

FULL-TIME PROGRAM APPLICATION

Please read carefully and keep for future reference.

▶ HOW DO I APPLY?

ONLINE: The quickest and easiest way to apply!

Please visit our website at www.rrc.ca/howtoapply. You will require a credit card for payment and will be asked for your educational history.

IN-PERSON OR BY MAIL: Please submit the following for **each program** for which you are applying:

1. Application form

2. Non-refundable \$70.00 application fee

Please note: the application fee does not apply to preparatory and academic development programs as listed in points 2 and 3 below.

3. Official transcript(s)

Official transcripts of your complete academic record including high school and any college, technical institute, or university you have attended.

- High-school transcripts may be submitted by you, but must be originals printed on school letterhead, signed by a school official, and sealed with the school seal. If you require the original high school transcript to be returned, you must submit the original and one copy. The copy will be verified and the original returned.
- Post-secondary transcripts must be submitted directly from the post-secondary institution.

Please submit the above to one of the following:

1. STUDENT SERVICE CENTRES

(All programs offered in Winnipeg except those listed in 2 and 3 below)

BY MAIL:

**P104-160 Princess Street
Winnipeg, Manitoba R3B 1K9**

IN PERSON:

**Building P, Room P104, 160 Princess Street or
Building D, Room D101, 2055 Notre Dame Avenue**

2. ADULT LEARNING CENTRE

**Room F115, Building F, 2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9**

Academic Foundations

Grade 11

Grade 12

General Studies

Introduction to Business

3. LANGUAGE TRAINING CENTRE

300-123 Main Street, Winnipeg, Manitoba R3C 1A3
English as an Additional Language programs

4. REGIONAL CAMPUSES

Gimli Campus Phone 1.866.946.3241

P.O. Box 190, 234 Tudor Lane, Gimli, MB R0C 1B0

Portage Campus Phone 204.856.1914

32-5th Street SE, Portage la Prairie, MB R1N 1J2

Steinbach Campus Phone 204.320.2500

Unit 2-385 Loewen Blvd., Steinbach, MB R5G 0B3

Winkler Campus Phone 204.325.9672

100-561 Main Street, Winkler, MB R6W 1E8

Peguis-Fisher River Campus, (administered from Gimli)

Phone 1.866.946.3241

P.O. Box 190, 234 Tudor Lane, Gimli, MB R0C 1B0

▶ ADMISSION REQUIREMENTS

Applicants must meet all College and program entrance requirements.

Regular Admission Requirements

The regular admission requirement for all College programs (excluding upgrading and integrated programs, and those programs requiring post-secondary education) is Manitoba Grade 12 graduation with standing in at least 30 credits.

Applicants may submit applications upon completion of Grade 11.

Applicants must submit a transcript of completed Grade 11 subjects

and confirmation of enrolment in Grade 12 prerequisite subjects.

Official final grades must be submitted by July 15 for enrolment in Fall intakes or by the deadline date specified in the applicant's letter for other intakes.

Special Admission Requirements

Applicants who are 19 years of age or older on or before September 30 in their year of registration, and who have been out of high school for a minimum of one year who do not meet the regular admission requirements may apply under the special admission requirements as specified by each program.

Post-Secondary Entrance Requirements

Applicants must have completed or, where applicable, be enrolled in post-secondary entrance prerequisites at the time of application.

Proof of enrolment will be required.

English Language Proficiency Requirements

English is the language of instruction at the College. Applicants to the College are responsible for a level of English proficiency that is sufficient to participate in all aspects of College study, including lectures, reading, writing, and discussion.

Applicants whose first language* is not English and who have not successfully completed a Manitoba Grade 12 40S English course or equivalent will be required to meet one of the following English language proficiency requirements:

- Canadian Language Benchmark in Reading, Writing, Listening, Speaking at the level required for the program
- TOEFL – a minimum of 550 (CBT-213) on the PBT (Paper-Based Test), or a minimum of 213 on the CBT (Computer-Based Test), or a minimum of 79-80 on the IBT (Internet-Based Test)
- CanTEST – a minimum band level of 4.5 in Reading and Listening, and 4.0 in Speaking and Writing
- IELTS – a minimum overall band of 6.5 in Reading, Listening, and Speaking with a minimum of 6.0 in Writing
- MELAB – a minimum final score of 80 with a minimum of 77 in Writing
- CAEL – a minimum overall result of 60 with a minimum of 60 in Writing
- Successful completion of AEPUCE (Academic English Program for University and College Entrance) offered through the University of Manitoba and Red River College

* Your "first language" is the language you primarily use for reading, writing, listening, and speaking. It is also the language you first learned in childhood, or the language you know best and are most comfortable with.

▶ APPLICATION PROCESS

The minimum age requirement for enrolment at the College is 16 years of age.

All supporting documentation must be in English or French, or have English translations attached. The documents must be legible.

Application forms, transcripts and other supporting documentation submitted become the property of the College. The College will take appropriate action against individuals submitting falsified or tampered documents.

Applicants will receive written confirmation of receipt of application.

Where there is uncertainty regarding academic readiness, applicants may be required to write College entrance tests. Some applicants may be advised to complete specific subjects required for entry into College programs.

It is the responsibility of applicants to notify the College of changes to personal information or to update their personal information online. Correspondence that is returned because it was undeliverable will result in the application being cancelled.

▶ ADMISSIONS PROCESS

Applications are processed for the next program entry date by date of receipt. Acceptances to a program intake are issued based on the date of the application.

Admission preference will be given to applicants in the following order:

- a. Manitoba residents who are Canadian citizens or Landed Immigrants
- b. Others

Please note: Applicants may be required to provide proof of Canadian Citizenship or Landed Immigrant status at the time of application.

Applicants must submit deposit fees by the deadline indicated in their acceptance letter. Applicants who fail to do so by the deadline will forfeit their acceptance and their application will be cancelled.

▶ PROGRAM INFORMATION AND ADVISING

Advisors are available to provide you with information on College programs, program selection, entrance requirements, academic development programs, prior learning assessment, resolution of academic problems, academic appeals, and College policies and procedures. For information, or to make an appointment, please contact or visit one of the Student Service Centres or e-mail advisor@rrc.mb.ca.

▶ STUDENTS OF ABORIGINAL ANCESTRY

Students of Aboriginal ancestry who have questions about programs, services and supports may contact:

Aboriginal Student Support & Community Relations
Room F209, Building F, 2055 Notre Dame Avenue
204-632-3773
E-mail: lcARRIERE@rrc.mb.ca

▶ INTERNATIONAL STUDENTS

International Students must complete the official International Application form, which is available on-line at www.rrc.ca/international or from the International Education Office. For more information, please contact:
The International Education Office
Room D210, Building D, 2055 Notre Dame Avenue
204-632-2143
E-mail: international@rrc.mb.ca

▶ IMMIGRANT STUDENTS

Students who have immigrated to Canada who have questions about programs, services, and supports can contact the Diversity and Immigrant Student Support Office at **204-632-2404**.

▶ DISABILITY SERVICES

You are encouraged to identify yourself to Counselling and Disability Services well in advance of commencing your studies to ensure that there is adequate time to determine and plan for appropriate accommodations. Please call **204-632-3966** to make an appointment to see a Counsellor or Learning Disabilities Specialist.

▶ FINANCIAL ASSISTANCE

For information on awards and scholarships please visit our website at www.rrc.ca/awards. Students may apply for financial assistance through the Manitoba Student Aid program. For general information on applying please call **204-945-6321** or **1-800-204-1685**, or visit their website at www.manitobastudentaid.ca which also includes an online application. Applicants requiring financial assistance should complete their student loan applications well in advance of the class start date.

▶ DECLARATION OF WAIVER

The information in this application is accurate as of June 2011. The College does its best to update program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. Therefore, after June 2011, the College reserves the right to modify or cancel any program, process, or procedure without notice or prejudice. Please visit our website at www.rrc.ca for complete and up-to-date program information.

▶ USE OF PERSONAL INFORMATION

Personal information collected during the application process will be used by Red River College for admission and registration purposes. It is collected under the authority of *The Colleges Act of Manitoba* and in compliance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.

This information will be used to create your student record, assign you a student number(s), and register you for classes. The College will maintain your permanent student record, record your grades and provide you with student privileges (library, recreation services, counselling, health services and health insurance services). It will be used by the Controller's Office for accounting purposes. It will be used by your instructor(s) in order to better communicate with you. The College will make use of application data for purposes related to admissions and registration procedures. The data may be employed in the determination of eligibility for student awards. Information regarding graduation and awards may be made public. Your name and address may be provided to internal College departments to inform you of College and community events, and for alumni contact purposes. Application data may be used to conduct research into College enrolment and related statistical profiling and reporting activities.

If you have questions about the collection and use of this information, please contact:

Red River College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
204-632-2327

OFFICE USE ONLY

Student No. _____
 Program Code _____
 Term _____
 Status _____
 Entry Complete

FULL-TIME PROGRAM APPLICATION

Submit an application form and fee for each program choice. **Please Print Clearly**

You are encouraged to complete the *questions to assist the College in collecting data for statistical purposes and in providing appropriate services. Information on individual students is strictly confidential. Completion is voluntary.

HAVE YOU PREVIOUSLY ATTENDED RED RIVER COLLEGE? Yes No

If yes, student number _____ and name if different from current name:

Last _____ First _____ Middle _____

Official proof of all name changes must be submitted.

PROGRAM YOU ARE APPLYING FOR

Program _____ Campus _____

PERSONAL INFORMATION *Your full legal name is required.*

LAST NAME _____ First _____ Middle _____

MAILING ADDRESS _____

City/Town _____ Province/State _____ Postal/Zip code _____ Country _____

PHONE NUMBERS: Home _____ Business _____ ext. _____ Cell _____ Fax _____

SOCIAL INSURANCE NUMBER _____ DATE OF BIRTH ____/____/____ E-MAIL (required) _____
Year Month Day

* If you are a visible minority or of Aboriginal Ancestry, please check one:

(A person in a visible minority group is someone who is non-white in colour or race, regardless of place of birth, other than an Aboriginal person.)

Visible Minority Aboriginal Status Aboriginal Non-Status Métis Inuit

*What is your gender? Female Male

• Are you a Canadian Citizen? Yes No

If no, what is your Citizenship? _____

If no, what is your Immigration Status? Permanent Resident (Landed Immigrant) Protected Person (Refugee) Study Permit Other

• Date of entry to Canada if not born here: Year _____ Month _____

• What is your First Language? English French Other (Your "first language" is the language you primarily use for reading, writing, listening and speaking. It is also the language you first learned in childhood, or the language you know best and are most comfortable with.)

*Do you have a disability? Yes No

EMERGENCY CONTACT

First Name _____ Last Name _____ Phone _____

WHAT WAS YOUR MAIN ACTIVITY IN THE LAST YEAR? (choose one)

Attended high school Attended college Attended university Other education Employed Not employed

WHAT INFLUENCED YOU TO APPLY TO RRC?

Academic Advisor Adult Learning Centre Billboard Campus Tour Career Fair
 Employer/Industry Friend High School Presentation High School Teacher Guidance Counsellor
 Newspaper Parent Previously attended RRC Print Materials Radio
 RRC Open House RRC Staff Sporting Event Television Website
 Other _____

NAE

FINF

EMER

APPN

EDUCATIONAL BACKGROUNDNAME OF **HIGH SCHOOL** ATTENDED _____City _____ Province _____ or outside CanadaGraduation Type: Graduate Non-Graduate Still attendingAcademic Credentials: Grade 9 (Senior 1) or less Grade 10 (Senior 2) Grade 11 (Senior 3) Grade 12 (Senior 4)
 Mature High School Diploma GED

Date Credential Attained: Month _____ Year _____

NAME OF **COLLEGE/UNIVERSITY** ATTENDED _____City _____ Province _____ or outside CanadaGraduation Type: Graduate Non-Graduate Still attendingHighest Level Attained/To be Attained: Certificate Diploma Advanced Diploma Bachelors Degree Masters Degree
 Doctorate Post Doctorate Other

START DATE: Year _____ Month _____ END DATE: Year _____ Month _____

NAME OF **COLLEGE/UNIVERSITY** ATTENDED _____City _____ Province _____ or outside CanadaGraduation Type: Graduate Non-Graduate Still attendingHighest Level Attained/To be Attained: Certificate Diploma Advanced Diploma Bachelors Degree Masters Degree
 Doctorate Post Doctorate Other

START DATE: Year _____ Month _____ END DATE: Year _____ Month _____

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Personal information collected during the application process will be used by Red River College for admission, registration, internal purposes and for communicating with students as more particularly described in the Full-Time Program Application Information Sheet. It is collected under the authority of *The Colleges Act of Manitoba* and in compliance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.

Under the federal *Privacy Act*, individuals can request access to their own individual information held on federal information banks, including those held by Statistics Canada. Students may request that Statistics Canada remove their identification and contact information from the national database. Further information on the use of this information can be obtained from the Statistics Canada website at www.statcan.ca or by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Ontario K1A 0T6

DECLARATION

- **I declare** that I have read and understood the admission requirements and application instructions (including the Use of Personal Information section) as well as the information on this application form, and that all statements made with respect to this application are true and complete.
- I understand that misrepresentation, falsification of documents, or the withholding of requested information with respect to this application can result in cancellation of the acceptance and registration, or dismissal from the College.
- I accept that any information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
- I authorize my high school/college/university to release my academic record(s) for admission purposes should the need arise to accelerate the processing of this application.
- If enrolled in a joint program, I authorize Red River College to share my academic record with partner institutions.
- I agree, if admitted, to comply with the regulations of Red River College.
- I understand that the intake my application is being processed for may change, and that the College cannot guarantee entry into a specific intake.

Signature of Applicant (required)_____
DateIF MAILING, COMPLETE THE FOLLOWING: *PLEASE DO NOT SEND CASH.*

- **Applications submitted without the \$70.00 application fee will not be processed.**

I have included my \$70.00 application fee payment in the form of:

 Cheque or money order made payable to Red River College
or VISA MasterCard American Express

Credit Card Number _____ Expiry Date _____

Cardholder Signature _____