

# Transportation and Heavy Apprenticeship Trades

WHAT WE'RE DOING IS WORKING.



# TABLE OF CONTENTS

Chair's Welcome	2
Department Welcome	3
Office Locations	4
Safety	4
Respectful College	6
Attendance and Punctuality	6
Testing and Evaluation	7
Cell Phones and Recording	7
General Information	7
Web Portal & Email	8
College Map	10

# MESSAGE FROM THE CHAIR

Welcome to Red River College! It is the home of the Rebels and a place where our commitment to students sets us apart. Whether you are a full-time student in a day program or a part-time student in an evening program, we have a wide range of services and activities to help you reach your educational goals.

The Transportation & Heavy Apprenticeship Trades Hand book provides you with detailed information on student life, student awards and financial aid, policies and procedures, financial procedures and a variety of information on services we provide at no additional cost to you. Our services include supports for all students as well as supports for Indigenous, international and immigrant students. Please take time to review the Hand book and familiarize yourself with what we have to offer. Links to further information on our website can be found in the Hand book.

Our goal is to elevate your potential so that you can achieve your educational goals.

I hope you find your time at Red River College a rich and rewarding experience.  
Enjoy your time on campus.



Chair, Transportation Heavy Apprenticeship Trades

# **Welcome to the Transportation & Heavy Apprenticeship Trades Division of the School of Transportation, Aviation and Manufacturing.**

The Transportation & Heavy Apprenticeship Trades Division (THAT) of Red River College (RRC) provides technical training to students entering or employed within the motive power and heavy industrial trades within Manitoba. It is our mission to provide quality technical training to support students in their chosen career aspirations.

**To provide a meaningful educational experience that is learner centered and supports a positive lifelong connection to the College.**

During their course of studies, students will be given the opportunity and support to learn new skills, re-enforce previous learning experiences and continue to build a solid foundation of the learning process while attending Red River College.

The Division has an excellent reputation of providing a positive learning experience and graduates that succeed in their chosen course of studies when entering the workforce. Our programming makes every attempt to expose students not only to the technical needs of industry, but equally important to the workplace culture and employer expectations. All of our programs are regulated by Apprenticeship Manitoba via the accreditation standards and course content is generated by Trade Advisory Committees that are made up of technical, employers and government members.

To enhance the educational experience we strive to make our students aware of the College rules, regulations and policies. We also want to bring forward the Divisions expectations of the students who attend our programs in an effort to make transparent what students have to do to be successful graduates of THAT programs.

**Provide a supportive learning environment within the College community for the benefit of society.**

*THAT Engaged in the Community™*





## **FACULTY AND ADMINISTRATIVE OFFICES**

Staff offices are located in buildings “Z”, “M” and “J” on the Notre Dame Campus and are all open between 8:00am – 4:00pm Monday - Friday. For students with classes at the Bannister Street location, program specific staff rooms are located there.

Instructors will provide their contact information when classes commence and it is important that students keep this information available with them at all times. This is critical if a student is to be absent or late as students are required to contact the staff prior to the start of class.

The department Chair is located in room Z1-12 which is in the reception area of building “Z”. To book an appointment to see the Chair relating to academic or other matters relating to the student’s course of study, students can contact the department Administrative Assistant @ 204-697-5940.

## **SAFETY**

Safety of students, staff and the public is of paramount importance to the College and as such students will attend multiple safety training courses throughout the year. General Safety Training (GST) and Workplace Hazardous Material Information System (WHMIS) are mandatory courses that must be taken and successfully completed before a student can enter College live shop areas.

Personal Protective Equipment (PPE) is mandatory at all times in all of the live shop areas within the department and failure to comply can result in the student being withheld/removed from participating in live shop work. Non compliance will also affect the student’s academic standing if they are unable to demonstrate practical skill proficiency. Mandatory PPE would include coveralls/lab coat, clear safety glasses and CSA approved work boots.

All protective outerwear (coveralls) must be washed on a regular basis. Failure to keep uniform clean will result in student being prevented from participating in live shop work.

At any time a student is observed working in a non-safe manner the student will be asked to stop the task they are working on to avoid any accidents or injury. If a safety infraction occurs the student's mark will reflect the breach of safety protocol.

Safety comes first and is the responsibility of all persons on College property regardless of how minor it may seem. It is the responsibility of students to report any safety issues to the College staff immediately.

## WHAT TO DO IF INJURED ON SITE?

### **During class time/shop time:**

Report the injury/incident to your Instructor or RRC staff member immediately.

### **Outside of scheduled class time/shop time:**

Promptly report to one of the two main Health Centre offices for assessment and treatment or call for emergency help via security. The Health Nurse will ask about how the injury occurred, treat minor injuries, document and report necessary information.

For injuries on practicums or off-site of your usual campus, report it to the Instructor and Claims Specialist at 204.632.2593 with details of your incident.

For more information, visit [rrc.ca/health](http://rrc.ca/health).

## WORKPLACE SAFETY

If you have a safety concern regarding your surroundings or if you recognize a concern, you should report the hazard at [safety@rrc.ca](mailto:safety@rrc.ca).

## SECURITY (204) 632-2323

We take a proactive approach to maintaining a safe and secure environment for all. RRC's Security Services provides 24-hour on-campus patrols, Safewalk escorts for students walking

alone at night, emergency call boxes located throughout campus, and safety education. In the event of a College emergency, call (204) 632-2323. If you lose something, report your loss to the Security Services office.

**Security Services** Building C, Room C115

Phone: **204.632.2323** | [rrc.ca/security](http://rrc.ca/security)

## RESPECTFUL COLLEGE POLICY

The Respectful College Policy (Policy H1) requires that RRC provide a learning and working environment for students and staff that is free of disrespectful behavior, harassment and discrimination. The Respectful College Policy (Policy H1) and other policies and procedures can be found on the RRC website: <http://www.rrc.ca/index.php?pid=9252>

## ATTENDANCE AND PUNCTUALITY

The department strives to provide a quality education to all students attending RRC and in order to accomplish this attendance within all our programs is mandatory. This mandatory attendance policy is critical to ensure students don't miss critical information in either the theoretical or practical courses. Should a student find that they are to be absent they must contact their instructor before the start of class via telephone or email. Failure to do so will result in a non-excused absence. Non-excused absence will result in the student's mark being negatively affected. Students who contact the department prior to an absence or late will be marked as having an excused absence. Notification of a late or absence does not excuse it. This still can affect the academic standing of the student if time missed occurred when an evaluation process was expected to be performed that can't be duplicated or assessed alternatively.

If a student accumulates 3 late arrivals to class within the academic year they will meet with the instructor and coordinator who will then submit an incident report to the Chair's Office. If they arrive late again they should not enter the classroom until the class stops for the next scheduled break to avoid disrupting the class. If a student accumulates 6 late arrivals they must meet with the Chair and could face disciplinary action up to and including removal from the program.

If a student is absent 3 times within the academic year, with or without notification of the department staff, they must meet with their current instructor and coordinator. If a student reaches 6 absences, with or without notification, they will be required to meet with the Chair and they could face disciplinary action up to and including removal from the program. **A student who misses 5 consecutive days may be removed from the program.**

This department policy is in compliance with College Policy A22, Academic Standards and S1, article 4.3(e) of the Student Code of Rights and Responsibilities policy and can be found on the College website: [rrc.ca](http://www.rrc.ca).

As with attendance a student's ability to demonstrate punctuality is important to their overall academic success. Students who know they will be late for a class must contact the instructor immediately via phone or email. Students must report to their assigned classes on time as all lates regardless of how minimal will still be recorded as a late on the official register. Attendance and punctuality are both important requirements of course completion but also as a demonstrated skill for future entry into the workforce.

If a student misses time within a program when critical information has been delivered they may be withheld from attending live shop activities to ensure a safe work environment for all involved in the exercise. Continued absenteeism and punctuality issues may result in a student being excluded from attending industry training courses and if deemed necessary up to being removed from the program.

Apprentices attending the College are required to abide by the attendance policy as set forth by Apprenticeship Manitoba. This policy can be found on the Apprenticeship Manitoba website or by contacting your apprenticeship training coordinator.

## **SUBMISSION OF COURSE WORK, TESTING AND PRACTICAL EVALUATION**

All assignments must be handed in on the assigned dates and times as specified by instructors. Failure to do so will affect the final assignment mark which will affect your final grade.

All tests must be taken on the assigned date and time as specified by the instructional staff. If a student fails to attend the scheduled test or arrives late without prior notification they must apply to the office of the Chair within 5 days of the scheduled missed test to apply for consideration to be allowed to write the missed examination. This department policy is in compliance with the Colleges policy A22 Academic Standards which can be found on the following link:

<https://www.rrc.ca/legal/policies/academic-standards/>

Red River College will operate with a “clear process for academic appeals, disciplinary appeals, and handling of student complaints.

S3 Student Appeals.

<https://www.rrc.ca/legal/policies/student-appeals/>

Any action of plagiarism, cheating or academic dishonesty that occurs during a test/exam or assignments submitted for marks will result in a mark of zero being assigned. This is in compliance with the College Academic Integrity policy S4 and further information can be found at the following link; <https://www.rrc.ca/legal/policies/academic-integrity/>

For information or assistance regarding test/exam accommodation, tutoring, assessment or counseling services please contact the RRC Accessibility Services office located in room D102 of the Notre Dame campus.

## **PROGRAM PROGRESSION**

Students who don't maintain a GPA above a 2.0 at the completion of each section within a program will be placed on academic probation. This is in compliance with Colleges policy A22 Academic Standards.

Students who don't maintain a GPA greater than 1.5 at the completion of a section within a program must schedule a meeting with the Chair within seven business days to review their academic standing. Students who fall below a GPA of 1.5 are ineligible to rewrite any failed tests or examinations. Students will be required to develop an academic plan to improve their GPA status before the completion of the next section, failure to meet with the Chair, develop an academic plan or improve their GPA status may be withdrawn from the program. This is in compliance with Colleges policy A22 Academic Standards.

<https://www.rrc.ca/legal/policies/academic-standards/>

## **CELL PHONE POLICY**

The department has a strict no cell phone policy for all students. Use of cell phones in the classroom and live shop areas is prohibited. If there is a necessity to have a cell phone on for emergency purposes please inform the instructional staff to make appropriate arrangements. Students who fail to comply with this requirement may face disciplinary action, which can affect grades.

## **Policy G4 – Recordings**

This policy outlines the established guidelines where there is a requirement to gain the consent of an individual before they may be recorded.

The use of recording devices is prohibited in the classrooms and live shop unless authorized as a bona fide need through Accessibility Services.

Rationale for academic accommodation can be found in College Policy A28

<https://www.rrc.ca/legal/policies/academic-accommodation/>

## GENERAL INFORMATION

The Red River College's Student Handbook is prepared each year by the Community and Student Services. It is your responsibility to make yourself familiar with the Red River College's Student Handbook. You will find information on a wide range of services including:

- Photo Id
- Web Account, Email And Portal
- RRC Portal
- Hub
- Campus Bookstore
- Health Services
- Student Service Centre
- Fitness Centre
- North Gym
- RRC Students' Association Activities
- Food
- Parking And Bus Passes
- Early Childhood Centre Inc.
- Aboriginal Student Support Services
- Aboriginal Centre
- Refund Policies And Procedures Full-Time Programs
- Outstanding Debts
- Tuition And Education Credit Certificate
- Academic Policies And Procedures
- Emergency Procedures

## WEB ACCOUNT, EMAIL AND PORTAL

### College web account

As a member of the College community, you received an RRC User Account. Through your account, you will have 24-hour access to all RRC

online and network resources including HUB, WebAdvisor and your new Student Email account. For more information on these resources please visit the Information Technology Solutions blog site. <https://www.rrc.ca/its/>

### Passwords

To claim your username and password, go to the [hub.rrc.ca](http://hub.rrc.ca) log on page and click the Retrieve or claim your account link.

Your password will expire every 180 days. The following three warnings will be issued to you by email when your password is close to expiring:

- Starting 21 days in advance, you will receive an email with notification of the upcoming expiry.
- A second email will be sent 14 days in advance. Every time you log in to a computer, you will be reminded to change your password.
- A third email will be sent the day before the password expires.

If you ignore the warnings and do not update your password, you will be locked out of your account and will not be able to access College resources. Your user account and password should not be shared with others. It is your responsibility to protect your account and password. For further policy details, please refer to Policy IT1 – Acceptable Use of Information Technology Resources.

<https://www.rrc.ca/legal/policies/acceptable-use-of-information-technology-resources/>

### Student email

Office 365 Student Email is the official method of electronic communications between the College and students, including full-time program and part-time Continuing Education students at all RRC campuses (Winnipeg and regional campuses). Communication can include the following (but not limited to): registration information, payment reminders, class start date information, scheduling changes, etc.



Student email is mandatory for all students as the College is reducing the number of hardcopy (paper) items mailed to students. It is your responsibility to check your student email account on a regular basis for College correspondence.

- To access your student email from your HUB page, in the Launchpad widget under Applications, click the Student Email app, and then enter your College log-in information. You can also access your email by visiting [portal.office.com](http://portal.office.com). Refer to [blogs.rrc.ca/its/help-resources/log-on-to-student-email/](http://blogs.rrc.ca/its/help-resources/log-on-to-student-email/) for additional information.
- Your College email address is your username followed by `@academic.rrc.ca` (e.g., `hsmith@academic.rrc.ca`)

## **HUB**

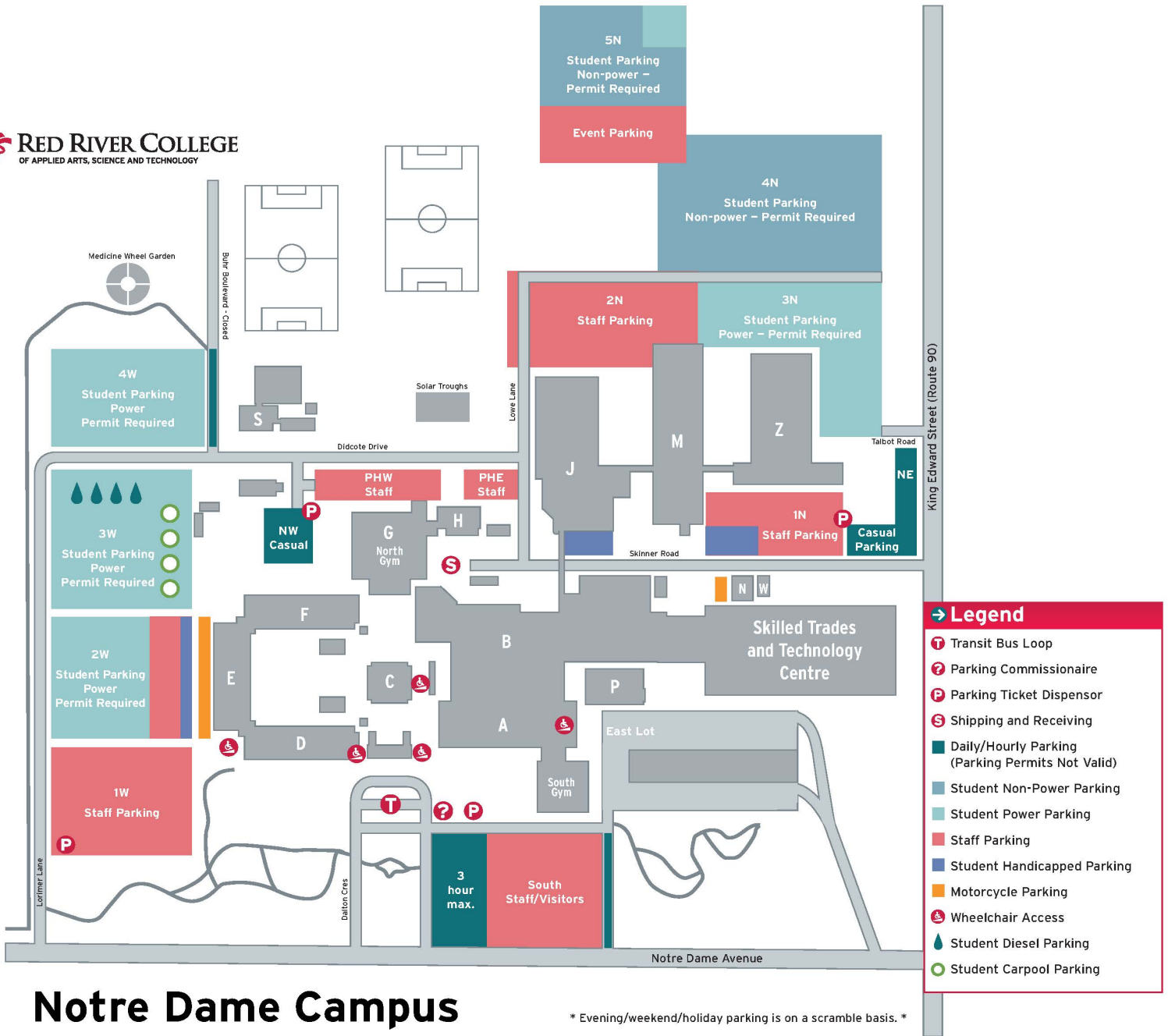
HUB is home to all of RRC's online apps and your personal information. Some of the tools you can access using HUB include the following:

- Seeing your academic information, such as classes, timetables and grades
- Accessing personal information, such as tax receipts and student email
- Accessing Student Forms that may be needed while you are on program
- Filing a Case Log for technical support
- Renting a locker and changing your parking information
- Signing up for emergency text alerts
- Checking out the latest job openings on JobCentral

## **Where do I get help?**

If you encounter errors, email us at [go@rrc.ca](mailto:go@rrc.ca) or file a Case Log (this is the College's technical support website).

# COLLEGE MAP



## Notre Dame Campus

\* Evening/weekend/holiday parking is on a scramble basis. \*