



THE UNIVERSITY OF
WINNIPEG

Professional, Applied and
Continuing Education

Welcome to The University of Winnipeg, Professional, Applied and Continuing Education (PACE). PACE offers opportunities for lifelong learning in high-growth career fields and a vast array of training opportunities in flexible study options.

PACE CONTACT INFORMATION

General inquiries about admission: Pacept@uwinnipeg.ca

Registration office: paceregistration@uwinnipeg.ca or 204-982-6633

Program Managers:

- **Ashlie Wilson:** Advanced Diploma in ECE, Canadian Risk Management, Emerging Leaders, Human Resource Management, Management & Online Management, Professional Edge Seminars
- **Karen Warkentin:** Applied Project Management, Business Systems Analyst, Information Assurance & Security, Network Security, Serious Games
- **Lelita Bailey:** Educational Assistant, Sustainability & Corporate Responsibility, Introduction to University

PACE STUDENT HANDBOOK

The [PACE Student handbook](#) has information on admissions, academic policies, appeals, student life, supports, and much more information that are vital to your studies.

HOW TO GET STARTED

All students pursuing a Certificate or Diploma program must be formally admitted into their program of choice in order to be eligible for graduation. Application for Admission must be accompanied by original transcripts from all post-secondary and high school educational institutions that the student has attended. A one-time admission fee of \$50.00 must accompany the admission application.

[Apply here](#)

Once your file is approved for admission, the Program Manager will reach out to set up an appointment (in-person or phone) to assist with program planning.

Any students, who do not have an undergraduate degree, are strongly encouraged to register for the [Writing at University Seminar](#)

FREQUENTLY ASKED QUESTIONS

WHEN TO APPLY

PACE programs have open enrollment. This means students can take classes without being admitted into a program. However, since program requirements can change over time, the University advises students to apply to their desired program earlier in their studies to ensure that they are locked into the program requirements.

WHAT DOCUMENTS ARE REQUIRED FOR ADMISSIONS?

For a complete list of documents required for admissions, please see the [PACE Admission Requirements](#)

PART-TIME ADMISSION REQUIREMENTS

To see a complete list of admission requirements, please see the [PACE Admission Requirements](#)

WHAT HAPPENS TO STUDENTS IF THEY ARE NOT ADMITTED IN A PROGRAM?

Students who are not admitted in a program will stay in open studies and cannot graduate from a program until they apply, and are admitted, into a program.

TIMETABLE

For the most up to [date scheduling information](#)

PROGRAM PLANNING TOOL

Curious about what you have left to take in your program? Use the [Program Planning Tool](#): select your program, choose the courses you have already taken (you can get the list of your completed courses in [WebAdvisor](#), under “Transcript”), and the tool will give a list the courses you still have left to complete the program requirements:

PROGRAM LENGTH

Part-time students have five years, from the date of admission, to complete their program of choice. After completing all of the required courses, students must apply for graduation by submitting an [Application for Graduation](#) form to Professional, Applied & Continuing Education.

TRANSFER CREDIT & CONTINUING IN ADDITIONAL PACE PROGRAMS

TRANSFER OF CREDIT BETWEEN PACE PROGRAMS:

Students admitted to more than one PACE program may be eligible to receive credit for graded course work into another PACE program. Students must complete a minimum number of unique courses to meet program residency. According to UWPACE residency requirements, a student may only transfer in up to a maximum of one-third of the courses required to complete a UWPACE program.

Example:

- The Management Certificate program is 290 hours in total.
- 1/3 of 290 course hours = 96 hours, or 3 UWPACE courses.
- This means that a student may be eligible to transfer in credits up to the maximum equivalent of 3 UWPACE courses from a different PACE program into the Management Certificate program.

For further details, please contact the PACE program office.

ARTICULATION FOR CREDIT TOWARDS A DEGREE:

The University of Winnipeg may recognize credit towards a degree for students who successfully complete a UWPACE certificate or diploma program. Some residency restrictions may apply. Please see [Pathways to Degrees](#).

TRANSFER OF CREDITS:

Transfer of Credit from another accredited educational institution may be considered, if the following conditions have been met:

- Minimum course grade of C+
- Course completed in the past five years
- Course has similar course outcomes to UWPACE's course (course outline may need to be supplied to make this assessment)

Please see [Transfer Credit Assessment](#)

Ask your Program Manager if your organization has an arrangement with PACE to recognize internal training you've completed.

STUDENT CARD & ACCESS TO CAMPUS SERVICES

All PACE students can get a University of Winnipeg Student ID card, and use University campus services, such as the library. Students interested in obtaining a student card must provide confirmation of registration, as well as a piece of photo identification, to The University of Winnipeg Student Services, which is located at 491 Portage Avenue

[UW Gym](#)

PACE students do not pay for gym facility fees in their tuition but can pay for a membership at a reduced rate.

GRADUATION PROCESS

Students must submit an [Application for Graduation](#) form upon completion of their program requirements. PACE will process a certificate or diploma upon approval from The University of Winnipeg Senate Committee. There are three senate dates throughout the year. Please see the Application for Graduation form for the application deadline dates. PACE will hold the annual graduation ceremony every October.

TEXTBOOKS

Information regarding textbooks, pre-reading, and course requirements is posted on the [PACE website](#), approximately one month before the start of courses. It is important to check both the **course and section numbers** to ensure the correct textbook is purchased. Students are encouraged to purchase the textbook and complete the assigned pre-reading before the beginning of the course.

UNIVERSITY OF WINNIPEG BOOKSTORE

Students can purchase their textbooks at the UW Bookstore located in the AnX building, at 471 Portage Avenue, Unit 1. The UW Bookstore has several options to cut textbook costs, including rental and buy-back options. See Bookstore for more details.

ON-LINE BOOKSTORE

If you prefer to have your textbook shipped to your residence or work, you can order your textbook online by visiting the [UW Bookstore website](#) and then selecting Textbooks to get to the order screen.

COURSE OUTLINES

All part-time course outlines will be posted on the [PACE website](#). To ensure this green initiative, PACE is no longer providing paper copies of course outlines in evening classes. Outlines can be viewed online approximately one month prior to the course start date.

DEFERRED EXAMS

If you miss a final exam due to extenuating circumstances, please refer to the information in the [Student Handbook](#) on page 14.

STUDENT ACCOUNTS (WEBADVISOR)

All part-time students are assigned a username and password. This provides access to Webmail (UWinnipeg student email), [WebAdvisor](#), Library info, etc. Letters containing user names and passwords take a few weeks to be processed and are mailed to students after their initial registration process. Students who have not received a letter containing a user name and password should contact the registration office at 204-982-6633.

Students can visit [WebAdvisor](#) to:

- Check course section offerings
- View their profile
- View their current schedule
- Check grades
- View tuition and other fees
- Print off T2202A tax forms
- *Make online payments

All students are provided with their own University email account. Students should ensure that this email account is maintained and that messages are retrieved regularly. As the University is moving towards email communication with students, students are asked to notify the Registration Office of their primary email address to ensure that they receive all communication from the University.

STUDENT CONTACT INFORMATION

Professional, Applied and Continuing Education maintains regular contact with students regarding course information, course cancellations or changes, and academic issues. Therefore, it is important that students update their contact information on [WebAdvisor](#).

GRADE ACCESS

All students are required to check their grades online through [WebAdvisor](#). Grades are typically posted within two – three after the course has completed.

APPEALS

For information related to appeals, please the [Student Handbook](#).

AVERAGE CLASS SIZE

The average class size ranges from 12 to 35 students and depends on the course requirements. The University of Winnipeg is committed to maintaining low student/instructor ratios so as to optimize the learning of our students and create an interactive participatory classroom environment.

SCHOLARSHIP OPPORTUNITIES

UWPACE students who demonstrate financial need and academic achievement are encouraged to [apply for scholarships](#), in order to pursue their studies at Professional, Applied and Continuing Education.

NEXUS

NEXUS is the University of Winnipeg's Learning Management System. Not all courses are hosted on NEXUS. Please check your course outline/syllabus or ask your instructor if your course is online. Students use their UW account to log in. [Nexus Introductory Videos](#)

PACE ACADEMIC WRITING STANDARD

For all formal written course work, students must follow the writing standards prescribed **in the latest edition of the *Publication Manual of the American Psychological Association (APA)***. This publication is the authoritative source for academic reference and citation. Students should note specifically that it defines the limits between acceptable and excessive quotation and they should follow this advice. Please refer to this manual before submitting an assignment for grading.

Special note: the journal assignments are an informal form of writing and therefore, do not need to adhere to University of Winnipeg academic writing standards.

Resources
[OWL Purdue Website](#)
[UW Library](#)

ACADEMIC MISCONDUCT

The University of Winnipeg Academic Misconduct policy sets out principles and procedures governing academic misconduct committed by students to promote fairness, integrity and an atmosphere of collegiality at the University of Winnipeg. The intent of this policy is to ensure that students do not commit acts of academic misconduct, including but not limited to: Cheating, Plagiarism, Improper Research/Academic Practices, obstruction of the Academic Activities of another, impersonation, falsification or unauthorized modification of an academic record, aiding and abetting academic misconduct. It is the student's responsibility to familiarize themselves with the [Academic Misconduct Policy](#).

ACCESSIBILITY SERVICES

[Accessibility Services](#) provides support to PACE students with disabilities or chronic medical conditions by facilitating accessible learning environments through reasonable accommodations. Such accommodations can include, but are not limited to: Classroom accommodations, campus accommodations & test/exam accommodations. If you feel as though you would benefit from accommodations, please contact Accessibility Services at 204-786-9771.

CAREER SERVICES

[Career Services](#) offers support to students who are in need of assistance relating to job search techniques, preparing resumes and cover letter, as well as tips on preparing for interviews.

STUDENT WELLNESS

[Student Wellness](#) provides both counseling and health services, including one-on-one mental health counseling, group counseling, medical appointments, health workshops and off-campus referrals.

LIBRARY

The [University of Winnipeg Library](#) provides a range of supports and services to students, including study space, access to books and articles, APA and citation/referencing help, printing, photocopying and scanning as well as research help. Part-time students have full access to UW's library as long as you have a student id card (see above FAQ on how to obtain a student card).

PRIOR LEARNING ASSESSMENT

PACE recognizes students may have work experience that can be recognized towards a course credit through the prior learning assessment (PLAR).

WHAT IS PRIOR LEARNING ASSESSMENT AND RECOGNITION?

PLAR is a system of evaluating and granting credit to individuals who demonstrate knowledge gained through non-accredited learning equivalent to that expected of a Continuing Education

course. Subject matter experts evaluate students on their skills, knowledge or competencies, and grant credit if evidence and documentation substantiate the required learning.

WHO SHOULD APPLY FOR PLAR?

Students who feel that they have expertise similar to the learning required of a specific course must speak with the Program Manager of the given area of study. The learning needs to be relevant, current, and must meet the required academic standards.

HOW IS PLAR LEARNING ASSESSED?

Prior Learning may be assessed through a variety of methods:

- Challenge exams or tests
- Demonstrations, projects, essays
- Performance observations, interviews, or presentations
- Portfolio assessments - a portfolio is a collection of materials demonstrating and documenting a student's experiences and learning.

Sources of Prior Learning

- Transfer Credit
- Formal, Post-Secondary Credit Courses

Prior Learning Assessment and Recognition

- Self-directed study
- Dated educational course work updated through practical application
- Workplace training programs, on-the-job learning
- Work/life experiences
- Military service
- Leadership/union responsibilities
- Seminars, conferences, or workshops
- Hobbies
- Volunteer activities

HOW MUCH DOES A PLAR ASSESSMENT COST?

The fee for each PLAR submission is half the course cost.

HOW MANY CREDITS CAN BE GAINED THROUGH PLAR?

Students can complete one-third of the course requirements through PLAR, if the residency requirement for the program is still met.

WHAT ARE THE STEPS IN THE PLAR PROCESS?

Students should consult the appropriate Program brochures to compare the course learning outcomes to their learning background.

Before submitting the PLAR Assessment Agreement Form, students must speak with the Program Manager and request the Learning Outcomes.

Learning Outcomes:

- provide a course description.
- describe the skills, knowledge and judgments gained upon completion of a course.
- set the criteria for evaluation.
- list any conditions.

Learning Outcomes are not always available upon request and may take up to three weeks to produce.

The Program Manager will arrange an interview between the student and the subject matter expert. The subject matter expert makes recommendations as to whether the student may proceed with the PLAR. The subject matter expert also sets the PLAR submission deadlines and provides any additional details not described in the Learning Outcomes.

The subject matter expert must sign off the PLAR Assessment Agreement Form and forward it on to the student. The student must then submit the completed form, along with the PLAR evaluation fee, to the Registration Office at PACE.

Notification of the final results will be issued within 4-6 weeks of PLAR submission. The results of a PLAR assessment are final and not subject to appeal.

WHAT GRADE IS ISSUED FOR A PLAR CHALLENGE?

PACE issues a grade of S (Standing) to students who successfully complete a PLAR challenge.

Credits will only be granted for work meeting the standards expected of students who successfully complete the course with a grade of C+ or better.

Students may only use PLAR for courses delivered by PACE, as listed on the website.

If students are not awarded credit after completing the assessment process, they may make one further attempt after six months. Students must provide evidence that they have acquired additional learning.