



**ASSINIBOINE  
COMMUNITY COLLEGE**

**2021-22**  
**PROGRAM CHECKLIST**  
**YOUR GUIDE TO STARTING AT ASSINIBOINE**

**OFFICE SKILLS**  
**Parkland Campus**

# Table of Contents

<b>Welcome to Assiniboine Community College!</b> .....	<b>3</b>
<b>Get College Ready</b> .....	<b>3</b>
1. KNOW YOUR PROGRAM START DATE .....	3
2. LOG INTO MYACC .....	3
3. LOG INTO YOUR COLLEGE EMAIL .....	4
4. GET YOUR BOOKS & ASSINIBOINE SWAG .....	4
5. APPLY FOR SCHOLARSHIPS & BURSARIES .....	4
6. APPLY FOR FINANCIAL SUPPORTS .....	5
7. APPLY FOR TRANSFER CREDIT .....	5
8. APPLY FOR PRIOR LEARNING ASSESSMENT RECOGNITION .....	5
9. PURCHASE PARKING .....	5
10. PARTICIPATE IN NEW STUDENT ORIENTATION .....	5
11. GET CAUGHT UP ON THE THINGS YOU NEED TO KNOW ABOUT YOUR PROGRAM.....	5
12. CHECK OUT OUR SERVICES AND GET ADVICE .....	6
<i>Accessibility/Disability Services</i> .....	6
<i>The Learning Curve</i> .....	6
<i>Indigenous Affairs</i> .....	6
<i>International Students</i> .....	7
<i>Assiniboine Students' Association</i> .....	7
<i>Student Health and Dental plan</i> .....	7
13. TRYOUT FOR A TEAM .....	7
<b>Contact Information</b> .....	<b>8</b>
PARKLAND CAMPUS .....	8
STUDENT SUCCESS ADVISOR .....	8
REGISTRAR'S OFFICE .....	8

# 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, September 1, 2021**. More information will follow from the School of Business.

### 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. MyACC Help documents are available in Moodle and the Student Intranet. You must be logged in to access these resources.

### 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/FA	2021-09-01	2021-12-31	2021-22 Fall Term
22/WI	2022-01-01	2022-04-30	2021-22 Winter Term
22/SP	2022-05-02	2022-06-24	2021-22 Spring Term
22/SU	2022-07-04	2022-08-26	2022-23 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 800.862.6307 ext 6765

or visit [ITServiceDesk.assiniboine.net](http://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 [www.assiniboine.net/officeskills](http://www.assiniboine.net/officeskills) to obtain your copy.

Textbooks, supplies, Assiniboine clothing and uniforms can be purchased online at [assiniboineshop.ca](http://assiniboineshop.ca). **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. Deadlines vary, but many have deadlines of July 15<sup>th</sup> or October 15<sup>th</sup>. 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.

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](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 [transfercredit@assiniboine.net](mailto: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](http://www.assiniboine.net/parking) for the list of options and/or pricing for your campus location.

## **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, lockers etc.

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

Welcome to the Office Skills Program at Parkland Campus! Enter today's fast-paced office environment. Get to work quickly with the Office Skills certificate program.

This is a Bring Your Own Device program. You can find the minimum and recommended specifications [here](#). If you have any questions about these specifications or need advice before purchasing, please email [officetech@assiniboine.net](mailto:officetech@assiniboine.net). You'll want to have your device for the first day of classes. Your program does require you to purchase textbooks, tools and supplies that are a required for your program. These items will not be needed for the very first day of class. You can discuss with your instructors before purchasing.

For more information, or for questions on your program, visit your program page at [www.assiniboine.net/officeskills](http://www.assiniboine.net/officeskills) or contact the Parkland Campus at [parklandinfo@assiniboine.net](mailto:parklandinfo@assiniboine.net) or 204-622-2222 ext 0.

## **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](mailto:international@assiniboine.net)

204.725.8700 ext 7019

toll free 800.862.6307 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***

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](http://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](http://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](mailto: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](http://assiniboine.net/athletics) or on Instagram and Twitter by following @CougarsACC.

*For more information on athletics at Assiniboine, please contact:*

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

204.725.8700 ext 6340

## Contact Information

### ***Parkland Campus***

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

204.622.2222 ext 0

### ***School Of Business***

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

800.862.6307 ext. 7501

204.725.8700 ext. 7501

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

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

800.862.6307 ext 6597

204.622.2222 ext 6597

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

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

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