWING WEB PAGE:**

<https://www.ehealthsask.ca/residents/health-cards/Pages/Apply-for-a-Health-Card.aspx>

### **University of Saskatchewan Student Health and Dental Plan**

As part of admission, graduate students are enrolled in the University's extended health and dental, vision and travel coverage plan. Information regarding the Graduate health plan is found at the following web page:

[http://www.studentcare.ca/View.aspx?locale=en&uid=UniversityofSaskatchewangraduatestudentsGSA\\_Home&](http://www.studentcare.ca/View.aspx?locale=en&uid=UniversityofSaskatchewangraduatestudentsGSA_Home&)

In addition, the following web page provides a summary of the coverage provided by the extended health plan:

<http://www.continuumplan.com/covered.php>



## Personal Wellbeing

Graduate studies is an individual pursuit that can involve extended periods of solo-work that will challenge the limits of your knowledge. This pursuit can cause uncertainty in yourself, feelings of isolation, increase of workload and can have a detrimental impact on your personal life. In addition, international students face additional challenges in dealing with new climates, new city, new cultures and separation between their family and support network. **For any student, resources are available and accessible at The University of Saskatchewan to guide you through graduate studies.** The following provides an overview of services available at the University:

<https://students.usask.ca/health/centres/counselling-services.php#Servicesforstudents>

International students who are wanting to connect to other students and services are encouraged to visit the International Students and Study Abroad Center. Details of the center and resources available are found at the following web page:

<https://students.usask.ca/international/issac.php#Programs>

**Students are encouraged to discuss their personal wellbeing and any outside issues that are affecting their studies with their supervisor.**

## Physical Activity and Recreation

It is not uncommon to spend a full day at the computer screen during graduate studies and repeat the process the next day! Students are encouraged to balance their studies with pursuits outside of academia. The University of Saskatchewan offer numerous facilities, programs, and services to assist in physical activity and recreation. Details are provided at the following web pages:

Physical Activity:

<https://students.usask.ca/health/athletics.php>

Clubs and Student Groups:

<https://fms.ussu.ca/fmi/webd?homeurl=https://fms.ussu.ca/index.html#RatifiedCampusGroups>

## 5. Required Health and Safety Training

Graduate students in the Department are required by U of S and College of Engineering policy to take requisite occupational health and safety training provided through U of S Safety Resources. As well, all graduate students must participate in local worksite specific orientation training provided by the faculty and/or staff responsible for the laboratories and facilities to be used during their program of studies.

Regardless of the expected length of service or employment arrangements, all graduate students are expected to self-register and attend all requisite Safety Services courses as soon as the courses are available, and it is reasonably possible to attend; typically, within the first two months of service. ***There is no cost for this training, and time spent at the courses is considered time “at work” towards your program requirements.***

The College of Engineering’s Researcher, Graduate Student and Worker Orientation Checklist link is provided in your PAWS Channel under My College. Further to laboratory-specific safety training, the Orientation Checklist identifies the following notable requirements:

- Laboratory Safety Course (online course; required for all graduate students)

- Workplace Hazardous Material Information System (WHMIS) (online course; required for all graduate students)
- Safety Orientation for Employees (online course, required for all graduate students)
- Safety Orientation for Supervisors (online course, required for graduate students who will serve as laboratory teaching assistants, or in other situations where they are responsible for supervising others)
- COVID 19 Training (online course, required by all graduate students)

**The Laboratory Safety Course and the WHMIS course are valid for three years.** As such, students taking longer than three years to complete their programs will have to re-take these courses shortly before they expire.

Course descriptions and registration can be found in your PAWS Channel.

Students must submit certificates demonstrating successful completion of each course to their supervisor, the Graduate Assistant at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca), and (if requested) to laboratory technical staff.

Students may not access U of S laboratories, nor may they serve as laboratory teaching assistants, until they have completed the required safety training. All key request forms must have a copy of the completed and fully authorized orientation checklist attached if laboratory space access is being requested.

## 6. Employment

If a student is a M.Sc. or Ph.D. student, and receiving funding, then they must fill in the appropriate income tax forms – TD1 and TD1SK. These tax forms can be found at the links below:

- <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms.html>

Once the forms have been completed the student must send them to the Department of Civil, Geological, and Environmental Engineering's Graduate Assistant at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca). Further employment documents, such as direct deposit forms, can also be collected from the Administrative Assistant. If a student does not yet have a bank account, they should open one as soon as possible.

## 7. Graduate Desk, Laboratory Space, Lockers and Building Keys

### Graduate Desk Space

M.Sc. and Ph.D. students are entitled to have a workspace. A student should first consult with their supervisor to determine if their supervisor has any available space for them in either a room or lab controlled by their supervisor. If a supervisor does not have space, the student may submit a request for space to the Graduate Assistant by emailing [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca) and be placed on the wait list for a graduate desk.

## Lockers

For any students looking to for Lockers, you can email [egcc.finance@usask.ca](mailto:egcc.finance@usask.ca) and request one. They are in limited supply.

## Building Keys

To obtain building keys a student must complete a key request form – located at this link: <https://paws5.usask.ca/#engineeringresources> . Once completed, the student can return the form to the Graduate Commons via email to, [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca) . Keys generally take 2 to 3 business days to be delivered. Once the keys are ready to be collected the student will receive an email to notify them that the keys may be picked up from Room 1B97.3 in the Engineering Building. Students should first meet with their supervisor to determine what building, room, and laboratory keys the student may require. **Students cannot obtain keys without first having completed the required safety training.**

## 8. Voluntary Withdrawal from the Graduate Program

Students who wish to withdraw from their graduate program must submit a JIRA ticket via the link below.

<https://students.usask.ca/graduate/appeals-leaves-extensions.php#Withdrawal>

Please make sure the Graduate Assistant and the Graduate Chair have been added to this request. Additionally, students must withdraw from any courses they are currently registered for through PAWS immediately. **Failure to do so can result in a faculty action of Required to Discontinue (RTD) that will remain on your official academic record. No further written communication from College of Graduate and Postdoctoral Studies will follow. Please check PAWS (<http://paws.usask.ca>) to confirm your status.**

## 9. Leave of Absence

Leaves of absence are available to students for compassionate, medical, parenting, educational, and 'Co-op Program'/Industry reasons. Leaves of absence are normally granted in four-month blocks to coincide with the registration terms (Sept 1 to Dec 31; Jan. 1 to Apr 30; May 1 to Aug 31). Maternity, adoption, and parenting leave may be granted for eight- or twelve-month blocks.

The Head of the academic unit or Graduate Chair has the authority to approve a first-time leave request of up to 4 months for compassionate or medical reasons. For maternity, parental or adoption reasons, the leave may be approved for up to 12 months immediately following a birth or adoption. Short-term leaves of less than one month should also be managed within the home academic unit. Extensions to the initial leave period must be approved by CGPS.

Requests for leaves should be discussed as early as possible with supervisors so that appropriate accommodations can be made prior to the beginning of the leave. Requests should be made in writing

by the student for a minimum leave of four months to a maximum leave of twelve months by following the steps in Appendix D.

## **10. Miscellaneous Information & Forms**

### **Academic Honesty**

Carefully read the document in Appendix C and be sure to visit all the links included in the document. Once done, please sign and return to the Grad Commons Office via email to [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca), so that a copy of the document may be put in your academic file.

### **Emergency Contact**

This form is entirely optional for a student to fill in. The information will ONLY be used in the event a student becomes ill, must be hospitalized, or has gone missing. If a student wishes for emergency contact information to be placed in his/her file, then they may fill in the form and submit it to the Graduate Assistant via email at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca). Please see Appendix B for the form.

### **Map of the University**

<https://www.usask.ca/maps/>

Appendix A – Graduate Studies Class Permission

ENGINEERING GRADUATE STUDENT CLASS PERMISSION FORM

<b>DEPARTMENT:</b>	
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NAME:

STUDENT  
NUMBER:

NSID:

DEGREE:

**PLEASE NOTE:** GPS 960.0 - Introduction to Ethics and Integrity

This is a program requirement for All Graduate Students! It is an on-line course & you MUST REGISTER AND COMPLETE this in the first term of your program

SUBJECT	NUMBER	CRN	TERM	INSTUCTO RINITIALS

STUDENT SIGNATURE:

SUPERVISOR SIGNATURE:

DATE SIGNED:

**Remember: You must maintain registration in your home department's 990 (Fall, Winter) as well as your corresponding research course for your ENTIRE PROGRAM.**

**M.Eng. - 992 (Spring/Summer, Fall, Winter)**

**M.Sc. - 994 (Spring/Summer, Fall, Winter) Ph.D. - 996 (Spring/Summer, Fall, Winter)**

**Please email the completed and signed form to [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca)**

Print

Reset Form

Submit Via Email

Appendix B – Emergency Contact

**\*\*\*\*CONFIDENTIAL EMERGENCY CONTACT INFORMATION\*\*\*\***

Voluntarily Submitted by Faculty, Staff and Graduate Students

College of Engineering

General Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Contact Information

Contact Person: (#1) \_\_\_\_\_ (#3) \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Contact Person: (#2) \_\_\_\_\_ (#4) \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Medical Information

Doctor's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Sask. Health #: \_\_\_\_\_

Allergies: \_\_\_\_\_  
\_\_\_\_\_

Other Pertinent Info:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please fill in all or partial information and return to your Graduate Assistant at [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca).*

Appendix C – Academic Honesty

**Declaration of Academic Honesty**

Graduate Program  
College of Engineering  
University of Saskatchewan

I, \_\_\_\_\_ acknowledge that (Print Name)

- I have read and understood Principle 1: Learning and Growth on the University of Saskatchewan’s website <https://secretariat.usask.ca/governance/guidelines-for-academic-conduct.php>
- I have read and understood Principle 2: Honesty and Integrity on the University of Saskatchewan’s website <https://secretariat.usask.ca/governance/guidelines-for-academic-conduct.php>
- I have read and understood Principle 3: Respect and Dignity of Others on the University of Saskatchewan website: <https://secretariat.usask.ca/governance/guidelines-for-academic-conduct.php>
- I have read and understood the Academic Misconduct information found on the University of Saskatchewan’s website <https://secretariat.usask.ca/student-conduct-appeals/index.php>
- I am aware of the university’s policies and procedures for cases of academic dishonesty and the penalties that could be imposed; an overview of this information as well as the complete Student Academic Misconduct Regulations can be found on the University of Saskatchewan’s website <https://secretariat.usask.ca/student-conduct-appeals/academic-misconduct.php>

I, \_\_\_\_\_ agree to abide by these policies. (Print Name)

Signed, \_\_\_\_\_  
(Signature)

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the completed and signed form to the Graduate Assistant at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca) .

## Appendix D – Steps to Applying for Leave of Absence

When requesting a leave of absence, please follow the steps below:

- 1) Submit your request to your supervisor/committee in writing. Included in this request must be the following:
  - A clear indication of what type of leave is being requested
  - The start and end dates of the leave being requested
  - An explanation of the circumstances necessitating the leave
  - Documentation from a practitioner, where applicable
  - Please note that specific diagnoses, details of conditions, details regarding medication, treatment, etc. are NOT required.
  - Notes from the practitioners must state how long the Practitioner has been treating the student and specific dates/duration of time away being recommended. We also ask that the functional limitations of the student be described to ensure appropriate accommodation
- 2) Once a leave has been approved by your supervisor/committee, it can be given to the Graduate Assistant via email at [engrgrad.support@usask.ca](mailto:engrgrad.support@usask.ca) . The Graduate Chair for the department then must approve the request. The request should not be submitted directly from the student to CGPS – it must be submitted by the academic unit to the CGPS Advisor assigned to that unit. All the information and documentation outlined in Step 1 must be included in the request forwarded to CGPS.
- 3) Once a leave has been approved by CGPS, the assigned CGPS Advisor will send an e-mail notifying the student and their academic unit. While you are on leave, you are not assessed tuition. Additionally, leaves of absence do not count toward your time in program. Some fees may still be charged.