Appendix: ROASS Schedule A

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UM Policies

As a student at the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the University's policies and procedures and regulations specific to your faculty, college or school.

The University of Manitoba (UM) website's Governing Documents is one important source of information, in particular the Academic and Students sections. The Student Advocacy office can also help you understand policies and procedures; find their information in the UM Learner Supports section below.

Academic Calendar

The Academic Calendar is the University's official publication containing course descriptions, program and graduation requirements, as well as UM and faculty/school-specific rules, regulations and policies. In particular, familiarize yourself with the sections *University Policies and Procedures* and *General Academic Regulations*.

Academic Integrity

In addition to reviewing your instructor's academic integrity policy listed in their syllabus, you are expected to view the *General Academic Regulation* section within the Academic Calendar (https://umanitoba.ca/registrar/academic-calendar) and specifically read the regulation pertaining to Academic Integrity. Ask your instructor for additional information about demonstrating academic integrity in your academic work, and consult the following UM resources for more information and support:

- Academic Integrity (https://umanitoba.ca/student-supports/academic-supports/academic-integrity)
    - Student Resources
    - Academic Misconduct and How to Avoid It
- Student Advocacy Office

Copyright

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Grade Appeals

If you have questions about your grades, talk to your instructor. There is a process for term work and final grade appeals. Note that you have the right to access your final examination scripts. See the Registrar's Office for more information including appeal deadline dates and the appeal form.

Intellectual Property

For information about rights and responsibilities regarding intellectual property view the Intellectual Property Policy

Program-Specific Regulations

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school website.

Respectful Work and Learning Environment

The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate and respectful manner. Policies governing UM community behaviour include:

- Respectful Work and Learning Environment
- Student Discipline
- Violent or Threatening Behaviour

The UM website, Engaging in Respectful Conduct includes more details about expectations for behaviours related to university activities.

Sexual Violence Policies

The UM has several policies and procedures that deal with the rights and responsibilities of the University community with regards to all forms of sexual violence. For a comprehensive list of policies and associated resources, visit the Sexual Violence Resource Centre's information page. Please note that there are many supports available in addition to these policy documents (see UM Learner Supports).

Voluntary Withdrawal

Voluntary withdrawal (VW) is a way for students to leave a class without academic penalty once the Registration Revision Period has ended. If you opt to voluntarily withdraw from a course, you will not be eligible for a refund and, if applicable, will still be required to pay any outstanding tuition fees for the course. On your transcript, the course you have withdrawn from will be listed; however, "VW" will appear in lieu of a grade. If you do not drop a course before the VW deadline, you will receive a final grade in the course on your transcript.

Please note that there are separate deadlines for dropping a course early in a term during the Registration Revision Period. Dropping a course means you are removing that course from your schedule, will not be charged tuition fees for that course, and the course will not appear on your transcript.

The Registrar's Office website, Withdraw from a Course, includes more information on the different ways in which you can withdraw from a course and important dates and deadlines to do so.

UM Learner Supports

Below you will find a select list of important supports for learners at the UM, both academic supports and otherwise. For a complete listing of all learner supports at the University of Manitoba, visit the Everything You Need to Thrive website.

2SLGBTQIA+ Community

Find your queer community on campus! UM is committed to being an inclusive and welcoming space for all 2SLGBTQ+ students, staff and faculty. Visit the 2SLGBTQ+ Community website to access services, find resources, and connect with like-minded people and allies.

Academic Advising

Contact an Academic Advisor for support with degree planning and questions about your academic program and regulations.

Academic Learning Centre (ALC)

The Academic Learning Centre offers one-to-one tutoring, group study sessions and workshops, as well as video and tip-sheet resources to help you throughout your academic program. All Academic Learning Centre programing, supports, and services are free for UM students.

Make an appointment for free one-to-one tutoring. Content tutors (over 90 UM courses) can help you understand concepts and learn problem-solving strategies. Study skills tutors can help you improve your skills such as time management and goal setting, reading and note-taking, as well as learning and test-taking strategies. Writing tutors can give you feedback on your academic writing, whether you are just getting started on a written assignment or already have a draft. English as an Additional Language specialist, Antoanela Denchuk, is available for one-to-one tutoring to help you improve your English-language academic writing skills. Use the drop-down menu, read the tutor biographies, and make an appointment for tutoring on the Academic Learning Centre schedule.

Attend Supplemental Instruction (SI) sessions in historically difficult courses (including Chemistry, Engineering, and Computer Science). These free weekly review sessions are facilitated by a peer mentor who has previously taken the course and provide an opportunity to discuss course content, ask questions, compare notes, solve practice problems, and develop study strategies. See online for a list of SI courses and meeting times.

Register for an Academic Skills Workshops, where you can learn strategies to improve your writing and studying. More information on topics, dates, and registrations, is found online.

Register for Faculty of Graduate Studies *Grad Steps* Workshops. These workshops are specifically designed for students working towards Master's degrees or PhDs. More information on topics, dates, and registration can be found online.

Access the Academic Learning Centre's collection of videos and tip sheets to help you with many of the academic tasks you'll encounter in university.

Contact the Academic Learning Centre by calling 204-480-1481 or emailing academic_learning@umanitoba.ca. Bannatyne students can contact the **Bannatyne Student Services** office at 204-272-3190.

Basic Needs

It can be difficult to learn and succeed in courses when you are struggling to meet your or your family's basic needs. Several UM and community resources are listed below if you would benefit from support with regards to housing, food, finances, and/or childcare:

- *Housing*
  - UM Housing
  - Winnipeg Rental Network
  - Manitoba Residential Tenancies Branch
  - HOPE End Homelessness Winnipeg Services & Supports (https://umanitoba.ca/housing)
- *Food*
  - U of M Food Bank
  - Food Matters Manitoba
- *Finances*
  - UM Financial Aid and Awards
  - Manitoba Student Aid
- *Child Care*
  - UM Child Care
  - Manitoba Child Care Subsidy
  - Manitoba Child Care Association

English Language Centre

The English Language Centre (ELC) provides in-person and remote courses, and individual support to students whose first language is not English to support academic success and participation in the University of Manitoba community.

The ELC helps students meet the English Language Proficiency Requirement for most programs at the University of Manitoba. Over 80 per cent of students who enter the ELC's Intensive Academic English Program successfully complete the program and begin their degree at the University of Manitoba.

Health and Wellness

Physical, mental, emotional, and spiritual health and wellness play a critical role in student success. See all of UM's resource on their Health and Wellness website, and make note of several specific UM and community supports listed below.

Winnipeg Urgent Physical and Mental Health Care

If you are an adult experiencing a mental health or psychosocial crisis, you can:

- contact the Canada Mental Health Crisis Line at 9-8-8
- or the Klinic Community Health 24/7 crisis line at 204-786-8686,
- visit the Crisis Response Centre located at 817 Bannatyne Avenue.

To speak with a nurse for guidance on what health-care path to take for the issue you are facing or for general information about health resources available in Manitoba, contact Health Links at 1-888-315-9257 (toll free).

If you need urgent medical care, visit the Winnipeg Regional Health Authority's Emergency Department & Urgent Care Wait Times webpage for a list of locations and current wait times.

Student Counselling Centre (SCC)

The Student Counselling Centre provides free counselling and mental health support to UM, English Language Centre, and International College of Manitoba (ICM) students. We are open year-round, Monday through Friday from 8:30 am to 4:30 pm. Our commitment is to offer a support service to every student who contacts us.

Visit the SCC's For Urgent Help webpage or the urgent care resources listed above if you require immediate support.

Visit the SCC's Our Services webpage for more information on accessing a variety of services including individual counselling, counselling workshops and groups, support resources, and learning disability assessment services. *The SCC is located at 474 UMSU University Centre (Fort Garry Campus)*.

Health and Wellness Office

Students often juggle multiple demands, and we recognize that it can be difficult to find balance. For any changes you want to make to your health and wellness, the Health and Wellness Office at the University of Manitoba would like to support you in your journey. We are here to help you take control of your own health and make your own decisions. We are a judgment-free space, and we avoid labels whenever possible. For more information, please visit the Health and Wellness Office website.

Student Wellness Centre (SWC)

The SWC is an inclusive space for students to rest, recharge and learn skills to actively engage in and maintain their wellbeing throughout their time in university. It is a resource hub for a range of wellness-related services including consultations with our professional staff and trained peer educators, events such as pet therapy, workshops, gatherings, and free harm reduction supplies. For more information, please visit the Student Wellness website. *The SWC is located at 162 Extended Education Building (Fort Garry Campus)*.

Spiritual Care and Multifaith Centre

Spiritual care services are available to all, whether you identify as spiritual, atheist, religious or agnostic. Spiritual Services also offer specific denominational support for certain religious groups and by Indigenous Elders-in-Residence.

Student Support Case Management (SSCM)

Contact the Student Support Case Management team is a safe and confidential space, offering students direct support and assistance with getting connected to supports on campus and in the community. We can help with challenges related to mental health, financial or housing insecurity, safety concerns, or any ongoing challenges that are affecting your ability to focus on academics.

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports including consultation, educational workshops, and referral to the STATIS threat assessment team.

University Health Service (UHS)

The University Health Service offers a full range of medical services to students, including psychiatric consultation, via two health clinics:

- Fort Garry Campus (204) 474-8411, 100 UMSU University Centre
- Bannatyne Campus (204) 474-8411, P309 – Pathology Building

Student Services at Bannatyne Campus

Student Services at Bannatyne Campus (SSBC) offers a full range of mental health supports to students and residents in the Rady Faculty of Health Sciences, along with other academic and personal supports. Visit the SSBC website for a list of services available.

Indigenous Students

Staff, faculty and Elders are well-equipped to ensure your university experience is as beneficial, accessible, and successful as possible. Visit the Indigenous Student Experience website for more information on the supports and services available.

International Students

The transition to a new country and a new academic system can be both exciting and overwhelming. The International Centre (IC) is here to help you settle into life at University of Manitoba. Visit the International Students website for more information.

Sexual Violence Support and Education

Sexual violence affects people of all ages, sexual orientations, genders, gender identities, abilities and relationship statuses. At the U of M, we are committed to ensuring a respectful work and learning environment for all. We want to build a safe and inclusive campus community where survivors of sexual violence know they can receive the supports they need to succeed, both academically and personally.

The Sexual Violence Resource Centre, located at 537 UMSU University Centre (Fort Garry campus) provides support, resources, information and referral services for any student, faculty or staff member who has been affected by sexual violence.

Student Accessibility Services (SAS)

The University of Manitoba is committed to providing an accessible academic community. Student Accessibility Services offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g., mental health, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

SAS is located at 520 University Centre (Fort Garry Campus). You contact SAS in person, by phone (204 474 7423) or email (student_accessibility@umanitoba.ca)

Student Advocacy

Student Advocacy is a safe place for students. We help you navigate university processes and advocate for your rights as a student at UM. If anything in your personal or academic life is affecting your studies, contact our confidential intake assistant by phone (204-474-7423) or email (stadv@umanitoba.ca).

University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a key role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you have about the research process. Liaisons can be contacted by email or phone, and are also available to meet with you online or in-person. A complete list of liaison librarians can be found by subject

General library assistance is also available at both the Bannatyne and Fort Garry campuses by visiting any library location. When working online, students can receive help via the Ask Us chat button found on the right-hand side of the Libraries' homepage.

University of Manitoba Students' Union

As the official representative of all University of Manitoba undergraduate students, the University of Manitoba Students' Union (UMSU) provides a range of resources, services, events and support services, including the U-PASS, Health and Dental coverage, Legal Aid, and more.