

March 12, 2024

Dear New Apprentice Student:

On behalf of the faculty and staff of the Skilled Trades and Apprenticeship Department, I would like to welcome you to Sheridan College. Please note the following information regarding the first day of classes:

Program: Industrial Mechanic Millwright, Basic Level 1

Ministry Class Code: 1146675

Online & In-person Learning Start Date: May 06, 2024

Online & In-person Learning End Date: June 28, 2024

An e-mail containing important orientation information will be sent to your Sheridan and personal email address prior to the commencement of classes, to address any questions or concerns relevant to you and your program. Present at this meeting will be a representative from Sheridan College who will administer the registration process as well as a representative from the Ministry of Labour, Training and Skills Development (Apprenticeship Training Division). You will also receive a link to review and sign a digital student manual. You are required to sign this manual before entering our Skilled Trades Machine Shops.

If you are considering applying for any of the supplemental allowances (travel, daycare, etc.), this will be discussed at your orientation with your Record Specialist and a representative from the Ministry of Labour, Training and Skills Development. The discussion will include information about the submission of necessary forms and required banking information that will be used to process any eligible allowances via direct deposit.

Students eligible for Employment Insurance must apply **online** with Service Canada. Please refer to the link provided on our webpage [myOTR: Apprenticeship Students \(sheridaninstitute.ca\)](https://www.sheridaninstitute.ca/myOTR/Apprenticeship-Students).

Paid Parking is in effect. Visit epark.sheridancollege.ca to order your parking pass.

It is now mandatory that you upload your own photo for your photo ID card (oneCard) prior to the start of classes. **It is imperative that you have your oneCard prior to the start of classes and coming to the campus.** Click on the link found on our webpage [myOTR: Apprenticeship Students \(sheridaninstitute.ca\)](https://www.sheridaninstitute.ca/myOTR/Apprenticeship-Students) and follow the guidelines to submit your photo. Please order your oneCard with sufficient time to ensure you receive it prior to the start of classes on campus.

Please note: this letter is for class information purposes only and is NOT a confirmation of registration. Only students who have paid their Apprenticeship Classroom Fee will have a space reserved in the program. In the meantime, if you have any questions or concerns, please contact the Apprenticeship Line at 905-459-7533 ext. 4132 or email apprenticeship@sheridancollege.ca.

Best Regards,

Magna School for the Skilled Trades
Faculty of Applied Science and Technology