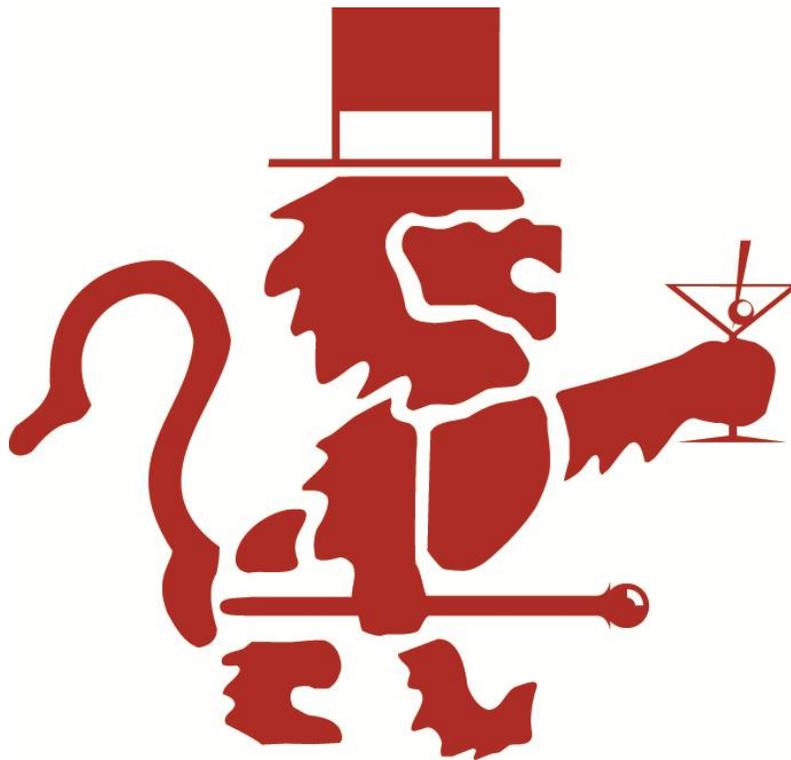


# **THE GRAD HANDBOOK**

**The Survival Guide for Engineers  
Planning to Graduate in October  
2016 or February 2017**



**Version 5.0**

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# INTRODUCTION – Message from the UMES Grad Director

Well, this is it, the final year of your degree! Time to get by these last few courses, and then you're out the door to begin life as an Engineer! Well, that and... declare your graduation, get grad photos, support grad fundraisers, attend the Iron Ring Ceremony, Convocation and the Year End Formal!

We know this can all feel stressful, that's why we put together the Grad Handbook! Included is everything you need to know to survive graduation, filled with important dates, information on how to declare your graduation date as well as information about all the events, in hoping to make your last year as memorable as possible.

So, give it a read, study up one last time to make your transition into graduation as smooth as possible.

If you have any questions, please feel free to contact myself or any of the grad directors by emailing [grad@umes.mb.ca](mailto:grad@umes.mb.ca).

Congratulations, and good luck!

Paul Boily

UMES Graduation Chair 2016-2017



## Important Dates – Fall Term 2016

**August 4:** .....Last Day to Apply Online to Graduate in February

September 8:.....First Day of Classes

September 8–21:.....Fall Revision Period

September 28:.....Pizza Sale in the Atrium

October 6–7: .....Fall Term Break (No classes)

October 10: .....Thanksgiving Day (No classes)

November 9: .....Samosa Sale in the Atrium

**November 9:**.....**Iron Ring Orientation/Information Session (Attendance Mandatory)**

November 11: .....School Closed (Remembrance Day)

**November 15:**.....**Iron Ring Registration and Ring Sizing (Attendance Mandatory)**

November 18: .....Fall Term VW Deadline

**November 22:**.....**Iron Ring Ceremony for February Grads**

**November 23 & 24:**.....**Grad Photos for February Grads**

November 30: .....Fundraiser in the Atrium (TBA)

December 9:.....Last Day of Classes

December 12–22:.....Exam Period

Dec 23 – Jan 2: .....School Closed (Holidays)



## Declaring Your Graduation Date

University of Manitoba students may graduate in the Spring (May/June), Fall (October), or Winter (February) of each year. In order to graduate, you must declare your graduation date by these deadlines:

- Deadline for February 2017 Graduates will be **August 4<sup>th</sup>, 2016**  
This date is for students who will have completed all of their course work and program requirements by the end of the Fall 2016 academic term.

### To Declare Your Graduation Date

You must apply to graduate (that is, declare your graduation date) using Aurora. Before doing so, it's recommended that you talk to your department's undergraduate advisor to make sure you have completed all of the program requirements to graduate (see below).

Once you've declared your graduation date, check your University of Manitoba e-mail account for confirmation. If you need to change your graduation date after you've submitted it on Aurora, you must talk to your department's undergraduate advisor.

### Declare your graduation date on Aurora:

1. Log on to Aurora
2. Click on "Enrolment & Academic Records"
3. Click on "Declarations"
4. Click on "Declare Graduation Date"
5. Choose your graduation date and submit the web form





# Iron Ring Ceremony

Presented by Camp 8

**The Ritual of the Calling of an Engineer**, also known as the **Iron Ring Ceremony**, is a uniquely Canadian tradition, and is neither religious nor obligatory. However, engineers are only able to wear the iron ring if they take part in the ceremony. The ring is given to graduates to symbolize their commitment to upholding the standards of the profession.

## For February Graduates:

- Iron Ring Ceremony: **November 22<sup>nd</sup>, 2016** in the Mutli-Purpose Room of the University Centre **starting at 8pm.**
- \* Pre-ceremony orientation session on **November 9<sup>th</sup>, 2016** in **EITC E3-270** at **5:30pm.**
- \* Ring sizing and registration session on **November 15<sup>th</sup>, 2016** in the sixth floor staff lounge, **EITC E2-609 (West Door)** between **1:30-4pm.**

*\* Attendance required.*

## Before the Ceremony

Before the Iron Ring Ceremony, all graduates must attend the Information Session and Ring-Sizing & Registration session. Please bring Photo ID for registration, and \$25 (cash only) for the ring sizing.

Graduates are welcome to invite up to four guests to the ceremony, and will need to pre-purchase tickets for them at a cost of \$10 each. These tickets will be available at the Ring-Sizing sessions.

### **MONEY FOR RING SIZING AND GUESTS MUST BE IN CASH ONLY!**

Graduating students do not have to apply to be eligible for the ceremony. The Dean's Office provides Camp 8 with a listing of all students who intend to graduate, both fall and spring. However, each student **must have notified their Department of their intention to graduate by August 4<sup>th</sup>, 2016. If your name is not on the list you must provide a letter from your Department stating its agreement that you intend to graduate.**



An obligated engineer will present graduates their iron ring. If you would like, you can have a friend or family member who is a ring-wearing engineer present you with your ring (they can pay the \$10 guest fee at the door). Please contact Dave Ennis ([ns2@mymts.net](mailto:ns2@mymts.net)) for more information.

All important information such as arrival time, dress code, etc will be provided at the orientation session.

### **The UMES Iron Ring After Party**

After the Iron Ring Ceremony on November 22, 2016, come to **The Hub** on **third floor University Centre** to celebrate with your fellow graduates! More information about drink specials will be available soon.

### **Camp 8 Contacts**

**Dave Ennis, P.Eng.** – [ns2@mymts.net](mailto:ns2@mymts.net) – 453-8363



# Grad Photos

All graduating students are encouraged to have their grad photos taken. These photos will be included in the yearbook (see next section) as well as the graduate composite (take a look at the composites on the first and second floor of E1!)

Engineering grad photos will be taken by Lifetouch **in the Engineering Student Lounge** on:

- **For February 2017 Graduates:**
  - November 23<sup>rd</sup> and 24<sup>th</sup>, 2016
- **Retakes:**
  - Date TBA

## Signing up for Grad Photos

**February Grads (November Pictures)** – You must go to the window to sign up for your grad photo session.

The sitting fee will be \$25, and your photo session will be 15 minutes in length. You can also order a grad composite for \$25 that is to be paid at your photo session.

## The Grad Photo Session

You will get eight poses (7 traditional and 1 casual), and can add 3 poses (or have pictures taken with siblings or friends) for an additional \$5 fee. You can bring multiple outfits, but for cap and gown pictures a collared shirt is recommended.

Your gown pose (your “mug” shot) will be included in the yearbook. As such, there will be a required form for you to fill out for UMES at your photo session.

## Ordering your Grad Photos

Lifetouch will send the proofs of your grad photos directly to you, and you can order the pictures you want online directly from them. Your proofs will arrive within 2 weeks of your photo session. If you have not received them after 2 weeks, please contact Lifetouch at 1-888-676-1647.



## Can't make it to the Photo Session?

If you cannot make it to the scheduled photo sessions for retakes in Engineering, please contact Tina at (204) 272-3500 or [tgoncalves@lifetouch.ca](mailto:tgoncalves@lifetouch.ca) to schedule an appointment with the Lifetouch Studios.

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## The Yearbook

Each year, the UMES Yearbook Directorship compiles photos from the many events that take place in Engineering, as well as the mug shots of all of the graduates. These yearbooks are a great way to remember your time in the faculty!

### Free Yearbook for Graduates

UMES is pleased to give each graduate a free yearbook. At your photo session with Lifetouch, there will be a required UMES form for you to fill out. This will help us put the yearbook together, and is also so we can contact you when the 2016-2017 yearbooks have been printed.

### Contact the Yearbook Directorship

The yearbook directorship is always looking for more pictures, and if you have any that you would like to see in the 2016-2017 yearbook please e-mail them at [yearbook@umes.mb.ca](mailto:yearbook@umes.mb.ca).



# Graduation Dinner & Year End Formal

The Engineering Graduation Dinner & Year End Formal are organized each year by UMES. The dinner is an opportunity for students, faculty, friends and family to celebrate the accomplishments of the graduates. The celebrations continue into the Year End Formal, a dance in which all engineering students are invited to party with the graduates in the last UMES social event before final exams.

The events will be hosted at the **Victoria Inn Hotel** on **Saturday April 1, 2017**, with the timing as follows:

- Cocktails from 5:00 pm – 6:30 pm
- Dinner from 6:30 pm – 9:00 pm
- Dance from 9:00 pm – 1:00 am

## Purchasing Tickets

Tickets can be purchased by contacting the UMES Grad Director, Paul at [grad@umes.mb.ca](mailto:grad@umes.mb.ca). Graduation Dinner & Dance tickets will be \$50, and tickets for the Year End Formal only will be \$10.

Either type of ticket can be purchased using cash or cheque. A ticket purchase order form must be filled out in order to purchase dinner tickets. This form will be available in the UMES Office as well as online, once tickets go on sale.

**Tickets for the Graduation Dinner & Dance will go on sale on the week of January 30, 2017 for \$50**

## About the venue

The UMES Graduation Dinner & Dance will be held at the Victoria Inn Hotel, near the airport:

Victoria Inn Hotel

1808 Wellington Avenue

For more information about the venue, please see: <https://winnipeg.vicinn.com>

Our events will be held in the South Centennial room and the East Foyer on the main floor of the hotel, where coat check will be available. Free parking will be available at the hotel for all guests of the dinner and dance behind the hotel.



## The Graduation Dinner

The Graduation Dinner is a formal event, and all graduates are encouraged to invite their family. Faculty and staff from Engineering have been invited to celebrate the achievements of the graduates. During the dinner, there will be speeches, toasts/roasts to the professors and graduates, as well as the ritual Passing of the Stick (for more information on this ritual, please see the UMES website).

## Dinner Menu

Guests will have their choice of the following selection of entrées:

**Manitoba Chicken:** A roasted chicken breast stuffed with cream cheese, Mozzarella, sautéed Manitoba mushrooms, garlic and topped with a roasted red pepper sauce.

**Vegetable Tian:** Layers of vegetable ratatouille, sautéed spinach and onions topped with a grilled Portabella mushroom on a bed of Sushi rice.

**Sirloin Steak (8oz):** Charbroiled 8oz Certified Angus Beef Sirloin.

In addition, the following are included with the entrées:

**Garden Salad**

**Half stuffed baked potato**

**Green beans & grilled zucchini**

**Turtle chocolate lava dessert**

**Pinot Grigio & Cabernet Sauvignon (1 bottle of each)**

When purchasing dinner tickets you will be able to specify your meal choice. If you have any allergies that we should be aware of, please indicate them on the dinner ticket form.



## The Year End Formal

The Year End Formal is open to all Engineering students. It is the last UMES social event before final exams, and students are encouraged to invite their friends as well.

Tickets are only \$10, and make sure you dress to impress as there will be a photo booth to capture lasting memories! Keep posted to find out the drink prices, as well as the new specialty drink: The Red Lion. Also, keep checking back to find out who will DJ the event.

**Tickets for the Year End Formal will become available at the end of January.**



# Convocation

The University of Manitoba holds convocation ceremonies twice a year: in May/June (for both February and Spring graduates), and October (for Fall graduates). After you declare your graduation date on Aurora, more information about convocation will be sent to your University of Manitoba e-mail address.

## What is Convocation?

Convocation is the formal ceremony that marks the successful completion of a student's degree. At this ceremony you will receive your parchment. All graduates are encouraged to attend and invite their family and friends.

## When is convocation?

The date for the fall convocation is **Tuesday, October 18, 2016 at 3:30pm**. The date for the spring convocation is to be announced.

## More Details about Convocation

Convocation will take place in the IGAC on the Fort Garry Campus. Graduates will wear academic hoods, gowns, and caps in the colours of their Faculty, provided by the university. Logistical details regarding convocation will be sent to your University of Manitoba e-mail address after you have declared your graduation date on Aurora.

## Claiming your Parchment elsewhere from Convocation

Convocation is not mandatory. If you are unable to attend your convocation, you will still receive your degree. The Registrar's Office will hold on to all parchments that have not been picked up for up to twelve months after graduation, after which they will be destroyed. If, for whatever reason, you do not receive your parchment then it is your responsibility to contact the Registrar's Office within twelve months of graduating. After this period you will have to pay the replacement fee to receive your parchment.



## More Information

For more information regarding convocation, please contact the Registrar's Office in 400 University Centre. Check [http://umanitoba.ca/student/records/convocation/convocation\\_dates\\_and\\_times.html](http://umanitoba.ca/student/records/convocation/convocation_dates_and_times.html) for detailed convocation dates for all faculties.



# Teaching Awards

The Faculty of Engineering is fortunate to have many excellent teaching staff – both professors and instructors. If you have had a teacher who has enriched your experience in Engineering, consider nominating them for one of the University of Manitoba’s Excellence in Teaching Awards.

## The Graduating Students’ Excellence in Teaching Award

Only graduating students can nominate a professor for this award, given out by the Faculty of Engineering. One award is given each year to one professor in each department: Biosystems, Civil, Electrical & Computer, and Mechanical.

**Deadline:** April 1<sup>st</sup>, 2017

**Nominations and Terms of Reference:**

[http://umanitoba.ca/faculties/engineering/student\\_resources/sr\\_excellence.html](http://umanitoba.ca/faculties/engineering/student_resources/sr_excellence.html)

## The Saunderson & Stanton Excellence in Teaching Awards

Nominations for these university-wide awards are accepted throughout the year, and can be submitted by graduates, academic staff and graduates of the three previous years. However, each student can only nominate one professor per year. Professors who have received one of these awards in the last 10 years are not eligible for nomination.

**Deadline:** TBA

**Nominations and Terms of Reference:**

[http://intranet.umanitoba.ca/academic\\_support/catl/awards/uofm/saunderson.html](http://intranet.umanitoba.ca/academic_support/catl/awards/uofm/saunderson.html)



## Alumni Information

If you would like to keep in contact with the Faculty of Engineering at the University of Manitoba once you graduate, please contact Amber Skrabek to join the alumni e-mail list.

**Amber Skrabek**

Engineering External Communications Specialist

(204) 474-9034

E1-284B EITC

[amber\\_skrabek@umanitoba.ca](mailto:amber_skrabek@umanitoba.ca)



## Sponsors

The Graduation Dinner & Year End Formal were organized this year by UMES, but would not be possible without the generous support of our sponsors. Sponsor information is still TBA.

**Thank you to all of our 2017 sponsors!**