



ASSINIBOINE  
COMMUNITY COLLEGE

**2022-23**  
**PROGRAM CHECKLIST**  
**YOUR GUIDE TO STARTING AT ASSINIBOINE**

**COMPREHENSIVE HEALTH CARE AIDE**

# 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. KNOW HOW TO LOG ON TO THE COLLEGE NETWORK .....	3
<i>Multifactor Authentication (MFA)</i> .....	3
<i>MyACC</i> .....	4
<i>College Email</i> .....	4
3. GET YOUR BOOKS & ASSINIBOINE SWAG .....	5
4. APPLY FOR SCHOLARSHIPS & BURSARIES .....	5
5. APPLY FOR FINANCIAL SUPPORTS .....	5
6. APPLY FOR TRANSFER CREDIT .....	6
7. APPLY FOR PRIOR LEARNING ASSESSMENT RECOGNITION .....	6
8. PURCHASE PARKING .....	6
9. PARTICIPATE IN NEW STUDENT ORIENTATION .....	6
10. GET CAUGHT UP ON THE THINGS YOU NEED TO KNOW ABOUT YOUR PROGRAM.....	7
<b>BRANDON CAMPUS</b> .....	<b>9</b>
<i>Brandon September 2022 Intake (DAY)</i> .....	9
<i>Mandatory Orientation/First Day of Class:</i> .....	9
<i>Schedule:</i> .....	9
<i>Brandon September 2022 Intake (EVENING)</i> .....	9
<i>Mandatory Orientation/First Day of Class:</i> .....	9
<i>Schedule:</i> .....	9
<i>Brandon February 2023 Intake (DAY)</i> .....	10
<i>Mandatory Orientation/First Day of Class:</i> .....	10
<i>Schedule:</i> .....	10
<i>Brandon February 2023 Intake (EVENING)</i> .....	10
<i>Mandatory Orientation/First Day of Class:</i> .....	10
<i>Schedule:</i> .....	10
<b>DAUPHIN REGIONAL COMPREHENSIVE SECONDARY SCHOOL</b> .....	<b>11</b>
<i>Mountain View School Division September 2022 Intake</i> .....	11
<i>Mandatory Orientation/First Day of Class:</i> .....	11
<i>Schedule:</i> .....	11
<b>PARKLAND CAMPUS</b> .....	<b>12</b>
<i>Parkland January 2023 Intake</i> .....	12
<i>Mandatory Orientation/First Day of Class:</i> .....	12
<i>Schedule:</i> .....	12
11. CHECK OUT OUR SERVICES AND GET ADVICE .....	13
<i>Accessibility/Disability Services</i> .....	13
<i>The Learning Curve</i> .....	13
<i>Indigenous Affairs</i> .....	13
<i>International Students</i> .....	13
<i>Assiniboine Students' Association</i> .....	14
<i>Student Health and Dental plan</i> .....	14
12. TRYOUT FOR A TEAM .....	14
<b>Contact Information</b> .....	<b>15</b>
SCHOOL OF NURSING .....	15
STUDENT SUCCESS ADVISORS .....	15
REGISTRAR'S OFFICE .....	15

# 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**
  - September 2022 Intake (DAY): page 9
  - September 2022 Intake (EVENING): page 9
  - February 2023 Intake (DAY): page 10
  - February 2023 Intake (EVENING): page 10
- **Dauphin Regional Comprehensive Secondary School**
  - September 2022 Intake: page 11
- **Parkland Campus**
  - January 2023 Intake: page 12

More information will follow from the School of Nursing.

### 2. **KNOW HOW TO LOG ON TO THE COLLEGE NETWORK**

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

#### **Multifactor Authentication (MFA)**

Assiniboine Community College requires all students and staff to use an additional method to verify identity when accessing college systems, this is known as [multifactor authentication \(MFA\)](#). MFA adds an extra layer of security to protect you, your personal information and college systems from unauthorized access and phishing attacks.

In order to access any program on the College's network, including MyACC, you are required to:

1. Download the free DUO Mobile app on your own mobile device and follow the enrollment steps outlined in the video on the MFA webpage, visit [assiniboine.net/mfa](http://assiniboine.net/mfa). *Note: You will only do this when you first attempt to access our college system. Do not delete the app after, you will need it for every time you login to Assiniboine services.*

**OR**

2. Purchase a YubiKey, costs vary by type and are available at the Bookstore. It is important to know the type required for your device.

For more information on multifactor authentication visit, [assiniboine.net/mfa](https://assiniboine.net/mfa).

### **MyACC**

**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](https://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 using MFA to access these resources.

### **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.

### 3. **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 [assiniboine.net/programs/CHCA0](http://assiniboine.net/programs/CHCA0) 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. **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

### 4. **APPLY FOR SCHOLARSHIPS & BURSARIES**

All domestic applicants/students should consider applying for scholarships and bursaries. Over \$600,000 is available to Assiniboine students every year. Deadlines may 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. Please note that there is a very limited number of scholarships and bursaries available for international applicants/students at this time.

### 5. **APPLY FOR FINANCIAL SUPPORTS**

Did you know most domestic 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. Please note that international students are not eligible for government student aid.

If you are a domestic student and 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)

## **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**. You may also email the completed form and outlines to [transfercredit@assiniboine.net](mailto:transfercredit@assiniboine.net).

## **7. 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](#).

## **8. 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.

## **9. 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.

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

Welcome to the Comprehensive Health Care Aide (CHCA) 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.

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.

The 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.

A certificate as a Comprehensive Health Care Aide can open the door to jobs for you in hospitals, personal care homes, acute and extended care, doctor's offices, private care facilities, mental health settings and home care.

For more information on your program, visit your program page at:

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

### **Program Delivery**

As a student, you should expect and plan to be on campus for the duration of your program. 'Learn by doing through the use of college facilities and equipment continues to be an important aspect of this program. Classes are as scheduled on your timetable available through MyACC.

### **Technology Requirements**

For this program, students are expected to own or acquire a laptop computer with the specifications detailed on our [Technology Requirements webpage](#) and bring on campus when instructed.

## **Clinical Placements**

Clinical education continues to be an expectation of the program, preparing students with the competencies and confidence to work in this field following graduation. Assiniboine works with health authorities, and industry partners to ensure clinical placement requirements for students are met.

Students will receive further details closer to their clinical placement start dates.

Students must be available for all clinical placements, which may include days, evenings, nights, and weekends. Students may be required to travel for clinical placements.

## **Safe Work Practice and Personal Protective Equipment Needs**

PPE requirements will be noted for students on their tools & supplies lists. These can be found on your specific program's webpage.

The college's PPE standards for on campus activities will reflect current public health standards, and program and activity-specific safe work practices. School of Nursing students are expected to adhere to the School of Nursing Safe Work Procedure document, which will be provided to students via their college email.

In clinical placements, all facilities will be providing students with the necessary PPE.



## **Brandon Campus**

### **Brandon September 2022 Intake (DAY)**

#### **Mandatory Orientation/First Day of Class:**

**Date:** September 6, 2022

**Time:** 8:30am

**Location:** Orientation will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

#### **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>
22/FA (Term 1)	2022-09-06	2022-12-23	2022-23 Fall Term
23/WI (Term 2)	2023-01-09	2023-03-03	2022-23 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 September 2022 Intake (EVENING)**

#### **Mandatory Orientation/First Day of Class:**

**Date:** September 19, 2022

**Time:** 5:30pm

**Location:** Orientation will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

#### **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>
22/FA (Term 1)	2022-09-19	2023-01-20	2022-23 Fall Term
23/WI (Term 2)	2023-01-23	2023-03-17	2022-23 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 2023 Intake (DAY)**

**Mandatory Orientation/First Day of Class:**

**Date:** February 6, 2023

**Time:** 8:30am

**Location:** Orientation will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

**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)	2023-02-06	2023-05-26	2022-23 Winter Term
23/SP (Term 2)	2023-05-29	2023-07-21	2022-23 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 2023 Intake (EVENING)**

**Mandatory Orientation/First Day of Class:**

**Date:** February 21, 2023

**Time:** 5:30pm

**Location:** Orientation will be in-person at the Victoria Avenue East campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

**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)	2023-02-21	2023-06-09	2022-23 Winter Term
23/SP (Term 2)	2023-06-12	2023-08-04	2022-23 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**

### **Mountain View School Division September 2022 Intake**

#### **Mandatory Orientation/First Day of Class:**

**Date:** September 6, 2022

**Time:** 11:15am

**Location:** Your orientation/first day of class will be over Zoom.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

#### **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>
22/FA (Term 1 A)	2022-09-06	2023-01-27	2022-23 Fall Term
23/WI (Term 1 B)	2023-01-09	2023-05-05	2022-23 Winter Term
23/SP (Term 2)	2023-05-08	2023-06-30	2022-23 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 2023 Intake**

#### **Mandatory Orientation/First Day of Class:**

**Date:** January 9, 2023

**Time:** 8:30am

**Location:** Orientation will be in-person at the Parkland campus.

Further information will be forthcoming from the School closer to the date of your scheduled orientation.

#### **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>
23/WI (Term 1)	2023-01-09	2023-05-05	2022-23 Winter Term
23/SP (Term 2)	2023-05-08	2023-06-30	2022-23 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.

## 11. 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 [The 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)

## **12. 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. 6699 (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

Kristy Jamieson (Parkland campus)

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

204.622.2222 ext. 6597

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 ([student.assiniboine.net](http://student.assiniboine.net)) for additional information.