



ASSINIBOINE
COMMUNITY COLLEGE

2023-24
PROGRAM CHECKLIST
YOUR GUIDE TO STARTING AT ASSINIBOINE

COMMUNICATIONS ENGINEERING TECHNOLOGY

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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**

Your program start date is: **Tuesday, September 5th, 2023**. More information will follow from Russ Edwards School of Agriculture and Environment.

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.**

Term Dates

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

Term	Start Date	End Date	Description
23/FA	2023-09-01	2023-12-31	2023-24 Fall Term
24/WI	2024-01-01	2024-04-30	2023-24 Winter Term
24/SP	2024-05-01	2024-06-30	2023-24 Spring Term
24/SU	2024-07-01	2024-08-31	2024-25 Summer Term

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. **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 www.assiniboine.net/cet 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

4. **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.

5. **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

6. **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.

7. 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](#).

8. 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 students studying at campuses in Brandon, a free transit bus pass (UPASS) is included in your student fees. This pass is available at the Students' Association office.

9. 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 on student ID/bus pass/library card, lockers etc.

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

Welcome to Communications Engineering Technology!

For this program, students are expected to have access to a computer at home with internet access for remote learning for the theory portions of their program. Please refer to our [Technology Requirements webpage](#) for further details.

Take your interest in technology to the next level. Design, manufacture and install the most up-to-date communications systems that keep us linked together.

Electronic communications is a real concept that has real-world applications.

Learn to support the design, development and repair of communication systems, such as voice, video, data, wi-fi and Bluetooth, through this two-year program. You will graduate with the skills necessary to create, manufacture, install and analyze different types of communication technologies.

While the Internet of Things (IOT) is the physical network of devices, appliances, vehicles and other items that integrate and connect to exchange data and make our lives run smoother, easier and more efficiently. In this program, you'll be at the centre of creating and supporting it.

There are industry opportunities for you through our Institute of Electrical and Electronic Engineers student branch, Cisco Networking Systems partnership and CTAB accreditation. Assiniboine even has a connection to the Canadian Forces, where you can be accredited as a Weapons Engineering Technician.

Find employment opportunities in fields like computer-aided design, electronic design and repair, computer programming, network design, communications installation, troubleshooting or design. In recent years, we've had more jobs than graduates and industry is always looking for more people as more and more communities get more and more connected.

For more information on your program visit your program page at www.assiniboine.net/cet

11. 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

12. 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

Russ Edwards School of Agriculture and Environment

ag.enviro@assiniboine.net

800.862.6307 ext. 6685

204.725.8712

Student Success Advisor

therrients@assiniboine.net

800.862.6307 ext. 7159

Registrar's Office

registration@assiniboine.net

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