

Program Information and Academic Advising

All prospective students are encouraged to visit the college to learn as much as possible about their program and career choice.

Student success advisors are available to help you plan effectively to make the most of your college experience. They offer advice and information in the areas of program planning, academic assessment, financial assistance and planning, services to students with disabilities, services to international students, and information on housing, child care and other transition issues. An Aboriginal counsellor and Aboriginal services co-ordinator provide special services and supports for Aboriginal students.

To contact Student Services:

Call 800.862.6307 ext 6639 or 204.725.8723.

Email: studentservices@assiniboine.net

How Do I Apply?

Please submit the following for each program for which you are applying.

- 1 Completed application form.
- 2 Non-refundable \$75 application fee. We accept VISA, MasterCard, cheque or money order made payable to *Assiniboine Community College*.
- 3 Academic transcripts.
You must submit an official original transcript from all educational institutions you have attended. If you are currently enrolled in high school, you must submit an official transcript of the last grade or level completed and a letter from the school confirming the subjects in which you are currently registered. You should also submit transcripts relating to upgrading, GED or any other academic qualifications you may have.
All transcripts and other supporting documents must be in English or have English translations attached. In all cases, the official original transcript should accompany your application.
An application is not considered complete and is not processed until all required official original transcripts/documents and fees are received. ACC keeps all original documents that are submitted in support of an application for admission. We do not return or photocopy these documents.
- 4 Any other requested information (e.g. see Special Admissions Assessment, *International Students/Permanent Residents*).
- 5 Proof of English Language Proficiency, if applicable. See next page or www.assiniboine.net/elp for more information.

Mail or bring your application in person to:

Admissions & Registration Assiniboine Community College
1430 Victoria Avenue East
Brandon, Manitoba R7A 2A9

Telephone: 204.725.8701
Toll Free: 800.862.6307 ext 4036

We do not accept faxed applications.

When Should I Apply?

For most programs (those that do not involve special selection procedures) individuals are admitted on a first qualified, first served basis. You qualify for admission to a program once you have met all admission requirements.

We accept applications up to 12 months prior to the start date of a program. We will acknowledge your application within two weeks of receipt. If the program is full when you apply, your name will be placed on a waiting list, and you will be notified if space becomes available.

If there are more qualified applicants than seats in a program, those who are not accepted will be asked if they wish to have their names carried over to the next start date for that program.

Academic Requirements

Academic admission requirements printed in college calendars, brochures and on the website present the minimum acceptable prerequisites for each program.

If you do not meet the published requirements, you may be considered for special admissions assessment.

Special Selection Programs

For some programs, all applicants may be required to provide additional documentation, undergo testing, attend an orientation session, complete a home assignment and/or attend an interview. Where testing is required there is an additional fee.

These special selection requirements ensure that you have the additional skills and abilities you need to succeed in the program. Special selection criteria are listed in the college calendar, brochures and on our website.

Applications to these programs are not considered complete until individuals have met all special selection requirements.

Special Admissions Assessment

A special admissions assessment may be completed if an applicant does not meet the published academic admissions requirements, but can demonstrate equivalent skills and knowledge. If you do not meet the requirements, and feel you can demonstrate equivalent knowledge through experience or other training, include with your application any relevant documentation. You are welcome to discuss with the program student success advisor first to help you decide whether to apply.

ACC does not have a *mature student* status like some other institutions do. All applicants, regardless of age, must demonstrate the required skills and knowledge.

A special admissions assessment could include a review of all transcripts and documents, an interview with a student success advisor and/or instructor, and/or test(s) of basic skills relevant to the program. There would be an additional fee for testing.

A special admissions assessment may determine that you do not have the academic preparation for the program and cannot be admitted. Your application would then be cancelled. Student Services could advise you whether upgrading or other training would prepare you for a future application.

Note that all applications with transcripts containing any high school courses with an M (modified), E (English as an additional language) or I (individualized) designation will be considered to not meet the admission requirements and will undergo a special admissions assessment.

Financial Assistance

ACC students are eligible for loans and grants through the Manitoba Student Aid program. For detailed information about the student aid program and how to apply for assistance, please visit www.manitobastudentaid.ca. www.canlearn.ca also lists many other sources of financial assistance, along with suggestions for managing your budget while in school.

Many scholarships and bursaries are also available to ACC students. Our website has a complete list of all the awards available through the college. It also lists many awards offered annually by external corporations and agencies. To view this list on the website, or to print our scholarship or bursary application, go to the program you plan to enter and click on Scholarships, Awards and Bursaries. Contact information for other awards is listed on this site. All college applications will be reviewed for ACC entrance scholarships based on academics. See the college website for details.

Information on scholarships, awards, bursaries and financial aid is also available from the awards office:

Telephone: 725.8700 ext 6020
Toll Free: 800.862.6307 ext 6020
Email: awards@assiniboine.net

Students with Disabilities

ACC recognizes that some students have special needs that require physical adaptations to the facilities or special supports and/or accommodations in their academic program to allow them fair and equal access to education. If you have physical, visual, hearing, or learning disabilities, physical or mental health conditions or other temporary disabling conditions, please meet with us as early as possible to discuss how we can best support you in your studies.

You will be sent information on accessibility/disability services. Please read this information carefully and contact Student Services to speak with a student success advisor. Any information about disabilities disclosed to the student success advisor will be treated confidentially, in accordance with protection of privacy policies, and will not be a factor in admissions decisions.

Some applicants are required to do testing as part of the admissions decision. If you need accommodated testing because of your disability or medical condition, contact the student success advisor for your program to arrange this **before** doing testing. ACC usually cannot re-test someone within the year, so it is important to make these arrangements early.

English Language Proficiency

English is the language of instruction and communication at ACC. All applicants must demonstrate a command of English sufficient to meet the demands of classroom instruction, discussions, and written assignments. All applicants who were educated outside of Canada must include with their application one of the following as proof of English language proficiency:

- An acceptable score on a recognized test of English language proficiency. See www.assiniboine.net/elp for the updated list.
- Satisfactory completion of English as an Additional Language (EAL) classes exit report showing CLB 7-8 range, depending on program, or AEPUCE program (available in Winnipeg). Completion with minimum of 65%.
- Successful completion of two years of full-time study in an English language high school in Canada or a country on the test-exempt list, including English Language Arts 30S and 40S or equivalent.
- Successful completion (minimum 2.0 GPA or C average) of one year of full-time study at a recognized post-secondary institution in Canada or a country on the test-exempt list.

International Students/Permanent Residents

International students (residents of another country who require a study permit to legally study in Canada) should use the International Student Application Guide and form. Please refer to the ACC website for details on international admission procedures, www.assiniboine.net/international.

Permanent residents should complete the regular Program Application, but must provide English translations of transcripts, and may be asked to demonstrate English language proficiency as described above.

A copy of the Permanent Resident documentation must accompany the application.

Declaration of Waiver

The information in this application is accurate as of July 2013. The college does its best to update program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. Therefore, the college reserves the right to modify or cancel any program, option, course, program objective, articulation agreement, fee, timetable, or campus location without notice or prejudice. Please visit our website www.assiniboine.net for complete and up-to-date program information.

Please enclose a \$75 non-refundable application fee for each program to which you are applying.
Applications submitted without the application fee will not be processed. One program and location per application form.

Please Print Clearly

STUDENT NUMBER

(if you have previously attended ACC)

Are you applying as a:

Full-time student Part-time student

PROGRAM APPLYING FOR

Preferred Start Date

Year Month

(An undeclared student is able to take up to 12 credits; students cannot graduate as undeclared.)

LOCATION Brandon Dauphin Winnipeg Adult Collegiate Distance Education Other

If applying as an undeclared student, please list courses.

Course Title	Course Number	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PERSONAL INFORMATION (*REQUIRED)

Use full, legal name. Your name will appear on your certificate/diploma/transcript as indicated below:

Last Name* First Name* Middle Name

Preferred First Name Previous Last Name (if applicable)*

Canadian Social Insurance Number Date of Birth (YYYY / MM / DD)*

Gender:* Female Male

Permanent Home Address*: PO or Box Number and Street

City or Town Province Postal Code Country

Telephone: Home Mobile Other

Email*

Mailing Address (if different from above)*: PO or Box Number and Street

City or Town Province Postal Code Country

If you wish to declare you are aboriginal, please specify:

Status Non-Status Métis Inuit

Visible Minority Yes No

(Persons in a visible minority group in Canada are defined as persons other than Aboriginal Peoples who are non-caucasian.)

Would you like information about services and accommodations for students with disabilities or medical needs? Yes No

Are you interested in participating in varsity sports? Yes No

EMERGENCY OR ALTERNATE CONTACT

Last Name First Name Telephone

CITIZENSHIP

Citizen Permanent Resident Refugee Claimant Other

Study permit students please use the International Student Application Guide. Permanent residents must submit a copy of the PR card with the application.

PRIMARY LANGUAGE

All applicants educated outside of (English-speaking) Canada or a country on the test-exempt list are also expected to meet the English language proficiency requirement. See www.assiniboine.net/elp for more information.

What is your first language (language first spoken and still understood)

If you have written any of the following TOEFL, CanTest, MELAB, IELTS or CAEL enter the date of the last writing or date that it is to be written.

Test Name	Date Written/To be Written	Score Received
<input type="text"/>	<input type="text"/>	<input type="text"/>

You must submit a copy of your test scores with the application.

EDUCATIONAL BACKGROUND

Manitoba Education & Training (MET) number:

(available at your high school or on your report card)

Secondary Education You must include an original official transcript for each institution attended.

High School Attended (no abbreviations, please).

Name of Institution	Province or Country	Start (Year/Month)	End (Year/Month)	Highest grade level completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post-secondary Education You must include an original official transcript for each institution attended.

Name of Institution	Province or Country	Start (Year/Month)	End (Year/Month)	Highest level/diploma/degree completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please rate (1, 2, 3) the top three sources that influenced you to apply to ACC:

- | | | | | | |
|--|--|------------------------------------|--|---|--|
| <input type="checkbox"/> Employer | <input type="checkbox"/> College Publication | <input type="checkbox"/> Family | <input type="checkbox"/> Website | <input type="checkbox"/> Teacher/Counsellor | <input type="checkbox"/> Sponsoring Agency |
| <input type="checkbox"/> High School Visit | <input type="checkbox"/> Spend a Day | <input type="checkbox"/> Symposium | <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Other |

DECLARATION

- I declare that I have read and understood the information in this application and guide, including the Notice Regarding Collection, Use and Disclosure of Personal Information, 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.
- I agree, if admitted, to comply with the regulations of Assiniboine Community College.

Signature of Applicant

Date

I have included all required official transcripts/documents and the \$75 application fee in the form of:

Cheque/Money Order (Payable to Assiniboine Community College)

VISA MasterCard Credit Card # Expiry date

Cardholder Name

Cardholder Signature

Cardholder Phone Number

*The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Assiniboine Community College

The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to Assiniboine Community College. Should any of the college's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

Notice Regarding Collection, Use and Disclosure of Personal Information by the College

The college collects personal information in the course of admission, registration and related activities. This personal information is collected under the authority of the Colleges Act. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, Assiniboine Community College Alumni Association and Assiniboine Community College Students' Association. Information regarding graduation and awards may be made public. Upon graduation, the student's name, address, email address and credential information will be provided to and maintained by the ACC Foundation and the Alumni Association, in order to assist the college's advancement and development efforts. Application data may also be used to conduct research into college enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. If you have any questions about the collection of this information contact the FIPPA/PHIA Coordinator's Office, 1430 Victoria Avenue East, Brandon, Manitoba, Canada, R7A 2A9 204.725.8700 ext 6199.

Notice of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: www.statscan.ca or by writing to the Post-secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Canada, K1A 0T6.