

SMOKING

We are pleased to announce that effective January 1, 2019 Red River College Polytechnic is “butting out” and all of our campuses are 100 per cent smoke-free. That means smoking and vaping will no longer be permitted anywhere at any of our campuses across the province.

We’re committed to creating a healthy, environmentally-friendly space for our students and staff. If you choose to smoke, please do so off-campus.

TAX INFORMATION AND T2202A FORMS

Every year, the College issues students and apprentices a Tuition and Education Tax Credit Certificate (T2202A) for your taxes. The certificate indicates the amount of tax deductible tuition paid as well as the months of attendance you are able to claim.

T2202As are only available online and are not mailed out by the College. You can retrieve your T2202A through your Student Self-Service account. There is no charge when you access and print your form through Student Self-Service. A printed copy from one of the College’s Student Service Centres may be subject to a fee.

Apprentices will also be mailed a T4A/E for outlining tuition fees.

Please note the College only provides the T2202A form. The T4A/E will be sent from either Employment Manitoba (T4-E) or Apprenticeship Manitoba (T4-A).

For further information regarding the T2202A, please contact either Student Service Centre.

For further information regarding the T4A/E, please contact Apprenticeship Manitoba at 204-945-3337.

For further information regarding Apprenticeship and Income Tax, please contact the Canada Revenue Agency at 1-800-959-8281.

WITHDRAWALS


If you wish to withdraw from your scheduled technical training, you must contact your ATC at Apprenticeship Manitoba. Changes to registrations (including withdrawals or date changes) are not completed without written notice from the registrar at Apprenticeship Manitoba.

YOUR RRC POLYTECH USER ID AND PASSWORD

Your RRC Polytech User ID and default password may have been provided to you in either a Student Self-Service explanation letter or an e-mail.

If you would like to confirm your user ID, have forgotten your password, or need to change your password please visit

www.rrc.ca/password

 If you don’t have a personal email on file, please contact one of our Student Service Centres as indicated on page one.

PASSWORD EXPIRATION

Your password will expire every 180 days. An e-mail will be sent to your College e-mail account prior to the expiration date advising you to reset your password.

DECLARATION OF WAIVER

The information in this brochure is accurate as of July 2016. The College does its best to update information regularly, however changes do occur. Therefore, after July 2016, the College reserves the right to modify or cancel any program, process, or procedure without notice or prejudice. Please visit our website at www.rrc.ca for complete and up-to-date information.



IMPORTANT INFORMATION
FOR APPRENTICES ATTENDING
TECHNICAL TRAINING AT
RED RIVER COLLEGE
POLYTECHNIC

CONTENTS:

Academic Success Centre.....	1
Arrears Notice.....	1
Awards, Bursaries, and Scholarships.....	1
Books and Supplies.....	2
Campus Hours/Access.....	2
Computer Labs.....	2
Convocation.....	2
Counselling and Accessibility Services.....	2
Fitness.....	2
Health Services.....	2
Housing.....	2
Locker Rentals.....	3
Parking.....	3
Photo ID.....	3
RRC Portal	3
Smoking.....	4
Tax Information and T2202A Forms.....	4
Withdrawals.....	4
Your User ID and Password.....	4

STUDENT SERVICE CENTRES

In-Person:

- Notre Dame Campus**
Room D101, Building D
2055 Notre Dame Avenue
R3H 0J9
- Exchange District Campus
(formerly Princess Street Campus)**
Room P104, Building P
160 Princess Street
R3B 1K9

Phone: 204-632-2327 or 1-800-903-7707

E-mail: register@rrc.ca

Welcome to Red River College Polytechnic!

We hope you will enjoy your time at the College and believe that familiarizing yourself with the following information will help make your experience an even more positive one.

ACADEMIC SUCCESS CENTRE

The Academic Success Centre provides you with peer tutoring, study skills workshops, study groups, and various other learning supports.

Room D110, 2055 Notre Dame Ave

204-632-2251

Room P210, 160 Princess Street

204-949-8375

 <https://www.rrc.ca/academic-success/>

ARREARS NOTICE

ATTENTION: ANYONE THAT HAS PREVIOUSLY ATTENDED RED RIVER COLLEGE POLYTECHNIC


Red River College Polytechnic reserves the right to deny registration if an apprentice or student has any outstanding accounts with the College (for example, parking tickets). Apprentices who fail to pay their accounts within the specified deadlines may have their technical training cancelled. College services, including grades, diplomas/certificates, and future registrations, will be withheld until all financial obligations to the College have been paid in full.

If you have an outstanding account or any questions regarding this policy, please email ARPAYTS@rrc.ca

AWARDS, BURSARIES AND SCHOLARSHIPS


The following website provides a list of awards, bursaries, and scholarships available to apprentices and students:

www.rrc.ca/awards


 The College’s Indigenous Student Support Department has a listing of awards specifically available to apprentices and students of Aboriginal Ancestry:

 <https://www.rrc.ca/indigenous/supports/>

The Federal Government announced a new Canada Apprentice Loans program to support registered apprentices throughout their training. More information about the program can be found here:

 <https://www.pca-cal.ca/en/Home>

For information on other awards, bursaries, and scholarships, we recommend the following website:

 <https://yconic.com>

BOOKS & SUPPLIES

Approximate costs for books and materials vary from program to program and typically range from \$800-\$1500.

Booklists, books and some supplies are available at the Campus Store of the campus you will be attending. You may also purchase your books online through our website. Books may be purchased one term at a time and are normally available approximately two weeks prior to your class start date. To avoid waiting in long line-ups, it is strongly recommended you obtain your books and supplies prior to the class start date.

Campus Store, Notre Dame Campus

Room CM52 (lower level), 2055 Notre Dame Avenue
204-632-2351 or 1-888-515-7722 (Option #3)

Campus Store, Exchange District Campus

Room P109, 160 Princess Street
204-949-8462 or 1-888-515-7722 (Option #3)

 <https://www.rrc.ca/campusstore/>

CAMPUS HOURS/ACCESS

Apprentices have access to the Notre Dame Campus and the Exchange District Campus seven days a week from 6:00 am to 11:00pm. Students and apprentices must vacate the College by 11:00pm. Usually, the only exception to these hours is during the Christmas holidays. Reduced hours of access are posted on the entrance doors.


If doors are locked, students and apprentices are required to use a valid RRC Polytech ID card in the card swipe by the east side door of Building C (NDC) or either entrance of the Atrium (EDC).

COMPUTER LABS

College computer labs are available for general use when not scheduled for class use. Schedules are usually posted on lab doors. Labs may be accessed after hours using your RRC Polytech photo ID card. If you require the use of specific computer programs , please consult your instructor for appropriate lab locations. Available lab times or study purposes may be found through the Portal under the Computer Lab Search tab.

CONVOCATION

Apprentices that are finishing their final term of technical training are invited to attend Red River College Polytechnic's Convocation ceremonies at the Centennial Concert Hall. Ceremonies are held each winter and spring, and provide a chance for our graduates to walk across the stage and receive their Red River College Polytechnic certificate or diploma.

 [w.rrc.ca/convocation](https://www.rrc.ca/convocation)

COUNSELLING AND ACCESSIBILITY SERVICES

Personal well-being is integral to the academic success of any learner in a post-secondary environment. Counselling Services is staffed by professional counsellors who can provide assistance with personal concerns. These accessibility services are available to apprentices registered in technical training at the College at no charge. Apprentices can self-refer or be referred by advisors, faculty, or staff.

Notre Dame Campus

Room D102, 2055 Notre Dame Avenue
204-632-3966

Exchange District Campus

Room P210, 160 Princess Street
204-949-8375

 <https://www.rrc.ca/counselling/>

FITNESS

While you are attending technical training at RRC Polytech, you have the opportunity to access the fitness facilities at both Winnipeg campuses. A valid RRC Polytech ID card is required for entry. Both fitness centres are equipped with a variety of cardio and strength training equipment.

For further information regarding locations and hours, please refer to our website:

 <https://www.rrc.ca/well-being/sport/>

HEALTH SERVICES

All apprentices, students, and staff are welcome to use the Health Service Centres at the Notre Dame Campus (Room HM08, lower level) and the Paterson GlobalFoods Institute (Room 306). Appointments are not necessary. Nurses will assess and treat occupational and non-occupational illnesses and injuries. If indicated, the nurse may recommend additional services on campus and/or at other community resources. Visits to the Health Center are kept confidential according to Provincial Legislative requirements. Injuries occurring on campus or as a part of work experience/training must be reported to the Health Center as soon as possible after the injury.

 <https://www.rrc.ca/health/>

HOUSING

Located inside the brand new Paterson Global Foods Institute at the Exchange District Campus, our residence is a great place for RRC Polytech students and apprentices to live.

CAMPUS LIVING OFFICE

105-294 William Ave
Winnipeg, MB R3B 0R1
204-631-3371

E-mail: residence@rrc.ca

 <https://www.rrc.ca/housing/>




LOCKER RENTALS

Locker rental permits may be purchased from the Campus Store of the Campus you will be attending.

Room CM52 (lower level), 2055 Notre Dame Avenue
204-632-2351
Room P109, 160 Princess Street
204-949-8462

For current fee information, please visit:

 <https://www.rrc.ca/campusstore/lockers/>

PARKING

EXCHANGE DISTRICT CAMPUS

Please visit our website for a listing of parking lots surrounding EDC:

 <https://www.rrc.ca/parking/park/edc/>

NOTRE DAME CAMPUS

If you require parking between 6:00 am and midnight, Monday to Friday, you must purchase parking. Parking is free on weekends and holidays. Parking applications and carpooling information can be found on our website under “Notre Dame Campus”.

 <https://www.rrc.ca/parking/park/ndc/>

DAYTIME PARKING

Parking is sold on a first-come, first-served basis and can be purchased monthly or for multiple months at a time. As parking is limited and often sells out, we recommend you purchase multi-month passes that cover the duration of your program.

If no parking spaces are available, you can add your name to a wait list and we will notify you once a space opens up.

Parking is effective on the date of sale. Depending on availability, you have the choice of power or non-power parking. You will not be assigned a specific spot, and may park in any power or non-power student lot based on the type of parking you purchased.

If you have a physical disability special parking arrangements can be made for you. A medical certificate must be presented at time of parking application.

EVENING PARKING (AFTER 5 P.M., MON-THURS)

Students may purchase either a single evening use ticket (\$2.00 flat rate) from a parking lot meter or a convenient multiple use evening

parking pass from the Student Service Centre at the Notre Dame Campus.

PHOTO ID

RRC Polytech photo ID cards are mandatory for identification purposes, accessing College services such as gyms and computer labs, entering campuses after hours, borrowing materials from the Library and Learning Commons, and writing exams. Photo ID cards may be obtained from either Student Service Centre. To avoid long lineups, we encourage you to obtain your photo ID prior to your class start date. Please bring a current piece of photo ID (e.g. valid Driver’s License). For current fee information, please visit:

 www.rrc.ca/fees

RRC POLYTECH PORTAL

The Portal is your source for Red River College Polytechnic information, re-sources, and services.

HUB

HUB is home to all of RRC Polytech's online apps and your personal infor-mation. Students can use it to:

- See your academic information like classes, timetables and grades
- Access personal information like tax receipts and student email
- Access your Student Self-Service account
- File technical support tickets through Case Log
- Rent a locker and change your parking information
- Sign up for emergency text alerts
- Check out the latest local job openings on Job Central
- Download forms and access Team Sites

LOGGING IN TO PORTAL

Please visit the following website for more information about student computer systems and accounts:

 www.rrc.ca/studenttech

PORTAL SECURITY

When logged in to Portal, do not leave your workstation or laptop unattended, as this can result in another person having full access to your personal, academic, and financial information.

When stepping away from your computer you should log out and close your browser or press CTRL-ALT-DEL and select ‘Lock Computer’.

LOGGING OUT OF PORTAL

To logout of Portal click on the drop down arrow beside your name at the top of the page and choose ‘Sign Out’.