



# THE UNIVERSITY OF WINNIPEG

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## PROFESSIONAL, APPLIED AND CONTINUING EDUCATION

### **STUDENT HANDBOOK**

#### **PACE Program Academic Guidelines and Policies**

**Last revised: August 22, 2017**

**Website: [pace.uwinnipeg.ca](http://pace.uwinnipeg.ca)**

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In a world of constant change, lifelong learning is a means to success.

Since 1972, The University of Winnipeg Professional, Applied and Continuing Education (PACE) has been a dynamic and innovative lifelong learning institution. Our success has been driven by the ability to create and sustain a dynamic culture based on our most valuable resource: learners. Our life-long learning approach provides hands-on training opportunities to expand learners' career potential. We offer more than 600 full-time and part-time programs, courses and seminars in a full range of program areas.

## **SUSTAINABILITY INITIATIVE**

The University of Winnipeg aims to become a campus that acts upon its local and global responsibilities to protect and enhance the health and well-being of humans and ecosystems. This means actively engaging the knowledge of the university community to address the ecological and social challenges that we face now and in the future. In addition to various recycling initiatives, the campus also has composting containers to reduce food waste.

Further, the University is committed to other green initiatives to reduce its carbon footprint and paper consumption. The Buhler Centre was built as eco-friendly and has a Silver LEED rating. Posting course outlines and course materials on Dropbox.com is another sustainability measure.

## **FULL-TIME ADMISSION AND ENROLLMENT PROCESS**

Students must apply for admission to enter a full-time program. Once admitted, the University will automatically enroll students in all the courses in the program.

- Complete [Application for Admissions Full-time Diploma Programs](#)
- Meet with Program Manager to discuss curriculum, program structure, course load and internship
- Submit the application form with all required documents
- Receive notification from an admission administrator of confirming admission status and any transfer credit awards.
- Submit registration deposit, and finalize tuition payment with the Registrar, by the prescribed deadlines.
- Begin receiving notifications from the academic advisor or a program administrator to confirm registration; and to receive the program schedule, the course outlines, the textbook list, and general communication for the start of the program.

## **PART-TIME ADMISSION AND ENROLLMENT PROCESS**

PACE has an open enrolment system whereby students may register for individual courses at any time without formalizing admission in a program. That being said, PACE advises students to apply to a desired program at the beginning of their studies wherever possible as the program requirements are subject to change at time of program review. An application for admission will lock in the program requirements as per the date of application.

### **Course Registration**

[Register online](#) or through the PACE Registration Office (online, in person, telephone, or fax).

In the spirit of sustainability PACE posts all course outlines for part-time programs courses on the website two weeks prior to the course start date. Please visit the course website.

### **Program Admission**

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 forms 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.

Application forms for each respective program are available online at [pace.uwinnipeg.ca](http://pace.uwinnipeg.ca) or through the PACE Registration Office (460 Portage Avenue).

Part-time students have five years, from the date of admission, to complete the program requirements. On completion of all required courses, students must apply for graduation by submitting an Application for Graduation form to Professional, Applied & Continuing Education. Please refer the [grading requirements](#) for details.

Students who require academic advising, assistance with course planning, or who have questions regarding transfer credits should contact PACE Registration Office to be directed to the appropriate program contact.

### **Information on Admission Status:**

- **Regular** – The student met all the academic qualifications as stated on the application for admission.
- **Conditional** – The student is admitted into a program on a conditional basis; conditions are set by the admissions officer and stated on the admission letter. Once the student has met the conditions, they are moved to Regular status.
- **Regular – Pending Documents** – The student is admitted into a program pending submission of all admission documents.

## **STARTING CLASSES IN FULL-TIME PROGRAMS**

### **Course Registration**

Students enrolled in full-time PACE programs are automatically enrolled in all courses in the full-time program.

For any course withdrawal, please refer to the section on [UWINNIPEG PACE INTERNSHIP PROGRAM – Under Construction](#)

Please refer to the Internship Handbook for more information regarding the internship program.

### **Internship Eligibility Requirements:**

- GPA of 3.0 or higher (equivalent to the grade of B)
- Less than 90 hours of absenteeism in the full-time program
- Successful completion of the *Resume Building & Job Search Techniques* course with a minimum grade of an A- (83%)
- Participation in Resumania Event
- No voluntary withdrawals from any course or seminar in the full-time program
- Minimum graded standing of C (57% or higher) in all required letter-graded courses and/or pass standing in the pass/fail courses or seminars within the program curriculum
- No active academic or financial holds



- No finding of guilt on academic misconduct charge

#### Internship Eligibility Requirements for the Network Security Diploma Program ONLY:

- GPA of 3.0 or higher (equivalent to a letter grade of “B” or higher) in PACE courses
- Minimum graded standing of C (57% or higher) in all PACE required letter-graded courses and/or pass standing in the pass/fail courses or seminars within the program curriculum
- Minimum graded standing of D (50% or higher) in all individual MITT courses
- Minimum overall grade standing of 70% in MITT courses
- No active academic or financial holds
- No finding of guilt on an academic misconduct charge
- No finding of guilt on a non-academic misconduct charge
- Less than 90 hours of absenteeism in the full-time program
- Successful completion of the *Resume Building & Job Search Techniques* course with a minimum grade of an A- (83%)
- No voluntary course withdrawals in the full-time program

VOLUNTARY COURSE WITHDRAWAL: for further information and deadlines.

#### **Program Schedules**

Schedules for full-time programs are based on the prescribed curriculum as per the full-time program information described on the PACE website. Curriculum and schedules are subject to change.

#### **Course Outlines & Handouts**

Course outlines and handouts for courses in full-time programs are posted in Dropbox. Some courses may also use the Nexus learning management system. Information on accessing your Nexus account will be provided in the applicable courses. It is the student’s responsibility to review the course outline prior to the first day for any applicable information, including required pre-course assignments and readings. Instructor contact information is also listed on the first page of the course outline.

#### **Technology**

Most PACE programs are laptop-based. Before starting the program, students should ensure that their personal laptops are compatible with any hardware and software requirements for their prescribed program of study. Please contact the Program Administrator for details (see program website for contact information). The University does not provide technical support to students for personal laptop issues.

### **ACADEMIC REGULATION AND POLICIES:**

It is the students’ responsibility to be acquainted with the necessary information pertaining to the University of Winnipeg Academic Regulations and Policies. Please note that the University of Winnipeg calendar on the website contains information that details classroom conduct, academic disciplinary policies, appeal process, University Policies and Codes, and graduation. All forms of academic fraud are disallowed, students will be held responsible for any academic misconduct according to the University of Winnipeg Academic Regulations and Policies.

#### **Academic Misconduct:**

Please refer to section 8a, under *Student Discipline*, of the University of Winnipeg Academic Misconduct Policy using the link,

### **Review of Submitted Materials**

As part of the ongoing efforts to reduce academic misconduct, assignment submissions, whether submitted electronically or submitted as hard copies, may be checked for academic misconduct by PACE administration staff. This may include the retention of submitted materials to form an ongoing database for instructors and staff to use for checking for unauthorized duplication of materials, in whole or in part.

### **Plagiarism, Cheating And Unauthorized Collaboration:**

In the matter of plagiarism and cheating, please be aware that a student may not submit the same item of work for credit in two different courses. If you are referring to a document, article, book, news clipping or other media source, you should refer to the source in your exam or in your assignment. Grades, for any item of work where plagiarism or cheating is suspected, will be withheld until the issue is resolved.

Plagiarism and cheating may consist of, but is not limited to:

- Copying the work of another individual;
- Using unauthorized materials during an exam;
- Collaborating with another student during the exam;
- Collaborating with other students on individual assignments (including brainstorming) without an instructor's knowledge or consent;
- Plagiarizing and/or paraphrasing in order to represent a piece of work as your own;
- Falsifying or modifying an exam document, or another item of work, without authorization in order to obtain additional credit;
- Using, buying, selling, stealing or soliciting any contents of an exam;
- Taking a test for another student or permitting another student to take a test for oneself.
- Using any form of banned electronic communication devices (including cell phones, translation devices, tablets, laptops, etc.) during an examination or testing situation.

Unauthorized collaboration:

- Individual assignments call for independent work. Unauthorized collaboration occurs when two or more students work together without the permission of an instructor and submit similar items of work for grading on an individual assignment.
- Unauthorized collaboration is a form of plagiarism. Please consult the course instructor and the University's "Academic Misconduct Policy" for clarification on any matter concerning academic plagiarism and cheating.

### **UWinnipeg 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.

## **GRADING OPTIONS:**

Letter-graded: Students must choose the letter-graded option in order to apply a course towards credit in a UWPACE diploma or certificate program.

Non-graded: Students who do not wish to be graded may elect to receive a certificate of participation (CP) as record of attendance in a specific course or seminar. The decision to change from a letter grade to CP must be made before the voluntary withdrawal (VW) deadline for the course.

Pass/Fail graded: Students must choose the pass graded option in order to apply a course towards credit in a UWPACE diploma or certificate program.

## **MINIMUM GRADE:**

Students must receive a minimum grade of “C” (57%), or better, in all courses within the program requirements to graduate.

Note: Courses with a letter grade of “D” (56%) cannot be applied towards the program requirements.

## **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.

For more information about Nexus and navigational tutorials please go to:

<http://ctlt-resources.uwinnipeg.ca/nexus/student/help/nexus-videos-navigation.html>

## **WEBADVISOR**

All students are assigned a user name and password; this provides access to Webmail (UWinnipeg student email), WebAdvisor, Library info, etc. WebAdvisor login information is sent to students by mail. Letters containing user names and passwords take a few weeks to be processed and are mailed to students after their initial registration. Students who have not received a letter containing a user name and password should contact the Registration Office at 204-982-6633. For students registering for part-time courses online, they will receive their WebAdvisor login information by email.

### **How to reset a WebAdvisor account:**

If the student has attended the University of Winnipeg before, they may need to reset their password if they no longer have access to WebAdvisor. Go to WebAdvisor login page, select “what’s my user ID?” (if unknown) then “forgot my password.” To access the user ID, students need to input their student ID number and their last name. Once a username is issued, please use “forgot my password” to reset your password. A temporary password will be sent to your email address.

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\*

\*Students who have a pre-existing payment plan should contact the Registration Office at (204) 982-6633 for details.

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.

### **ACCESSING FINAL GRADE RESULTS:**

Final grades for this course will be posted on WebAdvisor. To access your WebAdvisor account, please refer to the user name and password letter for instruction. Please contact the Registration Office if you have not received this information from the University or contact the Help Desk at (204) 786-9149 or [help.desk@uwinnipeg.ca](mailto:help.desk@uwinnipeg.ca) to reset your account if you have lost this information.

### **GROUP WORK**

Effective group work requires all members to contribute a fair share to the overall work of a project, meet collective and individual deadlines as agreed upon by the group, communicate when and where required, and attend all group meetings. Individuals, who fail to meet group obligations or are unresponsive in resolving group issues, may be assigned to complete the project as an individual assignment.

Please consult the course instructor in the event of an unresolved group issue at the earliest convenience so they may assist in the issue resolution process.

### **CLASSROOM ENGAGEMENT:**

Students are expected to:

- Arrive promptly and attend class in accordance to the scheduled course hours.
- Respect the individual right to engage in class discussion without monopolizing "air time".
- Respect individual learning needs by avoiding activities that distract from a productive learning environment, such as side conversations and frequent coming and going from the classroom.
- Mute or turn off cell phones, pagers, and all other personal communication devices.
- Refrain from inappropriate use of computers during class-time.

### **UWINNIPEG RESPECTFUL WORKING & LEARNING ENVIRONMENT POLICY:**

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).

### **Sexual Misconduct Protocol and Sexual Misconduct Guidelines**

The “Sexual Misconduct Protocol” and “Sexual Misconduct Guidelines” documents are a part of the “Respectful Working and Learning Environment Policy.” They can be found here:

- [Sexual Misconduct Protocol](#)
- [Sexual Misconduct Guidelines](#)

**Human Rights & Diversity Office** Taken from the University of Winnipeg website:  
<http://www.uwinnipeg.ca/index/harassment-index>

Also see this in the University of Winnipeg General Calendar:

<http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/calendar/RegulationsandPolicies.pdf>

The University is committed to and actively supports equal opportunity, equity, social justice, mutual respect, diversity and the dignity of all people. The University recognizes that every member of the University community has the right to participate, learn and work in an inclusive and respectful work and learning environment that promotes equal opportunities and is free from discrimination and harassment.

The new Respectful Working and Learning Environment Policy and the Procedures to implement it became effective on June 1, 2013, and are reproduced below. Creating a climate of respect and maintaining an environment free of discrimination and harassment is a shared responsibility. Members of the University community have an obligation not to cause or participate in harassment or discriminatory behavior. The University will endeavor to ensure that individuals who believe that they have been subjected to harassment or discrimination are able to express concerns and register complaints without fear of retaliation or reprisal. The University will act promptly and efficiently to deal with incidents of harassment and/or discrimination, taking corrective action respecting any member of the University community who breaches this Policy.

The Human Rights and Diversity Office administers a confidential voice mailbox (204.786.9161) to receive inquiries and complaints under the Respectful Working and Learning Environment Policy. The Human Rights and Diversity Officer's duties include receipt, investigation and resolution of concerns and the provision of advice and assistance to faculty, staff members, students and administrators.

### **RECORDING THE CLASS:**

The University of Winnipeg's Professional, Applied and Continuing Education generally prohibits the use of audio or digital technology to record course lectures without the instructor's prior consent.

PACE will try to accommodate special learning requirements, based on the protected characteristics defined under the Manitoban Human Rights Code, and given reasonable diagnostic and/or medical documentation and the University's Accessibility Services requirements.

These recordings may not be used to substitute attendance in accordance with the UW-PACE Minimum Attendance Requirement for Graded Standing. Instructors own the intellectual property, and therefore the copyright, of all lecture content. Students may not reproduce, distribute, or use these recordings beyond the purpose of private study.

### **ABSENCE**

Students who miss class must make arrangements with a classmate, or the instructor, to get the missed content covered in the class.

Students should notify the following individuals when absent:

- a. Course instructor – see course outline for contact information
- b. Funding agent (if applicable)

- c. Group project classmates (if applicable)

### **Accumulated Absent Time (Internship Eligibility within a Full-Time Program)**

Students may not exceed ninety hours (total) of absenteeism in a full-time program as per the conditions of internship eligibility. Students with chronic absenteeism, excessive lateness or early departures may need to meet with the Academic Advisor and their financial sponsor (if applicable) to discuss continuance in the program.

Note: for internship tracking purposes, a “late/early departure/extended absence” is noted as three hours of absence.

In order to maintain internship eligibility, students who exceed the minimum attendance requirement due to extenuating personal circumstance must formalize a request for continuance in internship in writing to the appropriate Program Manager and provide supporting documentation to support their case.

## **EXAMINATIONS & TESTING**

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Instructors may authorize additional material or equipment for this course.

**Use the washroom prior to the exam period.** Students may use the washroom during the exam, but should be encouraged to use the washroom prior to the start of the session. Students will be escorted to the washroom by a PACE staff member. Washroom breaks are not allowed in the first 30 minutes of the exam and after the first exam has been submitted to the invigilator/instructor and the student has left the room.

During the examination or test:

1. Invigilators or instructors will open the exam room approximately 10 minutes prior to the scheduled exam time. If the exam start time is delayed, the same amount of time will be added to the end of the exam. Students must stop writing the exam promptly at the exam stop time.
2. Each student will have a pre-assigned seat.
3. Empty your pockets and place all required items, including tissue paper, calculators, and pencil/pens, on the desk top.
4. All personal belongings (including bags, books, any form of paper and all unauthorized electronic devices) are left at the front of the room. If a cell phone rings during an exam, the backpack/bag will be moved outside of the classroom.

**Note: Unauthorized electronic devices include, but are not limited to: cell phones, laptops, calculators, MP3 players, pagers, smart watches and/or electronic dictionaries.**

5. No talking or mouthing words once the exam starts. Talking will be viewed as suspicious and reported to the Academic Review Committee. If a student talks during an exam, that student will be moved to an alternate seat. If, after being moved, the student continues to talk, that student will be asked to leave the exam room without an opportunity to re-write the exam. The exam will be marked based on what is completed at the time the exam is confiscated.
6. Do not look at or copy the work of another student.
7. Avoid eye contact with other students.
8. Protect your own work.
9. Your seat may be reassigned at any time during the exam by the invigilator.
10. Do not lean or move in a way that will be interpreted as suspicious.
11. Questions should be directed to the invigilator only. Invigilators cannot answer questions related to the content about the exam, ie definitions of words or explanations of questions.
12. No questions will be answered while students have left the room for a washroom break.
13. Calculators cannot be shared with other students.
14. Behaviour that includes leaning, stretching, looking at other students will be viewed as suspicious and may be reported to the Academic Review Committee.
15. Students may be allowed to enter the exam room up to 30 minutes after the start of the exam and ONLY if no other student has left the exam room up to that point. Students who are allowed to enter the exam room after the exam has started will not be given additional time to complete their exam. The name of the late arrival will be recorded and reported to the Chair of the Academic Review Committee. If a student is not allowed into the exam room, the late arriving student should be directed to the PACE Registration Office to speak with the Academic Advisor.

### **Identification at Tests and Examinations**

Students must have ID available upon request when writing tests and examinations. Students who are unable to present identification may complete the test or examination but must produce identification within one working day. The test or examination is not graded until identification is assured.

### **Deferred Examination Requests:**

When a deferred examination privilege is granted, **the subsequent examination must be written at the time specified by the University, within 10 days of the original exam date.**

If this privilege is not exercised by the date that the University grants, this privilege will be revoked.

Please note that the University may grant an examination deferral based on extenuating circumstances, such as documented illness or health reasons, severe personal difficulties, religious observance, or for other unforeseen circumstances. Under these circumstances, students should notify the University prior to the start of the exam

session (wherever possible) and request a deferred examination through the formal accommodation process.

To formalize the request for academic accommodation, students must submit a Deferred Examination Request Form, the appropriate verification (such as a medical certificate or an obituary, etc.) and the administrative fee to the PACE Registration Office within two (2) days of the original examination date. Students may download this form from the PACE website at <http://pace.uwinnipegcourses.ca/forms-publications>, Application for Deferred Examination Form (PDF) or obtain a copy from the PACE Registration Office.

Please note a deferred exam cannot be scheduled if there is a financial hold on the student's account.

When students attempt an examination even though they are not fit to do so, the examination results will normally stand. Under some extenuating circumstances, students may petition the PACE Academic Review Committee to make an exception to academic regulation to dismiss the original examination results and request permission to re-write the examination on grounds of illness along with the appropriate verification (see above).

### **Tests, Quizzes, and Mid-Term Examination:**

In general, no make-up session will be scheduled for a missed test, quiz or mid-term examination. For individuals with legitimate absence (i.e., illness supported by a medical certificate relative to the date of the class missed), the value of this mark will be reweighted against the final exam mark or another item of work (at the instructor's discretion).

Individuals who do not have a legitimate absence will receive a grade of zero for this item of work.

In some circumstances a test, quiz, mid-term, or other assignment may be deemed integral to the learning outcomes of the course, and the student may be required to complete the assessment component, and the value of this item of work will not be reassigned to another item of work. This includes items of work such as the APA quiz / in class assignment, or a course in which there is a mid-term but no final exam.

In the case of a test, quiz, or mid-term, this may require the completion of a Deferred Examination Request Form and payment of the applicable fee. See the section on Deferred Examinations for further details

### **Retention of Mid-Term and Final Examination Papers**

The University of Winnipeg Professional, Applied and Continuing Education retains some mid-term and all final examination papers for a period of six months, or longer in the case of an unresolved academic complaint.

On request, students may view their examination papers by making arrangements through the PACE office.

### **IN-CLASS ASSIGNMENT:**

No make-up arrangements will be made when a student misses an in-class assignment. For individuals with legitimate absence (ex. illness supported by a medical certificate relative to the date of the class missed), the value of the in-class assignment will be added to weighted value of another individual item of work, at the instructors discretion (ex. in-class assignment, midterm, final exam). In the case where there is no subsequent assignment, test or exam, an alternate arrangement may be considered at the discretion of the instructor.

Individuals who do not have a legitimate absence will receive a grade of zero for this item of work.



## **POLICY FOR LATE ASSIGNMENTS:**

All assignments will be given a due date. Students must comply with this deadline and submit their assignments on time in order to avoid a late penalty. It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

Special consideration may be given to students who, for unforeseen or exceptional circumstances, are not able to meet the deadline as assigned.

<b>PENALTY</b>	<b>DAYS LATE</b>	<b>DETAILS</b>
5%	2 DAYS	According to the assigned value of this item of work
10%	4 DAYS	According to the assigned value of this item of work
15%	6 DAYS	According to the assigned value of this item of work
20%	8 DAYS	According to the assigned value of this item of work
100%	MORE THAN 8 DAYS	A value of "0" will be registered for this item of work

## **RETURN OF GRADED ASSIGNMENTS:**

Whenever possible, instructors will attempt to return graded assignments to students during scheduled class time. Where this is not possible, it will be a student's responsibility to pick up the graded assignment after a course ends from the PACE Program office between 8:30 am - 4:30 pm.

The University will only retain assignments for a limited time and will shred any unclaimed assignments after a period of six (6) weeks of receipt in compliance with the University of Winnipeg confidential shredding procedure.

Students may also provide PACE Program Manager with a self-addressed, stamped envelope (of an appropriate size) as an alternative means of return by mail.

## **PRESENTATIONS:**

### **Group or Individual Presentations**

**No make-up presentations will be permitted.** Students who are unable to participate in a group or individual presentation on the prescribed date(s) will receive a grade of zero against this item of work.

For individuals who miss a group or individual presentation due to a legitimate absence (i.e., illness supported by medical documentation), the instructor may permit them to complete a make-up assignment or add the value of the missed presentation to another item of assessment at their discretion.

To avoid interruptions and distractions during presentations, the classroom door will be locked during the presentation session with the exception of scheduled break time. **Students who arrive late will not be admitted into the classroom under any circumstance until the session concludes.**

## **RESEARCH POLICY:**

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

## ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

## UWINNIPEG PACE INTERNSHIP PROGRAM – Under Construction

Please refer to the Internship Handbook for more information regarding the internship program.

### Internship Eligibility Requirements:

- GPA of 3.0 or higher (equivalent to the grade of B)
- Less than 90 hours of absenteeism in the full-time program
- Successful completion of the *Resume Building & Job Search Techniques* course with a minimum grade of an A- (83%)
- Participation in Resumania Event
- No voluntary withdrawals from any course or seminar in the full-time program
- Minimum graded standing of C (57% or higher) in all required letter-graded courses and/or pass standing in the pass/fail courses or seminars within the program curriculum
- No active academic or financial holds
- No finding of guilt on academic misconduct charge

### Internship Eligibility Requirements for the Network Security Diploma Program ONLY:

- GPA of 3.0 or higher (equivalent to a letter grade of "B" or higher) in PACE courses
- Minimum graded standing of C (57% or higher) in all PACE required letter-graded courses and/or pass standing in the pass/fail courses or seminars within the program curriculum
- Minimum graded standing of D (50% or higher) in all individual MITT courses
- Minimum overall grade standing of 70% in MITT courses
- No active academic or financial holds
- No finding of guilt on an academic misconduct charge
- No finding of guilt on a non-academic misconduct charge
- Less than 90 hours of absenteeism in the full-time program
- Successful completion of the *Resume Building & Job Search Techniques* course with a minimum grade of an A- (83%)
- No voluntary course withdrawals in the full-time program

## VOLUNTARY COURSE WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. It is the student's responsibility to withdraw to ensure no academic penalty is incurred. Note that this does not include the hours for the invigilated exams. Please consult the Registration Office or Program Area for a Request for Voluntary Withdrawal form. If the student has missed the deadline for withdrawal, they must submit an appeal for retroactive withdrawal to the PACE Academic Review Committee. See [PACE Academic Appeal Guidelines](#) for more information.

Students enrolled in full-time programs, who are funded by Manitoba Education and Training Services, and any other funding agent must consult their funding agency prior to submitting the request form for voluntary course withdrawal to the University; changes to course load may impact funding entitlement. Students who are funded must have their funding agent provide written authorization to approve the voluntary withdrawal request.

The University of Winnipeg PACE Full-time Program Refund policy is noted on the Statement of Account (SOA). Please refer to the SOA for refund eligibility and note that there is no refund for individual course withdrawal in a full-time program. Students with extenuating circumstances (medical or compassionate grounds) must consult a program manager if seeking special consideration.

Please consult the Academic Advisor before withdrawing from any course or seminar in a full-time program to discuss the academic repercussions.

## **UWINNIPEG PACE APPEALS GUIDELINES**

*Note: An appeal cannot be processed if there is a financial hold on the students' account.*

Students have the right to appeal. All appeals must be in writing. Decisions are made by the appropriate body and are based on the information and supporting documentation that students provide in writing.

It is the students' responsibility to submit all required documentation, including any copies of marked course work under appeal. If students do not provide the required documentation the appeal may be denied on grounds of insufficient evidence.

All students wishing to appeal must consult the UWinnipeg PACE Academic Advisor to discuss their situation and to obtain information on the appeal procedures and appropriate appeal form.

*Note: The information published in the University of Winnipeg General Calendar takes precedence over the information contained in this guide.*

### **Aids to an Effective Appeal:**

All appeals must state clearly and concisely:

- a) the regulation, deadline, or decision you are appealing
- b) the grounds for your appeal
- c) the remedy you are seeking

A few pointers:

- a) set out your case logically and objectively;
- b) make sure your appeal is legible;
- c) make sure all dates, course number, etc are precise and correct;
- d) be as specific as possible about the circumstances;
- e) give precise details about how the circumstances affected your studies;
- f) provide supporting evidence and/or documentation;
- g) the grounds for your appeal;
- h) the remedy you are seeking,

### **PACE Academic Review Committee (ARC)**

A representative of the UWinnipeg PACE Academic Review Committee will issue written notification with the

appeal decision within four weeks of the date of receipt of the appeal.

If a student has reason to believe, and can demonstrate that the appeal was not given a fair hearing, further appeal may be made in writing to the PACE Executive Director.

### **Appeals against Grades on Individual Items of Work**

An individual item of work includes any single piece of work in a class, including the final test or examination. Appeals of grades on individual items of work are heard by the PACE Academic Review Committee.

An item of work is defined as:

- a test
- a paper or an essay
- a book or lab report
- a presentation
- an examination
- an assignment

### **Grounds for an Appeal**

To make an appeal, a student must have cause to believe that a grade assigned on an individual item of work was unjust.

### **Procedures**

The student should first discuss the matter with the instructor. If, after discussion with the instructor, the student has reason to believe an injustice has been done, the student may then write an appeal to the Chair of The University of Winnipeg PACE Academic Review Committee, and submit the appeal care of the PACE Registration Office.

Please consult a PACE Academic Advisor or Program Manager for the appeal form. (*\$150 fee, which is refunded if appeal is successful*)

For individual items of term work graded during classes, students must discuss the matter with the instructor within seven working days after notification of the grade. The written appeal to the Chair of the ARC must be submitted within two working days after the discussion with the instructor.

For final items of term work graded after the end of classes, or for final term tests or examinations, students must submit their written appeal to the Academic Review Committee within six weeks after the last day of exams for the term in which the course is offered.

**All appeals** submitted to the Academic Review Committee should include:

- the marked copy of the work which is the subject of the appeal;
- grounds for the appeal;
- a summary of the conversation with the instructor.
- copy of assignment instructions
- the grading rubric provided by the instructor (if applicable)

Students should expect that the disputed grade will be reviewed in a context other than the one that generated the original grade. The Committee notifies the student in writing of the result of the appeal. The instructor will be fully informed of the student's submission.

### **Appeals against the Final Grade in a Course**

This procedure applies to the official grade issued on The University of Winnipeg WebAdvisor, and NOT the grade received on an individual item of work or final examination. Appeals of final grades are heard by the PACE Academic Review Committee.

There are only three grounds for appeal against a final grade for a course:

1. The assessment of the final grade was calculated without considering all individual items of work completed and submitted (*\$150 fee which is refunded if appeal is successful*).
2. The assessment of the final grade suggests a calculation error of the final grade and the final grade does not appear to correspond to the grades awarded to the individual items of course work (*\$150 fee which is refunded if appeal is successful*).
3. The overall assessment of the final grade is demonstrably unjust (*\$150 fee which is refunded if appeal is successful*).

### **Appeal Procedure against the Final Grade in a Course:**

Students must submit a written appeal, including all applicable evidence, within six (6) weeks of the date the final grade was issued on The University of Winnipeg WebAdvisor. The student should address the appeal to the Chair of The University of Winnipeg PACE Academic Review Committee, and submit the appeal care of the PACE Registration Office

Please consult a PACE Academic Advisor or Manager for appeal form.

The appeal should include:

- A copy of all course work which is the subject of the appeal;
- The grounds for the appeal;
- Any other relevant documentation.

The committee will notify the student in writing of the result of the appeal and the instructor is fully informed of the appeal.

### **Please note:**

If registered to take a course that lists the course in this appeal as a pre-requisite, the student must obtain the instructor's consent for continuance before starting the course.

### **Appeals for Retroactive Withdrawal**

Students who stop attending courses without following formal withdrawal procedures by the announced deadline for withdrawal will be issued a grade based on completed course work. Students may appeal to the PACE Academic Review Committee for a retroactive withdrawal on the basis of medical, compassionate or other reasons beyond their control.

Please consult a PACE Academic Advisor or Program Manager for appeal form.

Please note, the appeal must be submitted to the Chair of The University of Winnipeg PACE Academic Review

Committee, care of the PACE Registration Office, within six (6) weeks of the date the final grade was issued by the UWinnipeg PACE Registration Office.

### **Appeals for Re-Admission during or after Suspension**

After formal warning, students may be placed on academic suspension. When suspended, students are not permitted to register at PACE for a period defined by the PACE Academic Review Committee.

Students who are suspended for a second time will not be permitted to register in a PACE course for a period of two calendar years.

### **Appeals against the Length of the Suspension**

Students who wish to appeal the length of their suspension, in order to continue their studies at PACE, must submit the appeal to the Chair of The University of Winnipeg PACE Academic Review Committee, care of the PACE Registration Office.

### **Appeals for Re-Admission after Suspension**

Students must submit a written request for reinstatement after their suspension period to the Chair of The University of Winnipeg PACE Academic Review Committee, care of the PACE Registration Office, in order to continue their studies at PACE.

## **PROBATION AND SUSPENSION POLICY**

### **Academic Probation Policy**

Please refer to Academic Probation Policy below according to your admission status.

#### *Regular Status:*

The University will place Regular Status students on Academic Probationary Status when they:

- 1) Have failed ninety (90) hours, or more, of courses (a final grade of "F")

**and/or**

- 2) Have a GPA below 2.0 after ninety (90) hours, or more, of PACE courses.

#### *Conditional Status:*

The University will place Conditional Status students on Academic Probationary Status when they:

- 1) Do not meet the conditions set by their program at time of admission

**and/or**

- 2) Have a GPA below 2.0 after ninety (90) hours, or more, of PACE courses.

### **Notification of Academic Probationary Status**

Students who have been placed on academic probation will be notified by registered mail and email.

### **Appeal of Academic Probationary Status**

Students have the right to submit a written appeal to the PACE Academic Review Committee within ten (10) business days of academic probation notification.

### **Requirements to regain Regular Status**

A student on probation will be moved to Regular Status on successful completion of a minimum of ninety (90) course hours, or more, of PACE courses with a GPA of 2.0 or higher.

## **Suspension Policy**

### **Suspension/Withdrawal for Full-Time Students**

If a full-time student on probation has another failed course attempt (“F”), their case will be reviewed by the PACE Academic Review Committee. The committee will determine if the student will be placed on academic suspension from PACE and be withdrawn from the full-time program. The length of suspension will be determined by the committee.

The full-time student will be withdrawn from all courses in which they have been registered in, but have not yet started.

Students who are suspended for a second time will not be permitted to register in a PACE course for a period of two calendar years.

### **Suspension/Withdrawal for Part-Time Students**

If a part-time student on probation has another failed course attempt, their case will be reviewed by the PACE Academic Review Committee to determine if the student will be placed on academic suspension from PACE. The length of suspension will be determined by the committee.

The part-time student will be withdrawn from all courses in which they have been registered in, but have not yet started.

Students who are suspended for a second time will not be permitted to register in a PACE course for a period of two calendar years.

### **Notification of Academic Suspension Status**

Students who have been placed on Academic Suspension from PACE will be notified by registered mail and email.

### **Appeal of Academic Suspension Status**

Students have the right to submit a written appeal to the PACE Academic Review Committee within 10 business days of Academic Suspension notification.

### **Reinstatement Process**

A student on academic suspension must formally appeal for continuance after the suspension period for reinstatement. See [Appeals for Re-Admission during and after Suspension](#)

## **Financial Suspension**

If a full-time student’s account goes 30 days into arrears the student is notified by email by the Manager of Registration Services that they have been placed on Financial Suspension and that they have to bring their account into balance within 14 calendar days.

Once placed on Financial Suspension the student will be suspended from attending PACE courses and may not attend PACE courses, midterms, quizzes, or exams. As well, the student may not submit any assignments. If a student misses any item of work (e.g. assignments, quizzes, midterms or exams), while on a financial suspension, there will be NO option to submit makeup or alternative course work once their account is restored.

Students placed on financial suspension will be removed from Nexus and they will not have access to any course work on Nexus.

While on suspension, students are unable to order transcripts or diplomas, or to receive grades, nor continue in current courses.

If the account is not brought into balance within 14 calendar days of being placed on Financial Suspension the student may be withdrawn from their PACE program and withdrawn from all current and upcoming courses, with no possibility of refund.

In order to return to studies students must clear their account prior to registering for courses.

## **GRADUATION**

Students, who wish to graduate, should check the [online Program Planning Tool](#) or meet with a program manager to ensure they have successfully completed their program requirements. If the requirements are met, students must submit a completed [Application for Graduation form \(link\)](#) to the program area, or Registration Office, for graduation approval. Eligible names are forwarded to The University of Senate for graduation three times a year – March, May and September.

In order to be eligible for graduation students must meet program requirements, have a minimum GPA of 2.0, or higher, and not have any active academic or financial holds. Students who are involved in on-going cases of academic misconduct will not be eligible for graduation until the case is resolved. As a result, this may impact the date of graduation.

### **Convocation**

The UWinnipeg PACE annual graduation ceremony is held in October for all students who have successfully completed their program requirements, have submitted an Application for Graduation and whose names the University of Winnipeg Senate has approved.

Once approved for graduation, students wishing to attend the ceremony must place an order for a gown online by the required date. The students will then receive information regarding the graduation.

Students, who do not wish to attend the ceremony and want their certificate or diploma mailed out to them, must notify PACE at least four weeks prior to the graduation ceremony. For students graduating in fall the documents will be mailed after the convocation.

## **REQUEST FORMS AVAILABLE ON WEBSITE**

The following forms are available on the PACE website ([pace.uwinnipeg.ca](http://pace.uwinnipeg.ca)):



- [Archived Course Outline](#)
- [Certified Document](#) – includes Confirmation of Enrolment and Confirmation of Graduation
- [Course Withdrawal](#)
- [Full-time Program Withdrawal](#)
- [Transcript or Certificate/Diploma](#)
- [Deferred Examination](#)

## UWPACE GRADING SYSTEM:

Subjective	Letter Grade	Percentage (%)	GPA	Pass/Fail
Excellent	A+	96-100	4.5	P Pass
	A	91-95	4.0	F Fail
	A-	83-90	3.75	
Good	B+	75-82	3.5	<b>Non-Graded</b>
	B	70-74	3.0	CP Certificate of Participation (>75% Attendance)
Satisfactory	C+	66-69	2.5	NC No Certificate of Participation (<75% Attendance)
	C	57-65	2.0	
Marginal	D	50-56	1.0	<b>Special Designation</b>
Failure	F	<50	0.0	TC Transfer Credit
Incomplete	I			S Standing

## STUDENT ID CARD

All PACE students have the opportunity to obtain a student card from Main Campus and use campus services, such as the library and reduced fare bus pass.

Students interested in obtaining a student card must provide confirmation of registration, as well as a piece of photo identification (e.g. driver's license, passport), to Student Central, which is located in Centennial Hall at Main Campus (515 Portage Avenue), inside the doors of the Ellice Street entrance.

### *Student Central Hours of Operation:*

Monday - Thursday (8:30am - 5:30pm)

Friday (8:30am - 4:15pm)

## PHOTOCOPYING

Several photocopiers are available for student use in the Buhler Centre and are located in the student lounges; additional photocopiers are available in the main campus library. Please be advised that all students must pay for all photocopying and printing. Neither the registration office nor program areas are responsible for photocopying or printing student documents.

Photocopying instructions:

1. All students are issued user accounts for photocopying and printing.
2. To access your account information, logon to your Webmail email address. This can be accessed from

www.webmail.uwinnipeg.ca . You will find an email with your account information (user number and pin number)

3. If you have not received your account information please contact student central at (204) 789-1444
4. Enter your user number and pin on the Equitrac Pay Station keypad and load your account with the desired amount of money.
  - a. **NOTE:** Cost: \$0.10½ per page. The Pay Station does not give back change.
5. Enter your account information in the keypad on the left hand side of the photocopier machine
6. Select the “Copy” function
7. Place documents as shown on the photocopier
8. Enter the amount of copies you wish to make
9. Select your preferences (one-sided, double-sided, etc.)
10. Press “Start”
11. See staff if you have any questions

## UWINNIPEG LIBRARY ONLINE JOURNALS

Through the UW Library website, UW students have access to online journals, both on-campus and off-campus.

Find UW Library Instruction on YouTube:

<http://www.youtube.com/uwpglibrary>

Find Library Research Guides at:

<http://libguides.uwinnipeg.ca/>

Website: <http://library.uwinnipeg.ca/>

1. General Searches
  - Use the “WorldCatLocal” database to do an initial search.
    - a. Put in your search term. This could be the title of an article if you know it, or just key words, e.g. learning styles and then click “search.”
    - b. Narrow your search to academic articles only by clicking on the appropriate boxes to the left. For example, clicking the “article” box will give you peer-reviewed articles only
    - c. You may also limit the libraries you search in. At the top, select the University of Winnipeg Library only or others.
2. If searching for a specific article in a journal, and you know the title of the Journal, search under “Journal Search”
  - a. Type in the journal name. e.g. “Journal of Business Ethics”
  - b. Choose the database through which to search the journal. e.g. JSTOR
  - c. At this point you will need to verify you are a UW student. Use your username and password provided on the first day.
  - d. Search for the title. e.g. “Building an Inclusive Diversity Culture: Principles, Process and Practice”
  - e. View PDF for full article
3. If searching for articles under a specific topic, search under “Library Database”
  - a. Common Databases: ProQuest Research Library, EBSCO, Business Source
  - b. Premier, CBCA Business, Sage Journals Online, Emerald
  - c. Connect and verify you are a UW student.
  - d. Search by topic. e.g. “Labour” and “Management”
  - e. To view articles in full-text click “PDF” when available (some may only have the abstract available)

**Tips:**

- Use the “Advanced Search” option to focus the search. e.g. check “Full Text” (if available) to show only articles that have the PDF available to view
- Limit the “Published Date” if your search is for articles published in certain years
- Check “Scholarly (Peer-Reviewed) Journals” if looking for credible articles

## CAMPUS WIFI

While the configuration of wireless devices can vary greatly between brand-name and type, (eg: PC, Mac, iPad, Blackberry, or Android), there are a few basics to start you on your way to wireless freedom:

1. Obtain your UW-WIRELESS encryption key from WebAdvisor: Faculty / Students via WebAdvisor under My User Account; Staff email (Help.Desk@uwinnipeg.ca) or call the Help Desk (786-9149)  
NOTE: Internet public terminals are available on site at the University at Uplink and the Library.  
NOTE: The encryption key will be reset once annually. Please check here for yearly updates.
2. Enable Wireless on your device: Follow your device manufacturer’s instructions to start the wireless setup process. Most devices will have some type of ‘wizard’ that prompts you step-by-step, or you’ll get a pop-up or notification stating that a new wireless network is available.
3. Select SSID = UW-WIRELESS: One of the first questions a ‘wizard’ will ask is ‘what is the name of the network you’re connecting to?’ Choose SSID “UW-WIRELESS”. The same choice applies if your device only gives you a selection of ‘available networks’.
4. Enter WPA / WPA2 Encryption Key: To support the security features on our network, your device will next ask you to enter a WPA / WPA2 Encryption Key or password. Type in the Encryption Key (as retrieved in step A above) and save it. You will only have to do this once unless you change or delete your settings, or setup a new device.
5. Perform Web Authentication: Finally, you will HAVE to open an internet web browser on your device before doing anything else, (it shouldn’t matter which one). This vital step allows you to actually authenticate or log-in to the UW-WIRELESS network. You will have to do this each time you leave the University and return to connect again. When prompted through your web browser, use the same username and password that you use for accessing WebAdvisor

## TRANSFER CREDIT

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

- Minimum grade of C+
- Courses 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](#) for more information.

## TRANSFER BETWEEN PACE PROGRAMS

Students admitted to more than one PACE Program may be eligible to receive credit for graded course work into another 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. For example, the Management Certificate program is 290 hours in total.  $1/3$  of 290 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. For further details, please contact PACE.

## **ARTICULATION FOR CREDIT AT THE UNIVERSITY OF WINNIPEG**

Graduates of some PACE programs may be eligible to transfer credit to degree programs in The University of Winnipeg. For more information, please check the PACE website, under "[Pathways to UW Degrees](#)". Some conditions may apply.

## **STUDENT MEMBERSHIPS**

Membership fees to professional associations are included in several full-time programs. Part-time students can purchase these memberships by contacting the organizations directly.

### **Human Resource Management Diploma Program**

1. Canadian Payroll Association (CPA)
2. CPHR Manitoba Memberships
  - a. Contingent on no tuition holds
  - b. Provides reduced registration fees for to events

### **Project Management Diploma Program**

1. Project Management Institute (PMI)

### **Public Relations Marketing Management Diploma Program**

2. Canadian Public Relations Society (CPRS)
3. International Association of Business Communicator (IABC)

## **STUDENT LIFE FOR FULL-TIME PROGRAMS**

Events are planned throughout the year by PACE administration and the student social committee; to get involved in the planning, contact a PACE staff member, or get updates on upcoming events by following PACE on:

- Facebook (University of Winnipeg PACE – Professional, Applied & Continuing Education)
- Twitter (@uwinnipegDCE)
- Instagram (uwinnipegpace)
- YouTube (PACE UWinnipeg)

Students volunteering to participate on the Student Life Social Committee must meet the following criteria:

- no failed courses
- no financial hold on their account
- no finding of guilt of academic misconduct
- GPA of 2.5 or higher (exceptions at the discretion of the Program Manager)

## **HEALTH INSURANCE**

### **Domestic Students**

PACE students are not enrolled in any extended health plan.

### **International Students**

International students are eligible for Manitoba Health coverage, if they have a valid student permit issued by Citizenship & Immigration Canada (CIC) for a minimum of six months, and live in Manitoba for a minimum of six months in a calendar year. Students must register with Manitoba Health as soon as they arrive in Manitoba. For more information, please contact The University of Winnipeg International Student Services ([iss@uwinnipeg.ca](mailto:iss@uwinnipeg.ca)), or the PACE Registration Office

International students will also be charged for the Guard.me More health insurance plan. For more information on this health insurance plan, please contact The University of Winnipeg International Student Services ([iss@uwinnipeg.ca](mailto:iss@uwinnipeg.ca)), or the PACE Registration Office.

## **CAMPUS SERVICES**

### **Accessibility Services**

Accessibility Services and the Accessibility Resource Centre provide students with disabilities the opportunity to participate fully in all aspects of campus life.

Accessibility Services can provide accommodations for students with invisible/visible disabilities or medical conditions such as:

- Physical disabilities
- Learning disabilities
- Mental health issues
- Visual disabilities
- Deaf or Hard of Hearing
- Chronic illness
- Both temporary and recurring medical conditions

For additional information, or to register for academic accommodations, please contact Accessibility Services at (204) 786-9771 or through email at [accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca)

### **Bookstore – website link**

Students may purchase their textbooks at the UW Bookstore located at The AnX building at 471 Portage Avenue, Unit 1 (former Greyhound bus depot).

### **Hours of Operation**

The University of Winnipeg Bookstore operates Monday to Friday from 8:30am - 5:00pm and may offer extended hours at peak times of the year. Please call 204-786-9706 for more information.

### **On-line Bookstore**

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

To order, please have your credit card ready and complete the following steps:

- Ensure that the “Select Your Program” tab is set to “University of Winnipeg”
- Set the “Select Your Term” tab (For example, fall 2013)
- Set the “Select Your Department” tab to “DPS” using the drop down menu to scroll down to the Professional Studies Program area department code
- Drop down the menu in “Select Your Course” to scroll down to the course number
- Drop down the menu in “Select Your Section” to scroll down to the specific section
- Click on “Add to Cart and go to Cart” to finalize the purchase and shipment arrangements
- Set your textbook preference in the “textbook new/used preference” tab and click on “checkout” to proceed to enter your customer account information
- Click on the “Register” button in the “New User” to create a user name and password for your customer account, or log in if you have an existing account
- Finalize your order

Please note that there is a shipping fee of up to \$10.00 when ordering textbooks online. As well, students purchasing textbooks online should allow 5-10 business days for delivery.

### **The University of Winnipeg Student Services (main campus services)**

Located on the first floor, Centennial Hall (near the Ellice Street entrance to campus).

### **UWSA Info Booth**

The UWSA Info Booth provides the following services:

- Canada Post Outlet
- Transit
- Newspapers
- Event Tickets
- Fax services

For more information see: <http://theuwsa.ca/services/uwsa-retail-services/uwsa-infobooth/>

### **Wesmen Athletics**

#### **Duckworth Centre**

PACE full-time students are eligible for a discounted membership fee in The University of Winnipeg Wesmen Athletics Duckworth Centre. For more information on their services, see:

<http://www.uwinnipeg.ca/index/wesmen-services>

#### **Wesmen Services & Events**

Wesmen Athletics offers services, like Athletic Therapy, and events. For more information, including upcoming sporting events see: <https://www.uwinnipeg.ca/index/wesmen-ni>

### **The Tutoring Centre**

Free tutoring services are available to all University of Winnipeg students in writing and math. For more information or to schedule a tutoring session:

#### **Writing**

Room: 3G10 ([Graham](#) Hall)

Phone: 786-9129

Email: [rhettutor@uwinnipeg.ca](mailto:rhettutor@uwinnipeg.ca)

[http://rhetoric.uwinnipeg.ca/Tutoring\\_Centre/index.html](http://rhetoric.uwinnipeg.ca/Tutoring_Centre/index.html)

## **Math & Science**

Room: 3G11 [Graham](#) Hall

Phone: (204) 786-9129

<http://tutoringcentre.uwinnipeg.ca/mstutoring/index.shtml>

## **Career Services – Career Planning**

The University of Winnipeg provides assistance in the job search process, including help with writing your resume, CV and cover letters. Schedule an advising session with a Career Advisor at (204) 786-9863 or [careers@uwinnipeg.ca](mailto:careers@uwinnipeg.ca). For more information - <http://www.uwinnipeg.ca/index/career-services-job-search-skills>

## **Counselling Services**

The Student Intake and Conduct Manager, Jill Hodgson, can provide more information on services available to University of Winnipeg. Jill provides intake, assessment and referral services for students who may be in distress, who are uncertain about where to seek help, who are experiencing mental health issues, and /or who may be displaying concerning behaviors on campus. Jill actively collaborates with stakeholders both on and off campus to seek resources for students, and she contributes to a long-term strategy to improve mental health, wellness and resiliency on campus. She may be reached at (204) 988-7611 or [j.hodgson@uwinnipeg.ca](mailto:j.hodgson@uwinnipeg.ca). Walk-in hours (First-come, first-served basis) are Tuesday 9:00 a.m. – 12:30 p.m. and Thursday 1:30 – 4:30 p.m. in Room 1A02 (Ashdown Hall)

Personal counselling is available to all students registered at The University of Winnipeg. Counselling Services are free, confidential, and by appointment. Call (204) 786-9231 for more information or see - <http://www.uwinnipeg.ca/index/counselling-services>

## **Klinik Community Health Centre**

Klinik Community Health Centre provides a range of health related services from medical care to counselling to education. Klinik services are free and confidential. For a list of services and contact information see - <http://www.uwinnipeg.ca/index/services-klinik>

## **Aboriginal Student Services Centre**

Aboriginal Students Services Centre (ASSC) maintains a safe, educational and culturally sensitive environment for all Aboriginal students (First Nation, Metis and Inuit). From study skills workshops to access to Elders-in-Residence ASSC provides support and resources to help facilitate success. For more information, see <https://www.uwinnipeg.ca/index/services-aboriginal>

## **International Student Services Centre**

ISS is a great support to international students new to Winnipeg. For a list of services, including upcoming events and informative workshops contact ISS:

- Website: <http://www.uwinnipeg.ca/student/intl/>
- Phone: (204) 786.9469
- Email: [iss@uwinnipeg.ca](mailto:iss@uwinnipeg.ca)

## **Adult Learner Services**

The University of Winnipeg provides additional resources to Adult Learners (students how have been out of school for at least three years). For more information on Adult Learner Services, including Tips & Tools for Success, see <http://www.uwinnipeg.ca/index/adult-learner-services>

## **Income Tax Help**

The T2202A tax form (Tuition and Education Deduction Form) are issued online through your WebAdvisor account at the end of February.

Students will find forms only from recent years in their account. If you need your form from a year prior to 2008, you must order it from the PACE Registration office for a fee of \$10.00 per year.

For assistance, please contact the PACE office at (204) 982-6633 or [infopace@pace.uwinnipegcourses.ca](mailto:infopace@pace.uwinnipegcourses.ca)

### **Instructions for accessing your T2202A form on WebAdvisor:**

- On the UW Home page select the link to WebAdvisor
- Select the Login Tab
- Enter your User ID and Password to login
  - If you have never logged into WebAdvisor using you User ID and Password you will be prompted to change your password the first time you login
- Once you are logged into WebAdvisor select Current Students from the menu in the middle of the screen
- Under Financial Information on the right hand side of the screen select View my T2202A Information
- Select the tax year for which you wish to print your T2202A by clicking on the number
- A summary screen will come up displaying your information for the tax year selected
- On the summary screen, top left hand side, select `Click here for PDF report'
- This will bring up your PDF form for your T2202A
- Once the PDF comes up on your screen, you can save it to a file on your computer or print it for your records.

NOTE: The T2202A PDF form may not print with all browsers. Recommended browsers are Internet Explorer and Mozilla Firefox.

## **UWSA Foodbank**

The University of Winnipeg Student Association Foodbank provides regular food supplements during the year. For more information about accessing this service, or getting involved as a volunteer, contact the Foodbank Coordinators at (204) 786-9469 or the Vice President Advocate at [yva@theuwsa.ca](mailto:yva@theuwsa.ca)

## **Awards & Financial Aid**

The University of Winnipeg offers multiple awards. For a comprehensive list of UWinnipeg awards see <http://www.uwinnipeg.ca/index/services-awards>

## **PACE Funding**

PACE students are eligible for many funding possibilities, such as bursaries, scholarships, government student aid, lines of credit and sponsorship. For a list of some opportunities and application forms see <http://pace.uwinnipegcourses.ca/funding>

## **Computer Labs**

There are no student computer labs available in the Buhler Centre. Computers are available for student use on the main campus for word processing, internet access, email, spreadsheets and printing:

1. UPLINK Computer Common (4C32B) is located on the fourth floor of Centennial Hall, across from the Buffeteria
2. UWinnipeg Library is located on the fourth floor of Centennial Hall



## **SAFETY & SECURITY**

The University of Winnipeg wants to ensure the safety of all the students studying on the University premise and has implemented several guidelines:

**Fire Alarm Evacuation** – In case of fire alarm in the Buhler Centre, exit the building either through the north or the east exit. If exiting through the east exit meet at the back of the parking lot behind the Buhler Centre. If exiting through the north exit meet at the AnX building across Portage Avenue.

**First Aid Emergency** – In case of a first aid emergency:

1. Call 911 – *if calling with personal phone*:
  - a. Notify PACE staff as every floor has designated first aid responders.
2. Call 911 – *if calling with a Buhler Centre phone*:
  - a. Calling 911 with a Buhler Centre phone will notify campus security
  - b. Notify PACE staff as every floor has designated first aid responders
3. If unable to contact PACE staff call The University of Winnipeg Security at (204) 786-6666

### **Lockdown Procedures**

For The University of Winnipeg lockdown procedures please see:

<https://www.uwinnipeg.ca/index/emergency-guide-lockdown-procedures>

### **The UWinnipeg Security Services**

- Emergency Number: (204) 786-6666
- General Office: (204) 786-9272
- Email: [security@uwinnipeg.ca](mailto:security@uwinnipeg.ca)
- Tip Line: (204) 258-2930 or [tips@uwinnipeg.ca](mailto:tips@uwinnipeg.ca)

There are several security measures put in place for students on the university campus:

### **Emergency Telephone Numbers – Code Blue**

Blue Light emergency phones are activated by pushing the red button. Once activated the blue strobe light flashes and a call is placed to the Security office.

At the Buhler Centre there are three Emergency phones:

- Portage Avenue by the main entrance
- Colony Street by the main entrance
- Impark parking lot near the rear entrance

### **There are several emergency telephone numbers:**

- Fire Police and Ambulance – 8-911 from University telephones
- Fire Police and Ambulance – 911 from pay telephones or cellular telephones
- Security Services – 6666 from University telephones and 204.786.6666 from off campus telephones

### **For Non-Emergencies**

- Call the Security Services Office at (204) 786-9272

### **Personal Safety Tips**

- The UWinnipeg Security Services have compiled a list of safety tips while on campus. [Click here for the list.](#)

## **The UWinnipeg SafeWalk and SafeRide**

The University of Winnipeg partners with the University of Winnipeg Student Association (UWSA) to offer students an escort within a one block radius of the campus or a ride within the patrol area boundaries (William Avenue to the north, Assiniboine Avenue to the south, Sherbrook Street to the west and Main Street to the east).

- Call (204) 786-9272 to request an escort or ride
- SafeWalk operates daily from September to March from 6:00pm – 11:30pm
- SafeRide operates daily from September to March until 10:45pm

## **More U of W Emergency Guidelines:**

See <http://www.uwinnipeg.ca/index/emergency-guidelines-index>

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

See the “Introduction to the Freedom of Information and Protection of Privacy Act” here: <http://www.uwinnipeg.ca/index/fippa-introduction>

See “FIPPA – Collection, Use, Disclosure, and Protection of Personal Information” here: <http://www.uwinnipeg.ca/index/fippa-collection>

The University of Winnipeg will use the personal information collected on registration forms, tuition accounts, and official University correspondence purposes only. It is collected under the general authority of the University of Winnipeg Act, in conformity with, and protected under, the Manitoba Freedom of Information and Protection of Privacy Act.

Elements of your personal information may also be provided to program staff to inform you of program or community events, and to the Advancement Services/University of Winnipeg Foundation for alumni contact purposes. Finally, personal information may be used to conduct research into program enrolment and related statistical profiling activities. If you have any questions about the collection or use of this information, please contact Krista Krueger, the UWinnipeg PACE FIPPA Officer at [k.krueger@uwinnipeg.ca](mailto:k.krueger@uwinnipeg.ca).

## **TIPS FOR STUDENTS NEW TO WINNIPEG**

### **The Winnipeg Downtown and West End Biz Patrol**

There are several neighbourhoods in Winnipeg which have patrols walking through the area and can be called directly, in addition to the police, in case of emergency.

#### **Downtown BIZ**

- For map of the area – [click here](#)
- Downtown Safety – [click here](#)
- Downtown Watch SafeWalk – call (204) 958-4627

#### **West End BIZ**

- For a map of the West End area – [click here](#)
- West End BIZ Patrol – call (204) 295-7850

**For other neighborhood BIZ associations, check out this link for the one in your area**

[http://www.winnipeg.ca/ppd/biz\\_associ.stm](http://www.winnipeg.ca/ppd/biz_associ.stm)

- For Winnipeg Crime Statistics – [click here](#)

### **Getting to know your neighbourhood:**

In addition to safety provisions, the neighbourhood offers opportunities to get to know your neighbours. They offer community events, restaurant guides and general information about the area. For more information, check out the links below:

#### **Downtown**

- For map of area – [click here](#)
- Attractions, grocery stores, cinemas, parks and sports – [click here](#)
- Events – [click here](#)

#### **West End**

- For map of area – [click here](#)
- Restaurant Guide – [click here](#)
- Community events – [click here](#)

**For other neighborhood BIZ associations check out this link for the one in your area**

[http://www.winnipeg.ca/ppd/biz\\_associ.stm](http://www.winnipeg.ca/ppd/biz_associ.stm)

### **Winnipeg Transit - Navigo**

For planning bus trips, finding bus stop timetables, routes and up-to-date information on bus times - [click here](#). Please remember that Winnipeg Transit observes Sunday and Holiday reduced operating schedules, which may impact the frequency of bus offerings. Further, route or general operating delays are reported on the iBus systems and the telebus information line, as well.