



THE UNIVERSITY OF
WINNIPEG

Professional, Applied and
Continuing Education

Full-Time PACE Student Handbook

PACE Program Academic Guidelines, Policies, and Student Support Information

The PACE Student Handbook is updated regularly.

Policies and procedures are applied according to the published and current version
of the Student Handbook

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pace.uwinnipeg.ca
204.982.6633

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

Since 1972, UWinnipeg 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

UWinnipeg 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.

Full-Time Admission & 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 the Application [online](#) through the PACE website
- › Connect with a PACE staff member to discuss curriculum, program structure, course load and internship
- › Receive notification from the program administrator confirming admission status and any transfer credit awards
- › Submit registration deposit, and finalize tuition payment with the Registration Office, by the prescribed deadlines
- › Begin receiving notifications from the 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

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 carefully follow the instructions outlined on the [Student Central](#) webpage.

WebAdvisor

All students are assigned a username and password; this provides access to Webmail (UWinnipeg student email), WebAdvisor, Library info, etc. [WebAdvisor](#) login information is sent to students to the email account used during the application process. Students who

have not received an email containing a user name and password should contact the Registration Office at paceregistration@uwinnipeg.ca 204-982-6633.

How to Reset a WebAdvisor Account

If the student has attended UWinnipeg 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.

Nexus

[NEXUS](#) is UWinnipeg'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.

Click [here](#) for more information about Nexus and navigational tutorials.

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.

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 on Nexus. 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 Manager for details (see program website for contact information). The University does not provide technical support to students for personal laptop issues.

Voluntary Course Withdrawal

Students can voluntarily withdraw from a course up to the 75% point in a course (if your course is a 6-day course with an exam, the deadline to withdraw will be day 5 of the course by noon) 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 with a PACE Student Advisor to discuss withdrawing from any courses. If the student has missed the deadline for withdrawal due to extenuating circumstances (medical or other) they may submit an appeal for retroactive withdrawal to the PACE Student Appeals Committee.

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.

UWinnipeg 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 with a PACE Student Advisor before withdrawing from any course or seminar in a full-time program to discuss the academic repercussions.

Voluntary Seminar Withdrawal

Students can voluntarily withdraw from a seminar up to the 50% point in a seminar without any academic penalty. It is the student's responsibility to withdraw to ensure no academic penalty is incurred.

Please consult with a PACE Student Advisor to discuss withdrawing from any seminars. If the student has missed the deadline for withdrawal due to extenuating circumstances (medical or other) they may submit an appeal for retroactive withdrawal to the PACE Student Appeals Committee.

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 seminar 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.

UWinnipeg 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 seminar 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 with a PACE Student Advisor before withdrawing from any course or seminar in a full-time program to discuss the academic repercussions.

UWinnipeg Pace Grading System

Letter Grade	Percentage (%)	GPA	Pass/Fail
A+	96-100	4.5	P Pass
A	91-95	4.0	F Fail
A-	83-90	3.75	
B+	75-82	3.5	
B	70-74	3.0	
C+	66-69	2.5	
C	57-65	2.0	
D	50-56	1.0	
F	<50	0.0	
I			

Non-Graded	
CP	Certificate of Participation (>75%)
NC	No Certificate of Participation (<75%)

Special Designation	
TC	Transfer Credit
S	Transfer Credit Standing

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.

Accessing Final Grades

Final grades for this course will be posted on WebAdvisor. Please contact the [Registration Office](#) if you have not received the username or password information from the University or contact the [Service Desk](#) at 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 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 and all other personal communication devices
- › Refrain from inappropriate use of computers during class-time

Recording Classes

UWinnipeg'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 UWinnipeg's Accessibility Services requirements.

These recordings may not be used to substitute attendance in accordance with UWinnipeg 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:

- Course instructor - see course outline for contact information
- Funding agent (if applicable)
- Group project classmates (if applicable)

PACE full-time programs are **not** designed to allow for extended absences from class.

Students who are absent from classes jeopardize their academic standing and risk failing a course(s). Students must thoroughly review all PACE policies as they relate and apply to absences (e.g. Late Assignments, Examination and Testing, In-class Presentations). In

extenuating and unforeseen circumstances where extended absence is inevitable, it is the student's responsibility to ensure they understand the implications of being absent, including their ability to re-enter Canada. It is strongly recommended that students meet with their Student Support Specialist for their program and/or the Immigration Advisor to discuss their circumstances.

Class Cancellation

When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students using the preferred form of communication (as designated in the course outline).

The instructor will also ensure cancellation announcements are posted on Nexus and individual course site, as well as outside classrooms (for in-person classes).

Unauthorized Guests in the Classroom

Only registered students, and those providing disability-related support, are allowed in the classroom. If unregistered and/or unapproved guests are in the classroom the student, the guest, or both, will be asked to leave the classroom.

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.

In-class Assignments

No make-up arrangements will be made when a student misses an in-class assignment. For individuals with legitimate reasons, the value of the in-class assignment will be added to weighted value of a similar 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. Instructors reserve the right to ask for supporting documentation to verify legitimate requests.

Return of Graded Hard Copy Assignments

Whenever possible, instructors will attempt to return graded assignments to students during scheduled class time. Where this is not possible, a PACE staff member will return hard copy assignments to the classroom before class begins or during the lunch hour.

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

Policy for Late Assignments

All assignments will be given a due date. Individuals who cannot meet the deadline and have a legitimate reason, must request an extension in writing from the instructor no later than the 24 hours before the deadline.

Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date. It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading. Instructors reserve the right to ask for supporting documentation to verify legitimate requests.

Policy for Late Assignments Based on Compassionate Grounds

Students who are unable to request an assignment extension within the 24-hour period prior to the deadline, may request an extension in writing from the instructor within 5 days after the original deadline.

Students are required to explain what medical, compassionate, or other circumstances, beyond their control, prevented them from completing the graded item of work by the published deadline. Along with describing what made it difficult for them to request an extension ahead of time as outlined in the PACE Policy for Late Assignments. Students must identify the timeline of these circumstances and describe how they impacted their ability to complete the item of work and/or request an extension in advance. Supporting documentation, where applicable, is required.

Presentations

Group or Individual Presentations

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.

Students who miss a group or individual presentation due to a legitimate absence may be permitted to reschedule their presentation (at the instructor's discretion). If the instructor is unable to accommodate a make-up presentation, the student may complete a make-up

assignment or add the value of the missed presentation to a similar item of assessment (at the instructor's 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.

Examinations & Testing

Authorized equipment for all exams will be laptops and the associated charger, pens, pencils, and erasers. Unauthorized equipment or material will include all electronic devices (except for the approved laptop), including cell phones and written course material. Instructors may authorize additional material or equipment for this course. PACE will provide scrap paper for students to use during the exam.

All exams are delivered via Nexus in the assigned program classroom (unless otherwise specified). Exams details will be available on the Nexus course site.

Lockdown Browser

All quizzes/tests/exams completed on Nexus will require the installation of the [Lockdown Browser](#) on your computer. Without the [Lockdown Browser](#), the Nexus quiz/test/exam will not open. [Lockdown Browser](#) will prevent access to any other programs or tabs when writing a Nexus quiz/test/exam, to ensure academic integrity.

To learn more about Lockdown Browser, you can watch this [video](#).

Nexus Quizzes/Tests/Exams

Students receive the results of quizzes/tests/exams submitted through Nexus the day after quizzes/tests/exams are completed*. Students will be able to view the questions that were marked wrong.

Instructions on how to see the submission can be found [here](#).

*For any quiz/test/exam which contains questions other than multiples choice, this time frame may be longer while the instructor completes marking.

Zoom Proctoring for Blended/Online Courses

As of Jan 1, 2023, all tests/quizzes delivered online via Nexus that are written at home (only in the blended/online courses - NOT the tests/quizzes written in the classroom) will require students to be on Zoom and visible on camera while completing the test/quiz. Students must

sit and face an engaged camera to enable monitoring – a smartphone with the Zoom app is the best option.

Microphones must NOT be muted (but students can have the volume down, so they are not distracted by any background noises). The instructor will view students taking the quiz, and the meeting will be recorded. After being reviewed for academic integrity, any recordings made will be promptly deleted if no such evidence is found. No changes will be made to quizzes taken in person.

As part of this monitoring, please note:

- Each student's name and everything within their camera's view, including their face, body and background, will be visible to the instructor and the other students within the group.
- If a student uses the chat feature, anything written will be visible to all meeting participants.
- If a student chooses to speak, anything said will be heard by all meeting participants.

Zoom will be configured to disable students from recording the test/exam. Information regarding Zoom's data collection, including a link to its privacy policy, can be [found here](#).

Student personal information is collected under The University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. [Read more](#).

Recommended Browsers

Firefox and Google Chrome are the recommended browsers for use with the Nexus quiz feature.

For best results always ensure your browser is up to date.

Identification at Tests & 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.

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. Washroom breaks are not allowed in the first 30 minutes after the start of the exam nor in the last 30 minutes of the exam. Students will be escorted to the washroom by an Invigilator or PACE staff member.

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. Students must empty their 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, smart watches, and/or electronic dictionaries.
5. Calculators cannot be shared with other students.
6. Questions should be directed to the invigilator only. Invigilators cannot answer questions related to the content about the exam, i.e. definitions of words or explanations of questions.
7. No questions will be answered while students have left the room for a washroom break.
8. No talking or mouthing words once the exam starts is permitted.
9. Students are not permitted to have any additional web browser windows or tabs open on their laptop during the exam. Students must ensure their computer desktop is clear and does not have any notes or course material that provide an unfair advantage.
10. Students must protect their own work.
11. It is not permitted to look at or copy the work of another student.
12. Students must avoid eye contact with other students.
13. Students should refrain from leaning or moving in a way that will be interpreted as suspicious during the exam.
14. A student's seat may be reassigned at any time during the exam by the invigilator.
15. Behavior that includes talking, leaning, stretching, looking at other students, and so on once the exam starts will be viewed as suspicious and may be reported to the Academic Review Committee (ARC) for alleged academic misconduct. Students suspected of academic misconduct during an exam are expected to cooperate with invigilators collecting all available allegedly offending materials. The instructor and Chair of the ARC will be in contact with the student about the allegations.
16. Students must wait to confirm with the invigilators once they are ready to submit their midterm or final exam via Nexus. DO NOT close the web browser window PRIOR to confirming submission via Nexus with the invigilator.
17. Students who experience legitimate technical issues (e.g. unexpected breakdown of laptop function) with their midterm or final exam, must inform the invigilators immediately. The student and invigilator will make note of how long it takes to resolve the legitimate technical issue and inform the instructor about the issue. **Note: students are required to carry a laptop charger with them. A dying battery is not considered a legitimate technical issue.**
18. Students will NOT be allowed into a midterm or final exam late. If a student arrives late to a midterm, they will be directed to speak with a PACE Student Advisor. If a student arrives late to a final exam, they will be directed to the PACE website to complete a deferred exam request form. Please note there is a charge of \$75 for a deferred exam

request, even if the request is not approved. Supporting documentation will be requested for missed midterms and final exams.

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 and the administrative fee to the PACE Registration Office within two (2) days of the original examination date.

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 extenuating circumstances along with the appropriate verification.

Students who arrive late for a final exam will be directed to the PACE website to fill out a Deferred Examination Form, and submit the form, with payment (\$75) within 2 days of the original exam date to the PACE Registration Office. Please note, not all deferred exam requests will be approved. Documentation supporting a legitimate reason for arriving late to the exam must be attached to the deferred exam request form. Deferred Exam Requests that are not approved will result in a grade of 0 on the final exam.

Tests, Quizzes & Mid-Term Examinations

In general, no make-up session will be scheduled for a missed test, quiz or mid-term examination. For individuals with legitimate absence, the value of this mark will be reweighted against the final exam mark or a similar item of work (at the instructor's discretion). Instructors reserve the right to ask for supporting documentation to verify legitimate requests.

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 Hard Copy Mid-Term & Final Examination Papers

UWinnipeg PACE retains some hard copy mid-term and all final examination papers (if applicable) for a period of six to nine months, or longer in the case of an unresolved academic complaint.

Students may view their examination papers by booking a time with an advisor 10 days after they have written their hard copy midterm or final exam. Please note, some hard copy exams may not be submitted back to PACE offices by instructors until after the course has ended.

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 (204) 786-9771 or accessibility@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

If you register with Accessibility Services, please provide a PACE Student Advisor with a copy of your "Letter of Accommodation" to instructors. As well, please provide this letter to ALL instructors on the first day of classes.

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 a PACE Student Advisor to discuss their situation and to obtain information on the appeal procedures and appropriate appeal form.

Note: The information published in UWinnipeg's Academic 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 Student Appeals Committee (SAC)

A representative of the University of Winnipeg PACE Student Appeals 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 grade appeal was not given a fair hearing, further appeal may be made in writing to the PACE Executive Director.

Appeal Against Grade on Individual Item 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 Student Appeals 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 and be able to demonstrate this with concrete and justified evidence.

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 UWinnipeg PACE Student Appeals Committee, and submit the appeal care of the PACE Registration Office.

Please consult a PACE Student Advisor for the appeal form.

Note: *There is a \$75 appeal 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 (7) working days after notification of the grade. The written appeal to the Chair of the Student Appeals Committee 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 Student Appeals Committee within six weeks after the last day of exams for the term in which the course is offered.

All appeals submitted to the Student Appeals 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.

Appeal Against the Final Grade in a Course

This procedure applies to the official grade issued on UWinnipeg's WebAdvisor, and NOT the grade received on an individual item of work or final examination. Appeals of final grades are heard by the PACE Student Appeals Committee.

There are only four 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 (*\$75 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 (*\$75 fee which is refunded if appeal is successful*).
3. The overall assessment of the final grade is demonstrably unjust (*\$75 fee which is refunded if appeal is successful*).
4. The overall assessment of the final grade was impacted by medical, compassionate, or other circumstances, beyond the student's control, which prevented the completion and submission of the graded item(s) of work within the duration of the course. Students must explain why reasonable extensions were not accommodated by the instructor prior to submitting their appeal, as described in the PACE Policy for Late Assignments based on Compassionate Grounds (*\$75 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 UWinnipeg WebAdvisor. The student should

address the appeal to the Chair of the University of Winnipeg PACE Student Appeals Committee, and submit the appeal care of the PACE Registration Office.

Please consult a PACE Student Advisor 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.

Appeal 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 Student Appeals Committee for a retroactive withdrawal on the basis of medical, compassionate or other reasons beyond their control.

Please consult a PACE Student Advisor for the appeal form.

Please note: the appeal must be submitted to the Chair of the University of Winnipeg PACE Student Appeals Committee, care of the PACE Registration Office, within six (6) weeks of the date the final grade was issued and posted to WebAdvisor.

Probation & 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 email.

Appeal of Academic Probationary Status

Students have the right to submit a written appeal to the PACE Student Appeals Committee within 5 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.

Academic Suspension Policy**Suspension/Withdrawal for Full-Time Students**

If a full-time student on probation has another failed course attempt ("F"), they 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.

At the time of the suspension notice, the student will be formally withdrawn from all individual courses as well as the full-time program. Refunds for individual courses will not be issued.

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 email.

Appeal of Academic Suspension Status

Students have the right to submit a written appeal to the PACE Student Appeals Committee within five (5) business days of Academic Suspension notification.

Appeal for Continuance

A full-time student on academic suspension must formally appeal for continuance after the suspension period in order to request a return to studies. The full-time student must meet with a PACE Program Manager, Program Coordinator and/or Student Advisor prior to submitting a formal written appeal to the PACE Student Appeals Committee for review. Students who are approved to continue with their studies after Academic Suspension status will immediately be placed back on Academic Probation Status (see Academic Probation Status).

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.

Academic Regulation & 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 [Academic Calendar](#) 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 & Policies](#).

Academic Misconduct

In order to promote academic integrity, fairness, and an atmosphere of collegiality at the University, a formal [Academic Misconduct Policy](#) sets out the principles and procedures governing academic misconduct committed by students. The intent of this policy is to ensure that students do not commit acts of academic misconduct.

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 & 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 Use of AI Text-Generating Tools

Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, students must cite them. According to the Modern Languages Association (<https://style.mla.org/citing-generative-ai/>), writers should:

- › cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
- › acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
- › take care to vet the secondary sources it cites

At PACE, students are expected to use the APA-style when citing and referencing (<https://apastyle.apa.org/blog/how-to-cite-chatgpt>).

If students are not sure whether or not they can use AI tools, they should ask their instructors.

UWinnipeg Policies

UWinnipeg Respectful Working and 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 [here](#).

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.

Sexual Violence Policy and Procedures

UWinnipeg has a [Sexual Violence Response Hub](#). All Sexual Violence Policy and Procedures as well as support resources can be found on the hub.

UWinnipeg PACE Internship Program

Please refer to the [Internship Guide](#) for more information regarding the internship program.

Career Hub and Internship Eligibility Requirements:

- › GPA of 3.0 or higher (equivalent to the grade of B)
- › Minimum graded standing of C (57% or higher) in all letter-graded courses and/or pass standing in the pass/fail courses or seminars within the program - (refer to exception below)
- › No active academic or financial holds
- › No transgressions of the Respectful Working and Learning Environment Policy and/or charges of non-academic misconduct
- › Successful completion of the *Resume Building & Job Search Techniques* courses with a minimum grade of an A- (83%)
- › No voluntary withdrawals from any course or seminar in the full-time program
- › International students are required to have a valid coop work permit to participate in internship

*NOTE: Please do not apply to participate in the internship if you do not meet eligibility requirements.

Exception to Internship Application Eligibility

Students who fail a PACE course or seminar (refer to 'Seminars and Internship Application Eligibility') within the program but manage to retake the course or seminar and receive a passing grade PRIOR to the internship application deadline, may apply for internship.

Exclusions to the Exception to Internship Application Eligibility

Students who fail a PACE course or seminar (refer to 'Seminars and Internship Application Eligibility') within the program and do not retake the course or seminar PRIOR to the internship application deadline, cannot apply for internship as a result of the failed grade.

Students who fail a PACE course or seminar (refer to 'Seminars and Internship Application Eligibility') within the program and cannot retake the course or seminar due to scheduling constraints PRIOR to the internship application deadline, cannot apply for internship as a result of the failed grade.

Students who fail a PACE course or seminar (refer to 'Seminars and Internship Application Eligibility') within the program AFTER the internship application deadline, are removed from the internship process due to being ineligible.

Seminars and Internship Application Eligibility Appeal Process

Students who miss a seminar that is not required for graduation due to extenuating circumstances may submit an appeal to PACE's Student Appeals Committee through their PACE Student Advisor requesting to regain internship application eligibility.

PACE Internship Application Appeal Process

Students who miss the internship application deadline due to extenuating circumstances supported by documentation can submit an appeal in writing to PACE's Student Appeals Committee through their PACE Student Advisor explaining why they missed the internship application deadline.

Graduation

Students, who wish to graduate, should check the Student Planning Tool via WebAdvisor or meet with a PACE Student Advisor to ensure they have successfully completed their program requirements. If the requirements are met, students can apply for graduation through WebAdvisor. Eligible names are forwarded to The University of Senate for graduation three times a year - March, June, 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.

Use the step-by-step [Graduation Application Guide](#) to help with submitting your application.

Convocation

The University of Winnipeg PACE annual graduation ceremony is held in October for all students who have successfully completed their program requirements, have applied for graduation through WebAdvisor 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 will receive their certificate or diploma via mail, approximately 10 business days after their names have been approved by Senate via the mailing address saved on WebAdvisor.

Request Forms Available Online

The following forms are available on the PACE website (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](#)

Transfer Credit

- › Course must be from a Canadian or U.S. accredited educational institution
- › Course must be current within the past 5 years (some exceptions apply)
- › Technology courses must be current within the past 2 years (some exceptions apply)
- › Must have achieved a C (57%) or better according to the PACE equivalency
- › Transfer credits cannot exceed the maximum transfer credit allowed
- › Original transcript is required
- › Course Outline is required for non-pre-approved transfer credit requests*
- › Request(s) must be made at the time of application. Request(s) will not be considered after application to the program is accepted (full time students only)
- › Assessment completed after acceptance into program

Please see [Transfer Credit](#) webpage 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 transfer up to a maximum of one-half of the courses required to complete a UWPACE program. For example, the Management Certificate program is 290 hours in total. $1/2$ of 290 hours = 145 hours, or 4 UWPACE courses. This means that a student may be eligible to transfer in credits up to the maximum equivalent of 4 UWPACE courses.

Transfer Between Part-Time & Full-Time PACE Programs

Students requesting admittance to a full-time program who are currently taking courses in a part-time program can transfer a maximum of four PACE courses from a part-time program to the **same** full-time program.

Articulation for Credit at UWinnipeg

Graduates of some PACE programs may be eligible to transfer credit to degree programs at UWinnipeg. For more information, please check the PACE website, under Pathways to UWinnipeg Degrees. Some conditions may apply.

Student Life for Full-Time Programs

Events are planned throughout the year by PACE administration and the student life committee; to get involved in the planning, contact the [PACE Student Life Coordinator](#)

Students volunteering to participate on the Student Life Committee should confirm with the [Student Life Coordinator](#) regarding participation criteria.

Stay up-to-date with PACE on our social channels

- › Facebook ([The University of Winnipeg PACE](#)- Professional, Applied & Continuing Education)

- › Instagram ([@uwinnipegpace](#))
- › YouTube ([@PACEUWinnipeg](#))

Health Insurance

Domestic Students

PACE Domestic students are now eligible to opt into the UWSA Health Insurance plan. PACE students will fall under the "Opt-in (Part time) plan type". Coverage is provided by Green Shield Canada. This is not mandatory.

The UWSA Health Plan ensures coverage for costs outside of Manitoba Health. The health plan covers portion of prescription drugs, hospital accommodations, custom footwear and orthotics, professional services from acupuncture, chiropractors, podiatrists, psychologists, speech therapists, naturopaths, registered massage therapists, physiotherapists, sports therapists, and homeopaths, accidental and basic dental, prescription eye glasses and contact lenses, eye exams, and tutors.

Fees

Coverage must be purchased in term blocks and payment must be made at the time you "Opt-In". Coverage can be purchased as Single, Couple or Family. The terms are as follows:

- 1) Fall Term is from September 1 - August 31
- 2) Winter term is from January 1 - August 31
- 3) Spring term is from May 1 - August 31

This coverage is optional.

For further information, please contact the Registration Desk at paceregistration@uwinnipeg.ca with any questions or concerns.

International Students

UWinnipeg PACE international students will be covered by the health insurance plan from [Guard.me More Canada](#). This insurance will cover both basic and extended (as outlined below) in one comprehensive plan. This is mandatory coverage for all PACE students and must be purchased before attending the first class of their program or residing in UWinnipeg housing.

Basic Coverage includes doctor's visits, hospitalization, and medication at the hospital, X-rays, lab tests, surgery, and diagnostic tests.

Extended Coverage includes prescription drugs, immunization, eye exams, emergency dental, emergency transportation, repatriation, accidental death, and dismemberment.

This fee is approximately \$55/monthly and must be paid through PACE at the time of the second payment deadline. Students will be automatically enrolled by the PACE office. Both basic and extended insurance will begin on the start date of your program.

[Guard.me More Canada's website](#) has more information regarding FAQs, recommended clinics, reviewing your account, and/or submitting claims.

International students are valued members of our UWinnipeg community, and we are working with other post-secondary institutions in Manitoba to secure the best possible health insurance coverage and rates for them. Please direct all Health Insurance inquiries to: paceregistration@uwinnipeg.ca

keep.meSAFE Program

The keep.meSAFE Program provides confidential support to international students at no cost:

- 24/7 access to support from clinical advisors who speak their language, understand their culture, and the unique challenges they face while studying in Canada
- Access to articles, tools, resources, and their Support Advisor through the My SSP app, website, and telephone

Students can speak to a Support Advisor for immediate or ongoing support through every platform:

- Download the free My SSP app from the Apple or Google Play app store
- Visit the website www.keepmesafe.org
- Dial 1.844.451.9700

UWinnipeg Wifi Network

"UW Eduroam" (Education Roaming) is a secure wireless network for UW Students, Staff & Faculty

Android Phones, Apple OS X, Apple iOS, MS Windows set up must be performed on campus

Follow the Instructions [here](#) to get set up.

For questions or concerns, please contact TSC (Technology Solutions Centre):

Telephone: 204.786.9149

Email: servicedesk@uwinnipeg.ca

In person: Uplink (4C32B) Monday-Friday, 9am-4pm

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

Bookstore

The University of Winnipeg Bookstore sells a variety of stationary, UWinnipeg spirit merchandise, and carries both new and used textbooks. The bookstore also buys back books every day and have other programs to save money, like Text Rental and Digital Books.

Contact the Bookstore

Online: [The University of Winnipeg Bookstore's website](#)

In person: The AnX. 471 Portage Avenue (check website for business hours)

Online 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 University of Winnipeg 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.

UWSA Info Booth

The [UWSA Info Booth](#) is located in Bulman Student Centre on the main UWinnipeg campus provides the following services:

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

Recreation Services

PACE full-time students are eligible for a student membership fee in the [Bill Wedlake Fitness Centre](#) in the Duckworth Centre.

Wesmen Events

The Wesmen are UWinnipeg's sports teams. Visit their [website](#) for a full schedule of games and events.

Career Services

UWinnipeg provides assistance in the job search process, including help with writing your resume, CV, and cover letters through [Career Services](#).

Counselling Services

[Student Wellness](#) provides free counselling and health services to PACE students. The Student wellness center is located on the first floor of the Duckworth Centre (1D25) across from the gym.

To book appointments please contact [Student Wellness](#) directly.

Students inquiring about counselling will be contacted within 2 days.

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.

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.

International, Immigrant and Refugee Student Services

[International, Immigrant and Refugee Student Services](#) (IIRSS) supports international students new to Winnipeg.

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:

Email: paceregistration@uwinnipeg.ca

Telephone: 204.982.6633

In person: 460 Portage Avenue, Buhler Centre, 2nd Floor

Instructions for accessing your T2202A form on WebAdvisor:

1. On the UW Home page select the link to WebAdvisor
2. Select the Login Tab

3. Enter your User ID and Password to login
 - i) If you have never logged into WebAdvisor using, your User ID and Password you will be prompted to change your password the first time you login
4. Once you are logged into WebAdvisor select Current Students from the menu in the middle of the screen
5. Under Financial Information on the right hand side of the screen select View my T2202A Information
6. Select the tax year for which you wish to print your T2202A by clicking on the number
7. A summary screen will come up displaying your information for the tax year selected
8. On the summary screen, top left hand side, select 'Click here for PDF report'
9. This will bring up your PDF form for your T2202A
10. 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 volunteering, contact the Foodbank Coordinator at foodbank@theuwsa.ca

Awards & Financial Aid

UWinnipeg offers multiple awards. Click [here](#) for a comprehensive list of UWinnipeg Awards.

Printing Services

PACE students can use the printer on the 3rd floor of the Buhler Building. The directions to access printing services will be listed on the printer. Students can also print at the [Library](#) on main campus.

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 at the following locations:

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

Safety & Security

UWinnipeg strives to ensure the safety of all the students studying on the University premise and has implemented several guidelines. Students are encouraged to download and refer to the [UWSafe App](#).

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:

11. Call 911 - if calling with personal phone:
 - j) Notify PACE staff as every floor has designated first aid responders.
12. Call 911 - if calling with a Buhler Centre phone:
 - k) Calling 911 with a Buhler Centre phone will notify campus security
 - l) Notify PACE staff as every floor has designated first aid responders
13. If unable to contact PACE staff call UWinnipeg Security at 204.786.6666

Lockdown Procedures

You may wish to familiarize yourself with [The University of Winnipeg Lockdown Procedures](#).

UWinnipeg Security Services

Emergency Number: 204.786.6666

General Office: 204.786.9272

Email: security@uwinnipeg.ca

Tip Line: 204.258.2930 or tips@uwinnipeg.ca

UWSafe App: visit Apple App Store or Google Play Store to download "UWSafe"

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 3 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

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

UWinnipeg SafeWalk & SafeRide

UWinnipeg 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

Additional UWinnipeg [Emergency Guidelines](#) are available to review online.

UWinnipeg Parking Services

For more information of parking services on campus please refer to the webpage [here](#).

Freedom of Information and Protection of Privacy Act

UWinnipeg 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](#) (FIPPA). FIPPA is an information rights law that gives an individual a legal right of access to records held by Manitoba public bodies, subject to specific and limited exceptions. To familiarize yourself FIPPA read the [Introduction to the 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 The University of Winnipeg [PACE FIPPA Officer](#) or for information regarding privacy at UWinnipeg, contact Dan Elves, Senior Information and Privacy Officer, at da.elves@uwinnipeg.ca or 204.988.7538.

Tips for Students New to Winnipeg

The Winnipeg Downtown & West End Biz Patrol

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

Downtown Winnipeg BIZ

- › Downtown Winnipeg Biz
- › [Downtown Safety](#)
- › Downtown Watch SafeWalk | 204.958.4627

West End BIZ

- › [Winnipeg West End Biz](#)
- › West End BIZ Patrol | 204.295.7850

› [Winnipeg Crime Statistics](#)

Getting to Know Your Neighbourhood

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

Downtown

- › [Map of area](#)
- › [Attractions, grocery stores, cinemas, parks, and sports](#)
- › [Events](#)

West End

- › [Map of area](#)
- › [Restaurant Guide](#)
- › [Community Events](#)

Find out whether there is a [neighborhood BIZ](#) association in your area.

Important information for first-time renters in Manitoba

To understand your rights and responsibilities as a tenant in Manitoba, please visit the official website of the [Residential Tenancies Branch of Manitoba](#).

Winnipeg Transit

Fulltime PACE students are eligible for a post-secondary Student Peggo card. The card must be purchased at [UWSA Info Booth](#). After your initial purchase you are free to load your card [online](#), at one of our [retail sales agents](#), or by calling [311](#).

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. Route or general operating delays are reported on the iBus systems and the Telebus information line, as well.