



THE UNIVERSITY OF
WINNIPEG

English
Language Program



Full Time (14-Week) Program

Student Handbook



A Message from the Director

On behalf of The University of Winnipeg and the English Language Program (ELP), I would like to take this opportunity to welcome you to our program. This handbook, your orientation package, and your orientation session will provide you with important information about the ELP, The University of Winnipeg, and the city of Winnipeg. Please feel free to keep this information as a resource that you can refer to during your program.

The English Language Program offers a variety of courses that have been developed to meet your educational needs. In addition to supporting you in accomplishing your academic goals, we provide you with a unique cultural experience through exciting group activities. Our goal is to offer you a challenging program in an environment that is friendly, supportive and fun.

With an emphasis on developing inter-personal communication and Academic English skills, the program focuses on strengthening your reading, writing, speaking and listening skills for a variety of real-life contexts (personal, social, professional, or academic). Your instructors will help you to increase your vocabulary, refine your pronunciation, and develop your fluency and confidence in English.

Please do not hesitate to ask any of our staff if you have questions or need anything. We are here to help you.

Thank you for choosing the English Language Program at The University of Winnipeg. We are very excited that you are here and wish you success in the program.

I hope that you have an exciting and memorable time in Winnipeg.

Sincerely,

Sarah Leibl

Acting Director, ELP



Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am
Lunch Break				
Afternoon Class 1 (M/W) 12:30 pm – 2:20 pm	Afternoon Class 2 (T/Th) 1:00 pm – 3:00 pm	Afternoon Class 1 (M/W) 12:30 pm – 2:20 pm	Afternoon Class 2 (T/Th) 1:00 pm – 3:00 pm	Socio Cultural Activity

*Time is in CST

Academic 5 Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am
Lunch Break				
A5 Adjunct 12:30 pm – 2:20 pm	*Pathway Class for Academic 5 Students 1:00 pm – 2:30 pm	A5 Adjunct 12:30 pm – 2:20 pm	*Pathway Class for Academic 5 Students 1:00 pm – 2:30 pm	Socio Cultural Activity

*Time is in CST

* Academic 5 afternoon class times are subject to change by term.



ADMINISTRATIVE CONTACT INFORMATION

University of Winnipeg
English Language Program
515 Portage Avenue, Winnipeg, MB
R3B 2E9

Viktoria Bokova	Academic Stream Coordinator	v.bokova@uwinnipeg.ca	204-258-1484
Eriko Isobe	General and Customized Program Coordinator	e.isobe@uwinnipeg.ca	204-258-3031
David MacDougall	Student Life Coordinator	elpstudentlife@uwinnipeg.ca	204-982-1151
Sabina Li	Accommodations Coordinator	homestay@uwinnipeg.ca	204-982-6631

IMPORTANT CONTACT NUMBERS

U of W Security Office –General inquiries

204-786-9272

U of W Security Office- Emergency

204-786-6666

ELP Homestay Emergency Phone*

204-227-4526

***Please use this phone number if you are currently in homestay in Winnipeg.**

The security office is located on the main floor, Centennial Hall next to the main entrance (515 Portage Avenue). **The security office will offer an escort to a bus stop or car within a reasonable distance of the university 24 hours a day upon request.**



Delivery Method

The English Language Program uses an in-person delivery method. A remote delivery option may be offered to some students in particular circumstances. Students who join classes via zoom will be able to interact with the in-person students and instructor via a smart camera.

General Purpose English Program

Foundations Stream

This program prepares students to enter our Academic/Pathway or General programs. If students are beginning with a low to intermediate English level, they will start in the Foundations stream of the program.

It 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.

Proficiency Levels

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

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 on familiar and predictable topics, 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.

Afternoon Seminars

- ☐ Students in Foundations Level 1 take two afternoon seminars: Grammar and Reading
- ☐ Students in Foundations Level 2 take two afternoon seminars: Grammar and Reading
- ☐ Students in Foundations Level 3 take two afternoon seminars: Grammar and Reading

General Stream

This program enables students to advance their English language skills for personal and professional purposes, and targets the language areas of reading and writing, while emphasizing listening and speaking. Students will also participate in a variety of seminars such as vocabulary, reading, writing, conversation, and pronunciation.

It 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.

Proficiency Levels

- ☐ Level 4 High Intermediate Proficiency
- ☐ Level 5 Low Advanced Proficiency

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.

Afternoon Seminars

- Students in General 4 & 5 take two afternoon seminars. Information will be given before the first week of classes.

Academic Pathway Program

This program prepares students to enter Canadian universities, colleges, and high schools, and targets all four language areas: reading, writing, listening, and speaking with stronger emphasis on reading and writing. Students will improve their ability to read academic materials, write essays, take notes, listen to lectures, and give presentations – skills needed to be successful in a Canadian university. Students will also learn vocabulary used in University or College courses. In the highest level of the program, students will have the opportunity to begin university studies with the aide and support of an adjunct class. When students complete the highest level of this program, they will meet the English Language Proficiency Requirement for admissions to UW's undergraduate degree programs, select graduate programs, and Professional, Applied and Continuing Education (PACE), and earn credits that can be applied to further study at UWinnipeg.

Proficiency Levels

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

Morning Class Level Descriptions

Level 3 – High Intermediate Proficiency Level

Morning classes will be organized around themes with a focus on reading and writing. 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 integrated into the above academic English strategies

Level 4 – Low Advanced Proficiency Level

As in level 3, Level 4 morning classes will again focus on reading and writing. Readings will be more complex in order to develop 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 process and contrast essays, as well as proofread, edit, and peer-assess them.

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, logical fallacies, generalizations,



and misuse of evidence. 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, argumentative essay, and a research paper.

Afternoon Seminars

- ☐ Students in Academic 3 and 4 take two afternoon seminars. Information will be given before the first week of classes.
- ☐ Students in Level 5 will take two afternoon classes, a University course and an adjunct course also called 'Learning from Lectures'. The adjunct course provides students with a preliminary exposure to university studies, while the Adjunct course provides support for the students with their university course as well as instruction in the listening and speaking skills required in a Canadian university class.

* Students going on to PACE must take the Business Fundamentals course.

Placement

- ☐ New students will be assigned to classes based on the English proficiency test scores provided or ELP 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, attendance, and possibly their Instructor's recommendation.
- ☐ If a returning student arrives late, the level for the following term will also be decided based on the grades the student achieved, instructor feedback and attendance.
- ☐ If students leave the Program for one or more terms and decide to come back, they may be re- tested using the ELP's Placement Test upon returning to the Program.
- ☐ TOEFL, IELTS, and other official language proficiency tests results will only be accepted before the beginning of a term. Even with the valid official test score reports, we still reserve the right to test the students.
- ☐ If a student has to repeat a level two times, their status will be reviewed to determine further participation/registration in the program. Decisions will be based on academic performance in the class over the 14-week term, attendance, and work ethic.

*Class changes are not automatic for returning students but are based on their demonstrated proficiency attendance throughout the program.

Placement Appeal Information

It is the students' responsibility to read the email information regarding placement. Students who have concerns about their level must complete an online form to appeal their placement by the indicated deadline. The Academic Coordinators will review the placement and inform a student of their decision. The coordinators' appeal decision may be reconsidered by the Program Director.

Course Outlines

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

- ☐ Objectives and the outcomes of the course
- ☐ 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 if any
- ☐ The program policies of attendance, missing tests, sickness, plagiarism, as well as the submission of late assignments

Textbooks

Students may be required to purchase textbooks for their morning classes and afternoon seminars. The cost will range from \$60 to \$120 CDN per class. Instructors will provide students with a list of the required textbooks in the first two weeks of classes. Students must purchase these texts before the third week of classes.

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

- ☐ Correct editions must be used (previous editions are not acceptable)
- ☐ Answers to exercises aren't in the books

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

*It is a violation of copyright laws to photocopy or take pictures of more than 10% of a textbook.

Contact Information

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

Completion of Academic 5

Students will successfully complete all the components of Academic 5 level if they score:

Percentage and Letter Grade	Type of class	Policy for retaking
66% (C+) or above	Morning Academic 5	If the score for this course is less than 66%, it needs to be repeated
66% (C+) or above	Afternoon seminar (Adjunct Learning from Lectures)	If the score for this course is less than 66%, both A5 afternoon seminars (Adjunct and University Course) should be repeated and passed in the same term.
50% (D) or above	Afternoon seminar (University Course) *	If the score for this course is less than 50%, both A5 afternoon seminars (Adjunct and University Course) should be repeated and passed in the same term. *This course can be changed to another course if there is an option. Otherwise, retaking the same course is the only option.



Note: A student is given 3 opportunities to pass both Academic 5 seminars. Students cannot receive credit for any of Academic 5 seminar without passing both.

Pathway students, who applied to PACE or undergraduate program, should contact them about their admission grades in our classes. Please review the links below:

For PACE: [Admission Requirements](#) | [International Students](#) | [UWinnipeg PACE \(uwinnipegcourses.ca\)](#)

For UG: [Admissions Requirements](#) | [Future Student](#) | [The University of Winnipeg \(uwinnipeg.ca\)](#)

Students who do not meet PACE or UG admission requirements but meet the above ELP requirements will get a certificate of completion.

Voluntary Withdrawals

- ☐ Students who wish to withdraw from the English Language Program may do so up to and including Week 9 of the program without penalty (receiving F on the transcript). Please note, however, that there is no refund of tuition fees after two weeks before the start date of the program.
- ☐ To voluntarily withdraw, students must meet with the Program Coordinator to fill out a voluntary withdrawal form. They then may need to meet with the Director.
- ☐ Students 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 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

Modes of Learning

ELP delivers in-person classes. When an in-person student becomes sick with a cold or flu, remote delivery is an option to keep up with the classes. However, when the student feels better, they are expected to return to classes in-person. Face-to-face students may not take in-class tests online. Students must contact their instructor and coordinator to re-schedule their in-class test.

Punctuality

- ☐ Students are required to attend classes regularly and be on time.
- ☐ Students who attend classes through remote delivery (Zoom) must have their cameras turned on and make themselves visible in Zoom. Not turning the camera on or not showing themselves on the camera may result in absence.
- ☐ 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 due to medical reasons. In this case, students must contact instructors and coordinator 1 day before the class to be missed.



- ☐ 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 in a day.
- ☐ Students may be required to submit a medical note if they have been absent for a prolonged period of time resulting in missed class time and assignments.

Lateness

- ☐ Students are marked late when they arrive between 8:30 and 8:45 for morning classes, as well as between 12:30 and 12:45 (Mon/Wed) and 1:00 and 1:15 (Tue/Thurs) for afternoon classes.
- ☐ Four occasions of being late equal one absence.
- ☐ Students who regularly arrive late for class may, at the discretion of the Instructor, be asked to leave the class and may be allowed to attend the class again with the coordinator's permission.
- ☐ Students who arrive after 8:45 for morning classes and after 12:45 or 1:15 for afternoon classes are marked as absent.
- ☐ Missing total 15 or more minutes at different time during the class will result in one absence.

Procedure

- ☐ Attendance will be monitored by the Program Coordinator throughout the term.
- ☐ Students will receive a notification of their attendance only when absence becomes consecutive and durable. No other notification will take place. It is the student's responsibility to note their attendance.
- ☐ Students with twenty or more absences may be blocked from registering for ELP for a period of one year. To re-enter the program, students must submit a written request for permission to register to the Director.
- ☐ Students are asked not to bring their children to class. If students encounter a situation where they need to care for their children, they should speak with the Program Coordinator about the possibility of an excused absence.

*Students who have had meetings with the Program Coordinator to discuss issues related to behavior in class and who have not adequately followed classroom policies may not move to the next level.

Missed Tests

Students need to be aware of test dates on their course outlines and be present to write tests. If a student is going to be absent from class when a test is scheduled, the student must inform their instructor before the class. The instructor will reschedule the test for the student. If the instructor is not informed before the start of class, the student may receive a mark of 0. The Program Coordinator will make this decision.

Communicating the sickness on or after the test is over will not necessarily grant a chance to retake the test.

Classroom Conduct

- ☐ ELP has an English Language Encouragement Policy. Students are expected to be working towards their English language goals throughout the day, while in the classrooms before and after class, on breaks, in the hallways and in offices in Ashdown Hall. Students are strongly



encouraged to speak English and to be constantly working towards their language goals both across the University Main Campus and throughout the city.

- ☐ Within the classroom, there may be times that use of a student's other language(s) will help them meet their language goals. In class, instructors may allow the use of other languages if they feel it will help students meet the class objectives. Students should keep their goals in mind when making language choices.
- ☐ In social situations, students should be polite and adjust their language use depending on the situation. It is considered impolite to leave other students out of a conversation because they are unable to understand or communicate in the language being spoken.
- ☐ If a student's language choices begin to interfere with the fulfillment of their goals and is distracting or disrespectful to others, an instructor may take them aside to discuss these concerns. If a student continues to make poor language choices, they will be asked to meet with Program Coordinator to have a discussion. It is the student's responsibility to catch up on the work missed as a result of leaving the classroom.
- ☐ The University is committed to and actively supports equal opportunity, equity, social justice, mutual respect, diversity and the dignity of all people. The University recognizes that every member of the University community has the right to participate, learn and work in an inclusive and respectful work and learning environment that promotes equal opportunities and is free from discrimination and harassment.
- ☐ Suspensions, probation, and/or expulsions may occur if a student's behavior has been deemed disruptive to the classroom environment.

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 academic misconduct will be documented and submitted to the Program Coordinator to be kept in the student's file.

Information about the correct way of citing sources (telling a reader that you have used information from another writer) and about how to avoid plagiarism can be obtained from your instructor or from the following internet sites:

- ☐ The University of Winnipeg Library's "Citing and Referencing Sources" <https://library.uwinnipeg.ca/use-the-library/help-with-research/citing-and-referencing-sources.html>
- ☐ Purdue University's [Online Writing Lab](#) – search for 'avoiding plagiarism'



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

- ☐ submitting the same assignments in different classes.
- ☐ 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 dictionaries, online resources or translator.
- ☐ translating the test, quiz or exam into your language.
- ☐ obtaining examination or test materials before they are officially available or through unauthorized sources.

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. Instructors will inform students how to cite.

*Students are advised to prepare their workspaces (desks) for testing by removing all unnecessary papers, textbooks, materials, and cellphones. 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, they must meet with the Program Coordinator. Any student found guilty of cheating a third time may be blocked from registering in the program.

Grade Appeals

If a student has a reason 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 7 days of receiving the grade. If this appeal is not satisfactory, the student may proceed as follows:

Step 2

- ☐ Meet with the Program Coordinator and complete an Appeal of Grade form within 2 days of consulting with the Instructor of the course
- ☐ Submit the Appeal of Grade form with a fee of \$30.00
- ☐ Submit the marked essay, test, or exam and any accompanying rubrics

The committee will not meet until all the materials or documents are submitted in a timely manner. A student must submit their original work (paper, annotated bibliography, test or exam) and rubric as it was marked by the instructor. Unmarked or revised work will not be accepted. When the committee considers the appeal valid, the \$30.00 fee is returned to the student, and the mark on the assignment/test is adjusted. The adjusted mark after the appeal is the final mark for that assignment and cannot be changed or adjusted again.

*Appealing the grade does not guarantee a pass in the course or student meeting the language requirement.



Smartphones & Electronic Devices

- ☐ Students can use technology in the classroom only for educational purposes approved by instructor and/or Student Accessibility Services. Please speak with the instructor if you feel that you need to use a specific device for an educational purpose in class.
- ☐ The use of electronic devices for personal purposes (checking text messages, social media, working on assignments for other classes, watching videos or listening to music) is considered professionally unacceptable in the context of a class.
- ☐ The use of electronic devices other than for Zoom or Nexus during a quiz, test or exam is considered as cheating.
- ☐ Please do not take photos or video/sound recordings in class without the permission of your instructor or classmates. Do not upload photos or video/sound recordings in class to social media without explicit permission.

Classroom Observation

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 requirement. This person would always be supervised in the classroom. All program policies apply to a class in which a practicum student is present.

Professional Development Days

Occasionally, ELP may cancel classes due to professional development opportunities offered to instructors such as conferences. Student will not receive refunds for the cancelled class hours, and cancelled class time will not be made up.

Smoking, Food, and Beverages

The University is non-smoking environment. Food and beverages are permitted in designated areas of the University during breaks and lunch hours.

Wheelchair Access

The main campus of the University is wheelchair accessible.

Holidays

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

Student Concerns and Academic Advising

The Full Time Program 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 Full Time Program Coordinator.

Students with homestay-related concerns should consult with the Accommodations Coordinator in Room 1C17.

Problem Resolution Policy

If you have a problem in your program, contact the Program Coordinator. The Program Coordinator will review your feedback, suggestions, or complaints, and follow the necessary procedures to help you find a resolution. We document all input, and if necessary, certain staff may be contacted. We value and appreciate all student feedback.

Transcripts and Final Letters

At the end of the program, all students are given a transcript with a grade (*Refer to the grade table below), as well as a letter outlining the details of the morning class (Academic 5 only). Students who successfully achieve the passing marks in all courses will also be given a University of Winnipeg Certificate of Participation. The grade will reflect the student's performance in classes and seminars, and will be based on written work, tests, presentations 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 Office.

96%-100%	A+	66%-69%	C+
91%-95%	A	57%-65%	C
83%-90%	A-	50%-56%	D
75%-82%	B+	<50%	F
70%-74%	B	Transfer	TR
		Voluntary	Voluntary
		Withdra	Withdrawal

Withholding Transcripts and Final Letters

- Students who have not returned all books to the University of Winnipeg library by the due date specified by the library will not receive their final letter, certificate, and transcript at term's end. When the library has confirmed that all materials have been returned and the overdue fees have been paid, students can pick up the graduation documents from the Academic Office.
- Students who have outstanding tuition or health insurance payments will not receive their final letter, certificate, and transcript at term's end. When the Registration Office has confirmed that the remaining balance has been paid, students can pick up the graduation documents from the Academic Office.

English Language Program Appeals Review Committee

Students may appeal final grades if they believe that their grade was not justified. Please follow the steps outlined in Process for Grade Appeals. Students may also appeal any disciplinary actions taken (e.g., probation, expulsion).

English Language Requirements

The language of instruction at The University of Winnipeg is English. Students must have a level of ability in English that allows them to participate in all aspects of university study, including lectures, reading, writing, and discussion.

If English is not the student's first/primary language and they are not from an English Exempt Country, they must provide supporting documentation to show they meet one of the conditions below. Students will not be admitted until this requirement has been met.

Undergraduate Studies

For more information about admission and academic requirements for students, visit <https://www.uwinnipeg.ca/future-student/admissions-req.html>

For information on the language requirements for students, visit <https://www.uwinnipeg.ca/future-student/docs/English-language-requirements-policy.pdf>



Professional, Applied and Continuing Education (PACE)

For more information about admission and academic requirements for Domestic students, visit <https://pace.uwinnipegcourses.ca/admission-requirements-domestic-applicants>

For more information about admission and academic requirements for International students, visit <https://pace.uwinnipegcourses.ca/international-students/admission-requirements>

Graduate Studies

For more information about admission and academic requirements for Graduate Studies, visit <https://www.uwinnipeg.ca/graduate-studies/graduate-programs/index.html>

Computer Labs, Study Space, Academic Help

Library: 4th Floor Centennial Hall

- Hours (may vary per term) ○ Monday
to Thursday: 8:00 am to 9:45 pm ○ Friday:
8:00 am to 4:45 pm ○ Saturday &
Sunday: 9:00 am to 4:45 pm ○
Holidays: Closed
- Contact Information ○ Phone: 204-786-9808
○ Email: circulation@uwinnipeg.ca ○
Website: <http://library.uwinnipeg.ca/>
- Study space, help with research, and other resources:
○ <https://library.uwinnipeg.ca/use-the-library/index.html>

Uplink Room: 4C32B

- In order to use this lab, you must have an active student account.
- Hours:
 - Monday to Saturday: 8:30 am to 10:00 pm
 - Sunday and Holidays: Closed
- Contact Information:
 - Email: servicedesk@uwinnipeg.ca ○
 - Phone: 204-786-9149 □ For tech issues:
 - Service Desk counter hours:
 - ✦ Monday & Wednesday: 10:00 am to 6:00 pm
 - ✦ Tuesday, Thursday & Friday: 10:00 am to 4:00 pm



Writing Centre

- <https://www.uwinnipeg.ca/writing-centre/>

Tutoring Program

- <https://www.uwinnipeg.ca/elp/elp/tutoring.html>

Connecting to The University of Winnipeg Wireless Network - Eduroam

The University of Winnipeg provides wireless network service on campus to all Faculty, Staff and Students through a service named Eduroam. Eduroam (education roaming) is a secure, worldwide roaming wireless network developed for the international research and education community. Service is available to everyone who has either a UWinnipeg email or webmail account.

For more information on the wireless network and how to connect, visit <https://www.uwinnipeg.ca/tech-sector/how-do-i/how-do-i-connect-to-wi-fi.html>

Microsoft Office 365 for Students

Office 365 is an online version of Microsoft Office provided to all students. In order to use the service, students will need to register at <https://www.office.com/GetOffice365>.

Enter your webmail address in the field location beside “Get Started” button. Click on that button once your email address is entered. On the next page, click on “I’m a student”, then click on “Sign In” on the following page to get to the UW login page. You have to enter your full webmail address and create an Office 365 password in the fields provided, then click on the “Sign In” button.

After logging in, click on the “Install Office” drop-down button located on the top right section of the screen, then click on “Office 365 apps” to start the installation process. Installation process may take a long time depending on your network’s download speed.

Office 365 supports:

- PCs and Windows tablets running Windows 7 and higher
- Macs with Mac OS X 10.6 or higher
- Office for Android can be installed on devices running version 7.0 or higher through the Google Play Store
- Office iOS can be installed on devices running version 7.0 or higher through App Store

UWinnipeg Security

Emergency Number: 204-786-6666

Safe Walk and Safe Ride Programs

Safe Walk

- Location: Centennial Hall
- Telephone: 204-786-9272
- Email: security@uwinnipeg.ca
- Hours: SafeWalk operates daily, Monday through Sunday and upon request 24/7.
- Purpose: Provides students with an escort to the car or bus stop within one-block radius of the University



□

Website: <https://www.uwinnipeg.ca/security/safewalk-saferide.html> Safe Ride

- Location: Centennial Hall
- Telephone: 204-786-9272
- Email: security@uwinnipeg.ca
- Hours: SafeRide operates daily and requests will be fulfilled as they are received and within the operational capability of the Security Department.
- Purpose: Provides rides to students within the patrol area boundaries
- Areas: William Avenue to the north; Assiniboine Avenue to the south; Sherbrook Street to the west; Main Street to the east
- Website: <https://www.uwinnipeg.ca/security/safewalk-saferide.html>

How to Request a Safe Walk or Safe Ride

- Stop at or call the Security Services office and identify your need UW

Safe App

- Visit Apple app store or the Google Play store

UWinnipeg Wellness

Clinic on Campus

- Phone: 204-786-9496
- Email: klinic@uwinnipeg.ca
- Location: 1D24 – 1st floor, Duckworth Centre, Room # 25
- Hours: 8:30 am – 4:30 pm (closed for lunch 1:00 – 2:00 pm)
- Website: <https://www.uwinnipeg.ca/student-wellness/index.html>

Doctors, Medical, and Counselling Services

Students should refer to <https://www.guard.me/> for information on finding a clinic, health insurance policies and claims and support services.

mobileDOCTOR by GuardMe allows you to connect with Canadian doctors on Maple as a part of your health benefits. Maple provides access to doctors Canada wide on your phone or laptop, any time, anywhere.

If students need information in-person, they can go to the student life office for help.

If students would like information about counselling: Refer to <https://keepmesafe.myissp.com/>. Our campus offers comprehensive general and specialized counselling services free of charge for all students. Please follow this link <http://www.uwinnipeg.ca/student-wellness> for more information or ask a staff member for assistance. We're happy to support you.



Manitoba Information and Protection of Privacy Act

Freedom

of

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.

Additional Information

Manitoba Law

Laws of Alcohol Consumption

- The legal drinking age in Manitoba is 18 years of age.

Students are prohibited from consuming alcohol during any English Language Program event regardless of age.

**** The consumption of alcohol is prohibited at all activities. Students disregarding this policy may face immediate expulsion from the program ****

Laws of Cannabis Consumption

- The legal age for using cannabis in Manitoba is 19 years of age.
- Students are prohibited from consuming cannabis during any University of Winnipeg English Language Program event, regardless of age.
- Some countries (including Japan and South Korea) outlaw cannabis consumption for all citizens, even in countries where it is a legal substance. Check with the laws of your home country before choosing to use cannabis.

**** The use of cannabis is prohibited at all activities. Students disregarding this policy face consequences which can include expulsion ****

Use of Illegal Substances

- The English Language Program has zero tolerance for the use of any illegal substances by students while in our program.

****Participants of the program will be immediately expelled from the program if they are found to be using illegal substances at any time during the program****



Winnipeg Weather

Summer

The weather can change many times in one day. It can be very cool in the morning and very hot in the afternoon! Please bring a jacket and a small umbrella in addition to the clothes you bring.

Winter

- Snow cover in Winnipeg usually lasts from November until March or early April.
- When outdoors, dress using layers of warm, dry clothing so you can be prepared for changing weather conditions during the day.
- To stay warm, it is important to have a winter coat with a hood, scarf or neck-warmer, a toque, and gloves or mittens that cover your hands. Ski-pants are also beneficial in cold weather months.
- To keep your feet warm and to manage slippery winter conditions, invest in a pair of winter boots with good treads for better traction on the snow and ice.

Academic Accommodation

The University of Winnipeg is committed to creating and maintaining an inclusive and non-discriminatory learning environment for students. If you would like to inquire about an academic accommodation, please contact the Program Coordinator.

Sexual Violence

Detailed information regarding The University of Winnipeg's sexual misconduct statement, guidelines and procedures can be found here <http://uwinnipeg.ca/sexual-misconduct/index.html>.

****Students are responsible for understanding information in this handbook. If you have any questions regarding the content of this handbook, please contact the Program Coordinator for confirmation****