



ASSINIBOINE
COMMUNITY COLLEGE

2023-24
PROGRAM CHECKLIST
YOUR GUIDE TO STARTING AT ASSINIBOINE

COMPREHENSIVE HEALTH CARE AIDE

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Welcome to Assiniboine Community College!

As a *registered* student at Assiniboine there are things that you can do to prepare for a great Assiniboine experience. Please read the steps below to get college ready and experience campus life to its fullest.

Get College Ready

1. **KNOW YOUR PROGRAM START DATE**

Please see more information regarding your mandatory orientation and program start date according to your location of study on the following pages:

- **Brandon Campus**
 - September 2023 Intake (DAY): page 11
 - September 2023 Intake (EVENING): page 11
 - February 2024 Intake (DAY): page 12
 - February 2024 Intake (EVENING): page 12
- **Crocus Plains Regional Secondary School**
 - September 2023 Intake: page 13
- **Dauphin Regional Comprehensive Secondary School**
 - September 2023 Intake: page 14
- **Parkland Campus**
 - January 2024 Intake: page 15

More information will follow from the School of Nursing.

2. **KNOW HOW TO LOG ON TO THE COLLEGE NETWORK**

As a registered student, you received an email from the Registrar's Office providing important information about your registration, fees and payment options, multifactor authentication, student orientation, parking, login information for MyACC, your Assiniboine network account, and your college email. Note: **If you have not received this email**, you may not be registered and may not have access to the college network. For questions related to your registration, email registration@assiniboine.net.

Multifactor Authentication (MFA)

Assiniboine Community College requires all students and staff to use an additional method to verify identity when accessing college systems, this is known as [multifactor authentication \(MFA\)](#). MFA adds an extra layer of security to protect you, your personal information and college systems from unauthorized access and phishing attacks.

In order to access any program on the College's network, including MyACC, you are required to:

1. Download the free DUO Mobile app on your own mobile device and follow the enrollment steps outlined in the video on the MFA webpage, visit assiniboine.net/mfa. *Note: You will only do this when you first attempt to access our college system. Do not delete the app after, you will need it for every time you login to Assiniboine services.*

OR

2. Purchase a YubiKey, costs vary by type and are available at the Bookstore. It is important to know the type required for your device.

For more information on multifactor authentication visit, assiniboine.net/mfa.

MyACC

MyACC allows you to view **MyClass Schedule**, financial account, current and past grades, evaluate your progress in your program, your profile (name, address etc.), **make on-line payments**, set up a payment plan (eligible programs only), change your address, view tax information, request a transcript, etc. ***Note: Class schedules may be modified up to and including the first day of classes, please check your schedule regularly for updates.***

Refer to your schedule on MyACC for the date, time and location of your courses; your term dates can be found on the page of your respective location as follows:

- **Brandon Campus**
 - September 2023 Intake (DAY): page 11
 - September 2023 Intake (EVENING): page 11
 - February 2024 Intake (DAY): page 12
 - February 2024 Intake (EVENING): page 12
- **Crocus Plains Regional Secondary School**
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 - September 2023 Intake: page 14
- **Parkland Campus**
 - January 2024 Intake: page 15

You can access MyACC at myacc.assiniboine.net. It is important that you check it regularly to ensure you are on track to graduate. MyACC Help documents are available in Moodle and the Student Intranet. You must be logged in using MFA to access these resources.

College Email

Please note that from this point forward, **Assiniboine will use your unique college email address to contact you, (yourusername@assiniboine.net)**. You should also use your official college email for communicating with any college department and it is important that you check your college email regularly.

For any login issues with MyACC or your college account, please contact:

IT Service Desk

ITServiceDesk@assiniboine.net

204.725.8700 ext 6765

toll free 800.862.63074 ext 6765

or visit ITServiceDesk.assiniboine.net to search the IT knowledge base or request assistance by opening a new ticket.

3. **UPLOAD A PHOTO FOR YOUR STUDENT ID CARD**

Getting your Student ID Card is a two-part process:

1. Check that your name, address, and contact information is correct in MyACC. Refer to the registration email you received from the Registrar's Office.
2. Go to 'MyPersonalInformation' and log in with your college username and password to upload and submit your photo as soon as you are registered. *Student ID Cards are not available until a photo has been uploaded.*

Your card will be handed out by your School in the first week of classes. Visit [Student ID Cards](#) for more information.

4. **GET YOUR BOOKS & ASSINIBOINE SWAG**

Textbook and supply lists are available online 30 calendar days prior to the program start date. View the "Tools & Supplies" tab on your program page <https://assiniboine.net/programs/comprehensive-health-care-aide> to obtain your copy.

Textbooks, supplies, Assiniboine clothing and uniforms can be purchased online or at the Campus Store, visit assiniboineshop.ca for more information. The Campus Store is open from 8 a.m. to 4 p.m. Monday to Friday. **Note: it is important that you know your schedule when purchasing your books and supplies as requirements are identified by course, not by program.**

A variety of other items, including locks, binders, pens, paper, etc. can also be purchased.

For assistance, please contact:

Assiniboine Bookstore

assiniboine@bkstr.com

204.725.8721

toll free 800.862.6307 ext 6788 or 7007

fax 204.571.0627

5. **APPLY FOR SCHOLARSHIPS & BURSARIES**

All domestic applicants/students should consider applying for scholarships and bursaries. Over \$600,000 is available to Assiniboine students every year. Deadlines may vary, but many have deadlines of July 15th or October 15th. Visit assiniboine.net/awards and use our **Awards Search Tool** to find and apply for awards. Please note that there is a very limited number of scholarships and bursaries available for international applicants/students at this time.

6. **APPLY FOR FINANCIAL SUPPORTS**

Did you know most domestic students qualify for financial assistance? Our Associate Registrar, Financial Aid and Awards, and Enrolment Services, helps students identify and apply for financial supports, including government student loans, grants and funding to help pay for their education.

Please visit www.edu.gov.mb.ca/msa for more information on applying for student loans. Please note that international students are not eligible for government student aid.

If you are a domestic student and haven't already, register for a [Financial Aid & Awards Information Session](#)

For guidance on financial aid and awards, please contact:

Associate Registrar – Financial Aid and Awards, and Enrolment Services
awards@assiniboine.net

7. APPLY FOR TRANSFER CREDIT

If you have taken courses at other accredited educational institutes that are the same, or very similar to courses offered at Assiniboine, you can apply for a transfer of credit. If you think this may apply to you, please read policy [A07 Credit for Previous Education](#) and submit the form attached to the policy, along with the course outlines from your prior institution, as early as possible to the **Registrar's Office**. You may also email the completed form and outlines to transfercredit@assiniboine.net.

8. APPLY FOR PRIOR LEARNING ASSESSMENT RECOGNITION

Prior Learning Assessment and Recognition (PLAR) provides the opportunity to obtain credit for college level knowledge and skills gained outside of the classroom. If you have acquired learning from formal education, work, and/or volunteer experience, personal study and other life activities you may consider applying for PLAR. To learn more, please read policy [A06 Prior Learning Assessment and Recognition](#). Courses available for PLAR are identified with the symbol P in the current [academic calendar](#).

9. PURCHASE PARKING OR GET A BUS PASS

Student parking is available at each campus. Please refer to www.assiniboine.net/parking for the list of options and/or pricing for your campus location.

Students studying at campuses in Brandon are eligible for the U-Pass program, which is a Brandon Transit pass sponsored by the ACC Students' Association. Students require their current Student ID Card to receive a U-Pass card. Students must upload their photo prior to arriving on campus to have their Student ID Card available at their orientation or on the first day of class. Please refer to [Student ID Cards](#) for more information.

10. PARTICIPATE IN NEW STUDENT ORIENTATION

Orientation brings all your 'must have' and 'must know' details together before the first day of classes. Visit assiniboine.net/orientation for information.

11. GET CAUGHT UP ON THE THINGS YOU NEED TO KNOW ABOUT YOUR PROGRAM

Welcome to the Comprehensive Health Care Aide (CHCA) program!

Do you have what it takes to help those who need it most? Learn practical skills to care for patients and to communicate in a clinical setting. Help patients with their well-being and assist in managing their health care environment.

Support people who require help with their own care and who may have trouble with mobility, feeding and communication, as well as other needs. Be job-ready through diverse practicum placements and hands-on experience.

The Comprehensive Health Care Aide program will give you opportunities to practice in a wide variety of health care settings. Your education will emphasize skills that future employers are looking for, including assisting with activities of daily living, meal and mobility assistance, and observation and reporting of patient conditions.

Upon graduation, you will be an important part of a health care team. You will provide much-needed personal support and services to the sick, disabled, elderly and chronically ill.

A certificate as a Comprehensive Health Care Aide can open the door to jobs for you in hospitals, personal care homes, acute and extended care, doctor's offices, private care facilities, mental health settings and home care.

For more information on your program, visit your program page at:

<https://assiniboine.net/programs/comprehensive-health-care-aide>

Program Delivery

As a student, you should expect and plan to be on campus for the duration of your program. 'Learn by doing through the use of college facilities and equipment continues to be an important aspect of this program. Classes are as scheduled on your timetable available through MyACC.

Technology Requirements

For this program, students are expected to own or acquire a laptop computer with the specifications detailed on our [Technology Requirements webpage](#) and bring on campus when instructed.

Clinical Placements

Clinical education continues to be an expectation of the program, preparing students with the competencies and confidence to work in this field following graduation. Assiniboine works with health authorities, and industry partners to ensure clinical placement requirements for students are met.

Students will receive further details closer to their clinical placement start dates.

Students must be available for all clinical placements, which may include days, evenings, nights, and weekends. Students may be required to travel for clinical placements.

Safe Work Practice and Personal Protective Equipment Needs

PPE requirements will be noted for students on their tools & supplies lists. These can be found on your specific program's webpage.

The college's PPE standards for on campus activities will reflect current public health standards, and program and activity-specific safe work practices.

In clinical placements, all facilities will be providing students with the necessary PPE.

Brandon Campus

Brandon September 2023 Intake (DAY)

Mandatory Orientation/First Day of Class:

Date: September 5, 2023

Time: 8:30am

Location: Your orientation/first day of class will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

Schedule:

Refer to your schedule on MyACC for the date, time and location of your courses; ACC terms are as follows:

Term	Start Date	End Date	Description
23/FA (Term 1)	2023-09-05	2023-11-17	2023-24 Fall Term
23/FA (Term 2)	2023-11-20	2023-12-15	2023-24 Fall Term
23/FA (Practicum 1)	2023-12-18	2024-02-02	2023-24 Fall Term
24/WI (Sr. Practicum)	2024-02-05	2024-03-01	2023-24 Winter Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in. As well, students must be present fulltime for the duration of their assigned clinical practicum.

Brandon September 2023 Intake (EVENING)

Mandatory Orientation/First Day of Class:

Date: September 18, 2023

Time: 3:30pm

Location: Your orientation/first day of class will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

Schedule:

Refer to your schedule on MyACC for the date, time and location of your courses; ACC terms are as follows:

Term	Start Date	End Date	Description
23/FA (Term 1)	2023-09-18	2023-12-01	2023-24 Fall Term
23/FA (Term 2)	2023-12-04	2024-01-12	2023-24 Fall Term
24/WI (Practicum 1)	2024-01-15	2024-02-16	2023-24 Winter Term
24/WI (Sr. Practicum)	2024-02-19	2024-03-15	2023-24 Winter Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in. As well, students must be present fulltime for the duration of their assigned clinical practicum.

Brandon February 2024 Intake (DAY)

Mandatory Orientation/First Day of Class:

Date: February 5, 2024

Time: 8:30am

Location: Your orientation/first day of class will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

Schedule:

Refer to your schedule on MyACC for the date, time and location of your courses; ACC terms are as follows:

Term	Start Date	End Date	Description
24/WI (Term 1)	2024-02-05	2024-04-19	2023-24 Winter Term
24/WI (Term 2)	2024-04-22	2024-05-17	2023-24 Winter Term
24/SP (Practicum 1)	2024-05-21	2024-06-21	2023-24 Spring Term
24/SP (Sr. Practicum)	2024-06-24	2024-07-19	2023-24 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in. As well, students must be present fulltime for the duration of their assigned clinical practicum.

Brandon February 2024 Intake (EVENING)

Mandatory Orientation/First Day of Class:

Date: February 20, 2024

Time: 3:30pm

Location: Your orientation/first day of class will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

Schedule:

Refer to your schedule on MyACC for the date, time and location of your courses; ACC terms are as follows:

Term	Start Date	End Date	Description
24/WI (Term 1)	2024-02-20	2024-05-03	2023-24 Winter Term
24/SP (Term 2)	2024-05-06	2024-05-31	2023-24 Spring Term
24/SP (Practicum 1)	2024-06-03	2024-07-05	2023-24 Spring Term
24/SU (Sr. Practicum)	2024-07-08	2024-08-02	2023-24 Summer Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in. As well, students must be present fulltime for

Crocus Plains Regional Secondary School

Brandon School Division September 2023 Intake

Mandatory Orientation/First Day of Class:

Date: September 7, 2023

Time: 12:30pm

Location: Your orientation/first day of class will be in-person at Crocus Plains Regional Secondary School.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

Schedule:

Refer to your schedule on MyACC for the date, time and location of your courses; ACC terms are as follows:

Term	Start Date	End Date	Description
23/FA (Term 1)	2023-09-07	2024-03-22	2023-24 Fall Term
24/WI (Term 2)	2024-04-02	2024-04-26	2023-24 Winter Term
24/WI (Practicum 1)	2024-04-29	2024-05-24	2023-24 Winter Term
24/SP (Sr. Practicum)	2024-05-27	2024-06-21	2023-24 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in. As well, students must be present fulltime for the duration of their assigned clinical practicum

Dauphin Regional Comprehensive Secondary School

Mountain View School Division September 2023 Intake

Mandatory Orientation/First Day of Class:

Date: September 6, 2023

Time: 12:30pm

Location: Your orientation/first day of class will be in-person at Dauphin Regional Comprehensive Secondary School.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

Schedule:

Refer to your schedule on MyACC for the date, time and location of your courses; ACC terms are as follows:

Term	Start Date	End Date	Description
23/FA (Term 1)	2023-09-06	2024-03-22	2023-24 Fall Term
24/WI (Term 2)	2024-04-02	2024-04-26	2023-24 Winter Term
24/WI (Practicum 1)	2024-04-29	2024-05-24	2023-24 Winter Term
24/SP (Sr. Practicum)	2024-05-27	2024-06-21	2023-24 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in. As well, students must be present fulltime for the duration of their assigned clinical practicum.

Parkland Campus

Parkland January 2024 Intake

Mandatory Orientation/First Day of Class:

Date: January 8, 2024

Time: 8:30am

Location: Your orientation/first day of class will be in-person at the Parkland campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

Schedule:

Refer to your schedule on MyACC for the date, time and location of your courses; ACC terms are as follows:

Term	Start Date	End Date	Description
24/WI (Term 1)	2024-01-08	2024-03-22	2023-24 Fall Term
24/WI (Term 2)	2024-04-02	2024-04-26	2023-24 Winter Term
24/WI (Practicum 1)	2024-04-29	2024-05-24	2023-24 Winter Term
24/SP (Sr. Practicum)	2024-05-27	2024-06-21	2023-24 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in. As well, students must be present fulltime for the duration of their assigned clinical practicum.

12. CHECK OUT OUR SERVICES AND GET ADVICE

As you prepare for your start at Assiniboine, a Student Success Advisor can assist with:

- Personal preparation needs, like [child care](#) and [housing](#)
- Medical needs or a disability
- Resources for the academic demands of college, like math, writing and study skills
- More information about your program and career options
- Questions about your classes and schedule

Accessibility/Disability Services

If you are a student with a physical, sensory and/or learning disability and/or mental health condition, contact your Student Success Advisor. They will work with you to create appropriate supports and accommodations to help you succeed in your program. Visit [Accessibility and Disability](#) for more information on services.

The Learning Curve

The Learning Curve is a great space to develop effective writing, math, computer and study skills. Assistive technology, like Read and Write Gold, will help you read and write more effectively. Learn study skills, effective test-taking strategies, time management and other learning strategies – or drop

in to chat about specific learning challenges at the start of your year. Visit [The Learning Curve](#) for more information on services.

Indigenous Affairs

Our Indigenous Affairs team offers a wide range of support and services to assist students along their post-secondary journey. We liaise with academic advisors, connect students with important community resources and provide guidance to First Nations, Métis and Inuit students from a holistic perspective to support their academic goals. We act as a resource for all students and faculty in their efforts to acquire a true understanding of Indigenous cultures and ways of knowing. Visit [Indigenous Affairs](#) for more information on services.

International Students

We have many support services to ensure our international students have a great experience. Visit [Accepted International Students](#) for more information.

If you have questions, please contact:

Assiniboine International
international@assiniboine.net
204.725.8700 ext 7019

Assiniboine Students' Association

Assiniboine Students' Association exists to serve students. They are the voice at Assiniboine and work hard to ensure your experience is the best it can be. The ACCSA is a great opportunity for you to get involved and make some key connections within Assiniboine and the community. Visit accstudents.com, follow them on Facebook and Twitter and find out how you can get involved.

Student Health and Dental plan

All students are enrolled in StudentVIP, a student health and dental plan. This plan includes coverage for prescriptions, vision, dental, travel and more. Detailed plan information is available at studentvip.ca/ACCSA.

International students are also enrolled in the student medical and wellness plan through StudentVIP, a compulsory international student health insurance. Detailed plan information is available at studentvip.ca/ACCSA.

If you have questions about the plan, please contact:

Dedicated toll-free number: 1-888-918-5056

Email: info@studentvip.ca

13. TRYOUT FOR A TEAM

Assiniboine has Cougar pride! Tryouts are held in September and will be posted on the athletics website and social media outlets. Information on the Cougars athletics, including schedules and team rosters, can be found at assiniboine.net/athletics or on Instagram and Twitter by following @CougarsACC.

For more information on athletics at Assiniboine, please contact:

cougars@assiniboine.net

204.725.8700 ext 6340

Contact Information

School of Nursing

nursing@assiniboine.net

800.862.6307

ext. 6699 (Brandon & Parkland campuses)

Student Success Advisors

Jane Alex (Brandon campus)

alexj@assiniboine.net

800.862.6307 ext. 6964

204.725.8723

Kristy Desender (Parkland campus)

desenderk99@assiniboine.net

204.622.2222 ext. 6597

204.725.8723

Jaine Tegos (Winnipeg campus), Learning Strategist

tegosj@assiniboine.net

800.862.6307 ext. 6257

204.725.8723

Danielle Gobeil (Winnipeg campus), Student Success Advisor

gobeild3364@assiniboine.net

800.862.6307, extension pending

204.725.8723

Registrar's Office

registration@assiniboine.net

800.862.6307 ext. 4032

Don't forget to check out Assiniboine's website (www.assiniboine.net) and student intranet (student.assiniboine.net) for additional information.