



GSA Resource Guidebook

Graduate Students' Association at the University of Lethbridge

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Welcome to Lethbridge

Accommodation

Both on and off-campus housing listings can be found at: <https://www.uleth.ca/housing> . Also, students can check several websites to view some houses and find accommodation in Lethbridge.

Off-campus housing is available on the U of L website:

<https://www.uleth.ca/offcampushousing>

GSA/L.A. Transit U-Pass Program

The Universal Transit Pass (U-Pass) programs include giving students enrolled in participating post-secondary institutions unlimited access to local transit. Since fees are collected from a large participant base, U-Pass prices are significantly lower than the amount students would otherwise pay for in monthly passes or tickets on their own. U-Pass programs offer students a way to have affordable transportation costs while being at school and not to mention the benefit to both the local community and the environment.

Graduate students cannot opt-out of the U-Pass unless they: (1) are currently in the process of completing practicum work or field work that is located outside the City of Lethbridge for more than 3/4 of the Fall or Spring/Summer semester, or (2) reside outside of the Lethbridge Transit Service area. For more information about opting out visit: <http://ulgsa.org/gsaservices>. To pick-up a new U-Pass, or replace a defective one stop by our office in M2041, call 403-329-2132 or email at gsa@uleth.ca,

Also, for going to Calgary, the Red Arrow is a convenient way of traveling between Lethbridge and Calgary. You can book your ticket from the bookstore by the food court in the SU.

Sights to See

- Coulees
- Indian Battle Heights
- Helen Schuler Nature Center

Alberta is also full of beautiful natural parks, such as Waterton National Park, Writing-on-Stone Provincial Park, Jasper National Park of Canada and Banff National Park.

Weather & Clothing

Lethbridge has varied weather. The summers are warm and dry with temperatures as high as 30°C and above, and the winters reach temperatures well below 0°C (often as low as -30°C). The wide range of temperatures and weather conditions can make packing quite challenging. Make sure to bring your warm clothes or/and to be prepared to purchase some for the months between November and April. You will need a warm winter jacket, boots, gloves, a hat, sweaters, and other warm clothing. A light jacket with a hood is recommended for the Fall months (September - November) and spring months (April - June). In general, people are casually dressed in Lethbridge. Jeans, t-shirts, sweaters, sweatshirts, and a good pair of walking shoes tend to be the clothing items of choice for most University of Lethbridge students. Moreover, you might want to bring some formal clothing for special events and formal occasions. Also, if you have traditional outfits or accessories that you would like to wear on special occasions for international students, you are more than welcomed to do so.

Graduate Students' Association (GSA):

What is the GSA?

The GSA council or GSAC, is the student governing body that represents all graduate students at the University of Lethbridge. It consists of elected representatives from various faculties, ensuring that we have full representation of all faculties to bring different perspectives to the table. In addition to the GSAC, the GSA contains its executive members that consist of the President, Vice-President Student Life and Vice-president Finance and Services. These executives facilitate the work that the GSA does, along with an Office Administrators.

What does the GSA do for you?

The GSA works to provide many services to students, many of which happen “behind the scenes” – stay tuned to the GSA website (ulgsa.org) and keep an eye on your ULeth email account for our updates.

If you have any questions about ongoing initiatives or would like to discuss potential new projects for the GSA, please send us an email (gsa@uelth.ca).

COLLECTIVE AGREEMENT

This Agreement is the contract between academically employed graduate students and the University of Lethbridge. As per the Post-Secondary Learning Act of the Province of Alberta, this Agreement was reached after negotiations between the Governors of the U of L (“the Board”) and the ULGSA Labour Union on behalf of academically employed graduate students. This agreement recognises the importance of graduate assistant(GA) positions to graduate

students as a preparatory phase for future academic or professional careers, and to help respective faculties with the volume of work associated with academic positions. To view the agreement, visit: <http://ulgsa.org/labour-relations>. Or email the ULGSA Labour Union chair at gsa.labour@uleth.ca.

How to contact the GSA?

Graduate Students' Association

Markin Hall 2041, 4401 University Drive W,

Lethbridge, AB, T1K3M4

Canada

[\(403\) 329 – 2132](tel:(403)329-2132),

Office Administrator: Alison Piekema gsa@uleth.ca

GSA President: Lauren Zink, gsa.pres@uleth.ca

GSA VP-Student Life: Nathir Haimoun, gsa.internal@uleth.ca

GSA VP- Finance & Services : Annabella Ansah, gsa.finance@uleth.ca

GSA VP-Labour (ex-officio): Rachel Stark, gsa.labour@uleth.ca

New student checklist

- Getting your student ID, UPass:
You can get your ID by heading to the IT office in Turcotte Hall and ensure you bring your letter of admission with your uleth ID number. The UPass can be activated by emailing the number on the back of your ID to GSA@ULETH.CA.
- Health and Dental Program
You can get your Alberta Health Card by touching base with the health centre. Also, your dental insurance and health card can be obtained from SU office (downstairs) in the Student Union building. Students also can opt out of the plan if they have a private medical insurance.
- Parking:

There are parking regulations on campus. Kindly review the various types of parking options at the University of Lethbridge:

<http://www.uleth.ca/facilities/parking/content/what-types-parking-are-available>

Visitor and Short-term Parking

Visitor and short-term parking is provided in several parking lots on campus. Parking is paid for in Pay and Display permit parking areas. Customers can purchase pay and display permits using coins, credit cards or via the Honk mobile app, depending on which parking lot.

- **Paying Tuition:**

Payments for the University can be made, in person at the Cash Office (located in Anderson Hall) or through telephone and on-line banking at the following institutions:

- ATB Financial
- Bank of Montreal
- Canadian Western Bank
- CIBC
- Citizens Bank of Canada
- Servus Credit Union
- Credit Union Central
- 1st Choice Savings and Credit Union
- HSBC
- PC Financial
- Royal Bank
- Scotiabank
- TD Canada Trust
- TelPay

Also, you can now use your loyalty program points to pay for your U of L fees by using the HigherEdPoints Please refer to HigherEdPoints and Aeroplan for more details:

<https://www.higheredpoints.com/>

<https://www.aeroplan.com/UseYourMiles.do?currentLanguage=en&cid=webup2876>

- **Where to find international student help (the international centre):**

International students have an entire section in this handbook to help with the process of applying and obtaining a study permit, laws mandating their ability to work on and off campus. The international Centre is the office to go to in this case, and they are based in the SU building.

- **Day care:**

The University's day care services are quite unique and helpful, through a lease agreement with University Kid's Campus Daycare Ltd, which is located on campus. For more information, you can visit the webpage: <https://www.uleth.ca/daycare/>.

First Impressions mentoring Program

The GSA First Impressions program aims at facilitating process of grad students moving to Lethbridge, or the transition from being an undergrad to a graduate student, smoother for new graduate students. In this program, we match an incoming student with a current student, who can provide answers to specific types of questions, and sources of information, typically through e-mail and possibly in person. Before moving to Lethbridge, new students can establish a student-mentor relationship by electronic means to get answers for several questions. After arriving, a campus tour is also often one part of this student-mentor experience. For more information, you can contact the Vice President Student Life.

SERVICES AND SUPPORT THROUGHOUT YOUR PROGRAM

Getting Down to Work

SGS/GSA Study Carrel Space

This space has been allocated for graduate students who do not have an office space. It consists of desks for graduate students to get things done. There is a \$25 key deposit required for this service. The spaces are located after Starbucks in the library building,

- Information about the application process for Graduate Study Space can be found on our website <http://ulgsa.org/gsaservices>
- Drop off your completed applications at the GSA Office, M2041
- Questions about this application can be answered at E-mail: gsa@uleth.ca or call:

403-329-2132



Writing Services

Need an editor or a proof-reader for your thesis? Want to learn SPSS? Need assistance with job applications? The GSA has got your back!

If you need any help in reviewing your thesis, or your project, don't hesitate to refer to the GSA website and check the third-party reviewers that are listed below in the link.

<http://ulgsa.org/new-page>

Grad Student Lounge

Grad students are welcomed to use the Grad Student Lounge space in various ways! Studying, storing and heating food (fridge, freezer and microwave are provided), making tea or coffee (kettles and coffee makers are provided), having group meetings, and more!

Using the space: If you would like to use the space, please visit our office in M2041 to get the access code. As this is a lounge is a grad space only, kindly bring your student ID! :)

Library Workshops

The library also offers a variety of workshops on how utilise the library's resources and facilities. For more information on these workshops, Check the details:

<https://library.ulethbridge.ca/friendly.php?s=projectsandbox>

THRIVE:

As Research shows that a substantial portion of graduate students will join the labor market in non-academic positions, and that graduate students generally might find it challenging to transition into a workplace outside the academic sphere. THRIVE is an internal unit within the SGS whose main mission is to smooth this transition by providing workshops and well-acquainting students with transferable skills in the labor market. One of the main objectives of these workshops is making our graduate students more employable.

Graduate Teaching Assistantships

GTA-PD Series

The Graduate Teaching Assistant Professional Development (GTA-PD) Program offers a unique opportunity to professionally develop the critical teaching skills by acquainting graduate students with the rights tools for their teaching duties, to effectively enhance their teaching skills. The skills in the form of various workshops in the GTA-PD program. These workshops are valuable for all teaching roles at all various levels, whether graduate students wish to develop their teaching capabilities for future careers, as well as their current teaching duties.

Instructional Skills Workshop (ISW)

The ISW is a four-day boot camp that prepares students who have plans to pursue a career in teaching or have taught and want to acquire new skills. The ISW consists of several learning components, including:

- identifying and building strengths
- developing new set of skills and techniques

Spark Teaching Symposium

The goal of this event is to connect with instructors and graduate students from different disciplines to highlight unique teaching approaches and teaching excellence, and to encourage moving forward as a liberal education university.

Making Time to Relax

GSA Social Events:

The GSA provides various social events throughout the academic year, and we enjoy meeting and chatting with grad students! To view our upcoming events, check the GSA's calendar on the website, <http://ulgsa.org/>, or contact our Office Administrator.

Lethbridge events

There are several meetup groups, including the Lethbridge Social Club and many other meetup groups online to do different types of activities:

<https://www.meetup.com/cities/ca/ab/lethbridge/>

Lethbridge meetups

The city of Lethbridge hosts plenty of interesting events throughout the year that accommodate different aspects from culture, food, art, Pride and many other exiting topics. For further information, you can visit: <https://visitlethbridge.com/content-events.asp>

U OF L

The U of L campus is a vibrant social and academic environment that has actively been hosting various types of events whether academic conferences, student-organized events and more social events. For further information, you can visit: <https://www.uleth.ca/housing/event-calendar>

Making Ends Meet (Awards & Funding):

Through GSA

The GSA has various awards aiming to accommodate circumstances associated with graduate student life. Applications and details about GSA awards and funding are available by visiting our

website: <http://www.ulgsa.org/awards> or emailing our Vice-President Finance: gsa.finance@uleth.ca

- Travel Award (up to \$500 CDN)
- Student Service Award (up to \$500 CDN)
- Emergency Bursary Fund (up to \$500 CDN)
- Research Bursary (up to \$500 CDN)
- Student Event Financial Assistance (up to \$500 CDN)

Through ULeTh

All internal scholarships will now be applied to using the New Internal Graduate Scholarships Management System. The online application of these internal awards is available under the Student tab on the Bridge, or at uleth.academicworks.ca. The site also has a database of additional opportunities you may qualify for. The deadline to submit your application for this graduate scholarship application is May 15, 2019.

Health and Wellness

Counselling Services: uleth.ca/counselling/

This unit has three branches of counseling services: (1) Personal growth, (2) Academic support, and (3) Career development. Individual sessions, workshops, therapeutic groups & meditation sessions. The office also provides “Wellness Workshops”, offering opportunities to cultivate more effective tools to maintain positive mental health.

Health Centre: uleth.ca/hr/health-centre/

Total health centre that employs a physician, nurse, behaviorist, and nutritionist. 24-hr emergency care in collaboration with Security Services.

7 Cups



Program offers on-demand emotional health support by having accessible well-trained and compassionate listeners through their platform. People connect with listeners through the 7 Cups platform for all kinds of stress relieving reasons, from big existential issues to small, day-to-day issues that we all encounter sometimes.

<http://www.7cups.com/p/UniversityofLethbridge/>

Password: uleth

Mental Health Activities

The GSA Mental Health Committee meets on a regular basis to plan valuable events to support the graduate students' mental health throughout their grad school stay at U of L. By creating useful activities and workshops, we are attempting to help our graduate students relieve their stress and anxiety, as well as provide an opportunity to socialize with their peers and the university community in general.

Showcasing Your Progress

Meeting of the Minds Annual Conference:

Meeting of the Minds is typically held in March of each year and is a great opportunity for U of L students to present their research to the university community and further to the broader community of Lethbridge. People from outside the university can have an chance to know more about the diverse community of the rising scholars on campus whose research cover a variety of topics in different disciplines, much of which is: (a) funded by citizens' tax dollars, and (b) pertinent to their everyday lives. The university community also benefits from this opportunity for an interactive environment of exchanging ideas between academics and the general public, and among different faculties and disciplines that do not usually come together. Finally, student presenters can practice applying their research into a context that is accessible to a diverse audience in an informative and accessible approach.

3 Minute Thesis

Three Minute Thesis (3MT®) is a research and communication competition which challenges higher degree students to orally present their thesis and its significance in only three minutes without using many jargons (in language appropriate to a non-specialist audience).

Want to attend a conference, and you need financial support?

The GSA offers a travel award to assist students with the costs associated with registration and travel for a nationally or internationally recognized event. The maximum award is \$500 per degree level. Six (6) awards are given out in Fall and Spring semesters, and twelve (12) during Summer semester. The student must be registered at the University of Lethbridge as a full or part-time graduate student at the time of the conference this award is to be applied to. The GSA reserves the right to partially reimburse students to cover the reasonable market value of the expenses. Reasonable expenses assume that you are shopping around and paying reasonable or fair market value for the items or services you are claiming. Applications can be submitted to the GSA office in Markin Hall, room 2041. Deadlines to submit are ongoing however your application must be received the semester prior to the beginning of the conference in which this award is to be applied to. Incomplete applications will automatically be rejected.

When things are not going quite right

TA student conflicts

TA student conflicts (for students who hold a aGTA): if you have an issue or concern with your GA, the GSA has a labour union that is committed to student advocacy and bargaining. This committee operates independently and aims to collectively advocate for grad students' interests, deal with grievances and address TA conflicts. For more information: <http://ulgsa.org/labour-relations>

Getting involved in the GSA

The GSA council or GSAC, is the student governing body that represents all graduate students at the University of Lethbridge. It consists of elected representatives from various faculties, ensuring that we have full- representation of all faculties to bring different perspectives to the table. In addition to the GSA, the GSA contains its executive members that consist of the President, Vice-President Student Life and Vice- president Finance and Services. These executives facilitate the work that the GSA does, along with an Office Administrators and under the scrutiny of the faculty representatives.

GSA Clubs

Clubs are a way to fulfill your passion in traveling, cooking, sport or any other activity that might resonate among others to build a cultural community or gather people with similar idea, or simply make new friends and have fun.

To become a member of one of the GSA clubs or better, create your own! Visit the GSA website for more infoamtion: <http://ulgsa.org/get-involved>

GSA Strategic Plan 2017-22 (Source: GSA)

- Sustainability

It is imperative the Graduate Students' Association has systems, policies, and processes to ensure the long-term organizational and financial health of the association. The GSA council and executive will remain committed to actively seeking out and fostering new and innovative ways to keep the GSA sustainable for now and in the future. This will require maintenance of existing structures and expanding and building new ways to promote that health. Sustainability also means actively diversifying sources of

sponsorship and income and creating a plan to continue to save for the financial future of the GSA.

- Engagement

The GSA will be committed to providing services, events, and information that will energize and engage all graduate students at the University of Lethbridge. The Council and executive must be committed to playing an active role in engaging with graduate students to find out what they need and require from their GSA. The GSA must pursue an active role in the recruitment and promotion of events and services and be willing to listen and learn from the students they are meant to be serving.

- Advocacy

The GSA must be, and remain committed to, constant and continuous advocacy for their graduate students. This advocacy must be at all levels of administration from individual faculties to school, to the university and upwards to all levels of municipal, provincial, and federal government. The GSA must actively be involved in the promotion of graduate student needs, and always be a voice for the collective with the administration of the institution and the province.

Services:

Beginning Your Graduate Program Journey (source: School of Graduate Studies)

<https://www.uleth.ca/graduate-studies/beginning-your-journey>

Welcome to University of Lethbridge!

The University of Lethbridge is a comprehensive academic and research institute, which offers graduate programs, at the Master and Doctoral levels, spanning over 60 disciplines. Additional graduate programs will be introduced, to meet the demands of Faculty researchers and students, in alignment with the strategic priorities of the University of Lethbridge.

Graduate work at the University of Lethbridge started in 1982 with the introduction of the MEd degree program in the Faculty of Education. In 1991, thesis-based MA and MSc programs were introduced. With the approval of the MSc in Management program in June of 2000 and the implementation of the doctoral program in limited academic areas, consolidation of all post-baccalaureate programs under the School of Graduate Studies was proposed and approved by the General Faculties Council (GFC) in April 2000. At its 17 May 2000 meeting, the Board of Governors established the School of Graduate Studies.

Important Documents for Your Review

Policies and regulations are available in:

<https://www.uleth.ca/ross/academic-calendar>

<https://www.uleth.ca/graduate-studies/policies-procedures>

<https://www.uleth.ca/graduate-studies/documents/table>

http://www.uleth.ca/sites/default/files/2019/05/sgs-policies-procedures_april-19.pdf

International Students: (source: International Centre)

<http://www.uleth.ca/international/international-student-guide-1>

Accepting your Offer of Admission

To accept the offer of admission at U of L, you will need pay your tuition deposit online (using Visa or MasterCard), visit the Bridge. To do that using another payment method, please see the instructions of the Confirmation of Admission (COA) in your offer of admission. The payment of your \$200 tuition deposit is non-refundable.

Electrical

If you are bringing any electrical equipment, it needs to be compatible with Canadian voltage which is 120 volts, 60Hz. You can also purchase adapters for electrical outlets.

Luggage

Airlines will have some restrictions on the weight of the baggage that you might bring and may charge for extra weight. Please check with your airline for these limits. You may desire to ship some of your belongings to Canada instead of bringing them all with you on the airplane.

Finally, be sure that you bring all of your essential documents (Letter of introduction for your study permit, valid passport, documents/papers used to obtain study permit, Letter of Acceptance from the University of Lethbridge) with you on the plane in a safe and secured place. Do not put these documents in your suitcase, since IRCC officials will require having them when you arrive the port of entry in Canada.

How do I bring money with me to Canada?

We recommend you to not carry a lot of cash (in any currency) with you when you travel. Most stores, restaurants, and hotels accept major credit cards (VISA and MasterCard). You will need to bring sufficient funds to cover your expenses during your first month of stay that will include: temporary accommodation, restaurant meals, textbooks, supplies, rental deposits, and utility hook-up fees.

Students are encouraged to send money to their university student account using Western Union once they have received approval of their study permit.

If you are entering Canada with \$10,000 CAD or more (in any form and any currency— cash, cheques, bank drafts, traveller’s cheques), you must legally declare it to the Border Services Officer upon arrival.

When should I arrive?

In general, we recommend students to arrive about two weeks prior to the start of the semester. This will give you time to settle down and familiarize yourself with your new home before the Graduate Student Orientation and starting your classes.

How much will my living expenses be?

It is important to be aware of how much your cost of living will be per month. If you are single and intend to live in a shared house, you will need to plan to spend a minimum of \$1,000 a month on living costs. If you choose to get your own accommodation without sharing or are planning to live with your family, your costs are expected to be higher. It is vital to make sure you have adequate funds to cover your academic fees and living expenses for the academic year without relying on work from outside sources.

You should bear in mind that your first month’s costs can be higher than regular months, due to the fixed costs associated with settling in, setting up a new residence and buying house equipment. This includes: paying an extra month’s rent as a security deposit for your landlord, buying furniture for the house/room and household items and commodities, purchasing clothing, etc.

Graduate students typically prefer to live off campus. The cost of living off campus varies depending on the type of accommodations you choose, whether you choose to housemate with some or get your own place, and other lifestyle choices. The table below provides an estimated budget for the cost of living off campus (lower range is pertinent for single students in shared accommodation; higher range is applicable for families and those choosing not to share accommodation). These approximations represent the minimum needed to cover living expenses without calculating your tuition fees.

Expense	Estimated cost (per month)
Rent + Utilities	\$500 to \$1,200
Food + Groceries	\$350 to \$500
Personal Expenses and clothing	\$150 to \$400
Local Transportation (City Bus Pass)	Included in student fees
TOTAL	\$1,000 to \$2,100

Alberta Health Care Insurance Plan is provided at no extra cost. All full-time students whether graduate or undergraduate one at the U of L are enrolled in the ULSU Health and Dental Plans, whose respective benefits cost are \$142.90 and \$136.49 for coverage September 1st to August 31st. For more information and to pick up your dental health card, touch base with the SU office.

Should I bring my family?

Your decision to come with your family to Canada will largely be contingent on your financial capability and the ability to obtain immigration papers for your family members.

You should consult the International Centre and check the information below:

<http://www.uleth.ca/international/immigration>

Some students with enough financial resources might prefer to apply for immigration documents for their family members while applying for their study permit.

If you have particular questions that have to do with your family members' applications for coming to Canada, please touch base with the International Centre.

Also, the University's day care services are quite unique and helpful, through a lease agreement with University Kid's Campus Daycare Ltd, which is located on campus. For more information, you can visit the webpage: <https://www.uleth.ca/daycare/>.

Checklist - Travel Tips

When you are traveling to Canada be sure to carry all the following information with you. Do not pack it in your luggage.

- Valid Passport
- *Letter of Introduction* supporting the Study Permit application (issued by Canadian visa office)
- Temporary Resident Visa or eTA (if needed; don't confuse it with your Study Permit)
- Original Letter of Acceptance from the University of Lethbridge
- Proof of funds (such as, bank draft, funding schedule, tuition receipt, letter of credit, or other proof)

At the Port of Entry

At the Canadian Port of Entry (the airport or border where you enter Canada), you will be asked to show the Canada Border Services Officer your *Letter of Introduction*. After the officer issues your study permit, check your name's spelling and the all information is written down accurately (birth date, country of citizenship, etc.).

If you intend to work on or off-campus, you should inform the Border Services Officer. Make sure that one of the following remarks is written down on your Canadian study permit **before** leaving the immigration office at the airport:

- May accept employment on the campus of the institution at which registered in full-time studies
- May work 20 hrs off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR
- May accept employment on or off campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria.

Checklist - Recommended Packing List

- Clothes
- Towels
- Bed sheets and pillow covers
- Alarm clock
- Winter jacket
- Winter boots
- Winter gloves and hat
- Sweaters and other warm clothing
- Jacket
- Backpack
- Camera/Cellphone/Tablet/Laptop
- Music/MP3

- Medicine and prescriptions
- Contact list
- The traditional dress in your country
- Traditional musical instruments/ audios that you play
- Items from your country/souvenirs that can be displayed in cultural events
- Your country's flag

University of Lethbridge's Sexual Violence Policy (Source: University of Lethbridge Institutional Policies and Procedures)

The University of Lethbridge's Sexual Violence policy was recently approved by the Board of Governors at the University of Lethbridge in June 13th of 2019. It emphasises the commitment of the University to a wide range of activities, aiming for broader awareness, education, resources and provides support for University community whose members can relate to all facets of this matter. The recently updated policy also aims to minimize traumas that are associated with any form of sexual violence.

Sexual Violence Information Website

The Sexual Violence Information page delivers fundamental information that can be deemed necessary for supporting the University Community both on and off campus in the case of an incident of sexual violence occurring. Courtney Smith is the incumbent Sexual Violence Prevention Educator in Counselling and Career Services at the University. If you have been subjected to or effected by sexual violence and choose to seek support the Sexual Violence Prevention Educator can provide; support, information, referrals and go over reporting options. If you choose to seek help on campus due to an incident of sexual violence, Courtney can provide the needed support and the necessary information. Contact her at sexualviolenceinfo@uleth.ca.

U of L Services:

Sport & Recreation

- Facilities: fitness centre, pool, open gym/indoor track, community sports stadium, ascent climbing centre
- Intramural sports (basketball, dodge ball, floor hockey, ice hockey, indoor soccer, ultimate Frisbee, volleyball, water polo), for more information, you can touch base with the reception desk at the sports centre in the CSW building.
- The Sport & Recreation Services fee that grad students typically pay grant them access to the gym, pool and a variety of sport and recreational facilities, for more information, you can visit the webpage: <http://www.uleth.ca/sportrec/>

Rebound Health Centre

Paramedical services on campus offering student pricing. Massage, physiotherapy, chiropractors, athletic therapy and more! It is located by the fitness centre in the CSW building.

Student Success Centre

The student success centre provides several programs that are designed to support students' success, with a focus on the following three areas:

1. Study Skills and Learning Strategies,
2. Tutoring
3. Wellness Education.

The centre also provides professional services at no cost to undergraduate and graduate students, such as workshops, events, tutoring, and access to resources that all aim to help students meet their learning and personal objectives.

The Student Success Centre is located in Anderson Hall - AH148.

Writing Centre

Consultations with trained academic writing instructors and tutors to all students from all disciplines; Personal instruction at no charge

For more services visit: L1010, Library building

Career & Employment Services uleth.ca/ross/ces/

- Career advising for students
- Continued services for graduates
- Facilitates recruitment efforts of employers
- Website contains an employment events calendar, listing, such things as dates for employer information systems; career topics; occupational requirements; and job search engines

Co-operative Education [uleth.ca/artsci/coop \](http://uleth.ca/artsci/coop)

Available to both domestic and graduate students in the Faculty of Arts and Science , a co-op work term is a course that will be on your academic transcripts (making you a full-time student) & connects your classroom instruction with paid, full-time work experience in your field of study, all while filling the short-term (usually 4 or 8 months) recruiting needs of employers. Students interested in the co-operative education should touch base with the department as early as possible.

[CKXU 88.3FM ckxu.com/](http://ckxu.com/)

CKXU 88.3 FM is a volunteer-based radio that offers independent campus and community radio and opportunities in programming, tools, training and events in the Southern Alberta region.

- 88.3 on your FM dial & streaming online.
- Event sponsor for Love & Records, CKXU Loves You, CKXU Christmas and Fundrive
- “Friends Card” for discounts on campus and around town

[ULSU FOOD BANK \(source: ULSU\)](#)

All students who are in need are eligible to use the ULSU Food Bank!

How To Access a Hamper

- Email a “hamper request” to the following email: food.bank@uleth.ca or call 403-329-2222.
- During the first appointment, you will need to fill out a specific form and show your UofL student ID. For future visits you will be asked to present your student ID
- The SU requires a one day notice for the hamper request, noting that not picking up the hamper within 3 days the request will be cancelled.
- Each student can have two hampers monthly up to a total of 10 appointments during the academic career.

If you have any inquiries with respect to the ULSU Food Bank you can contact the following email: food.bank@uleth.ca or phone Shelley at 403-329-2039.

[Library uleth.ca/lib/](http://uleth.ca/lib/) (Source: U of L’s library)

The University Library offers a variety of study spaces, such as study tables, carrels, and group work rooms.

The Library offers access to computers prepared with internet browsers, and several productivity software and applications. Listening and viewing equipment is accessible for use with a several audio file formats. The library also offers a variety of workshops on how to utilise the library’s resources and facilities.

Group work rooms contain projectors or wall-mounted monitors that are connectable to laptops

Wireless network access is offered on all the levels of the Library. Students, faculty, and staff with disabilities can have access to specific computers that meet their needs.

Check Accommodated Learning Centre. Copiers/printers are obtainable on all the library’s levels of the Library.

Printing Services (source: Printing Services' page)

Printing Services
uleth.ca/printing/

- U of L Printing Services provides
 - A wide range of graphic design, copy, print, binding and finishing services
- Affordable pricing

State-of-the-art Equipment

- Print on Demand (POD) with regards to the digital technology service
 - Speedy turnaround without compromising quality
 - Reduces costs by:
 - For two or three copies or several thousand
 - The larger the quantity the cheaper the cost per item

Bridge Bucks

Bridge Bucks is a safe and convenient way of paying for goods and services at U of L. Your money is deposited in a central account that is linked to your University ID Card that can be used as a debit card in multiple locations on campus. You can use your Bridge Bucks all around campus

Printer On

Upload files using the new PrinterOn web-based printing tool and release at a compatible Ricoh device!

http://www.uleth.ca/sites/default/files/2018/01/printeron_web_based_printing_how_to_jan_8_18.pdf

printing.uleth.ca

Security Services uleth.ca/security/ (source: Security Services)

When in doubt, call security. Knowing how to contact security might be helpful in case you have any circumstances or inquiries in your classrooms; also provides “Safe Walk” and “Lost Key Tags”. Office is next to the Starbucks between the intersection between the Library building and University Hall.

Get familiar with Risk and Safety Services

- uleth.ca/risk-and-safety-services/
- Security Services staff is on campus and available for 24 hours a day, 365 days a year, to protect your individual security and the University's physical resources
- Questions? Contact Security Services: security.ops@uleth.ca

Sign-up for a ulethbridge key tag | L911, Library

- uleth.ca/security/content/key-tags
- Having a key tag on your keys can greatly help in the case of having them lost and getting them back to you.
- This service is safe and confidential
- You can pick up your key tags in person by visiting the Security Services office (L911)

Questions? You can touch base with Security Services: security.ops@uleth.ca

Graduate Student non-Thesis Tracks

Depending on the program you are enrolled in, you might have to check out the requirements to finish the degree that might include projects, courses, practicums, performances and papers. The written document that captures your scholarly work may have many of the rules applied to the thesis-based programs, depending on departmental instructions, or the rules followed sgs and the department/ faculty.

Graduate Student Thesis (source: School of Graduate Studies & U of L's library)

<https://libguides.uleth.ca/gradresearch/theses>

<https://www.uleth.ca/graduate-studies/thesis-binding-guidelines>

A thesis or dissertation is a written work typically presented to support the candidature for an academic degree. A thesis contains the author's original and unique research on a precise topic with a research question. The terminology "thesis" is usually used for those doing a master's degree, while the "dissertation" is often used for PhD students.

Supervisor - Student Guidelines (School of Graduate Studies)

The School of Graduate Studies, in coloration with the Graduate Students' Association, has written down a Supervisor – Student Guidelines document. These guidelines are designed to provide a reference that can be used by both supervisors and graduate students with respect to handling their relationships and interactions during the graduate journey. Graduate students should be familiar and updated with these rules and guidelines during their entire graduate time at U of L.

The Supervisor – Student Guidelines document should be finalized at the start of the student's program and regularly reviewed at each phase of the student's program. Both the supervisor and student should keep a copy of the signed document and send a copy to the School of Graduate Studies.

<https://www.uleth.ca/graduate-studies/guidelines>

What is Copyright?

Copyright consists of the rights included in the Canadian *Copyright Act* that aim at protecting creators of original works to make use of their works in a proper and fair way. The *Copyright Act* aims to balance the interests of creators of original work, including literary, dramatic, musical, and artistic works and other copyrighted material with the interests of potential users of these copyrighted materials.

Creators of original works have the right to produce, reproduce, perform, publish, adapt, and distribute their original work, and to authorize these acts by others. The *Copyright Act* allows users certain limited rights which are exceptions to copyright (user rights); these rights do not infringe copyright. User rights include those uses that are considered to be fair dealing for purposes of research, private study, criticism, review, news reporting, education, parody, and satire.

Faculty members, students, and staff members at the University of Lethbridge are obliged to follow copyright law. This is an imperative but complex duty for numerous reasons. Copyright applies to all published and unpublished material and original works in any fixed format such as print, audio-visual, and digital.

The University Copyright Advisor offers services for University of Lethbridge faculty, students, and staff in matters regarding copyright. To talk more about copyright or ask questions or for any concerns, kindly touch base with the University Copyright Advisor at copyright@uleth.ca.

The information provided on this website is offered as general guidance only, not as legal counsel

Intellectual Property Guidelines

The goal of the Graduate Student Intellectual Property Guidelines is providing a background to grad students and their professors to tackle various issues that have to do with intellectual property (IP) that could arise in the graduate education context at the University of Lethbridge. The links below contain valuable information that can greatly help grad students in grasping the Intellectual Property rules and regulations. A primary aim of graduate education is creating unique research and knowledge. When that happens, inquiries can arise with respect to its ownership and implications. Early discussions of topics related to intellectual property can greatly help grad students and their supervisors to comfortably collaborate and minimize any conflict that may arise later on.

These documents offer some vital definitions, recognizing current field-of-study customs and conventions, and providing other sources for further details. These guidelines can and hopefully will provide graduate students and their supervisors with helpful background for the copyright issue.

Documents

Intellectual Property Guidelines for Graduate Students and Supervisors

<https://www.uleth.ca/sites/default/files/2017/12/IP-Guidelines.pdf>

Confidentiality and Non-Disclosure Agreement for Graduate Students

<https://www.uleth.ca/sites/default/files/2017/12/Confidentiality-NDA.pdf>

Intellectual Property Awareness form

<https://www.uleth.ca/sites/default/files/2017/12/IP-Discussion-form.pdf>

If you require further information or have additional questions regarding the Graduate Student Intellectual Property Guidelines, please contact the School of Graduate Studies.