

# APPRENTICESHIP STUDENTS



# Welcome to Fanshawe College!

We are pleased to assist you with your personal growth and the development of skills and knowledge required for the opportunities of your chosen career.

Your faculty has been chosen because of their special skills, experience, enthusiasm and understanding of working with apprenticeship trades. If you have any difficulty with your courses, please seek assistance from your faculty. We are here to support you.

Staff within the College can provide guidance with college policies and procedures, answer your questions and point you in the right direction. Don't hesitate to contact us at either your School office or the Office of the Registrar at 519-452-4277.

## Program Registration & Timetables

Two to three weeks before classes begin, we will send you a Start of Term email from [apprentice@fanshawec.ca](mailto:apprentice@fanshawec.ca) with important details about your first day of class as well as information on how to obtain your schedule.

All apprentices must complete the Ministry Apprenticeship Validation Packages. Please see your program coordinator in the first week of classes, whether applying for EI or otherwise.

## Academic Responsibilities

As an apprentice student, you are expected to:

- ▶ arrive to class on time and remain for the duration of classes and activities
- ▶ assume responsibility for any classes missed
- ▶ fulfill the requirements of the agency sponsoring your in-school training (as if you were at work)
- ▶ contact the College if you are unable to attend class

All practical lab objectives must be successfully completed in order for you to meet the in-school training requirements of your program.

If you are unable to attend school due to extenuating circumstances, call your School office and leave a message identifying yourself, your program and reason for your absence. A doctor's note may be required to confirm an absence of three or more consecutive days due to illness. When you return to class, obtain notes from a classmate for the classes you missed and talk to your professors about any missed tests or assignments.

**IMPORTANT NOTE:** If you are absent for two consecutive days or 12 hours without notice, your program coordinator will contact you and/or your employer for details regarding your absence. You may receive a warning letter. If you are absent for three consecutive days or 18 hours, we may recommend your dismissal from the College to the Ministry of Labour, Training and Skills Development (MLTSD).

Employment Insurance 800-206-7218  
Reporting EI 800-531-7555  
Travel, Boarding or Dependent Care 519-439-4321

## In Case of Injury

To meet requirements of the Workplace Safety and Insurance Board, you must report if you are injured at the College, no matter how minor the injury. Report any injury immediately to the faculty at your location.



## Here for You: Student Supports

Take advantage of the many student services available to you! Some supports we provide include: Advising Resources, Counselling and Accessibility Services, Career, Co-op and Employment and more! Visit our website to learn more.

[fanshawec.ca/hereforyou](https://fanshawec.ca/hereforyou)

## Get Connected with the Fanshawe Student Union

Follow the FSU on social media (@fanshawesu) or visit our website for more information on services and events.

[fsu.ca](https://fsu.ca)

## Counselling & Accessibility Services

Supports are available for apprentices with learning difficulties – including tutors, note-takers, extra time for tests and exams, iPads and laptops for loan, computer programs that read textbooks – at no charge!

[counselling@fanshawec.ca](mailto:counselling@fanshawec.ca)  
519-452-4282 | TTY 519-453-8617

## Library Learning Commons

In order to set up a library account to place a hold on books or other material from the library, you will need your student ID (FANCard). Your FANCard is your library card for both online and in-person service. There is a step-by-step guide on how to set up your account at the link below. When you place a hold on a book, movie or video game, you will receive an automated email when your item is ready for pickup from the library (F1066).

[fanshawec.ca/library](https://fanshawec.ca/library)



## Textbooks & Materials

Please refer to the website below for textbook requirements for your program.

[fanshaweretail.ca](https://fanshaweretail.ca)

## Borrowing Equipment

Normally, tools and equipment may not be borrowed. In exceptional circumstances, written authority from your associate dean or lab operations manager is required before borrowing or removing any tools or equipment from the College. Grades and/or certificates may be withheld until the property is returned.



## Parking

### London Campus (1001 Fanshawe College Blvd.)

General entry lots and those with meters are available on a first come, first served basis. Parking is effective from 6 a.m. – 5 p.m., Monday to Friday.

General lots – \$5/entry (first-come first-served)  
Meter lots – \$3/hour with a daily maximum of \$12  
*Above rates include HST*

Assigned Reserved – \$354 (two term parking passes for out of town students only valid from September 1, 2022 to April 29, 2023).  
*Available at London Campus, Y and Z Building locations.*

For more information, please contact the parking office at 519-452-4401.

[fanshawec.ca/parking](https://fanshawec.ca/parking)

To locate parking lots, buildings and more, a map of the London Campus is available for download.

[fanshawec.ca/map](https://fanshawec.ca/map)

### Other College Locations

Students attending other college locations should be aware that on-site parking is limited and in some cases unavailable. For example, students attending classes at the London Downtown Campus will need to arrange personal parking. There is no on-site parking.

## WebAdvisor for Grades, T2202A & Transcripts

You have access to view grades and print an unofficial transcript using WebAdvisor (your username and password are contained in the 'Welcome to Apprentice' email sent to you from the Office of the Registrar).

Grades will be posted approximately one week after each term.

[fanshawec.ca/webadvisor](https://fanshawec.ca/webadvisor)

For username and password help, contact the IT Service Desk at 519-452-6902 or by emailing [itservicedesk@fanshawec.ca](mailto:itservicedesk@fanshawec.ca) or Online Chat at: [livehelp.fanshawec.ca](https://livehelp.fanshawec.ca).

Your T2202A will be available to download on WebAdvisor in mid-February.

You will be able to access and print your transcript under "Transcript" on [fanshawec.ca/webadvisor](https://fanshawec.ca/webadvisor). If you need to send an official and secure digital transcript to a third-party, do so via [www.parchment.com](https://www.parchment.com). Visit the link below for more information.

[fanshawec.ca/admissions/grades-transcripts](https://fanshawec.ca/admissions/grades-transcripts)

## Graduation

Upon successful completion of your program, you will receive an email from Fanshawe College and Parchment, our digital transcript vendor, with instructions on how to download and save your digital credential. You can request a print copy by submitting a Credential Request Form.

[forms.fanshawec.ca/xfp/form/70](https://forms.fanshawec.ca/xfp/form/70)

