

2018-19 Student Handbook



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MESSAGE FROM THE EXECUTIVE DIRECTOR, COMMUNITY AND STUDENT SERVICES

Welcome to Red River College, proud home of the Rebels. From before you enrol right through to graduation, we provide a range of valuable services and engaging opportunities to help you make the most of your time with us.

This Student Handbook provides a wealth of information about everything from getting your student ID and paying your program fees, to accessing counselling and tutoring supports, to where to find food on our various campuses. Please take the time to review the information contained in the Handbook – it will help to make your experience at the College run smoothly and be even more enjoyable!

Our goal is to provide you with the highest quality education possible, and to help you achieve your educational goals. I hope you find your time at Red River College to be a rich and rewarding experience.

Aileen Najduch
Executive Director, Community and Student Services

GENERAL INFORMATION

PHOTO ID

Photo IDs are available from the Student Service Centres:

- Notre Dame Campus, Building D, Room D101, or
- The Roblin Centre (Exchange District Campus), Room P104

Full-time program students will have the fee for their first ID card included in their Student Services Fees. If your card is lost or stolen, you will have to purchase a replacement card by visiting one of the Student Service Centres. You will need a photo ID to use facilities on campus, including the library, labs or gym.

SELF-SERVE, EMAIL AND HUB

Your online resources

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, Self-Serve and your new Student Email account. For more information on these resources please visit the **ITS blog site**. To claim your username and password, go to the **hub.rrc.ca** log-in page and click the Retrieve or Claim Your Account link.

Passwords

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.

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). Communication can include the following (but is 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, then enter your College log-in information. You can also access your email by visiting **portal.office.com**. Refer to **rrc.ca/its/help-resources/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:

- 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** or file a Case Log (this is the College's technical support website).

REGIONAL CAMPUSES

Red River College's five Regional Campuses are committed to providing access to post-secondary training and education to communities within RRC's geographical catchment area. By doing so, Regional Campuses remove geographic and economic barriers to college education and training and they contribute to regional economic development and community sustainability. The Regional Campuses are located in the Interlake (Selkirk and Peguis - Fisher River), Portage la Prairie, Steinbach and Winkler. Student Support Services are available to students at each Regional Campus location; the nature of on-site services varies by campus/training location (counselling, tutoring, academic success workshops, accessibility services, etc.). For more information please contact the Regional Campuses directly:

Interlake Campus

825 Manitoba Ave., Selkirk, Manitoba
Toll-free: 1.866.946.3241
Phone: 204.785.5328
Email: interlake@rrc.ca

Peguis - Fisher River Campus

Peguis, Manitoba
Toll-free: 1.866.946.3241
Phone: 1.204.785.5003
Email: peguisfisherrivercampus@rrc.ca

Portage Campus

32-5th St. SE, Portage la Prairie, Manitoba
Phone: 1.204.856.1914
Email: portage@rrc.ca

Steinbach Campus

Unit #2-385 Loewen Blvd., Steinbach, Manitoba
Phone: 1.204.320.2500
Email: steinbach@rrc.ca

Winkler Campus

100-561 Main St., Winkler, Manitoba
Phone: 204.325.9672
Email: winkler@rrc.ca

Stevenson Campus Winnipeg

2280 Saskatchewan Ave., Winnipeg, Manitoba
Phone: 204.945.6001
Email: stevensonaviation@rrc.ca

Stevenson Campus Southport

75 Musketeer Rd. W., Southport, Manitoba
Toll-free: 1.800.665.9864
Phone: 204.428.6300
Email: stevensonaviation@rrc.ca

LOCKERS

Students can rent lockers **online** or at the following RRC Campus Store/Print Shoppe locations:

Notre Dame Campus

Campus Store/Print Shoppe
Building D, Mall Level, Room DM11
(bottom of the main entrance stairs near the bus loop)
Phone: 204.632.2351

The Roblin Centre (Exchange District Campus)

Campus Store/Print Shoppe
Princess Street Building
Room P109
Phone: 204.949.8470

Locks are issued with locker rentals. Gym lockers must be rented in person. Please review all terms and conditions when renting your locker.

Some Regional Campuses have lockers available for rent. It's best to contact the Regional Campus directly to confirm and make arrangements.

CHANGE OF ADDRESS

College correspondence and student records are sent to the address given on your application form. If you have a change of address to report before or after you graduate, you can do so using Self-Serve.

CAMPUS STORE (BOOKS, LIFESTYLE AND MORE)/ PRINT SHOPPE

Campus Store

RRC's Campus Store/Print Shoppe at the Notre Dame Campus and The Roblin Centre (Exchange District Campus) provides students with all their course material needs, including required and recommended course materials (both new, used, rental and e-book format), equipment (drafting kits, culinary kits and chef gear, scrubs and safety gear) and school supplies. You can also visit your Campus Store/Print Shoppe for RRC apparel, affinity/giftware items, diploma frames, grad rings, computer/electronic accessories, and much more. Official RRC Student Booklists will be available at least three weeks in advance of term (two weeks for Regional and Continuing Education students). Most course materials are available for purchase up to four weeks in advance of term start. Please shop early to avoid lineups and to ensure availability or order your course materials online at rrc.ca/books.



In the event that the Campus Store sells out of an item you require, see one of their staff, who will take your contact info and then order and reserve you a copy of the material you require and contact you when it arrives. They are ready to help; don't hesitate to ask one of their Customer Service Representatives for assistance with: finding the materials you need, confirming your purchases against your official RRC booklist, tips on cost saving options, or reserving an out-of-stock item.

Print Shoppe

The Print Shoppe offers a wide range of services to students and staff, including professional offset printing (full-colour process, low or high volume laser copying in black and white as well as colour), transparencies, bindery services, stationery, and large format printing.

Please visit blogs.rrc.ca/printshoppe for additional information, and Print Shoppe hours.

Campus Store/Print Shoppe hours of operation will vary; please check their website. Both locations will be open extended hours around term start dates.

Notre Dame Campus

Campus Store/Print Shoppe
Building D, Mall Level, Room DM11
(bottom of the main entrance stairs near the bus loop)
Phone: 204.632.2351

The Roblin Centre (Exchange District Campus)

Campus Store/Print Shoppe
Princess Street Building
Room P109
Phone: 204.949.8462

Online: rrc.ca/books

LIBRARIES

Red River College has two full-service libraries – one at the Notre Dame Campus and one at The Roblin Centre (Exchange District Campus) on Princess Street.

Each Library location offers a wide range of resources and services to support students during their time at the College. Library staff offer a range of supportive services including online subject guides and reference and research assistance. In addition to books and magazines, there are also newspapers, government publications, audio-visual resources, e-books, e-journals, and databases to support coursework and learning.

In addition to helping students at both campuses in Winnipeg, Library staff will also assist students at the Regional Campuses and Stevenson Campus by offering reference and research assistance via telephone and email, and by mailing out or emailing library books, journal articles and audio-visual resources.

For more information, visit library.rrc.ca.

Notre Dame Campus

The Library is located in the centre of the campus on the mall level of Building C (CM18), across from the Students' Association offices and the student store (The Ox).

Reference/Information Desk Telephone: 204.632.2233
Email: library@rrc.ca

Exchange District Campus

The John and Bonnie Buhler Library is located within the Buhler Learning Commons in P214 in the Princess Street Building at The Roblin Centre. The Princess Street Building is the building on the east side of the Atrium. The Library is on the second floor.

Reference/Information Desk Telephone: 204.949.8371
Email: pscref@rrc.ca

SAFETY AND HEALTH SERVICES

This department consists of Safety, Musculoskeletal and Ergonomics, Emergency Preparedness and the Health Centre. The main office is located in Building C507; the phone number is 204.632.2511. The Health Centre is located at HM08. These are both located at Notre Dame Campus.

The key role for this department is to ensure a safe working and learning environment for students. We are provincially and federally regulated. Under the Manitoba Workplace Safety and Health legislation, students are considered WORKERS and instructors are considered SUPERVISORS.

We all play a role in keeping the workplace safe. We welcome and need student participation on the Workplace Safety and Health Committees. Speak with your instructor about how you can be an active member on a WSH committee. It is a great opportunity to learn how a WSH committee functions, how to do inspections and how to play a key role in enhancing the safety program at RRC. This looks great on your resume!

Workplace incidents (injuries, illnesses, near misses, property damage) must be reported immediately. Reporting an incident helps to ensure that hazards and other contributing factors are corrected and future incidents prevented. Please go to the SHS [microsite](#) to report an incident.

The College's Musculoskeletal and Ergonomics Coordinator (Susan Thorvaldson, 204.792.8125) is a great resource for students, and can help ensure you're using your body correctly and working more efficiently. Proper body mechanics should be employed when using a microscope, working under vehicles, or carrying out plumbing tasks – to name just a few examples. Knowledge of body mechanics will help you as you embark on your career, so contact Susan to assist with setting up your lab or study space. Think of yourself as an industrial athlete – are you fit for school? We can and want to help!

The Emergency Preparedness Coordinator (Nicki Albus, 204.632.3075) develops Business Continuity Plans. These plans help prepare RRC for events such as power outages, fire or any other type of incident that disrupts regular classes. The following topics are what Nicki is responsible for:

Fire Alarms

- If you hear an alarm you must immediately exit the building.
- Close doors on the way out and move well away from the building.
- Go to the nearest Muster Point (where available).
- Do not use elevators.
- Do not visit lockers or delay your departure from the building.
- Do not enter any building for any purpose when an alarm is sounding.
- Do not re-enter until authorized by the fire department or Security.

In case of inclement weather (cold or rain), once outside, evacuees will be directed to a safe location. In locations with Muster Points, follow the signs to the nearest location.

Persons with mobility restrictions who are not able to evacuate the building on their own should be assisted to a safe location, usually a stairwell landing inside the fire doors. Someone should wait with that person while another reports their position to Security or fire personnel.

Severe Threat to Safety – Lockdown

Red River College is currently reviewing the philosophy, procedures and best practice on how to best deal with a severe threat to safety, such as an active shooter or armed assailant on campus.

As our new procedures roll out, RRC will provide communication from several different venues so that students and staff are well informed. Please check the [Safety and Security microsite](#) for updates as well as the Mobile Safety App.

In the interim, please take the following actions as appropriate. Upon hearing or receiving notification of a "Lockdown" from the Campus Alerting System, or observing unusual sounds and activity:

- Get to a safe place out of hallways and common areas (if you can get out of the building safely, do so)
- Close and lock and/or barricade the door
- Move away from doors and windows
- Stay low or crouch behind desks/equipment
- Silence cell phones and keep quiet
- Do not evacuate unless you see smoke or fire, or until contacted by Police or receive specific directions over the Campus Alerting System
- Do NOT answer the door
- In case of medical or other emergency during a Lockdown, call 911



Download the RRC Mobile Safety App

The free Mobile Safety App works on all smartphones regardless of carrier. The app provides direct contact with RRC Security by phone or email, as well as links to a variety of student and community resources, both on and off campus. In addition to a regular message feed on status at the College, the app will provide emergency messages to students through Push Notifications, alerting of any danger or even campus closures or cancellations. The app is available through your phone's app store.

If you have a safety concern or recognize a safety concern, you should report the hazard to safety@rrc.ca.

For any questions regarding this department please contact Jodi Pluchinski, Director of SHS, at 204.632.2395.

MAPS OF CAMPUSES

Maps of all campuses can be found at rrc.ca/maps.

STUDENT LIFE

You will be spending a lot of time at the College, so we want you to be as comfortable as possible. That's why both of our campuses offer a full range of services.

STUDENT SUCCESS WEBSITE

Being a successful student at RRC requires planning, commitment and knowledge of the learning techniques that can assist you in your program of studies.

Visit RRC's Student Success Website at rrc.ca/success for tips and strategies that can help you to do your best at College.

TUTORING VIDEOS

Our Academic Success Centre has developed "Wise Guys" online math videos that review common math functions such as finding common denominators, direct proportion, scientific notation, working with algebraic expressions and working with a calculator.

See math videos at youtube.com/rrcwiseguys.

MENTORSHIP AND ENGAGEMENT PROGRAMS

The Intercultural Mentorship Program is a volunteer opportunity for students that contributes to creating a welcoming, inclusive and diverse space at Red River College and in the community. This is a one-on-one partnership between a Global Mentor (immigrant or international student) and Local Mentor (Canadian-raised student or staff) that helps participants build friendships, engage in intercultural dialogue, and develop skills to be successful at Red River College and in the workplace. The commitment is 10 hours over the course of a term. Apply to the program today.

ATHLETICS AND RECREATIONAL SERVICES

Well-being is the core of what we do and the foundation on which we build our programs and services. We are committed to helping people recognize the benefits of living well and caring for their minds and bodies. Our commitment is to bring people closer to their full potential.



WELL-BEING

Recreation Services offers a range of programming to encourage students, staff and the community to regularly participate in activities that encourage a balanced lifestyle. This includes monthly wellness challenges, Lunch and Learns, walking programs and a bicycle share program.

North Gym (Notre Dame): Accommodates volleyball, basketball, badminton, floor hockey and a variety of other sport events. Most fitness classes take place in the North Gym, which is also home to our Rebels volleyball, basketball and futsal teams.

Loft (Notre Dame): Provides a variety of free weights, plate machines and cardio machines, as well as many other fitness accessories. (Bosu balls, stability balls, skipping ropes, etc.) Located in the mezzanine level of the North Gym.

South Gym (Notre Dame): Houses an indoor running track and may also be booked for a variety of sport events.

Fitness Classes (Notre Dame and Exchange): A variety of 8- to 10-week sessions in the fall, winter and spring are offered to students and staff. Classes include yoga, pilates, boot camp and dynamic core. Classes are free for students. For a current listing visit rrc.ca/athletics.

Personal Training (Notre Dame and Exchange): Personal training sessions are offered in a one-on-one or small group setting.

RECREATION

Intramural Leagues and Special Events: From October to April a variety of Intramural Leagues and Special Events are offered to students and staff. Sports include: dodgeball, futsal, floor hockey and basketball. Register as an individual or with a team. Regular drop-in sports include pickle ball, basketball, badminton and ice hockey.

SPORT

RRC Rebels

Red River College students are eligible and encouraged to try out for our men's and women's volleyball, basketball, soccer and futsal teams. The teams compete successfully in the Manitoba Colleges Athletic Conference (MCAC) and the Northern Intercollegiate Athletic Conference (NIAC). Team selection camps for soccer are held at the end of August; volleyball and basketball are held in September of each year, and futsal in January. All students are eligible to compete, including Apprenticeship and Continuing Education students, depending upon the number of credit hours they are enrolled in. Varsity sports assist in the transition from high school or the work force, provide students with an excellent opportunity to be engaged at school and be physically active, and can contribute to the development of many life skills including leadership, teamwork and communication.

CLUBS

Athletics and Recreation is starting rugby 7s and cross-country running clubs, allowing students to play at a competitive level beyond drop-in or intramural sports.

For more information visit rrc.ca/athletics or [@rrcrebels](https://twitter.com/rrcrebels).



YOUR STUDENTS' ASSOCIATION

Since 1963, when the first Students' Association (SA) was formed at Red River College, students at this institution have been organizing to make student life better. All students who pay student fees become members of the SA, including full-time and part-time students, Continuing Education and Apprenticeship students. Please consult the SA for entire membership inclusion criteria.

Your Students' Association acts primarily as an advocate for student concerns, and offers many different activities throughout the school year. The SA operates services on campus, including the Ox Student Store at the Notre Dame Campus and the Red River Mercantile at The Roblin Centre (Exchange District Campus). A complete list of services can be found at rrcsa.ca.

Each year a general student election is held for the four SA executive one-year term positions: President, Vice-President Academic, Vice-President Internal, and Vice-President External. Visit the SA office for more details.

In addition to the executive officers, the SA employs a team of staff members to help manage its operations. The SA also tries to employ Red River College students to assist in the delivery of its services where possible.

The SA exists for its members. If you have any questions, concerns or suggestions, please visit us! Regular hours of operation are Monday to Friday, 8:30am-4pm; summer office hours (mid-June to mid-August) are 9am-3:30pm.

Red River College Students' Association Offices:

Notre Dame Campus (NDC Office)

Building C, Mall Level
Room CM20
Phone: 204.632.2375

Exchange District Campus (EDC) Office

Princess Street Building
Room P110
Phone: 204.949.8475

Visit us online at rrcsa.ca.

FOOD AND BEVERAGE

Campus dining options at the College are sure to satisfy all appetites, tastes and dietary requirements.

Notre Dame Campus Dining

Voyageur Dining Room

Located on the Plaza level between Buildings A and B, the Voyageur offers a wide variety of meals, including all-day made-to-order breakfasts, the Burger Island, salad bar, soups, daily lunch specials and Grab N Go items. We are pleased to feature Spirit Bear fair trade coffee.

Starting Sept. 4, the Voyageur is open Monday to Friday, 7:30am-2pm.

Buffalo Cafeteria

Located on the Mall level of Building C, the Buffalo Cafeteria serves hot soups, deli sandwiches, Grab N Go items and short order items (assorted breakfast options, burgers, hot sandwiches, chicken fingers, poutine, and more). We offer Spirit Bear fair trade coffee, espresso and cappuccinos.

Starting Sept. 4, the Buffalo is open Monday to Friday, 8am-1:30pm.

Java Junction/Tim Hortons

In addition to Tim Hortons' hot and cold beverages, the Java Junction features muffins, bagels, pastries and sandwiches. Adjacent to the Buffalo Cafeteria, the Java Junction is open Monday to Thursday, 7am-8pm, and Friday, 7am-3pm.

Otto's Grill/Tim Hortons

Located at the top of the ramp in Building J, Otto's serves a variety of meals, including pastries, bagels and short order items. We are pleased to serve Spirit Bear fair trade coffee.

Otto's is open Monday to Friday, 7am-1pm

Exchange District Campus (EDC)

The Roblin Centre (TRC)

Tim Hortons

The Roblin Centre Tim Hortons is a full-service restaurant that serves breakfast, lunch, pastries and hot, cold and iced beverages. As of Sept. 4, hours of operation are Monday to Thursday, 7am-8pm, and Friday, 7am - 3pm.

Paterson GlobalFoods Institute (PGI)

Culinary Exchange

Located in the PGI Annex, the Culinary Exchange offers an array of hot and cold options, much of it prepared by Culinary Arts students. As of Sept. 4, hours are Monday to Friday, 7:30am-7:30pm, and Saturday, 9am-3pm.

Short Order

When classes are in session, Short Order is open for breakfast on Monday from 7:30-9:30am, and Tuesday to Friday from 7:30-10:30am. Lunch hours from Tuesday to Friday are 11am-12:30pm. This outlet is run by first-year Culinary Arts students.

Global

When classes are in session, Global is open Tuesday to Friday, from 11:30am-1:30pm. Second-year Culinary Arts students run this outlet, which offers a global-inspired menu that changes weekly.

Food Services

Our Food Services outlet provides hot menu options Monday to Friday, 4-7:30pm, and Saturday from 9am-3pm.

Grab N Go

Grab N Go items can be purchased any time during our operating hours. There is a wide selection of re-heatable entrees, items made by Culinary and Baking students, salads, soups, snacks, beverages and De Luca's fair trade coffee.

Jane's

The training centre for RRC's Culinary and Hospitality students, Jane's represents urban upscale dining at its finest. When classes are in session, Jane's is open for lunch and dinner, Tuesday to Friday. For menus, hours of operation or to make a reservation, visit janesrestaurant.ca or call 204.632.2594.

RETAIL STORES

Notre Dame Campus

The Ox
Building C, Mall Level (across from the library)

The Roblin Centre (Exchange District Campus)

The Mercantile
William Street Building (in the Atrium)

STUDENT AND STAFF PARKING

Students and staff who require parking between 7am and midnight, Monday to Friday, must purchase a monthly permit or an hourly/daily pass at one of the dispensers.

Depending on availability, students and staff have the choice of power or non-power parking. Student parking is sold on a first come, first served basis and is scramble within the designated student lots.

There is a \$2 flat fee for evening parking (5pm-midnight). Students may purchase an evening permit for the duration of their program or pay at the ticket dispensers located in the West, South, Northwest, Northeast and East Lots.

For specific parking information regarding the Regional Campuses or Stevenson Aviation, please contact these campuses directly.

For more information, visit Parking Services at rrc.ca/parking or contact parking@rrc.ca.



Bus Passes and peggo

The reloadable electronic peggo card can be purchased for \$5 at The Ox (Notre Dame Campus, Building C, Mall Level) or The Mercantile (Exchange District Campus, William Street Building). You can reload your card at any peggo location in Winnipeg.

For more information about peggo and peggo locations please visit winnipegtransit.com/en/fares/say-hello-to-peggo/about-peggo.

Bike Lockers

Bike lockers are available for rent at the Notre Dame Campus. Seventeen bike lockers are located in high traffic locations around campus. The lockers have access doors on both ends and hold two bikes each – for a total of 34 bike parking spots on campus. These lockers are ideal for regular bike commuters who want a place to lock their bike, bag and helmet in a secure, outdoor storage unit that's protected from the elements.

Rental Details:

Lockers are free to use, though you need to complete a Bike Locker Usage Agreement. This is done in person at the Print Shoppe.

Personal locks aren't permitted. You'll be given a College-issued key for your locker.

For further information please visit rrc.ca/campusstore

HOUSING

Located inside the Paterson GlobalFoods Institute at 504 Main St., RRC's student residence is the perfect home away from home.

Our Exchange District Campus residence offers modern, air conditioned one- and two-bedroom furnished suites, with meal plan options for food. The residence also features shared laundry and common areas that are available for study, entertainment and socializing.

The location can't be beat – our residence keeps you connected to one of Winnipeg's most vibrant neighborhoods.

RRC Campus Living Office
400-504 Main St.
Winnipeg, MB R3B 0T1

Phone: 204.631.3371
Email: residence@rrc.ca

rrc.ca/campusliving

REFLECTION ROOMS

The Reflection Rooms at RRC are spaces for personal or spiritual reflection, prayer, meditation or individual contemplation. The Reflection Rooms are non-denominational spaces open to people of all religions, faiths and/or spiritual practices. They can also be used by students who want a quiet space away from the busy campus. Accessing quiet spaces can be a valuable part of a student's healthy mind, healthy body strategy.

For quiet reflection, please visit:

- Notre Dame Campus (Room A233)
- The Roblin Centre (Room P207)

The spaces are open from 7am-5pm, Monday to Friday. For access after hours, students can contact Security Services at either location and they will open up the space.

rrc.ca/reflectionrooms

STUDENT SERVICE CENTRES

Our Student Service Centres serve as the information centres for all students and visitors. The Centres offer a variety of services to both full-time and part-time students, including:

- Academic Advising
- Admissions and Registration
- Awards and Financial Aid
- Campus Tours
- Parking Services (Notre Dame Campus only)
- Photo ID
- Recognition of Prior Learning
- Requests for transcripts, parchments, program/course descriptions, and outlines
- Tuition and education tax credit certificates (T2202A)
- Tuition and fee payment
- Updating personal information
- Withdrawal from programs/courses
- Other student-related transactions

Notre Dame Campus

2055 Notre Dame Ave., Building D, Room D101
Hours: Monday to Thursday, 8am-5pm;
Friday, 9am-4pm

The Roblin Centre (Exchange District Campus)

160 Princess St., Room P104
Hours: Monday to Thursday, 8am-4:30pm
(June to August, 8am-4pm); Friday, 9am-4pm

Phone: 204.632.2327 or 1.800.903.7707
(Monday to Friday, 8am-3:45pm)

Email: register@rrc.ca

For students of our Regional Campuses, please see **page 4** for locations and contact information.

rrc.ca/studentsservicecentres

STUDENT SUPPORT SERVICES

We are committed to your academic and personal success. That's why we provide the following valuable support services to assist you in working through concerns that might impact your success at the College:

- Counselling and Accessibility Services
- Exam Accommodation and Assistive Technology
- Assessment Services
- Deaf and Hard of Hearing Services

Notre Dame Campus

Student Service Centre
2055 Notre Dame Ave., Building D, Room D101
Hours: Monday to Thursday, 8am-4:30pm
Friday, 9am-4pm

The Roblin Centre (Exchange District Campus)

Student Service Centre
160 Princess St., Room P104
Hours: Monday to Thursday, 8am-4:30pm
(June to August, 8am-4pm); Friday, 9am-4pm
Phone: 204.632.2327 or 1.800.903.7707
(Monday to Friday, 8am-3:45pm)

For more information, visit Student Services online at rrc.ca/studentsservices or go to rrc.ca/studentssupports for a short video of student testimonials on how Student Support Services has made a difference in their studies.

COUNSELLING AND ACCESSIBILITY SERVICES

Healthy Minds Healthy College Initiative

RRC recognizes that good mental health is a key factor in academic and workplace success, and is proud to offer the Healthy Minds Healthy College initiative. HMHC provides training, education, programs and events related to: building and maintaining good mental health; understanding mental illness; promoting positive coping, resilience and well-being; enhancing supports and resources; and fostering belonging and social connectedness throughout the College.

HMHC actively seeks student involvement. Be sure to subscribe to the **Mind It! Blog** and watch for posters so you know what's happening.

Drop-ins are welcome from students who could benefit from supportive conversation and/or referral to helpful services.

Notre Dame Campus

Building A, Room AB05
Phone: 204.632.2061

rrc.ca/mindit



ACADEMIC SUCCESS CENTRE

The Academic Success Centre provides a variety of free academic supports to students at RRC. ASC staff can match students with tutors, academic coaches, EAL assistance, study groups or review workshops. Specific services are available for students with disabilities.

As part of the Academic Success Centre, a Diversity Coordinator provides educational opportunities in support of intercultural competence and respect for gender and sexual diversity in the College. In-classroom workshops and online educational resources are available to students across campuses. For more information, visit the Academic Success Centre website.

Notre Dame Campus

Academic Success Centre
Building D, Room D110
Phone: 204.632.2251

The Roblin Centre (Exchange District Campus)

Academic Success Centre
Princess Street Building, Room P210
Phone: 204.631.3342

Diversity Initiatives Coordinator

Notre Dame Campus (NDC), Room D106
Phone: 204.632.2404

rrc.ca/asc

INTERNATIONAL AND IMMIGRANT STUDENT SUPPORTS

The International Education Office supports all international and permanent resident/immigrant students. The Office explores, encourages and develops global participation through student recruitment, institutional partnerships and exchange programs. We are the central portal for all your student needs:

Admissions: We support the international student admission process from application to graduation.

International Academic Advising: We offer academic advising services to support students' current study plans and provide any additional information needed.

Immigration Advising: We provide guidance on various immigration matters such as Study Permit extension, Co-Op Work Permit application, and Post-Graduation Work Permit application. During the school year, we facilitate information sessions on Work Authorization, Post-Graduation Work Permits and the Manitoba Provincial Nominee Program.

Student Integration Services: The International Education Office supports international and immigrant students to develop skills to successfully integrate into the College, the local community and the global workplace.

Events: International Education offers events and activities throughout the year in which international and immigrant students can experience Canadian culture and develop connections across the College community.

Notre Dame Campus (NDC)
Building D, Room D210
Phone: 204.632.2143
Email: international@rrc.ca

The Roblin Centre (Exchange District Campus)
Princess Street Building, Room P212
Phone: 204.631.3345
Email: international@rrc.ca

rrc.ca/international

STUDENT EMPLOYMENT SERVICES

Red River College's Student Employment Services offers a wide range of employment supports and services to current students, recent graduates and employers.

Student Employment Services offers students and recent graduates assistance with job search strategies, cover letter and resume writing, interview preparation, employment application forms, informational interviews and current labour market information. Student Employment Services provides supports and services in both a personalized manner and through workshops/presentations to students and recent graduates seeking full-time, part-time, seasonal and temporary employment.

Student Employment Services also provides a link between businesses and their future employees, working closely with employers to assist them in meeting their recruitment needs. Services include advertising of job opportunities online, coordinating and hosting Employer on Campus events, resume collection, involvement in career fairs, and providing a central information hub to respond to and direct employer inquiries.

Employment opportunities directed at Red River College students and alumni are posted on the College's online job board: jobcentral.rrc.ca.

Connect with Student Employment Services at:

Notre Dame Campus
D102-2055 Notre Dame Ave.
Phone: 204.632.3966

The Roblin Centre (Exchange District Campus)
P206-160 Princess St.
Phone: 204.949.8368
rrc.ca/ses

INDIGENOUS STUDENT SUPPORT AND COMMUNITY RELATIONS

The Indigenous Support Centre offers support and services to prospective and current students of First Nation, Metis and Inuit ancestry. The Centre provides students with a safe and comfortable home away from home, including a kitchenette, lounge, phone, computer lab, phone charging station and study area.

The Indigenous Student Support team is available to assist students in finding their way around campus and to show them how to access College supports and services. We walk beside students from registration through to graduation and employment. Our team welcomes the opportunity to assist staff and faculty across the College in empowering students to be successful. Current programs and events include:

Elders-in-Residence: Students and staff may book an appointment, drop by for a visit, attend various cultural teaching sessions and workshops, or organize in-class sessions with the Elders. They also host on-campus Sweat Lodge ceremonies in our very own lodge. Elders Mae Louise Campbell and Jules Lavallee are located in our Support Centre and welcome all staff and students. To book an appointment, call 204.632.3773.

Personal Counselling: We offer confidential help and support in easing the adjustment to College life, financial management, or dealing with personal concerns. We have Wellness Advisors and Counsellors on site to assist with emotional and spiritual wellness. We also provide referrals to additional student supports and assist with housing and finding furniture for students who relocate.

Academic Advising: Advising is available to assist all Indigenous students through our dedicated staff: Academic Liaison and Resource Coach, Navigation Coach, and Transition to Employment Coach. Students receive assistance with program planning, registration, interpretation of academic policies and procedures, curriculum requirements, tutoring and referrals.

Financial Aid and Awards: Learn about awards, bursaries and scholarship opportunities for First Nation, Metis and Inuit students with the assistance of our Financial Officer.

Monthly Events: Events include guest speakers, student feasts, traditional teachings, industry presentations, arts and crafts, drumming, women's teachings and workshops.

- **Come Home for Lunch:** To help make our students feel at home and united with their "campus family," a free, hot and healthy home-cooked meal is offered each month.

- **Family Fun Night:** Host students and their families share a night of activity.
- **Welcome Circle:** Connecting Inuit students with other Inuit students who are attending various educational institutions in Manitoba.

Student Programs: Programs include sample sessions of various academic programs across the College. Opportunities also include a time-out from studies by attending free, family-friendly events around Winnipeg, as well as Community Circle luncheons.

- **Time Out:** To provide balance between family, fun and school, the Time Out program allows a break from your studies to enjoy a night out with family and friends. Industry partners of the College donate tickets to various events around the city free-of-charge.
- **R-Crew:** Apply to be part of our team! The R-Crew is made up of students that take on various roles throughout the year. They are a great resource and excellent role models for their peers.

Student Recognition Program: Each month, six students in any RRC program are nominated by a staff member or instructor for this award and recognized for their hard work and advancement in education. Students receive a \$10 RRC Red Card for use at any Food Service area on campus.

Keep Informed Email: We keep you up to date with activities and events in the Indigenous Support Centre, as well as employment and volunteer opportunities through our email distribution list. If you would like to receive updates, please send your name, program and preferred email to KeepInformed@rrc.ca.

Food Bank On-Campus: Available to students at both the Notre Dame and Exchange District Campuses. To register, please call Winnipeg Harvest at 204.982.3660. Be sure to have your Student Card and Medical Card handy when registering and picking up.

Notre Dame Campus
Building F, Room F209
Phone: 204.632.3773

The Roblin Centre (Exchange District Campus)
Princess Street Building, Room P407
Phone: 204.949.8506

IndigiSupport@rrc.ca
rrc.ca/indigenoussupport

LANGUAGE TRAINING CENTRE

The Language Training Centre has innovative and accessible programs, such as Intensive English, English for Specific Purposes, and Academic Language Preparation. We support students and their success through the delivery of educational and cultural activities – in classrooms and computer labs, online, in the community or in the workplace.

Language Training Centre
300-123 Main St., Winnipeg
Phone: 204.945.6151
Email: eal@rrc.ca

rrc.ca/ltc

ADULT LEARNING CENTRES

Our Adult Learning Centres (ALC) provide adult students with the opportunity to successfully complete a Mature Student High School Diploma (MSHSD). The ALC provides a welcoming, informal environment where students can ask any question and receive assistance. If you have been out of school, Level Placement Tests in English, Mathematics and Science allow you to demonstrate your skill levels in these subjects. Students often have acquired skills beyond what the transcript indicates from the workplace and from their life experiences. When you demonstrate skill levels beyond what your transcript indicates, Recognition of Prior Learning (RPL) is suggested. The aim of the ALC is to assist students by placing them at the appropriate grade levels in order to maximize their chances of success and to accelerate the completion of their diploma.

Students are encouraged to be active learners while meeting the learning outcomes for each course. The practical application of the new skills acquired and the sharing and utilization of their life experiences are important strategies used during classroom activities. Critical thinking and understanding is also stressed in all courses.

For further information, please contact:

RRC Adult Learning Centre (Winnipeg)
F115-2055 Notre Dame Ave., Winnipeg
Phone: 204.632.3787 or 1.866.242.7073

Winkler Community Learning Centre
100-561 Main St., Winkler
Phone: 204.325.9672

Steinbach Community Learning Centre
Unit 2-385 Loewen Blvd., Steinbach
Phone: 204.320.2500

EARLY CHILDHOOD CENTRE

The RRC Early Childhood Centre is a licensed child-care facility that provides care to children between the ages of 18 months and five years of age, year round. We also operate a School Age program for the summer months for children ages 6-12.

Priority for all spaces is given to Red River College students and staff members. The facility is open Monday to Friday (except holidays), from 7am-5:30pm. Summer hours are 7:30am-5pm.

The Centre strives to offer exceptional child care and education in an enriched learning environment. Children are actively encouraged to explore, interact and experiment with their environment, both indoors or out, in order to develop social and life skills.

Space is limited. Please register by going to manitoba.ca/onlinechildcareregistry.

Early Childhood Centre
Notre Dame Campus
Building A, Room A101
Phone: 204.632.2244
Contact: ssydorchuk@rrc.ca

rrc.ca/childhoodcentre

PROCEDURES

APPLICATION TO GRADUATE

When you have completed your program graduation requirements, you must submit an Application to Graduate by completing the online form at rrc.ca/convocation.

RECOGNITION OF PRIOR LEARNING (RPL)

If you are interested in receiving recognition of learning from significant work and life experiences that may be relevant to College courses, you are encouraged to contact an RPL Advisor at 204.632.3094.

For more information about RPL, please visit rrc.ca/rpl

TRANSFER CREDIT

Formal education completed at another post-secondary institution may be considered for transfer credit to a Red River College program.

For further information please contact:

Manpreet Grewal, 204.632.2326 (NDC)

rrc.ca/transferecredit

COURSE ADD/DROP AND SECTION CHANGE REQUEST

To add or drop a course or change sections in a course for the term, you must complete the **Course Change Request Form for Students in Full-time Programs**.

Students in Continuing Education can complete the online **Part-Time Drop/Withdrawal Form**.

Voluntary Withdrawal

A student who formally withdraws from one or more courses after the add/drop period ends and before 80% of the course duration will have a voluntary withdrawal (VW) recorded on his/her transcript.

A student in a part-time Continuing Education program who does not complete his/her course and withdraws within three weeks of the course end date will receive a grade of F.

Students taking courses by distance delivery are not eligible to withdraw if they have purchased an extension on their course.

Program or Course Withdrawal

To withdraw from your course or program of studies, (including choosing not to return for an upcoming term), please submit the **Online Withdrawal Form for Students in Full-Time Programs**.

RRC STUDENT-RELATED FORMS

You can find all student-related forms on **HUB** under Student Resources - College Forms on **Team Sites**.

DEFINITION OF A FULL-TIME STUDENT

A student is considered full-time if they are taking 60% or more of the course load for the program they are enrolled in during a term.



FINANCIAL INFORMATION

PAYMENT OF PROGRAM AND STUDENTS' ASSOCIATION FEES

Program fees (tuition, lab and materials, technology, software, student service fees, recreation fees and endowment fees) and Students' Association fees are payable on or before the academic term start date. If you register after the academic term start date, your program fees and Students' Association fees are due and payable at the time that you register.

SPONSORED STUDENTS

Where program or student fees are to be billed to a third party, you must submit a completed **Sponsorship Authorization Form**.

Ensure you submit the form by the program deposit deadline date. Fees payable by a sponsor are due upon receipt of invoice. Where fees are billed to a third party, we will return any refund directly to the third party.

GOVERNMENT-SPONSORED STUDENT LOAN RECIPIENTS

If you have applied for a government-sponsored loan, you are responsible for ensuring the government student loan process is followed and that your program and student fees are received by the College.

Approved government-sponsored student loan recipients will have their program/student fees automatically deducted from their student loans. The lending institution will forward the payment directly to the College if the proper process is followed.

If you have not received your student loan by your program start date, you must contact one of the Student Service Centres to discuss payment arrangements and to avoid being charged a late fee.

If your loan application is not approved, you must make payment arrangements as soon as you are notified that you will not be receiving the loan. You are responsible for payment of your program in full, even if your loan application is not approved. All refund procedures and policies apply.

EMPLOYMENT MANITOBA-ASSISTED STUDENTS

If you are receiving assistance from Employment Manitoba, you are responsible for paying your portion of program and student fees by the payment due date. Employment Manitoba will remit the Employment Manitoba-assisted portion of the program and student fees directly to RRC. If the Employment Manitoba approval form is not received by the College by the program start date, you are responsible for the entire payment due.

FULL-TIME PROGRAM APPLICATION FEES

You must submit a non-refundable application fee with each application. An application fee paid by cheque that is returned NSF (non-sufficient funds) will result in the cancellation of the application. You must pay both the NSF charge and the application fee before the application will be processed. A complete list of fees can be found at rrc.ca/fees.

Applicants with outstanding accounts at the College will not be permitted to apply or register for any College programs.

International applicants: see **International Education** for details.

ENTRANCE TESTING FEE

If you write entrance tests to determine your eligibility to enter College programs, you are required to pay a non-refundable entrance testing/assessment fee per test date prior to writing the test(s).

TUITION DEPOSIT FEE

You are required to pay a non-transferable deposit for each full-time program. You will be notified of the date by which the deposit fee must be paid. Non-payment or payment of the deposit fee by cheque that is returned NSF will result in the cancellation of the application. Deposit fees are credited toward your program fees.

CONFIRMATION OF ENROLMENT FORM

If you need to have third-party forms, such as RESP Confirmation of Enrolment or other third-party forms, completed by the College, take your form to one of the Student Service Centres. Fees for this service can be found at rrc.ca/fees.

Notre Dame Campus, Building D
Room D101

The Roblin Centre (Exchange District Campus)
Room P104

STUDENT AWARDS AND FINANCIAL AID

AWARDS, BURSARIES AND SCHOLARSHIPS

Last year, Red River College administered awards, bursaries, and scholarships totaling more than \$2.9 million to help students achieve their academic goals.

These awards are intended to support students who have shown outstanding abilities in academic or vocational areas and/or are in need of financial assistance.

For the most part, these awards, bursaries and scholarships are available specifically to RRC students. Descriptions include prerequisite criteria and application instructions.

See awards at rrc.ca/awards for a complete list as well as tips for applying.

FINANCIAL AID

Our on-campus Student Awards and Financial Aid office provides you with a number of support services:

- Information on financial assistance programs available to Manitoba students
- Assistance to students applying for government-sponsored loans

The Manitoba Student Aid Branch is your contact when applying for federal and provincial loans, grants and bursaries. Assistance is based on an assessment of financial need and is provided primarily in the form of repayable Canada and Manitoba Student Loans. Non-repayable grants and bursaries are also available.

You should apply well in advance of your program start date. You can obtain information about student financial assistance and apply online at manitobastudentaid.ca.

After completing the on-line application you will receive a Notice of Assistance letter within two weeks.

Manitoba Student Loans and Canada Student Loans are interest-free and payment-free while you are in full-time studies. For Canada Student Loans, interest begins to accumulate once you cease to be a full-time student, and the first payment is due six months after your end of study date. For Manitoba Student Loans, the first payment is due six months after your end of study date, and the loans remain interest-free.



REFUND POLICIES AND PROCEDURES

FULL-TIME PROGRAMS

Applying for Refund/Withdrawal

If you withdraw before the start of classes, you will be refunded all fees with the exception of the application fee and deposit.

If you withdraw after the start of classes, the following applies:

- If you withdraw within the first 7% of the term, you will receive all of the tuition less the deposit.
- If you withdraw between 7% to 25% of the term, you will receive a 50% credit for all fees except the health and dental fees.
- If you withdraw after 25% of the program term, you will not receive a refund.

If you withdraw from your program of studies (including if you choose not to return for an upcoming term), you must submit a completed **Withdrawal Form for Students in Full-Time Programs**.

The effective withdrawal date will be the date the Withdrawal Form for Students in Full-time Programs is received by the College and will determine any eligibility for refund.

You are responsible for all applicable fees up to the date the withdrawal form has been received by the College. Forms are available on **HUB**.

Refunds of fees that have been paid with the proceeds of a government-sponsored student loan or by a third party will be issued to the lender or third party.

Suspension of a College Program

If you have applied for or have been accepted into a College program that is later suspended, you are eligible for a full refund of any program/student fees paid, including the deposit and application fees.

CONTINUING EDUCATION

Full-time Students

If you withdraw after the program begins, you will be eligible for a refund based on the applicable RRC refund guide.

Part-time In-class Students

If you formally request to drop your course, seminar or workshop within the following deadlines, a partial refund is available:

Classroom Delivery Courses

- Partial refunds are available for courses (17 hours or more) up to the day before the start of the second class. For workshops (16 hours or less), partial refunds are available eight days prior to the first class.
- Requests to drop your course must be submitted in writing. Click [here](#) for a form (online and printable version) or you can submit your request by email to cde@rrc.ca.

Distance Delivery

Partial refunds are available if a request is made within 10 days from the start date of the course. Requests to drop your course must be submitted in writing. Forms (online and printable versions) are available at rrc.ca/forms or you can submit your request via email to cde@rrc.ca.

General Refund Policies

- Refunds are subject to an administration fee.
- Refunds will be issued in the same form as payment; cash refunds and debit card purchases will be paid by cheque.
- All refund requests are now being processed through a centralized system. Approved refunds will be processed within 15 business days. During peak periods (Fall and Winter Term starts), refunds will be processed within four weeks.
- Original receipts must be presented for refund requests of non-tuition items (parking, fitness classes, tests, etc.).

REGIONAL CAMPUSES

Refund policies and procedures regarding full-time programs offered at the Regional Campuses remain the same as the Winnipeg Campus policies (see "Full-Time Programs, Applying for Refund/Withdrawal").

Regarding part-time programs offered at Regional Campuses, a refund of tuition, less the \$40 administration fee will be granted to students who officially withdraw from courses (17 hours or more) up to the day before the start of the second class. For workshops (16 hours or less), and some selected courses, partial refunds are available eight days prior to the first class. Subsequent to this, refunds will not be granted.

OUTSTANDING DEBTS

Refunds of program/student fees may be reduced by other outstanding debts, such as Campus Store charges, parking fees, library fines, etc. If you fail to pay your accounts within the specified deadlines, you may have your registration cancelled. College services including marks, credentials and future registrations will be withheld until all financial obligations to the College have been met in full.

TUITION AND EDUCATION CREDIT CERTIFICATE

For income tax purposes, you can access your T2202A tax receipts at the end of February through your HUB account. Refer to the [Access your T2202A tax receipt on HUB](#) webpage for instructions.

POLICIES AND PROCEDURES

The following are summaries of frequently consulted academic and student policies. These policies and procedures apply to all students registered at Red River College.

Where there is a discrepancy between the following policy descriptions and the actual wording of the policy, the actual wording of the policy shall prevail.

Read the full policies at rrc.ca/policies.

Policy A1 - Application and Admission to College Programs

This policy outlines the application and admissions process.

Policy A5 - Course Outlines

This policy explains that Standardized Course Outlines will be prepared for every course offered at the College, and that the Course Outline is an official document that ensures you receive accurate and up-to-date information regarding course content, course requirements and course expectations.

Policies A14 - Recognition of Prior Learning (RPL)

These policies outline the process for receiving academic credit for prior formal study and non-formal learning.

Policy A14 - Red River College (RRC) provides the standard for recognition for prior learning, and to enhance mobility between post-secondary institutions and between RRC programs.

For more information about the Recognition of Prior Learning process, contact an RPL Advisor or your academic Program Chair. You can make an appointment to meet with an RPL Advisor at 204.632.2327.

Policy A20 - Requirements for Graduation

This policy outlines the time limitations and residency requirements for completing Red River College programs.

To be eligible to receive a Red River College diploma or certificate, 25% of your credits must be in your program major and obtained at Red River College.

Policy A21 - Confidentiality of Student Academic Records

This policy explains that, as a student, your student records are kept secure and private.

Policy A22 – Academic Standards

This policy addresses a number of academic matters related to the College Grading Scale, student evaluation, GPA calculations, Dean's Honour Roll, Honours Graduates, supplemental examinations, withdrawals, re-admission and transcript notations.

Policy A28 – Academic Accommodation

Red River College will provide reasonable academic accommodation to meet the needs of persons with documented disabilities.

Policy E2 – Emergency Response

This policy outlines the emergency response procedures related to facility emergencies, threats or severe weather.

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.

Policy H1 – Discrimination and Harassment

RRC will not tolerate harassment or discrimination in any form, whether it occurs on College property or in relation to College activities.

Read this policy to understand what is considered to be harassment and discrimination. Violations may result in disciplinary action. If you have a complaint or concern, you can talk to a faculty member or any other trusted member of the College community.

Policy IT1 – Acceptable Use of Information Technology Resources

Read this policy to understand what constitutes acceptable and unacceptable uses of College information technology resources, including equipment and network.

You should note that a normal expectation of privacy cannot be guaranteed to a user of College information technology resources. Violations of this policy may result in disciplinary actions.

Policy E5 – Smoking

Smoking is prohibited on all Red River College grounds, with the exception of designated areas at the Notre Dame Campus. Smoking while walking across campus, or while on route to a designated smoking area is a violation of College Policy and may lead to suspension or expulsion from RRC.

E-cigarettes are NOT allowed on College property except in designated smoking areas.

Policy S1 – Student Code of Rights and Responsibilities

The Student Code of Rights and Responsibilities outlines the behaviours, attitudes and conduct expected of all students registered at Red River College, and your individual rights. Violations of this policy may result in disciplinary action.

Policy S2 – Student Discipline

This policy outlines the steps of progressive discipline for all forms of non-academic misconduct including reprimand, behavioural contract, suspension and expulsion.

Policy S3 – Student Appeals

This policy outlines the process to appeal all decisions made that have an effect on your academic career. This includes:

- Decisions regarding academic evaluations
- Decisions regarding discipline
- Decisions regarding any other matter that affects your academic career

It includes the steps and timelines for informal resolution, formal appeal and Appeal Committee hearings.

If you are seeking to appeal a decision on the basis of this policy, you may obtain additional information through the Student Service Centre. You may receive advocacy support through the Students' Association.

Policy S4 – Academic Integrity

The College expects that you will conduct your academic work with honesty and integrity. This policy defines the forms of and penalties for academic misconduct, such as:

- Plagiarism
- Cheating
- False or misleading representation
- Accommodation under false pretenses
- Collusion
- Unauthorized collaboration
- Sabotage

Policy S5 – At-Risk Students

From time to time, the College may become aware of current, former or prospective students who have demonstrated behaviours or unique circumstances that may reasonably cause a concern for the safety of themselves or others. The College will take proactive measures to address any issues arising with respect to At-Risk Students.

**For more information,
contact a Red River College
Student Service Centre.**

Notre Dame Campus

2055 Notre Dame Ave., Building D, Room D101
Hours: Monday to Thursday, 8am-5pm
Friday, 9am-4pm

Exchange District Campus

160 Princess St., The Roblin Centre, Room P104
Hours: Monday to Thursday, 8am-4:30pm
(June to August, 8am-4pm), Friday, 9am-4pm

Phone: 204.632.2327 or 1.800.903.7707
(Monday to Friday, 8am-3:45pm)

Email: register@rrc.ca

Facebook: [facebook.com/redrivercollege](https://www.facebook.com/redrivercollege)

Twitter: twitter.com/rrc

rrc.ca/studentsservices