



ASSINIBOINE
COMMUNITY COLLEGE

2021-22
PROGRAM CHECKLIST
YOUR GUIDE TO STARTING AT ASSINIBOINE

COMPREHENSIVE HEALTH CARE AIDE

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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**

Please see more information regarding your mandatory orientation and program start date according to your location of study on the following pages:

- **Brandon Campus:** page 9
- **Crocus Plains Secondary School:** page 12
- **Dauphin Regional Comprehensive Secondary School:** page 13
- **Parkland Campus:** page 13
- **Winnipeg Campus:** page 14

More information will follow from the School of Nursing.

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**

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. 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 to access these resources.

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)**. 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.

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 <https://assiniboine.net/programs/practical-nursing> 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 at the main campus (Victoria Avenue East in Brandon, MB) 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

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.

If you 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

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 transfercredit@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 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 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

Welcome to the Comprehensive Health Care Aide program!

Do you have what it takes to help those who need it most? Learn practical skills to care for patients and to communicate in a clinical setting. Help patients with their well-being and assist in managing their health care environment.

Make a real difference in the lives of others. Support people who require help with their own care and who may have trouble with mobility, feeding and communication, as well as other needs. Be job-ready through diverse practicum placements and hands-on experience.

Our Comprehensive Health Care Aide program will give you opportunities to practice in a wide variety of health care settings. Your education will emphasize skills that future employers are looking for, including assisting with activities of daily living, meal and mobility assistance, and observation and reporting of patient conditions.

Upon graduation, you will be an important part of a health care team. You will provide much-needed personal support and services to the sick, disabled, elderly and chronically ill

For more information on your program visit your program page.

Comprehensive Health Care Aide:

<https://assiniboine.net/programs/comprehensive-health-care-aide>

International Comprehensive Health Care Aide:

<https://assiniboine.net/programs/comprehensive-health-care-aide-0>

Uniform Policy

Topic	Do – please wear/use:	Don't - please avoid
Uniform	Uniform, as designated by the College – <u>Ceil Blue</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.	

Brandon Campus

Brandon September 2021 Intake

First Day of Class:

Date: September 7, 2021

Time: 8:30am

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
21/FA (Term 1)	2020-09-07	2020-12-23	2021-22 Fall Term
22/WI (Term 2)	2022-01-05	2022-02-25	2021-22 Winter Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Brandon International September 2021 Intake

First Day of Class:

Date: September 20, 2021

Time: 4:30pm

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
21/FA (Term 1)	2020-09-20	2020-01-21	2021-22 Fall Term
22/WI (Term 2)	2021-01-24	2021-03-18	2021-22 Winter Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Brandon February 2022 Intake

First Day of Class:

Date: February 7, 2022

Time: 8:30am

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
22/WI (Term 1)	2022-02-07	2022-05-27	2021-22 Winter Term
22/SP (Term 2)	2022-05-30	2022-07-22	2021-22 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Brandon February 2022 Intake (Integrated)

First Day of Class:

Date: February 7, 2022

Time: 8:30am

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
22/WI (Term 1)	2022-02-07	2022-05-27	2021-22 Winter Term
22/SP (Term 2)	2022-05-30	2022-07-22	2021-22 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Brandon International February 2022 Intake

First Day of Class:

Date: February 22, 2022

Time: 4:30pm

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
22/WI (Term 1)	2022-02-22	2022-06-10	2021-22 Winter Term
22/SP (Term 2)	2022-06-13	2022-08-05	2021-22 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Crocus Plains Secondary School Site

Brandon School Division September 2021 Intake

First Day of Class:

Date: September 7, 2021

Time: 11:15am

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
21/FA (Term 1 A)	2021-09-07	2021-01-21	2021-22 Fall Term
22/WI (Term 1 B)	2022-01-31	2022-04-29	2021-22 Winter Term
22/SP (Term 2)	2022-05-02	2022-06-24	2021-22 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Dauphin Regional Comprehensive Secondary School Site

Mountain View School Division September 2021 Intake

First Day of Class:

Date: September 7, 2021

Time: 11:15am

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
21/FA (Term 1 A)	2021-09-07	2022-01-21	2021-22 Fall Term
22/WI (Term 1 B)	2022-01-31	2022-04-29	2021-22 Winter Term
22/SP (Term 2)	2022-05-02	2022-06-24	2021-22 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Parkland Campus

Parkland January 2021 Intake

First Day of Class:

Date: January 10, 2021

Time: 8:30am

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
22/WI (Term 1 A)	2022-01-10	2021-04-28	2021-22 Winter Term
22/WI (Term 1 B)	2022-01-31	2022-04-29	2021-22 Winter Term
22/SP (Term 2)	2022-05-02	2022-06-24	2021-22 Spring Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

Winnipeg Campus

Winnipeg International September 2021 Intake

First Day of Class:

Date: September 20, 2021

Time: 4:30pm

Location: Please access the Moodle page for your first class of the day to find a link to the online Zoom meeting.

Schedule:

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
21/FA (Term 1)	2020-09-20	2020-01-21	2021-22 Fall Term
22/WI (Term 2)	2021-01-24	2021-03-18	2021-22 Winter Term

PLEASE NOTE: all students are expected to be fully available during their fulltime program schedule from Monday – Friday at the campus they registered in.

As well, students must be present fulltime for the duration of their assigned clinical practicum.

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 [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 [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, practitioners, vision, dental, travel and more. Detailed plan information is available at studentvip.ca/ACCSA.

International students are also enrolled in Guard.me, a compulsory international student health insurance. Detailed plan information is available at guard.me/acc.

If you have questions about the plan, please contact:

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

Email: assiniboine@medavie.bluecross.ca

13. 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

School of Nursing

nursing@assiniboine.net

800.862.6307

ext. 6240 (Winnipeg campus)

ext. 6881 (Brandon & Parkland campuses)

Student Success Advisors

Jane Alex (Brandon campus)

alexj@assiniboine.net

800.862.6307 ext. 6964

204.725.8723

Kristalee Jamieson (Parkland campus)

jamiesonk@assiniboine.net

204.622.2222 ext. 6597

204.725.8723

Jainy Tegos (Winnipeg campus)

tegosj@assiniboine.net

800.862.6307 ext. 6257

204.725.8723

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.