

THE GRAD HANDBOOK

The Survival Guide for Engineers
Planning to Graduate in May 2020



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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 the grad directorship by emailing us at grad@umes.mb.ca.

Congratulations, and good luck!

Grad

UMES Graduation Directorship 2019-2020



Important Dates – Winter Term 2019

January 20:	Last Day to Apply Online to Graduate in spring 2020
January 6–17:	Winter Revision Period
January 20-24:	Grad Photos for Grads
February 4:	Tuition Deadline
February 17:	Louis Riel Day (No classes)
February 18-21:	Winter Term break (No classes)
TBA	Iron Ring Orientation/Information Session (Attendance Mandatory)
TBA	Iron Ring Registration and Ring Sizing (Attendance Mandatory)
March 18:	Winter Term VW Deadline
March 24:	Iron Ring Ceremony
April 10:	Good Friday (no classes)
April 7:	Last Day of Classes
April 13-25:	Exam Period
June 4-9:	Convocation Ceremonies



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 the deadlines set by the university.

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 email 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



Engineering Department Undergraduate Advisors

Biosystems

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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.

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. If your name is not on the list you must provide a letter from your Department stating its agreement that you intend to graduate.**

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

Camp 8 Contacts

More information can be found on Camp8ironring.ca

The UMES Iron Ring After Party

After the Iron Ring Ceremony on March 24th, 2020, come to **The Hub** on the **third floor** of **University Centre** to celebrate with your fellow graduates! More information about drink specials will be available soon.



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 Those Graduating in May 2020:**
 - January 20 to January 24th, 2020
- **Retakes:**
 - February 13, 14
 - March (TBA)

Signing up for Grad Photos

April Grads – You must sign up online through the lifetouch website. www.lifetouch.ca/wpgsales

Note: you must fill in the right faculty information to be included in the engineering photos.

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 in cash, credit or debit.

The Grad Photo Session

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 to schedule an appointment with the Lifetouch Studios.

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!

Yearbook for Graduates

Yearbooks are subsidized by UMES and can be purchased for \$20 each. 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 2019-2020 yearbooks have been printed. Information will be sent out with the link to purchase shortly.

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 2019-2020 yearbook please email them at 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 **Canad Inns Destination Centre Polo Park** on **Saturday March 28, 2020**, 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 – 2:00 am

Purchasing Tickets

Tickets will be purchased through EventBrite this year. This will allow grads to choose seating as well as the number of tickets needed for the dinner. Look out for the link to in an email sent at the end of February.

Tickets for the Graduation Dinner & Dance will go on sale for \$50 and the date will be sent out in an email to all the Grads.

About the venue

The UMES Graduation Dinner & Dance will be held at the Canad Inns, near Polo Park Shopping Center:

Canad Inns

For more information about the venue, please see: www.canadinns.com

Our events will be held in the Ambassador Ballroom, 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

Note: this is last year's menu, more detailed meal info will be available on the registration form

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

Fillet of Beef & Chicken Combo: 4 oz fillet of beef and 4 oz tender breast of chicken topped with brandy au jus

Roasted Eggplant Tower: Panko Crusted Eggplant with each layer filled with roasted vegetables and mozzarella cheese ragout on a bed of sweet basil tomato sauce

In addition, the following are included with the entrées:

Fresh baked rolls

Butternut Squash with fresh dill soup

Mixed greens with mandarin oranges, sun dried cranberries and toasted almonds drizzled in citrus vinaigrette

Cauliflower florets with lemon pepper

Oven roasted twin chateau potato

Chocolate tiger cake



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!

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



Convocation

The University of Manitoba holds convocation ceremonies twice a year: in October (for those graduating after completing spring semester) and also in May (for those graduating after completing fall or winter semesters). After you declare your graduation date on Aurora, more information about convocation will be sent to your University of Manitoba email address.

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.

More Details about Convocation

Convocation will take place in the Investors Group Athletic Centre 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 email 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 for detailed convocation dates for all faculties.



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 Brandy O'Reilly to join the alumni e-mail list.

Brandy O'Reilly

Communications and Special Projects

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brandy.oreilly@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 2020 sponsors!

