



**ASSINIBOINE  
COMMUNITY COLLEGE**

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

**PRACTICAL NURSING**

# 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 .....	3
4. GET YOUR BOOKS & ASSINIBOINE SWAG .....	4
5. APPLY FOR SCHOLARSHIPS & BURSARIES .....	4
6. APPLY FOR FINANCIAL SUPPORTS .....	4
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
<b>11. GET CAUGHT UP ON THE THINGS YOU NEED TO KNOW ABOUT YOUR PROGRAM</b> .....	<b>6</b>
UNIFORM POLICY .....	7
<b>BRANDON CAMPUS</b> .....	<b>8</b>
<i>Brandon September 2021 Intake</i> .....	8
Mandatory Orientation: .....	8
Schedule:.....	8
<i>Brandon January 2022 Intake</i> .....	8
Mandatory Orientation: .....	8
Schedule:.....	8
<b>PARKLAND CAMPUS</b> .....	<b>9</b>
<i>Parkland September 2021 Intake</i> .....	9
Mandatory Orientation: .....	9
Schedule:.....	9
<b>WINNIPEG CAMPUS</b> .....	<b>10</b>
<i>Winnipeg September 2021 Intake</i> .....	10
Mandatory Orientation: .....	10
Schedule:.....	10
<i>Winnipeg January 2022 Intake</i> .....	10
Mandatory Orientation: .....	10
Schedule:.....	10
12. CHECK OUT OUR SERVICES AND GET ADVICE .....	11
<i>Accessibility/Disability Services</i> .....	11
<i>The Learning Curve</i> .....	11
<i>Indigenous Affairs</i> .....	11
<i>International Students</i> .....	11
<i>Assiniboine Students' Association</i> .....	11
<i>Student Health and Dental plan</i> .....	12
13. TRYOUT FOR A TEAM .....	12
<b>Contact Information</b> .....	<b>13</b>
SCHOOL OF NURSING .....	13
STUDENT SUCCESS ADVISORS .....	13
REGISTRAR'S OFFICE .....	13

# 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 8
- **Parkland Campus:** page 9
- **Winnipeg Campus:** page 10

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](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.

### 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

or visit [ITServiceDesk.assiniboine.net](https://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](https://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](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](https://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](https://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.

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**

### **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/programs/practical-nursing>

## 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.	

## **Brandon Campus**

### **Brandon September 2021 Intake**

#### Mandatory Orientation:

**Date:** September 7, 2021

**Time:** 8:30am

**Location:** Orientation will be held over Zoom. The Zoom link will be emailed to your ACC account, so please check your email periodically for this meeting invitation.

#### 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	Delivery
21/FA1 (Term 1)	2021-09-07	2021-12-03	2021 Sept Blk1	Remote*
21/FA2 (Term 2)	2021-12-06	2022-03-18	2021 Sept Blk2	Blended*
22/WI3 (Term 3)	2022-03-21	2022-06-24	2021 Sept Blk3	Blended*

\*Please note that method of course delivery may change depending on the status of the COVID-19 pandemic.

**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 January 2022 Intake**

#### Mandatory Orientation:

**Dates:** January 5, 2022

**Time:** 8:30am

**Location:** Orientation will be held over Zoom. The Zoom link will be emailed to your ACC account, so please check your email periodically for this meeting invitation.

#### 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	Delivery
22/WI1 (Term 1)	2022-01-05	2022-04-01	2022 Jan Blk1	Remote*
22/WI2 (Term 2)	2022-04-04	2022-07-08	2022 Jan Blk2	Blended*

\*Please note that method of course delivery may change depending on the status of the COVID-19 pandemic.

**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 September 2021 Intake**

#### Mandatory Orientation:

**Date:** September 7, 2021

**Time:** 8:30am

**Location:** Orientation will be held over Zoom. The Zoom link will be emailed to your ACC account, so please check your email periodically for this meeting invitation.

#### Schedule:

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

<b>Term</b>	<b>Start Date</b>	<b>End Date</b>	<b>Description</b>	<b>Delivery</b>
21/FA1 (Term 1)	2021-09-07	2021-12-03	2021 Sept Blk1	Remote*
21/FA2 (Term 2)	2021-12-06	2022-03-18	2021 Sept Blk2	Blended*
22/WI3 (Term 3)	2022-03-21	2022-06-24	2021 Sept Blk3	Blended*

\*Please note that method of course delivery may change depending on the status of the COVID-19 pandemic.

**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 September 2021 Intake**

#### Mandatory Orientation:

**Date:** September 7, 2021

**Time:** 8:30am

**Location:** Orientation will be held over Zoom. The Zoom link will be emailed to your ACC account, so please check your email periodically for this meeting invitation.

#### 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	Delivery
21/FA1 (Term 1)	2021-09-07	2021-12-03	2021 Sept Blk1	Remote*
21/FA2 (Term 2)	2021-12-06	2022-03-18	2021 Sept Blk2	Blended*
22/WI3 (Term 3)	2022-03-21	2022-06-24	2021 Sept Blk3	Blended*

\*Please note that method of course delivery may change depending on the status of the COVID-19 pandemic.

**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 January 2022 Intake**

#### Mandatory Orientation:

**Dates:** January 5, 2022

**Time:** 8:30am

**Location:** Orientation will be held over Zoom. The Zoom link will be emailed to your ACC account, so please check your email periodically for this meeting invitation.

#### 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	Delivery
22/WI1 (Term 1)	2022-01-05	2022-04-01	2022 Jan Blk1	Remote*
22/WI2 (Term 2)	2022-04-04	2022-07-08	2022 Jan Blk2	Blended*

\*Please note that method of course delivery may change depending on the status of the COVID-19 pandemic.

**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](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***

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

### *School of Nursing*

[nursing@assiniboine.net](mailto: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](mailto:alexj@assiniboine.net)

800.862.6307 ext. 6964

204.725.8723

Kristalee Jamieson (Parkland campus)

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

204.622.2222 ext. 6597

204.725.8723

Jainy Tegos (Winnipeg campus)

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

800.862.6307 ext. 6257

204.725.8723

### *Registrar's Office*

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

800.862.6307 ext. 4032

204.725.8701

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.