Faculty of Kinesiology
New Graduate Student Check List

1. First-year course registration
   - in consultation with your supervisor, determine which courses to take.
   - MSc students must take one graduate level course in analysis (typically KNES 609 or 610) and one graduate level course in research design (typically KNES 611).
   - PhD students must take 3 graduate level courses, selected according to your research area.
   - register for courses before the fall registration deadline available at https://ucalgary.ca/pubs/calendar/current/academic-schedule.html. You don’t need to worry about registering as soon as registration opens, as graduate classes are restricted to students in program.

2. Student identification card
   - Campus Card Office (Dining Centre 18)
     ** bring picture identification (ie. driver's license) and your UofC student ID #. Note: Your ID# can be found on your letter of admission.

3. Email account
   - Go to: https://itregport.ucalgary.ca/ to set up your U of C email account. You must be registered in at least 1 course to register for an IT Account.
   - inform the Graduate Program Coordinator (Alix) of your new e-mail address.
4. Payroll

- If you are not currently working on campus submit your banking information through your Student Centre (under My Financials, Awards and Scholarships, ‘Submit Direct Deposit Info’).

5. TA assignment (if applicable)

- Sign TA contract with Alix as soon as possible. Your first payment will be deposited on September 25 (fall positions) or January 25 (winter positions).
- If you have not been contacted by the course instructor, contact them in late August/early December to discuss TA responsibilities.

6. Office assignment

- Consult with your supervisor to determine your office and telephone number. Let Alix know what those numbers are.
- See Kinesiology Operations (KNB 190) for office keys. You must bring photo ID and a $10.00 returnable key deposit is required for each key.

7. Funding

- For MSc students, the minimum recommended stipend is $15,000 per annum, for up to two years. For PhD students, the minimum stipend is $18,000 per annum, for at least four years. We encourage you to consult with your graduate supervisor regarding which funding competitions you should apply to.
  - External scholarship/awards (Tri-Council, AIHS, AITF, ACF, ALA, etc.).
  - Internal scholarship awards (FGS, Kinesiology)
  - Training program funding (NSERC CREATE, CIHR-ACH, AIHS OAITG)
  - Operating grant(s) awarded to supervisor (trust funds)
  - Graduate Assistantships (Teaching) or GA(T) - application is available in January each year

8. Initial Timelines

- Within the first two months of your program you and your supervisor should complete the Checklist of Expectations. More information on the student-supervisor relationship is available at http://grad.ucalgary.ca/current/managing-my-program/supervision.
- Within the first three months (MSc) or six months (PhD) of your program you and your supervisor should appoint a supervisory committee.
• Within the first year of your program (up to two years for PhD students) your supervisory committee should approve your research proposal.

9. Orientation and Welcome

• Please plan to be at the University of Calgary the first week of September for mandatory block week and orientation activities including:
  • Mandatory orientation meeting
  • Teaching Assistant Orientation (for GA(T) holders only)
  • Optional Environmental Health and Safety training
    The following prerequisite courses *must* be completed prior to registering for the health and safety courses
      1. Occupational Health and Safety Orientation Training
      2. Hazard Assessment Training
      3. WHMIS 2015
      4. Biosafety Program
      5. Spill Response Training
      6. Biosafety Blood Borne Pathogen Training
    • See http://www.ucalgary.ca/safety/courses for more information
    • Faculty of Graduate Studies’ orientation - http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation.

You may need:
- Map of the campus - http://www.ucalgary.ca/map/index.html
- Graduate Studies Calendar - https://ucalgary.ca/pubs/calendar/grad/current/index.html
- Program Handbook – the online version of the handbook is updated each August: https://ucalgary.ca/knes/current-students/graduates/thesis-handbook