Advisor Student Guidelines (ASG)

Instructions

ALL thesis based graduate students and advisors must submit an Advisor Student Guidelines. The Faculty of Graduate Studies no longer accepts paper copies of these forms.

The online ASG application is now found in JUMP - umanitoba.ca/JUMP

**NOTE:** The ASG is to be filled out and submitted with both the Advisor and Student present. The Advisor must log into their JUMP account first, fill out the form with the student, submit the form, and log out. Next the student must log into their JUMP account and either accept or reject the ASG that was just made.

**Step 1:** Advisors: Login to your JUMP account.

**Step 2:** Find top nav bar - below the University of Manitoba logo. Click on FACULTY.

*this will take you to the FACULTY page*

**Step 3:** Find top nav bar - below the University of Manitoba logo. Click on GRADUATE STUDIES.

*again, the page will change*
**Step 4**: Scroll to the section entitled *Graduate Studies - ASG Forms*. Click on *Click here to start a new Advisor/Student Guidelines form*.

**Step 5**: Complete the **ASG** - the **Advisor** and **Student** are sitting together while filling in the **ASG**.

*Advisor MUST start the ASG from their JUMP account*.
**NOTE**: Once you select **Advisor** you will be able to continue filling out the form with your **Student**.

**NOTE**: **STUDENTS** - if you log into **JUMP** first and try to start the **ASG** it will not work. An **Advisor** **MUST** start the **ASG** from their **JUMP** account.

**Step 6a**: After completing the **ASG** the **Advisor** verifies the **ASG**.
Step 6b: After verifying the **ASG** the **Advisor** logs out of JUMP.

Step 7: **Student** then logs in to his/her JUMP account.

Step 8: Find top nav bar - below the University of Manitoba logo. Click on **STUDENT**
*this will take you to the FACULTY page*

Step 9: Find top nav bar - below the University of Manitoba logo. Click on **GRADUATE STUDIES**
*again, the page will change*
Step 10: Scroll to the section entitled **Graduate Studies - ASG Forms**. Click on *Click on your ASG Form Number*.

Step 11: **STUDENTS** - your ASG form will open - Scroll to the bottom.

Step 12: Indicate **VERIFY** (you accept the terms of the ASG) or **REJECT** (you DO NOT accept the terms of the ASG) Click on *Submit Response*.
**Step 13:** The ASG will now indicate that both the Advisor and Student have accepted the terms of the Advisor Student Agreement. The form will be sent and stored with the Faculty of Graduate Studies.

**Advisor Student Guidelines - Thesis/Practicum Programs**

Form number: ASG1442594380

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