



**ASSINIBOINE
COMMUNITY COLLEGE**

2019-20
PROGRAM CHECKLIST
YOUR GUIDE TO STARTING AT ASSINIBOINE

PRACTICAL NURSING

Table of Contents

Welcome to Assiniboine Community College!	3
Get College Ready	3
1. LOG INTO MYACC	3
2. LOG INTO YOUR COLLEGE EMAIL	3
3. GET YOUR BOOKS & ASSINIBOINE SWAG	3
4. APPLY FOR SCHOLARSHIPS & BURSARIES	4
5. APPLY FOR FINANCIAL SUPPORTS	4
6. APPLY FOR TRANSFER CREDIT	4
7. CHECK OUT OUR SERVICES AND GET ADVICE	4
<i>Student Success Advisor</i>	4
<i>Accessibility/Disability Services</i>	5
<i>The Learning Curve</i>	5
<i>Indigenous Affairs</i>	5
<i>Assiniboine Students' Association</i>	5
8. TRYOUT FOR A TEAM	5
 Get Caught Up On Things You Need To Know About Your Program	 6
 BRANDON	 7
<i>September 2019</i>	7
Mandatory Orientation:	7
First Day of Class:	7
<i>January 2020</i>	7
Mandatory Orientation:	7
First Day of Class:	7
<i>Attend Xplore ACC</i>	8
<i>Parking</i>	8
<i>Childcare</i>	9
<i>Contact Information</i>	9
 PARKLAND	 10
<i>September 2019</i>	10
Mandatory Orientation:	10
First Day of Class:	10
<i>Attend Xplore ACC</i>	10
<i>Parking</i>	11
<i>Childcare</i>	11
<i>Contact Information</i>	11
 WINNIPEG	 12
<i>September 2019</i>	12
Mandatory Orientation:	12
First Day of Class:	12
<i>January 2020</i>	12
Mandatory Orientation:	12
First Day of Class:	12
<i>Parking</i>	13
<i>Contact Information</i>	13
 UNIFORM POLICY	 14

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. 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, login information to MyACC, your Assiniboine network account, college email 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 9).**

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.

2. 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 800.862.63074 ext 6765

3. GET YOUR BOOKS & ASSINIBOINE SWAG

Textbooks, supplies, Assiniboine clothing and uniforms can be purchased at the Victoria Avenue East Campus Store in Brandon, 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 to obtain your copy:

<https://assiniboine.net/program/127/practical-nursing/tools-supplies>

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

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.

5. 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.

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.

7. CHECK OUT OUR SERVICES AND GET ADVICE

Student Success Advisor

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.

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.

If you have questions about services, please contact

Cultural Centre

204.725.8700 ext 7181

toll free 1.800.862.6307 ext 7181.

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.

8. 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

Get Caught Up On Things You Need To Know About Your Program

Welcome to Practical Nursing!

The Practical Nursing program provides you with an opportunity to make a difference in the health care profession. Nursing is a challenging and rewarding career for caring and compassionate individuals. Becoming a nurse takes critical thinking, problem solving, effective interpersonal skills, flexibility and a strong background in mathematics and science. Courses are offered in physical and social sciences, interpersonal relationships, the fundamentals of a growing family and physical and emotional health problems. Clinical nursing skills are taught in a laboratory setting and applied in acute and extended care health facilities, personal care homes, various community agencies and private homes.

The program is designed to prepare graduates with the competencies to practice within an interdisciplinary team and to deliver nursing care within the context of a wellness model. Graduates will be eligible to write examinations for licensure as practical nurses. Upon successful completion of licensure examinations, graduates are eligible for membership with the College of Licensed Practical Nurses of Manitoba (CLPNM).

The caring model is the basis for delivery of this program. The development of critical thinking, problem solving and nursing skills are integral parts of the program. Courses are offered in physical and social sciences, interpersonal relationships, the fundamentals of a growing family, and the physical and emotional health problems that affect both adults and children. Courses in assessment skills, psychogeriatrics, gerontology and community nursing are designed to meet the changing needs of the population.

Clinical nursing skills are taught in the laboratory setting and applied in acute and long-term care health facilities, personal care homes, various community agencies and private homes. The sites for these experiences are in Brandon, Winnipeg and selected rural facilities. The program is offered in September and January in both Brandon and Winnipeg.

For more information on your program visit your program page at

<https://assiniboine.net/program/127/practical-nursing/program-details>

BRANDON

September 2019

Mandatory Orientation:

Dates: August 28, August 29, and August 30, 2019

Time: 8:30 a.m. – 3:30 p.m.

Room: 155

Campus: 1430 Victoria Avenue East, Brandon

First Day of Class:

Date: September 3, 2019

Time: 8:30 a.m. – 3:30 p.m.

Room: 155

Campus: 1430 Victoria Avenue East, Brandon

Term Dates:

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/FA1	2019-09-03	2019-11-29	2019 Sept Blk1
19/FA2	2019-12-02	2020-03-20	2019 Sept Blk2
20/WI3	2020-03-23	2020-06-26	2019 Sept Blk3

January 2020

Mandatory Orientation:

Dates: January 2 and 3, 2020

Time: 8:30 a.m. – 3:30 p.m.

Room: 155

Campus: 1430 Victoria Avenue East, Brandon

First Day of Class:

Date: January 6, 2020

Time: 8:30 a.m. – 3:30 p.m.

Room: 155

Campus: 1430 Victoria Avenue East, Brandon

Term Dates:

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
20/WI1	2020-01-06	2020-04-03	2020 Jan Blk1
20/WI2	2020-04-06	2020-07-10	2020 Jan Blk2

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 student ID/bus pass/library card
- Get your locker number
 - You must provide your own lock, which you can bring from home or purchase at Assiniboine’s bookstore
- Buy your books and supplies
- Enjoy a campus tour

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

Parking

Student parking will be available on **July 2nd** for the 2019-2020 academic year. Please refer to [2019-2020 Student Parking Fees](#) for a list of pricing.

Request your parking permits for the Victoria Avenue East Campus online! Enter your personal and vehicle information into the [Parking Permit Request Form](#), and you will be notified when your permit is ready for pick-up!

For more information 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.

Childcare

If you are looking for childcare, the Assiniboine Early Learning Centre at the Victoria Avenue East campus offers a program. For more information on childcare, visit www.assiniboine.net/students/student-services/child-care.

Contact Information

Administrative Assistant, School of Health & Human Services

hhs@assiniboine.net

800.862.6307 ext. 6228

204.725.8724

Registrar's Office

registration@assiniboine.net

800.862.6307 ext. 4032

204.725.8701

Student Success Advisor

alexj@assiniboine.net

800.862.6307 ext. 6964

204.725.8723

PARKLAND

September 2019

Mandatory Orientation:

Dates: August 28, August 29, and August 30, 2019

Time: 8:30 a.m. – 3:30 p.m.

Room: 155

Campus: 520 Whitmore Avenue East, Dauphin

First Day of Class:

Date: September 3, 2019

Time: 8:30 a.m. – 3:30 p.m.

Room: 168

Campus: 520 Whitmore Avenue East, Dauphin

Term Dates:

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/FA1	2019-09-03	2019-11-29	2019 Sept Blk1
19/FA2	2019-12-02	2020-03-20	2019 Sept Blk2
20/WI3	2020-03-23	2020-06-26	2019 Sept Blk3

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:

4. The everything hour

- Get your student ID/bus pass/library card
- Get your locker number
 - You must provide your own lock, which you can bring from home or purchase at Assiniboine's bookstore
- Buy your books and supplies
- Enjoy a campus tour

5. Program Orientation

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

6. 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

Parking

Student parking is available for purchase at the Parkland campus from July to June; which coincides with ACC's academic year. Please refer to [2019-2020 Parkland Student Parking Fees](#) for a list of pricing.

For more information please refer to www.assiniboine.net/parking for the list of options and/or pricing for your campus location.

Childcare

If you are looking for childcare, the Parkland Campus Kids Inc. at the Dauphin campus offers a program. For more information on childcare, visit www.assiniboine.net/students/student-services/child-care.

Contact Information

Administrative Assistant, School of Health & Human Services

hhs@assiniboine.net

800.862.6307 ext. 6228

204.725.8724

Registrar's Office

registration@assiniboine.net

800.862.6307 ext. 4032

204.725.8701

Student Success Advisor

alexj@assiniboine.net

800.862.6307 ext. 6964

204.725.8723

WINNIPEG

September 2019

Mandatory Orientation:

Dates: August 28, August 29, and August 30, 2019

Time: 8:30 a.m. – 3:30 p.m.

Room: Classroom E

Campus: Unit 87-1313 Border Street, Winnipeg

First Day of Class:

Date: September 3, 2019.

Time: 8:30 a.m. – 3:30 p.m.

Room: Classroom A

Campus: Unit 87-1313 Border Street, Winnipeg

Term Dates:

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/FA1	2019-09-03	2019-11-29	2019 Sept Blk1
19/FA2	2019-12-02	2020-03-20	2019 Sept Blk2
20/WI3	2020-03-23	2020-06-26	2019 Sept Blk3

January 2020

Mandatory Orientation:

Dates: January 2 and January 3, 2020

Time: 8:30 a.m. – 3:30 p.m.

Room: Classroom E

Campus: Unit 87-1313 Border Street, Winnipeg

First Day of Class:

Date: January 6, 2020

Time: 8:30 a.m. – 3:30 p.m.

Room: Classroom C

Campus: Unit 87-1313 Border Street, Winnipeg

Term Dates:

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
20/W11	2020-01-06	2020-04-03	2020 Jan Blk1
20/W12	2020-04-06	2020-07-10	2020 Jan Blk2

Parking

There is limited free parking at the Winnipeg Training Centre on both the East and West side of the building. Please do not park in front of neighboring businesses or in spaces marked reserved or your car will be towed. Assiniboine Community College is not responsible for towed vehicles.

For more information please refer to www.assiniboine.net/parking for the list of options and/or pricing for your campus location.

Please note that Winnipeg student bus transit is not available for ACC students.

Contact Information

Administrative Assistant, School of Health & Human Services

young-marciala@assiniboine.net

800.862.6307 ext. 6240

204.725.8724

Registrar's Office

registration@assiniboine.net

800.862.6307 ext. 4032

204.725.8701

Student Success Advisor

mcLeodL5@assiniboine.net

800.862.6307 ext. 6257

204.725.8723

UNIFORM POLICY

Topic	Do – please wear/use:	Don't - please avoid
Uniform	Uniform, as designated by the College - <u>white only</u>	
	A properly-fitted uniform at all times	An ill-fitting, unsightly uniform - too tight, gaping, bulging, too short/long.
	A clean well-pressed uniform at all times	Wearing a soiled, stained, discolored, torn, or wrinkled uniform
	Appropriate undergarments	Brightly colored or patterned undergarments which will show through your uniform
	The ACC crest on the left sleeve (top of the crest should be 2 inches below the shoulder seam), securely sewn in place	
	A name tag as designated by the College	
	Cover uniform appropriately with white sweater or lab coat when going to/from assignments. Go directly to/from assignments.	Wearing uniform for running errands, etc.
Footwear	Clean, white, closed-toe duty shoes, or solid white runners and hose or white socks.	Sandals, high-heeled or open-backed shoes; any shoes that make a noise when walking; dirty shoes and laces; runs or holes in hosiery
Fingernails	Fingernails short, clean, and filed smooth clear or natural-colored polish, if desired	Long fingernails; broken or jagged nails, brightly colored nail polish; chips in polish. False nails of any type including acrylic, light concept and airbrushed nails.
Hair	Hair clean and neatly groomed. Longer hair should be securely fastened away from face	Long hairstyles which are difficult to arrange securely; decorative hair adornments. Hair should not hang longer than shoulder length.
Facial Hair	Beards, mustaches, and side burns must be neatly trimmed; otherwise, clean shaven	
Cosmetics/ Toiletries	Light day-time make up, if desired	Dramatic evening or theatrical style make-up
	An effective deodorant/antiperspirant	Strong perfumes or heavily scented cosmetics offensive breath or body odors
	An effective breath freshener	Chewing gum
Jewelry	A plain wedding band, if desired	Rings with raised stones and/or intricate settings
	Small gold or silver studs or hoops (1 cm), if desired. - One pair	Brightly colored, dangling, or ornate earrings, multi earrings, body piercing that is visible
	Chains and/or charms and/or medals, if desired, so that they are not seen above the neck of the uniform	Chains, beads, necklaces, pins, or bracelets
	A watch with a seconds display for taking vital signs, etc.	Delicate and/or ornate watches
	Facial piercings should be removed or covered with a bandage.	