



2019-20

PROGRAM CHECKLIST

YOUR GUIDE TO STARTING AT ASSINIBOINE

Business Administration
Parkland

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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 WHEN YOUR FIRST DAY OF CLASS IS**

Your first day of class is:

Date: Tuesday, September 3, 2019

Time and Room: Please check your schedule on MyACC

Campus: Parkland Campus

2. **LOG INTO MYACC**

As a *registered* student, you received a letter from the Registrar's Office providing important information about your registration, fees and payment options, student orientation (Xplore ACC), login information to MyACC, your Assiniboine network account, college email, parking etc. ***Note: If you have not received this letter, you may not be registered and may not have access to MyACC. For questions related to your registration, contact the Registrar's Office (see Contact Information on pg 8).***

MyACC allows you to view your class 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), register for continuing studies courses, change your address, view tax information, request transcripts etc. . ***Note: Class schedules may be modified up to and including the first day of classes, please check your schedule regularly for updates.***

You can access MyACC at myacc.assiniboine.net. It is important that you check it regularly to ensure you are on track to graduate.

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
19/FA	2019-09-03	2019-12-20	2019-20 Fall Term
20/WI	2020-01-06	2020-05-01	2019-20 Winter Term
20/SP	2020-05-11	2020-07-03	2019-20 Spring Term
20/SU	2020-07-06	2019-08-28	2020-21 Summer Term

3. **LOG INTO YOUR COLLEGE EMAIL**

Please note that from this point forward, Assiniboine will use your unique college email address to contact you, (yourusername@assiniboine.net). 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 800.862.6307 ext 6765

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

For information on how to get textbooks, supplies and uniforms at Parkland Campus please call front desk at 204.622.2222 ext. 0.

OR

Textbooks, supplies, Assiniboine clothing and uniforms can be purchased at the Victoria Avenue East Campus Store, which is open from 8 a.m. to 4 p.m. Monday to Friday or online at assiniboineshop.ca.

Note: Books and supplies are identified by course, not by program, it is important that you bring your schedule into the campus store when purchasing your books and supplies.

Book 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/business-supplies> to obtain your copy. You can also pick up a copy at Xplore ACC.

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**

Everyone should consider applying for scholarships and bursaries. Over \$200,000 is available to Assiniboine students every year. Deadlines 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.

6. APPLY FOR FINANCIAL SUPPORTS

Did you know most 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.

For guidance on financial aid and awards, please contact:

Associate Registrar – Financial Aid and Awards, and Enrolment Services

awards@assiniboine.net

204.725.8700 ext. 6020

toll Free 1.800.862.6307 ext. 6020.

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.

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

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.

For complete information about parking locations, pricing and purchase please call the front desk at 204.622.2222 ext. 0. Parkland parking passes are sold on a first come first serve basis.

10. **ATTEND XPLORE ACC**

Kick-off your time at college on the right foot and let us help you make a successful transition to college life. Xplore ACC, a mandatory program-specific orientation that brings together all your 'must have' and 'must know' details before the first day of classes.

Here's what you'll find at each 3-hour session:

1. **The everything hour**

- ☐ Get your locker number
 - You must provide your own lock, which you can bring from home or purchase at Assiniboine's bookstore

2. **Program Orientation**

Meet your program instructors, ask questions and understand what will be required in your first month at Assiniboine.

3. **Social time**

Enjoy a free BBQ while you meet fellow students. Families are welcome!

To find which date and location you should attend visit: www.assiniboine.net/xploreacc

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

Welcome to Business Administration!

It's not business as usual. Big or small, in every industry and market around the world, organizations of all makes and models need your input and creative problem-solving.

Complete this two-year diploma and you'll have endless options and possibilities on your horizon. This program gives you a strong base in business knowledge, so you can then launch your career in a way that makes sense for you and the future you want.

For more information on your program visit your program page at <https://assiniboine.net/business>

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 childcare 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. For more information on Accessibility/Disability services visit www.assiniboine.net/students/accessibility-disability.

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. For more information on the Learning Curve, visit www.assiniboine.net/students/learning-curve.

Childcare

Assiniboine has a daycare centre on campus in Brandon and in Dauphin. If you are looking for childcare, the Assiniboine Early Learning Centre at the Victoria Avenue East campus and the Parkland Campus Kids Inc. in Dauphin offer programs. For more information on childcare, visit www.assiniboine.net/students/student-services/child-care.

Indigenous Affairs

Our indigenous services include both traditional and mainstream counselling support. We assist students in preparing for their studies at Assiniboine and/or moving to a new community. During the year, bannock days, craft sessions, family events and other activities will help you gain a strong education while maintaining traditions important to you. Feel welcome to visit our Cultural Centre in person at any time.

If you have questions about services, please contact

Cultural Centre

204.725.8700 ext 7181

toll free 1.800.862.6307 ext 7181.

International Students

We have many support services to ensure our international students have a great experience. In addition to Xplore ACC another orientation session takes place for international students. Attendance is mandatory at these events, and will make your first days of college much less stressful.

If you have questions about services, 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.

13. TRYOUT FOR A TEAM

Assiniboine has Cougar pride! Tryout dates are in September and are publicized on the college website, on posters, hallway monitors and the student intranet. For more information on athletics, visit www.assiniboine.net/athletics

Contact Information

Parkland Campus

204.622.2222 ext. 6590
parklandinfo@assiniboine.net

Student Services

204.622.2222 ext 6596
mcinnesv@assiniboine.net

School of Business

business@assiniboine.net
800.862.6307 ext. 7500
204.725.8724

Registrar's Office

registration@assiniboine.net
800.862.6307 ext. 4032
204.725.8701

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