



ASSINIBOINE  
COMMUNITY COLLEGE

**January 2021**  
**PROGRAM CHECKLIST**  
**YOUR GUIDE TO STARTING AT ASSINIBOINE**

**OFFICE SKILLS**

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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:** Wednesday, January 6, 2021.

**Time & Room:** Please view your schedule on MyACC

**Campus:** 1430 Victoria Avenue East

### 2. **LOG INTO MyACC**

As a *registered* student, you received an email from the Registrar's Office providing important information about your registration, fees and payment options, 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 MyACC. For questions related to your registration, email [registration@assiniboine.net](mailto:registration@assiniboine.net)**

**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.**

You can access MyACC at [myacc.assiniboine.net](http://myacc.assiniboine.net). It is important that you check it regularly to ensure you are on track to graduate. [Help with MyACC services can be found here.](#) (You will need your login credentials to access the help documents.)

#### 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
21/WI	2021-01-06	2021-04-30	2021 Winter Term
21/SP	2021-05-10	2021-08-27	2021 Spring/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](mailto: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](mailto:ITServiceDesk@assiniboine.net)

204.725.8700 ext 6765

toll free 800.862.63074 ext 6765

#### **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 [www.assiniboine.net/officeskills](http://www.assiniboine.net/officeskills) to obtain your copy.

Textbooks, supplies, Assiniboine clothing and uniforms can be purchased online or at the Campus Store, visit [assiniboineshop.ca](http://assiniboineshop.ca) for more information. The Campus Store is open from 8 a.m. to 4 p.m. Monday to Friday, social distancing guidelines are in effect. **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](mailto: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. Visit [assiniboine.net/awards](http://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](http://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](mailto: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 [registration@assiniboine.net](mailto:registration@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**

Student parking is available at each campus. Please refer to [www.assiniboine.net/parking](http://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.

## **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](http://assiniboine.net/orientation) for information on student ID/bus pass/library card, lockers etc.

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

All programs at Assiniboine have certain technology requirements. With partial remote and online learning across many programs, students will require access to computer devices at home and may be required to bring these on campus when instructed in their program.

### **Bring Your Own Device (BYOD)**

**For this program, students are expected to own or acquire a mobile computing device (most commonly a laptop or tablet) to bring on campus when instructed.**

### [Bring Your Own Device Information](#)

For more information on your program's **technology requirements** visit the [Technology Requirements](#) page.

## **Welcome to Office Skills!**

Are you a motivated person with a knack for solving problems? Enter today's fast-paced office environment. Get to work quickly with the Office Skills certificate program.

This program prepares you for the constant change in business by emphasizing relevant computer courses in accounting, mathematics and communications. You will graduate with the confidence and the skills needed to be versatile, responsive and professional in workplaces that never stop. If you are just starting a career or if you are looking to update previous education and experience, this program is the perfect fit

Office environments in today's world are part of highly automated, complex organizations that require administrative personnel who are skilled professionals that can meet all of the demands of their position. This program will put you on a path towards a limitless selection of careers

Today's offices needs people who know about the latest software and technology. But it's not all at a keyboard— careers in office administration demand teamwork, problem-solving, professionalism and accuracy. A wide assortment of agencies, businesses and organizations will seek your skills, giving you the potential for advancement

Be ready to start your career in a variety of roles including administrative assistant, general office clerk, customer service representative or word processor operator. If you are combining this certificate program with previous experience or education, you may even choose to operate your own business

For more information on your program, visit your program page at [www.assiniboine.net/officeskills](http://www.assiniboine.net/officeskills)

## **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. 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 [Learning Curve](#) for more information on services.

### ***Child Care***

Assiniboine has a daycare centre on campus in Brandon and in Dauphin. If you are looking for child care, the Assiniboine Early Learning Centre at the Victoria Avenue East campus and the Parkland Campus Kids Inc. in Dauphin offer programs. Visit [Child Care](#) for more information on child care services.

### ***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 your program orientation, an orientation for international students will take place.

*If you have questions about services and orientation, please contact:*

Assiniboine International

[international@assiniboine.net](mailto: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](http://accstudents.com), follow them on Facebook and Twitter and find out how you can get involved.

***Student Health and Dental plan***

Students have access to a student health and dental plan. This plan includes coverage for prescriptions, practitioners, vision, dental, travel and more. Detailed plan information is available at [studentvip.ca/ACCSA](http://studentvip.ca/ACCSA).

*If you have questions about the plan, please contact:*

Dedicated toll-free number: 1-833-867-3468

Email: [assiniboine@medavie.bluecross.ca](mailto:assiniboine@medavie.bluecross.ca)

**13. TRYOUT FOR A TEAM**

Assiniboine has Cougar pride! Tryout dates are publicized on the college website, on posters, hallway monitors and the student intranet. For more information on athletics, visit [www.assiniboine.net/athletics](http://www.assiniboine.net/athletics)



## Contact Information

### ***School of Business***

[office.tech@assiniboine.net](mailto:office.tech@assiniboine.net)

800.862.6307 ext. 7501

### ***Registrar's Office***

[registration@assiniboine.net](mailto:registration@assiniboine.net)

800.862.6307 ext. 4032

204.725.8701

### ***Student Success Advisor***

[huntc3@assiniboine.net](mailto:huntc3@assiniboine.net)

800.862.6307 ext.

204.725.8723

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