

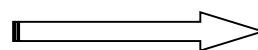
**WELCOME
TO
ST. CLAIR COLLEGE
OF
APPLIED ARTS & TECHNOLOGY**

2016/2017

**IN-SCHOOL
APPRENTICESHIP
ORIENTATION / GUIDEBOOK**

**PLEASE TAKE A FEW MOMENTS TO REVIEW
THIS GUIDE BOOK ⌚**

**Important information regarding your schooling
is contained in these pages.**



Welcome! As a St. Clair College Student we look forward to having you learn with us here at South Campus. Within this document you are provided with information that will assist you throughout your apprenticeship program. Please take the time to review these pages and get to know the various amenities that you can access while you move through your program here.

APPRENTICESHIP OFFICES

We have a team of staff members who are dedicated to assisting each apprentice with their academic success. Staff and faculty members are available to answer questions regarding class location, reporting of attendance, and to assist with contacting instructors and coordinators. Program coordinators are available to assist both instructors and students with a positive learning experience. Academic concerns should initially be addressed with your instructor, then your coordinator.

OFFICE STAFF



REGISTRAR'S OFFICE- APPRENTICESHIP PHONE NUMBER: (519) 972-2765

THE FORD CENTRE FOR EXCELLENCE IN MANUFACTURING

2000 Talbot Road West, Windsor, Ont. N9A 6S4 **(519) 972-2727**

Chair - School of Skilled Trades

Robert Chittim FCEM – Rm 1000 ext. 4774

Email: rchittim@stclaircollege.ca

Program Manager, Apprenticeship

Robert Chittim FCEM – Rm 1000 ext. 4774

Email: rchittim@stclaircollege.ca

School of Skilled Trades Secretary

Vicki Middleton FCEM – Rm 1007 ext. 5000

Email: vmiddleton@stclaircollege.ca

CO-ORDINATORS/CONTACTS FOR PROGRAMS – (519) 972-2727

ELECTRICAL

Tim Tiegs ext. 5231 (Night and Day) ttiegs@stclaircollege.ca Office: Rm. 1018B (FCEM)

INDUSTRIAL MECHANIC MILLWRIGHT

Lou Mota ext. 5000 (Night) lmota@stclaircollege.ca Office: Rm: 1007 (FCEM)

PRECISION METAL CUTTING (General Machinist, Tool & Die, Mould Making)

Gary Steed ext. 5000 (Night) gsteed@stclaircollege.ca Office: Rm. 1007 (FCEM)

TRUCK & COACH

Joe Leightizer ext. 4088 (Night) jleightizer@stclaircollege.ca Office: Rm. 186B (Automotive Building)

AUTOMOTIVE SERVICE TECHNICIAN

Dan Vincent ext. 4437 (Day) dvincent@stclaircollege.ca Office: Rm. 186C

CARPENTRY

Roy Bottoset ext. 4407 (Day) rbottoset@stclaircollege.ca Office: Rm. 125

PLUMBING

Greg Ducharme ext. 5231 (Day) gducharme@stclaircollege.ca Office: Rm. 1049 (FCEM)

HAIRSTYLING

Marcy McIntosh ext. 4391 (Day) mmcintosh@stclaircollege.ca Office: Rm. 25

Brick and Stone

Rob Chittim ext. 4774 (Day) rchittim@stclaircollege.ca Office: Rm. 1000 (FCEM)

IT Contact Centre

Rob Chittim ext. 4774 (Day) rchittim@stclaircollege.ca Office: Rm. 1000 (FCEM)

Ministry of Advanced Education and Skills Development (MAESD) - Employment Ontario Offices

If you require information specific to your apprenticeship contract, please contact your Training Consultant at 519 973-1441. ☎

Fax Number 📠 973-1415 3155 Howard Ave. Suite 200 Windsor, ON N8X 4Y8

THE ONTARIO COLLEGE OF TRADES

As an apprentice you will need to ensure that you maintain membership into the Ontario College of Trades. Not doing this will eliminate you from being invited to attend future in-school training for your trade. Also be aware that if your membership with OCOT lapses you will need to re-register with MAESD and your sponsor again for your apprenticeship program.

Email

The College has recently set the requirements from email exchanges between any student and any part of the College (instructor, administration etc.). The exchanges can ONLY be made using the St Clair College issued email identity. The policy procedure reads as follows:

“Sending Email to the College Community – Students are expected to use their St Clair College address when communicating electronically with the College, including communicating with faculty. Email messages received from students using the St Clair system will be treated as legitimate.”

“Consequences of Not Using the St Clair Account – Students may miss key information or possible deadlines if they do not read their email from the College. Students who do not use their St Clair account for corresponding with the College will be deemed to have not responded.”

CHANGE OF ADDRESS 📍

To keep our records up to date, and in order to send grades and information to you, please ensure the **Ministry Office and the College** has your current address on file. Contact MAESD at 973-1441 and the College Registrar's office at 972-2727, ext. 2765 of any change of address or telephone number. You can also go on to the Student Information log in page and edit your own personal information online.

CHANGE OF EMPLOYER

If you have a change of employer, you need only contact your Training Consultant at the MAESD Apprenticeship office (973-1441). They will provide you with a form that will need to be completed and returned to their office.

HOW DO I OBTAIN MY SCHEDULES/GRADES?

Final grades will be available online on the student Information website.

Go to: <http://www.stclaircollege.ca/stclairspace/> to find out how to log on and access your schedules, grades, etc.

You may obtain a copy of your grades/transcript by phoning 972-2727 ext. 4408. (Please have your student number available). You may also email Jim Kales jkales@stclaircollege.ca

STUDENT CARDS

All students must get a student card in order to be able to retrieve tools from our tool cribs during classes. Your Coordinator has indicated that crib tool usage will be required during many of the labs throughout your program.

After you have logged on to the Student Information System for the first time you will be able to go to myphoto.stclaircollege.ca and use the same log-in information as you used to log-in to the student information system. At this site you will need to upload a picture of yourself. You will then be provided with a time, date and place of where to pick up your student card. No cards will be mailed out. Apprentices pay a fee of \$7 for their student card. This student card is good for one year. If for some reason you are having difficulty logging on to the Student Information System, please contact IT Support (519) 972-2727 x2500 or go to the Student Computer lab in the Student Representative Council (SRC) building. There is always a technician on duty there up until 7 pm at night to assist you. Be sure to bring your student number, picture ID and this letter as proof of enrollment.

GRADES:

LETTER GRADE	PERCENT VALUE	GRADE POINT
A	80 – 100%	4.0
B	70 – 79 %	3.0
C	60 – 69 %	2.0
D	50 – 59 % (Pass)	1.0
F	0 – 49 % (Fail)	0.0

NOTE: To proceed to the next level in your apprenticeship, you must pass your classes with a Grade letter of D or higher.

ST. CLAIR COLLEGE POLICY

To be academically eligible to graduate from a program at St. Clair College, a student **must pass all required courses and receive no “F” grades and achieve an overall 2.0 grade point average.**

All students that successfully complete their apprenticeship in-school curriculum will receive a Certificate of Apprenticeship credential from St. Clair College.

MAESD POLICY

Once you complete all levels of your apprenticeship, you may be required to write your Certificate of Qualification Exam if your trade requires this. To pass a C of Q Exam you will be required to achieve 70%.

PARKING POLICIES

PARKING – WINDSOR STUDENTS ONLY – SOUTH CAMPUS

Parking at St. Clair College South Campus will require full payment of the parking fee each semester. No permit is needed for Friday evenings after 4 pm or weekends.

To purchase a part-time student parking permit, visit the Welcome Centre - Parking Area in the main lobby, Monday through Thursday, 7:30 am - 7:00pm and Fridays 7:30 am - 3:00pm.

At the Thames Campus: Monday to Friday: 7:30 am-4:00 pm (*Note: Evening part-time permits are not available at Thames Campus – you can only purchase these in Windsor)

Permits may be purchased by calendar month.

Permit Cost is: 1 calendar month - **\$35.90** - day school **\$15.35** – night school
2 calendar months - **\$66.60** - day school **\$25.60** – night school
3 calendar months - **\$92.25** - day school **\$35.90** – night school
4 calendar months - **\$102.50** - day school **\$41.00**– night school

Students **MUST** obtain a permit at the Welcome Centre (Parking Area) in the Main Lobby within the first week of class. Throughout the semester, the Parking Office (Welcome Centre - Main Lobby) will handle parking inquiries. Students requiring usage of the Handicap Parking spaces must bring their Ontario Handicap Permits to the Parking Office when obtaining their parking permits.

Daily Visitor parking rates are \$2.00 the first hour and \$1.00 per half hour thereafter to a maximum of \$8.00 a day. Pay-and-Display machines accept coins (except pennies) as well as credit cards as payment.

PARKING RULES/REGULATIONS ⓘ

- You must register your License Plate number(s) when you obtain your parking permit.
- A full refund for your parking permit will be allowed up to the first two weeks of classes by returning the parking permit and submitting an Official Withdrawal form to the Office of the Registrar.
- Parking fines are issued when your vehicle is in violation of the parking rules and regulations listed in the parking brochure (brochure available when picking up your permit). ⚠
- Replacement of lost or stolen permits will require the payment of an additional full parking fee.
- The parking permit remains the property of St. Clair College and is non-transferable. Contact the Parking Office in the Main Lobby or call 972-2727 Ext. 4515 or 4306.
- Parking permits are not valid in Visitor-Pay and Display lots.
- **Night parking permits are valid only after 5:00 P.M.** ⌚

Please note that if you have unpaid parking tickets you will not be able to get a new parking pass until these are resolved. You should also take note that St. Clair College will secure your car with a device called “the Boot” in the event that you have repeated unpaid parking tickets. This device will prevent your car from leaving until you have made arrangements to pay all unpaid tickets.

WITHDRAWAL FROM THE COLLEGE

We hope that you do not withdraw from the College without first seeking the advice of your training consultant and program coordinator. Should you decide to withdraw from the College, ***it is your responsibility to*** notify your coordinator, complete an Official College Withdrawal Form (found in the Registrar's office) get it signed off by your Co-ordinator and Chairperson, Robert Chittim - and then submit to the Office of the Registrar.

Non-attendance does not constitute Withdrawal!

- An official withdrawal before the first day of class will result in a full refund.
- An official withdrawal after the first day of class before the third day of class will result in a full refund LESS a \$25.00 Administration Fee.
- No refund will apply to an official withdrawal on or after the third day of class.

You must also contact the Apprenticeship office of MTCU at 973-1441 and follow the procedures required by their office. 📧

If you decide to leave but do not complete an official withdrawal, you will receive an F grade for all of the courses you are currently enrolled in.

If you have signed a release of information with your employer, they will be notified.

CAMPUS INFORMATION

Smoking



- Is permitted **OUTSIDE in designated areas only**. This policy applies to everyone and will be enforced.

Food at South Campus



- The main cafeteria is open daily for breakfast, lunch and dinner during the months of September to April.
- They serve all kinds of sandwiches, bagels, pastry, soups, salads and hot meals.
- Hours of Operation: 7:30 am to 8:30 pm, Monday to Thursday and 7:30am to 3:00pm on Fridays.
- We also have two Tim Horton's kiosks and a Capri Pizza Subway and Griff's Restaurant. You can get a variety of snacks and beverages at these locations.

Bookstore 📖

- The Bookstore, located in the Student Centre, provides textbooks, stationery and drafting supplies, magazines, sundries and St. Clair crested clothing and memorabilia.
Hours of Operation: 8:30am to 4:30pm during the regular school hours. Extended hours apply for Orientation Week (Aug 25) until 6:00pm; first two weeks of September until 8:00pm and last two weeks of September until 6:00pm (Fridays excluded). Bookstore can be contacted at 972-2727, ext. 4281.

Student Centre



- The Griff's Cavern is a restaurant for students and staff and is open to the public. The hours of operation are 8:00am to 1:00am, Monday through Friday. Alcohol is served starting at 12:00pm according to College policy.
- Tim Horton's hours are 7:15am to 8:15pm, Monday through Thursday and 7:15am to 2:30pm at the Student Centre location and the FCEM location closes at the same time, but opens at 6:45am. (Note the FCEM Tim Hortons is not open during the summer months)
- The Saint is a bi-weekly newspaper that is also produced by the SRC.
- There are a number of cubicles and study spaces for your relaxation and enjoyment.

- Both full and part-time students use the Student Computer Lab. You will need a student card to access the lab.
- If you run into a problem, technicians are available to assist.
- Hours of Operation: 8:00 am - 10:00 pm, Monday - Friday, 8:00 am - 5:00 pm Saturday.

Student Services (Room 164) ☺

- Counselors are available for educational/career and personal counseling

Registrar's Office/Financial Aid Office (Room 166) 📁

- All program registration; tuition fee payments, drop/add and withdrawal forms and change of address forms are located here
- Registrar's Office - 9:00am to 5:00pm Monday to Thursday and 10:00am to 4:00pm Friday.

The Library Resource Centre/Audio Visual Services (Room 262) 📖

- The library is open to all daytime and evening students.
- A bar-coded library card or your Student ID card will allow you to borrow materials and to use reserve materials in the library as well as the audiovisual area. (Students will need their Confirmation of Registration form or Student ID to get a library card.)
- The library is fully automated with an online catalogue and CD-ROM workstations for research.
- The centre has study areas, meeting rooms for student meeting or group projects.
- Materials include over 40,000 books/videos and periodicals.
- Hours of Operation: Sept – June 7:30 am to 9:00pm, Monday - Friday, 9:00am to 4:00pm Saturday. July & August 7:30 am to 4:00 pm Monday – Friday. Closed on Saturdays. Please note – hours during the summer months could be reduces. Check the web site for the latest info:
<http://www.stclaircollege.ca/student-services/library/>

Open Computer Lab (Student Centre)

- You will need a Student Card to enter.
- This lab also serves students in designated programs that require a laptop computer.
- Both full and part-time students use the Lab.
- If you run into a problem, technicians are available to assist.
- Hours of Operation: 8:00 am - 10:00 pm, Monday - Friday, 8:00 am - 5:00 pm Saturday.

Learning Commons – Student Success Centre (Room 206)

- Tutoring Services are available during the day and in the evenings. If you need help – just ask! Either go to room 206 or contact Sue McLelland, room 1002 in the FCEM area or call 519-972-2727 x4446 and arrangements will be made for you.
- Counselling services and information are also available to you as a student of St. Clair College.

APPRENTICESHIP ATTENDANCE POLICY

As an apprentice attending a Certificate Program sponsored by the Ministry of Advanced Education and Skills Development, attendance every day of scheduled classes is expected. Being present for all classes is crucial to successful completion of your Certificate of Apprenticeship.

During the 2016/17 training year, all teachers will be recording attendance at the beginning of each class and 3 hours into the class. Failure to be present at both times will result in being marked absent. Attendance will be reported back to your employer (for those that have signed a release of information form with their employer).

We recognize there are occasions when an individual is ill and must call in sick. If this situation arises each apprentice is responsible for notifying the College by either emailing their teacher to let them know or by calling the college Skilled Trades office at 972-2727, ext. 5000. You will reach the School of Skilled Trades Secretary. If you get voice mail, please leave your name, trade and level, teacher's name, employer and reason for absence. Your teacher will be provided with the message as long as you notify us before the class starts.

As stated earlier, each instructor will monitor attendance. When a concern exists, the instructor will notify the coordinator and a meeting with all concerned will take place. Documentation of this meeting as well as any necessary follow up action will be forwarded to the MAESD apprenticeship office for their records.

St. Clair College and the Ministry of Advanced Education and Skills Development are committed to the success of each apprentice and we believe that attendance plays an integral part of this success. During your training, please do not hesitate to speak with your teacher regarding any concerns you may have regarding your attendance.

STUDENT CONDUCT and BEHAVIOUR

As an adult student, you are expected to display a mature, professional image while engaged in college activities. RESPECT for your teacher and your classmates is always expected.

Please see http://www.stclaircollege.ca/student-services/documents/Code_of_Rights_Responsibilities.pdf for the St. Clair College Policy on the Code of Student Rights and Responsibilities.

Cheating on tests or assignments will not be tolerated. This includes plagiarism. In the event that a teacher determines that this is the case, a grade of zero will be assigned. *(For metal cutting students - ALL METAL CUTTING PROJECTS MUST BE COMPLETED IN SCHOOL- OTHERWISE THE PROJECT WILL BE CONFISCATED AND MARKED WITH A GRADE OF ZERO!)*

Possession of narcotics and/or unlawful drugs and/or consumption of alcoholic beverages and/or gambling may result in your expulsion from the program, and your immediate removal from the property, and at most, criminal charges.

Faculty will not allow students into a lab if it is suspected that they have consumed alcohol or an illegal substance of any kind.

No person shall enter any lab/shop area unless that person complies with all safety regulations and has protective equipment on their person in the position to which it was originally intended.

With regard to personal communication devices (e.g.) cell phones, iPods, etc.: Turn them off when you are in class! They are distracting for you and to your classmates – not to mention disrespectful to your teacher. You're here to learn...not to check your last text message! Check it during break only! If you know that there could be an emergency situation – out of respect for your teacher, let your teacher know – before class starts that you may have to take a call during class. Keep the phone on vibrate and leave the class to take your call. Please try to minimize any possible disruption to the rest of the class.