



THE UNIVERSITY
OF WINNIPEG

**ENGLISH LANGUAGE
PROGRAM**

**STUDENT
HANDBOOK**

*ENGLISH LANGUAGE PROGRAM
STUDENT HANDBOOK*

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A Message from the Program Director

Welcome to The English Language Program at The University of Winnipeg! This Handbook and the other materials in your Orientation package contain information about the Program, and about Winnipeg in general, which I hope you will find useful.

The English Language Program is a multidimensional course of study which is committed to meeting your language needs, as well as to providing you with a unique social and cultural experience. Our goal is to offer you challenging instruction in an environment that is both friendly and supportive.

The program aims to develop all language skills (reading, writing, speaking and listening), with an emphasis on inter-personal communication skills and Academic English skills. You will learn real-life language functions for personal, social, academic and professional contexts. Through a variety of themes, your teachers will help you to increase your vocabulary, to refine your pronunciation, and to develop your fluency in English.

If you need additional information or have any special requests, please do not hesitate to ask any of our staff. We hope that your studies in Winnipeg are both enjoyable and memorable!

Sincerely,

Tammy Sigurdur
Director, English Language Programs

WEEKLY SCHEDULE – ALL CLASSES EXCEPT ACADEMIC 5

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 12:00	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45
12:00 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 3:00	Seminar 1 Break 2:00 – 2:10	Seminar 2 Break 2:00 – 2:10	Seminar 1 Break 2:00 – 2:10	Seminar 2 Break 2:00 – 2:10	Socio Cultural Activity

WEEKLY SCHEDULE – ACADEMIC 5

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-12:00	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45	Class Break 10:30 – 10:45
	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 3:00 1:30 – 3:45	Class <i>Introduction to Business I</i> Main Campus	Class A5 Adjunct Course Break 2:00 – 2:10	Class <i>Introduction to Business I</i> Main Campus	Class A5 Adjunct Course Break 2:00 – 2:10	Socio Cultural Activity

REMEMBER:

Every activity is a language opportunity!

FOUNDATIONS LEVEL: ENGLISH LANGUAGE PROGRAM

Foundations Stream Proficiency Levels

Level 1	Initial and Developing Basic Proficiency
Level 2	Basic and Low Intermediate Proficiency
Level 3	Mid Intermediate Proficiency

This program focuses on integrated skills. The morning classes have a strong emphasis on oral communication, vocabulary acquisition, and grammatical development, which are integral for linguistic progress. Afternoon classes focus on grammatical structures and reading skills.

Afternoon Seminars

- Students in **Foundations Level 1** take two afternoon seminars:
Grammar and Reading & Discussion.
- Students in **Foundations Level 2** take two seminars:
Grammar and Reading & Writing.
- Students in **Foundations Level 3** take two seminars:
Grammar and Reading & Writing.

FOUNDATIONS STREAM – MORNING CLASS LEVEL DESCRIPTIONS

LEVEL 1 - Initial and Developing Basic Proficiency

Students entering this level have very little previous experience with the English language. They can use and recognize common words, greetings and expressions, and may have little or no grammar. They can follow simple instructions but rely on gestures. Their pronunciation may restrict communication. Students at this level also have limited reading ability, restricted to simple text with clear layout. Writing is limited to familiar words and phrases, and is best suited to reporting basic factual information.

What will students learn? Students will learn how to ask and respond to questions, how to form basic sentences, and how to communicate in social situations. Students will begin to speak with less hesitation and will learn vocabulary for objects and places. They will learn how to use grammatical structures relating to personal facts and common actions. Students will develop language used to handle a variety of common situations.

LEVEL 2 - Basic Proficiency

Students entering this level can talk about their interests and everyday activities, and can understand simple messages. They can ask and respond to simple familiar questions about personal information. Vocabulary use is limited. Control over basic grammatical structures is developing, as are conversation skills. However, pronunciation difficulties may interfere with communication. Students at this level understand simple instructions, can read basic sentences and very short paragraphs, can perform basic personal writing tasks and fill out simple forms.

What will students learn? Students will work on refining their pronunciation and developing effective sound recognition. They will also increase their vocabulary and fluency in familiar situations.

Students will be introduced to the basic organizational patterns of formal texts. They will read a variety of short texts, with a special emphasis on developing comprehension strategies and techniques (such as skimming and scanning). Special attention will be paid to vocabulary learning and the development of further grammatical competence.

LEVEL 3 – Mid-Intermediate Proficiency

Students entering this level are able to ask and answer questions about familiar topics, and can discuss past and future activities in routine conversations. They have control of basic grammar and demonstrate adequate vocabulary for everyday communication. They can follow simple and predictable messages and everyday instructions. Students at this level may have pronunciation difficulties that require attention. Level 3 students can read longer passages in familiar and predictable topic areas, and can write about personal experiences.

What will students learn? Students will learn grammar structures and vocabulary to discuss a variety of topics related to everyday social situations. Students will also learn to develop control using longer sentences, verb tenses and other grammatical points.

Students will practice strategies for increasing reading comprehension; such strategies include skimming for information and recognizing transitional words and phrases. Further attention will be given to sentence construction and paragraph development in writing. They will also learn to write basic documents such as letters.

GENERAL LEVEL: ENGLISH LANGUAGE PROGRAM

General Stream Proficiency Levels

Level 4	High-Intermediate Proficiency
Level 5	Low Advanced Proficiency

This program focuses on the use of English for general communication purposes. The morning classes consist of integrated skills and functions organized around themes of interest to the class, with a strong emphasis on oral communication.

Afternoon Seminars

- Students in **General Levels 4 and 5** will choose afternoon seminars.
Information will be given before the first week of classes.

GENERAL STREAM – MORNING CLASS LEVEL DESCRIPTIONS

LEVEL 4 – High-Intermediate Proficiency

Students entering this level can communicate easily on everyday matters, but with a limited range in style and expression. They demonstrate a range of common everyday vocabulary and idioms but may avoid topics with unfamiliar vocabulary. They are reasonably fluent and can use the telephone for interpersonal communication. Pronunciation difficulties may exist and can still restrict overall communication. Students at this level can write and read well about familiar topics, but still have some difficulty in more specialized contexts. They can understand the purpose and main idea of written texts and can write short reports, short letters, and notes on familiar topics.

What will students learn? Students will develop their confidence and ability to communicate in complex social situations. They will also develop their knowledge of grammatical structures, and will learn to use more complex tense and sentence forms consistently. Students will gain an awareness of linguistic markers such as intonation, rhythm, and pitch to assist their comprehension. Vocabulary development extends beyond the everyday, and reading and writing skills are expanded.

LEVEL 5 - Low Advanced Proficiency

Students entering this level can communicate with some confidence in social conversations, and in less common situations. They can communicate facts and ideas in detail and can use a variety of structures. Grammar and pronunciation errors still occur and may sometimes impede communication. Students at this level are reasonably fluent and have good listening comprehension but may still require repetition. In reading, Level 5 students can identify main ideas, key words, and important details. In writing, they can convey information from a table or graph in a coherent paragraph and can produce a two or three paragraph composition on a familiar topic.

What will students learn? Students will develop their ability to speak fluently, and will learn to communicate effectively in various contexts. Students will increase their vocabulary and expand it in areas beyond everyday contexts. They will learn appropriate idioms for use in a variety of situations. At this level, students will develop reading and writing skills for use in longer passages and will learn to write paragraph sequences.

ACADEMIC LEVEL: ENGLISH PROGRAM

Academic Stream Proficiency Levels

Level 3	High Intermediate Proficiency
Level 4	Low Advanced Proficiency
Level 5	Advanced Proficiency

Students who are interested in preparing for academic studies in English-medium institutions, either in High School, University or College, and who have the appropriate level of English skills, may be interested in choosing the Academic English Program. This program focuses on developing the skills that students require to be successful in an academic setting.

Students with a beginner level of English are encouraged to enter the General English Language Program in order to attain the appropriate level of skills to be able to qualify for the Academic English Program. Students who qualify to participate in the Academic English Program will be placed in a level appropriate to their language ability.

Students will develop all four language areas (listening, reading, writing and speaking), in order to apply them in an academic setting. Students will improve their ability to take notes, read academic materials, write essays, and give presentations. Students will also learn vocabulary they will use in University or College courses. In the highest level of the program, students will have the opportunity to begin their university studies with the aide and support of an adjunct class.

Afternoon Seminars

- Students in **Academic Levels 3 and 4** will choose afternoon seminars. Information will be given about these choices early in the program.

- Students in **Academic Level 5** will take two afternoon classes: *Introduction to Business I* at the University of Winnipeg, and an adjunct (support) course called *Learning from Lectures*. The course *Introduction to Business I* provides students with a preliminary exposure to university studies, while *Learning from Lectures* provides support for the students with their Business course as well as instruction in the academic skills required in a Canadian university class.

ACADEMIC STREAM - MORNING CLASS LEVEL DESCRIPTIONS

Level 3 High Intermediate Proficiency Level

Morning classes will again be organized around themes with a focus on reading, discussing and writing. Reading material will be more complex, as will be the skills and strategies that are practiced. In reading, students will be introduced to making logical inferences, making predictions, and summarizing. They will also begin to develop strategies for guessing new words from context clues. In writing, they will draft essays based on their weekly themes. Grammar and editing will be included in the morning classes.

Level 4 Low Advanced Proficiency Level

As in levels 2 and 3, morning classes will be organized around themes and will focus on reading, discussing and writing. Readings will be more complex in order to develop an academic vocabulary. Students will receive practice in summarizing and paraphrasing, and will be introduced to integrating secondary sources in their writing. They will learn how to recognize and avoid plagiarism. Students will practice critically analyzing written texts and using the ideas from source material to defend their positions. They will draft essays and regularly practice their work.

Level 5 Advanced Proficiency Level

In level 5 students will practice the advanced-level skills that they will need to be successful in an undergraduate academic setting. In reading, students will read high-level texts, many of them taken from a variety of disciplines. Students will gain strategies for understanding and retaining information in textbook material. They will also practice critical thinking, including identifying bias, generalizations, and misuse of statistics. Plagiarism will be addressed extensively and students will complete exercises that will help them distinguish between the legitimate versus plagiarized use of source material. Students will take and support an opinion using material from source texts in writing critiques, essays, and a research paper.

PROGRAM POLICIES

REGISTRATION

Depending upon enrollment, students may be admitted into the English Language Program up until the middle of the third week of a term. Students may not be admitted into Academic 5 after the start of the program. Early registration is advised, as enrollment is limited and registrations are processed on a first-come, first-served basis. Full tuition payments by the deadline guarantee a student a place in our program.

Deadline for Fee Payment and Late Fees

- All students (new and returning) must pay their tuition fees one week before the start-date of the program. This is also the application deadline.
- Anyone registering or paying his or her remaining tuition fees after one week before the start-date of the program must pay a \$100 late registration fee.

- If by one week before the start-date of the program, a student has paid the deposit but has not paid the remaining tuition and still wants to get into the program, he/she must
 - contact the Business and Marketing Manager to see if there is still space in the program,
 - pay a \$100 late fee.

Refunds and Transfers

The \$125 Application Fee and \$150 Homestay Placement Fee are non-refundable. The \$500 Registration Deposit is non-refundable and non-transferable. The \$2450 Tuition Fee is non-refundable after the application deadline (one week before the program start date). The \$1800 (90 day) Homestay Fee is non-refundable after the student has moved in with the host family, or after the program has begun, whichever comes first. No refunds and transfers will be processed after the application deadline.

Please note: Students who are denied a visa will be refunded all fees minus the \$125 non-refundable Application Fee and a \$50 Administrative Fee. Official documentation must be provided to the Business and Marketing Coordinator showing that the student's application for visa has been rejected.

Fees and dates are subject to change without notice. The University of Winnipeg reserves the right to cancel any program, in which case all fees and deposits will be refunded.

Students with two or more final marks of 'F' may be blocked from registering in the English Language Program for a period of one year.

PLACEMENT POLICY

- New students will be assigned to classes based on the placement testing done at the beginning of each session.
- Late students will be assigned to classes based on placement testing and available space in classes.
- Returning students will be assigned to classes (depending on availability) based on the previous term's course work, the placement test, and their Instructor's recommendation. If a student achieves a grade of 80% or higher in his or her morning class as well as a grade of 80% or higher overall in all courses **and** attends at least 10 weeks of the program with 10 or fewer absences, the student will be permitted to proceed to the next level in the same stream (Academic to Academic or General to General). Exceptions to this include: classes of mixed levels such as Intermediate or Advanced General, or Foundations Levels 1, 2, and 3. **Students who achieve a grade of 80% overall and who have 10 or more absences will not automatically be permitted to move to the next level.** Returning students who achieve a grade of 80% may choose not to write the placement test for the following term, **provided they meet with the Academic Coordinator to review the options and sign a waiver.** All other returning students will still be required to write the placement test regardless of their grades.
- If students leave the Program for one or more terms and decide to come back, they will be re-tested using the University of Winnipeg's Placement Test upon returning to the Program.
- TOEFL, IELTS, and Official CanTEST results will only be accepted at the beginning of a term (**no later than** the same day as the New Student Placement Test or Day #2 of the Program). TOEFL and IELTS Scores can be used to qualify for Academic Level 5 only.

- If a student has to repeat a level two times, his or her status will be reviewed to determine further participation/registration in the program. Decisions will be based on academic performance in the class over the fourteen-week term, attendance, and work ethic.

Movement up through the Program is not automatic for returning students, but is based on their demonstrated proficiency throughout the program and on the placement test.

Placement Information for Returning Students

It is the students' responsibility to pick up the information regarding placement. Students who have concerns about their level must complete a form to appeal their placement by the indicated deadline. The Academic team will then review the placement and the student will be informed of the decision by the Academic Coordinator. After receiving the results of their appeal, students who are still dissatisfied may make a final appeal to the Program Director.

TUTORIALS

Students in the program may be recommended to work with a tutor to help him/her in the area(s) of weakness. Tutorials are arranged by the Academic Coordinator. An additional fee has to be paid for this service.

Students for whom tutorials have been arranged **must attend all tutorials**. For this reason, tutorial attendance is closely monitored, and any student who misses two tutorials is required to meet with the Academic Coordinator to review his/her progress in class and in the tutorial.

COURSE OUTLINES

During the second week of classes, students will receive a course outline that includes:

- a list of topics to be covered
- a list of all components (including any exams or tests) on which the grade is based, and the weighted value of each component
- the textbook list
- the individual Instructor's policy on the submission of late assignments

TEXTBOOKS

Students will be required to purchase textbooks for their morning classes and afternoon seminars. Instructors will provide students with a list of the required textbooks in the first two weeks of classes. Students must purchase these texts from the University of Winnipeg bookstore in time for the third week of classes.

Students are allowed to have second-hand textbooks on the following conditions:

- they must use the correct edition (previous editions are not acceptable)
- they must ensure that there are no answers to exercises written in these books
-

PLEASE NOTE: Some instructors may not permit used textbooks and may require that you purchase a new copy of the textbook for the class.

Please be aware that it is a violation of copyright laws to photocopy more than 10% of a textbook.

CONTACT INFORMATION

Students are responsible for informing the registration staff of address and telephone number changes.

REPETITION OF ACADEMIC 5

A student is allowed to repeat all components of Academic 5 if she or he has failed to pass in the previous term (65% in the morning class, 65% in the adjunct, D in the Introduction to Business I course). If the student has passed the morning class, he/she will not have to repeat it; if he/she has failed either section of the afternoons (adjunct or Business course); he/she will have to repeat both in order to have successfully passed an adjunct-structured course. **Passing grades in the two parts of the adjunct (Adjunct course and Business) may not be earned in separate terms.**

A student is given **three (3)** opportunities to pass both halves of Academic 5.

VOLUNTARY WITHDRAWALS

Students who wish to withdraw from the English Language Program may do so up to and including Week 9 of the program. *Please note, however, that there is no refund of tuition fees after one week before the start-date of the program.*

To voluntarily withdraw, students must meet with the Academic Coordinator to fill out a voluntary withdrawal form. They then meet with the Program Director.

Student withdrawing from the program will not receive a final grade; instead of a mark, their transcript will indicate that they have withdrawn from the course.

STUDENTS LEAVING THE PROGRAM DURING OR AFTER WEEK 10

Student who must leave the program early (that is, during or after Week 10) may do so if they can provide documentation that they have a medical or family emergency to which they must attend. These absences will be treated as “excused absences”.

Students leaving the program during or after Week 10 must meet with the Academic Coordinator to fill out a voluntary withdrawal form. They must also provide documentation to the Academic Coordinator. They will also meet with the Program Director.

Student who leave the program early (i.e. during or after Week 10) and who have provided sufficient documentation will receive a final letter and a transcript. The mark on their transcript will be pro-rated so that they are not penalized for their excused absences.

POLICY FOR EMERGENCY WITHDRAWAL: WEEKS 11 – 14

Students who must leave the program during Weeks 11–14 may do so if they can provide documentation that they have a medical or family emergency to which they must attend. These absences will be treated as “excused absences”.

Students leaving the program during Weeks 11–14 must meet with the Academic Coordinator to fill out an emergency withdrawal form. They must also provide documentation to the Academic Coordinator and meet with the Program Director.

Students who leave the program during Weeks 11–14 with sufficient documentation will receive a certificate, a final letter, and a transcript. The mark on their transcript will be pro-rated so that they are not penalized because of their excused absences.

NOTE: Students in Academic 5 are required to complete all 14 weeks of the program in order to receive their graduation documents (final letter, transcript and certificate).

STUDENTS LEAVING THE PROGRAM WITHOUT PROVIDING NOTIFICATION

Students who do not follow the above procedures and leave the program without notification will be given a mark of “0” for all tests and assignments missed.

Ceasing to attend classes does not constitute withdrawal from the program.

STUDENT ATTENDANCE AND PUNCTUALITY

- Students are required to attend classes regularly and be on time.
- All absences and lates will be recorded.
- Students are encouraged to attend all Program activities.

Absences

Students are marked absent if they do not attend classes. Absences can only be excused if they are accompanied by appropriate official documentation, such as a doctor’s note stating that the student has been examined by a physician.

- **All official documentation must be submitted to the Academic Coordinator immediately upon the student’s return to class**
- **Any 15 minutes missed in a class will result in an absence. This may be a combination of the beginning of a class, a late return from a break, leaving early, leaving during class, etc.**
- Students who are absent for a morning and an afternoon class have two absences.
- We reserve the right to request official documentation if a student has been absent for a prolonged period of time.
- Students are responsible for ensuring that the ELP has current contact information at all times.

Missed Tests

Students need to be aware of test dates on their course outlines and be present to write tests. If a student misses a test, official documentation must be submitted to the Academic Coordinator on the day the student returns to class, in order to take a “make-up” test. If no acceptable documentation is provided, the student will receive a mark of zero for that test.

Lates

- Students are marked late when they arrive between 9:00 and 9:15 for morning classes and between 1:00 and 1:15 for afternoon classes. In the *Introduction to Business I* class, 15 minutes from the start time of class is late. (start times of this course vary from term to term)
- Four lates equal one absence.
- Students who regularly arrive late for class may, at the discretion of the Instructor, be asked to leave.
- Students who arrive after 9:15 for morning classes and after 1:15 for afternoon classes (and more than 15 minutes from the start of class for *Introduction to Business I*) are marked as absent.
- Any combination of 15 minutes or more missed in a single class will result in an absence.

Procedure

- Attendance will be monitored by the Academic Coordinator throughout the term.
- Students will receive notification of their attendance on their midterm reports. No other notification will take place. **It is the student's responsibility to note his or her attendance.**
- Students with twenty (20) or more absences may be blocked from registering for the ELP for a period of one year. To re-enter the program, students must submit a written request for permission to register to the Program Director of the ELP.

PLEASE NOTE: Students who achieve a grade of 80% overall and who have 10 or more absences will not automatically be permitted to move to the next level.

CLASSROOM CONDUCT

- The English Language Program has an **English Only Policy**. Students must speak English during class, while in the classrooms before and after class, on breaks, in the hallways and stairwells, and in offices in both the Annex Building and at the University Main Campus.
- All ELP staff will monitor language use by students. Any student found to be speaking a language other than English will be warned by the ELP staff and reported to the Academic Coordinator, who will decide what action is to be taken. Students may be removed from a class or sent home.
- If a student uses his/her first language during the class-time, he/she will be given a warning by the Instructor. This warning will be noted on the Instructor's attendance sheet. If the warning is disregarded and the student speaks his/her first language a second time, he/she will be asked to leave the classroom until the next break. The incident will again be noted on the attendance sheet by the Instructor. If use of the first language during class-time persists, the student will again be asked to leave the room and will have to meet with the Academic Coordinator to discuss the incident. It is the student's responsibility to catch up on the work missed as a result of leaving the classroom.
- Students are strongly encouraged to use English outside of the English Language Program.
- The same policies as discussed above apply for those students who fall asleep during class time.
- The University of Winnipeg is committed to providing a respectful environment in which to work and study. Therefore, harassment or intimidation will not be tolerated. Harassment is abusive, unfair or demeaning behavior directed at an individual or group. If students believe that they are being or have been harassed, they should talk to the Academic Coordinator or contact the Harassment Office at 786-9161.
- Suspensions, probation, and/or expulsions may occur if a student's behavior has been deemed disruptive to the classroom environment.
- Students with two or more final marks of 'F' may be blocked from registering in the English Language Program for a period of one year.

ACADEMIC MISCONDUCT: PLAGIARISM AND CHEATING

Plagiarism is using the work of another person as if it is your own. This includes information from books, magazines, academic journals, the Internet or another student. Plagiarism is a form of academic misconduct, and the penalties are severe for students who plagiarize. These penalties may include one or more of the following consequences:

- a written warning
- a lower or failing grade on an assignment, test, or examination; a lower grade in a course
- denial of admission to the program
- withholding a certificate
- expulsion from the program

In cases where an Instructor has decided that an action has resulted from a lack of knowledge of appropriate practices rather than misconduct, the Instructor may give the student the chance to resubmit the work with appropriate changes, take a make-up test or exam, or submit a make-up assignment.

All instances of plagiarism will be documented and submitted to the Academic Coordinator to be kept in the student's file.

Information about the correct way to cite sources (to tell the person reading your assignment that you have used information from another writer) and avoid plagiarism can be found from your instructor or from the following internet sites:

- The University of Winnipeg Library's eManual under "Citing/References/Bibliographies"
<http://cybrary.uwinnipeg.ca/Learn/eManual/index.cfm>
- Purdue University's On-Line Writing Lab – search for 'avoiding plagiarism'.
<http://owl.english.purdue.edu/>

Cheating is the attempt to gain an improper advantage on an academic assignment by one of the following means:

- copying another person's answer,
- communicating with others on a test/exam to obtain, exchange, or impart information,
- using materials not allowed during a test, such as notes or dictionaries
- obtaining examination or test materials before they are officially available or through unauthorized sources.

Please note: Students are advised to prepare their work spaces (desks) for testing by removing all unnecessary papers, textbooks, or materials. Any materials remaining on desks, near the test-takers, or handled by the students during a test may be reviewed by the instructor to ensure appropriateness.

Students found guilty of cheating will receive '0' for that test/assignment and will *not* be given the chance to re-write the test/assignment. If a student is found guilty of cheating a second time, he/she must meet with the Academic Coordinator. Any student found guilty of cheating a third time may be blocked from re-registering in the program. Incidents involving cheating on the placement test will be addressed on a case-by-case basis.

PROCESS FOR STUDENT APPEALS OF GRADES

If a student has cause to believe that an assigned grade on an item of work was unjust, the procedure to appeal is as follows:

Step 1 - consult with the Instructor of the course within seven (7) days of receiving the grade

If this appeal is not satisfactory, the student may proceed as follows:

Step 2 - meet with the Academic Coordinator and complete an Appeal of Grade form within two (2) days of consulting with the Instructor of the course
- submit the Appeal of Grade form with a fee of \$30.00

A committee then considers the appeal, and if the committee sees the appeal as valid, the \$30.00 fee is returned to the student, and the mark on the assignment/test is adjusted.

If students have concerns and are unable to clarify them at the program level, they may refer to the Canada Language Council.

CELL PHONE POLICY

Students must turn off all cell phones during class time and are strictly forbidden to leave the room to use them. Any student who leaves the class to use a cell phone may be marked absent for that class. Use of cell or camera phones is not permitted during class time or without the express permission of all students and staff in a potential photograph. Students are not permitted to bring cell phones or cameras into rooms where tests are being given.

CLASSROOM OBSERVATIONS

Students may find that a student-teacher has been placed in their class, who would both observe the class and teach as a part of their practicum requirements. This person would always be supervised in the classroom. All program policies apply to a class in which a practicum student is present.

SMOKING, FOOD AND BEVERAGES

The University is a non-smoking facility. Food and beverages are permitted in designated classrooms during breaks and lunch hours, but not in the computer lab.

MOBILE SECURITY UNIT

The University's Mobile Security Unit will pick up students after 6:00 p.m. and provide transportation to nearby cars, bus stops or any point within the immediate downtown area. Please contact 786-9272 for more information.

WHEELCHAIR ACCESS

The Annex Building is wheelchair accessible.

HOLIDAYS

The University of Winnipeg will be closed for all statutory holidays and over the Christmas break.

STUDENT CONCERNS AND ACADEMIC ADVISING

The Academic Coordinator is available to assist students with program planning and academic problem solving, and to provide students with accurate program and course information.

Students with specific course-related concerns should first consult with their Instructor and subsequently with the Academic Coordinator.

Students with homestay-related concerns should consult with the Coordinator of the Student Life Office, Room 0AN75 in the Annex Building, 491 Portage Avenue.

If students have concerns and are unable to clarify them at the program level, they may refer the matter to the Canada Language Council.

TRANSCRIPTS AND FINAL LETTERS

Upon completion of the program, all students are given a transcript with a grade, as well as a letter outlining the details of the morning class. Students who successfully complete the program will also be awarded a University of Winnipeg Certificate of Completion. The grade will reflect the student's performance in classes and seminars, and will be based on written work, tests, and any additional classroom activities.

Students who attend the program for a minimum of 10 weeks may be eligible to receive final documents if they provide advanced notice of their early departure or if an emergency arises for which documentation is provided. Individual situations will be addressed on a case-by-case basis by the Academic team.

Withholding Transcripts and Final Letters

- Students who have not returned all books to the University of Winnipeg library or the English Language Program Penguin Library by the due date specified by the library will not receive their final letter, certificate, and transcript at the program graduation. These can be picked up from the English Language Program office once all materials have been returned to the library.
- Students who have outstanding homestay payments, telephone bills, and/or have caused damage in their homestay and have not resolved the issue with their homestay family will not receive their final letter, certificate, and transcript until the issue has been resolved.

ENGLISH LANGUAGE PROGRAM APPEALS REVIEW COMMITTEE

Students may appeal final grades if they believe that their grade was not justified. Students may also appeal any disciplinary actions taken (e.g. probation, expulsion).

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS FOR UNIVERSITY OF WINNIPEG ADMISSIONS

In order to meet the English Language Proficiency Requirement for Admission to the University of Winnipeg, international applicants must have at least one of the following:

- TOEFL score of 550 (213 computer-based) (overall score of 80 for Internet-based)
- Graduation from a Canadian high school with a minimum grade of 70% in Senior 4 (Grade 12) English
- A minimum IELTS score of 6.5 based on Module A, B or C (the General Training Module is not acceptable)
- A score of C on the Cambridge Certificate of Proficiency in English (CPE) exam
- A minimum score of 80% on the Michigan English Language Assessment Battery (MELAB)
- CanTEST: a score of 4.5 in Listening and Reading; a score of 4.0 in Writing. Applicants with 3.5 in Writing may be admitted, depending on their proposed program of study and provided they register in *Academic Writing Extended (ESL)*.
- Successful completion of Academic Level 5 offered through the English Language Program at the University of Winnipeg. Grades of 65% in the morning class, 65% in the Adjunct Course, and D in the Business I course are the minimums for successful completion.

For further information on The University of Winnipeg entrance requirements, please make an appointment to speak with the Academic Coordinator.

MANITOBA FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information collected from students will be used by the University of Winnipeg for admission and registration purposes. 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. The information will be used to admit students, assign student numbers, register students in classes and record grades, create permanent student records and provide students with student privileges (library, athletics, counselling, health services and, in the case of international students, international students health insurance). It will also be used for accounting and correspondence purposes related to admission and registration. Elements of personal information may also be provided to English Language Program Student Life staff to inform students of program and community events, and to University Relations/University of Winnipeg Foundation for alumni contact purposes. Relevant elements of your personal information may be provided upon request to AON Canada (for health insurance/benefits purposes) and to Citizenship and Immigration Canada. Enrolment information may also be provided to agents (if their services were used) to confirm continuing enrolment. Finally, personal information may be used to conduct research into program enrolment and related statistical profiling activities.

ACCESS TO COMPUTER LABS & SERVICES

Computer Labs you can use

There are several computer labs on campus, but most are for teaching or for use by students in a particular department. At first, it may be hard to figure out where you're allowed to go and use a computer.

This list will help you figure this out.

Bernice Blazewicz Pitcairn Learning Commons Room: 4C & 4CM

- The Learning Commons is the area just outside the Library and the teaching lab in the mezzanine area outside the Library. Outside the Library (Stimpson Gallery), the computers are available as long as the building is open. The Stimpson Gallery includes eMacs., Word processing, and other software.
- Approximate number of computers: 32
- Hours: Library hours and longer

For more information contact Jackie Mikolash at 786-9871 or check Learning Commons

Computer Writing Lab: 3G10

- The Department of Rhetoric, Writing, and Communications has 30 computers and is staffed. CAW offers FREE tutoring to students. Trained and friendly tutors can help students with writing assignments in any discipline. They help you brainstorm, outline, organize, proofread, edit and document sources. Instructors can book 3G10 for workshops, but there is no projector.
- Approximate number of computers: 30
- Hours: 8:30 am to 5:00 p.m. Monday to Friday

For more information contact Kevin Doyle at 786-9129 or check the Centre for Academic Writing

Library: 4th Floor Centennial Hall

- There are computers in the main area of the Library, and also some on the 5th floor. Library computers are for academic research. You can't use word processing, and email during busy times should be kept to a minimum.
- Approximate number of computers: 50
- Hours: 8:00 am to 10:45 pm Monday to Friday
Saturday and Sunday 11:00 am to 5:45 pm

For more information contact [Michael Hohner](#) at 786-9812 or check [Cybrary](#)

Uplink Room: 4C32B

- The Uplink Computer Common is a computer lab that students can use for word processing, Internet access, email, spreadsheets and other software. Uplink is located on the fourth floor of Centennial Hall across from the Buffeteria.
- (In order to use this lab, you must have an active student account.)
- Approximate number of computers: 60
- Hours: 8:30 am to 9:15 pm Monday to Friday
Saturday and Sunday 1:00 to 5:45 pm (check Uplinks website for updates)
- For more information contact [Monica Fritz](#) at 986-9494 or check [TSC Computer Labs](#)

Connecting to The University of Winnipeg Wireless Network

The University of Winnipeg has created a campus wireless network for use by Faculty, Staff, Students, and Visitors. Wireless access is available in several areas of the main campus.

Instructions for configuring your computer to use the wireless network

Encrypted Wireless Instructions

The following information is available at:

<http://www.uwinnipeg.ca/index/tsc-wireless-encrypted>

Faculty, Staff, and Students are advised to use our encrypted wireless network for confidentiality and security reasons. The encrypted network is available from any location on campus that has wireless service, and offers slightly more functionality. The guest network is limited to specific areas, has limited functionality, and is only available to a relatively low number of simultaneous users. Staff, Faculty, and Student instructions for configuring PCs or laptops for the encrypted network can be found by logging into MyUWinnipeg (<https://uportal.uwinnipeg.ca>), and joining the Campus Wireless Community

1. Login to MyUWinnipeg
2. Click on the General Info tab
3. Click the 'Information for Connecting to UWinnipeg Wireless Network' link
4. Download the appropriate file for your operating system
5. Log out of MyUWinnipeg

Please note: Some wireless cards may not be able to be configured for the type of encryption used by the University of Winnipeg. If this is the case, please follow the *Guest* instructions, but be aware of the limits to functionality and location of that network.