

Program Information and Academic Advising

All prospective students are encouraged to visit the college to learn as much as possible about their program and career choice.

Student advisors are available to help you plan effectively to make the most of your college experience. They offer advice and information in the areas of career and program planning, academic assessment and placement, financial assistance and planning, services to students with disabilities, services to international students, and information on housing, childcare and other transition issues. An aboriginal counsellor and aboriginal services co-ordinator provide special services and supports for aboriginal students.

To contact Student Services:

Call 800.862.6307 ext 6639
or 204.725.8723.

Email: studentservices@assiniboine.net.

How Do I Apply?

Please submit the following for each program for which you are applying.

- 1 Completed application form.
- 2 Non-refundable \$50.00 application fee. We accept VISA, MasterCard, cheque or money order made payable to *Assiniboine Community College*.
- 3 Academic transcripts.
You must submit an official transcript from all educational institutions you have attended. If you are currently enrolled in high school, you must submit an official transcript of the last grade or level completed and a letter from the school confirming the subjects in which you are currently registered. You should also submit transcripts relating to upgrading, GED or any other academic qualifications you may have.
All transcripts and other supporting documents must be in English or have English translations attached. In all cases, the original transcript should accompany your application.
An application is not considered complete and will not be processed until all required official transcripts/documents and fees are received.
- 4 Any other requested information (e.g. see *Special Admissions Applicants, International Students/Permanent Residents*).

Mail, fax or bring your application in person to:

Admissions and Registration
Assiniboine Community College
1430 Victoria Avenue East
Brandon, Manitoba R7A 2A9

Telephone: 204.725.8701
Toll Free: 800.862.6307 ext 6742
Fax: 204.726.7110
Email: registrar@assiniboine.net

When Should I Apply?

For most programs (those that do not involve *special selection* procedures) individuals are admitted on a first come, first served basis. You will qualify for admission to a program once you have met all admission requirements.

We will accept applications up to 12 months prior to the start date for your program. If the program is full when you apply, your name will be placed on a waiting list, and you will be notified if space becomes available. We will acknowledge your application within two weeks of receipt.

If there are more qualified applicants than can be accommodated in a program, those who are not accepted will be asked if they wish to have their names carried over to the next start date for that program.

Academic Requirements

Academic admission requirements printed in college calendars, brochures and on the website present the minimum acceptable prerequisites for each program.

If you do not meet the published requirements, you may be considered as a special admissions applicant.

Special Selection Programs

For some programs, you may be required to provide additional documentation, undergo testing, attend an orientation session, complete a home assignment and/or attend an interview. Where testing is required there will be an additional fee.

These special selection requirements ensure that you have the additional skills and abilities you will need to succeed in the program. Special Selection criteria are listed in the college calendar, brochures and on our website.

Applications to these programs will not be considered complete until individuals have met all special selection requirements.

Special Admissions Applicants

A *special admissions* applicant is someone who does not meet the published requirements but whose skills and knowledge, acquired through a combination of formal education, informal education and/or work experience, are acknowledged to be equivalent. Special admissions applicants must submit official transcripts of all their education and include with their application any other documentation showing formal or informal academic qualifications and information on related work experience. Special admissions applications will be referred to a student advisor for assessment.

A special admissions assessment will normally include an interview with a student advisor and/or instructor and a test of basic skills relevant to your program. There will be an additional fee for testing. If you do not meet the published requirements, you are welcome to contact a student advisor prior to submitting your application.

Note that all applications presenting transcripts containing any course with an M (modified), I (individualized) or E (English as an additional language) designation will be considered special admissions applicants.

Financial Assistance

Assiniboine Community College students are eligible for loans and bursaries through the Manitoba Student Aid program. For detailed information about the student aid program and how to apply for assistance, please visit our website (look for Financial Aid on the Student Services page). The website also lists many other sources of financial assistance, along with suggestions for managing your budget while in school.

Many scholarships and bursaries are also available to ACC students. Our website has a complete list of all the awards available through the college. It also lists many awards offered annually by external corporations and agencies. To view this list on the website, or to print our scholarship or bursary application, go to the program you plan to enter and click on Scholarships and Awards. Contact information for other awards is listed on this site.

Information on scholarships, awards, bursaries and financial aid is also available from the awards office:

Telephone: 725.8700 ext 6020
Toll Free: 800.862.6307 ext 6020
Email: awards@assiniboine.net

Students with Disabilities

Assiniboine Community College recognizes that some students have special needs that require physical adaptations to the facilities or special supports and/or accommodations in their academic program to allow them fair and equal access to education. If you have physical, visual, hearing, or learning disabilities, physical or mental health conditions or other temporary disabling conditions, we would like to meet with you as early as possible to discuss how we can best support you in your studies.

You will be sent information on accessibility/disability services. Please read this information carefully and contact Student Services to speak with a student advisor. Any information about disabilities disclosed to the student advisor will be held in the strictest confidence, in accordance with protection of privacy policies, and will not be a factor in admissions decisions.

English Language Proficiency

English is the language of instruction and communication at Assiniboine Community College. All applicants must demonstrate a command of English sufficient to meet the demands of classroom instruction, discussions, and written assignments. The following will be acceptable as proof of English proficiency:

- 1 Ten consecutive years of residency in Canada, or a country on the test-exempt list, (see www.assiniboine.net) including experience in environments (like a school or workplace) using English consistently.
- 2 Successful completion of two years of full-time study in an English language secondary school in Canada, including English (other than EAL) at Grade 11 and 12 levels.
- 3 Successful completion (2.0 GPA or "C" average) of one full year of coursework at a recognized Canadian post-secondary institution.
- 4 Successful completion of English Language secondary or post-secondary education equivalent to 2. or 3. above, in a country which is on the test-exempt list.
- 5 An acceptable score on a recognized test of English language proficiency, completed within the last two years.

For more information on English language proficiency, visit our website or contact a student advisor in the Student Services Centre.

International Students/Permanent Residents

Students who are studying in Canada with study permits (student authorization) should use the International Student Application Guide. Please refer to the Assiniboine Community College website for details on international student admission procedures.

Permanent residents should complete the regular Program Application, but must provide English translations of transcripts, and may be asked to demonstrate English language proficiency as described above.

A copy of the Permanent Resident documentation must accompany the application.

Declaration of Waiver

The information in this application is accurate as of September 2010. The college does its best to update program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. Therefore, the college reserves the right to modify or cancel any program, option, course, program objective, articulation agreement, fee, timetable, or campus location without notice or prejudice. Please visit our website www.assiniboine.net for complete and up-to-date program information.



PROGRAM APPLICATION

Please enclose a \$50 non-refundable application fee for each program to which you are applying. Applications submitted without the application fee will not be processed. One program and location per application form.

Please Print Clearly

STUDENT NUMBER (if you have previously attended ACC)

PROGRAM APPLYING FOR Distance Education

(An undeclared student is able to take up to 12 credits; students cannot graduate as undeclared.)

LOCATION Brandon Dauphin Winnipeg Adult Collegiate Other

	Course Title	Course Number	Start Date
If applying as an undeclared student, please list courses.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

PERSONAL INFORMATION

Use full, legal name. Your name will appear on your certificate/diploma/transcript as indicated below:

Last Name First Name Middle Name

Preferred First Name Previous Last Name (if applicable)

Canadian Social Insurance Number Date of Birth (YYYY/MM/DD)

Gender: Female Male

Permanent Home Address: PO or Box Number and Street

City or Town Province Postal Code Country

Mailing Address (if different from above) PO or Box Number and Street

City or Town Province Postal Code Country

Telephone: Home Mobile Other

Email Address

If you wish to declare you are an aboriginal, please specify:

Aboriginal Status Non-Status Métis Inuit

Visible Minority Yes No

(Persons in a visible minority group in Canada are defined as persons other than Aboriginal Peoples who are non-caucasian.)

Would you like information about services and accommodations for students with disabilities or medical needs? Yes No

Are you interested in varsity sports? Yes No

EMERGENCY OR ALTERNATE CONTACT

Last Name First Name Telephone

CITIZENSHIP

Citizen Permanent Resident Study Permit Refugee Claimant Other

Study permit students please use the International Student Application Guide.

PRIMARY LANGUAGE

All applicants educated outside of (English-speaking) Canada, or a country on the test-exempt list, are also expected to meet the English language proficiency requirement. See Program Calendar (page 42) for complete details.

If you have written any of the following T.O.E.F.L, CanTest, M.E.L.A.B, I.E.L.T.S, or C.A.E.L enter the date of the last writing or date that it is to be written.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Test Name	Date Written/To be Written	Score Received

EDUCATIONAL BACKGROUND

Please attach an *original* high school, GED and any other post-secondary transcripts. Transcripts will not be returned to the student.

Manitoba Education & Training (MET) number:

(available at your high school or on your report card)

Secondary Education

High School Attended (no abbreviations, please).

Name of Institution	Province or Country	Start (Year/Month)	End (Year/Month)	Highest grade level completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post-Secondary Education

Name of Institution	Province or Country	Start (Year/Month)	End (Year/Month)	Highest level/diploma/degree completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please check the top three sources that influenced you to apply:

- Employer College Publication Family Website Teacher/Counsellor Sponsoring Agency
 High School Visit Spend a Day Symposium Advertisement Friend Other

DECLARATION

- I declare that I have read and understood the information on this application and guide, including the Notice Regarding Collection, Use and Disclosure of Personal Information, and that all statements made with respect to this application are true and complete.
- I understand that misrepresentation, falsification of documents or the withholding of requested information with respect to this application can result in cancellation of the acceptance and registration, or dismissal from the college.
- I accept that any information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
- I authorize my high school/college/university to release my academic record(s) for admission purposes should the need arise to accelerate the processing of this application.
- I agree, if admitted, to comply with the regulations of Assiniboine Community College.

Signature of Applicant

Date

I have included all required official transcripts/documents and the \$50 application fee in the form of:

Cheque/Money Order (Payable to Assiniboine Community College)

Visa

MasterCard

Credit Card #

Expiry date

Cardholder Name

Cardholder Signature

*The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Assiniboine Community College

The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to Assiniboine Community College. Should any of the college's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the College

The college collects personal information in the course of admission, registration, and related activities. This personal information is collected under the authority of the Colleges Act. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, Assiniboine Community College Alumni Association and Assiniboine Community College Students' Association. Information regarding graduation and awards may be made public. Upon graduation, the student's name, address, and credential information will be provided to and maintained by College Advancement and External Relations, including the Alumni Association, in order to assist the college's advancement and development efforts. Application data may also be used to conduct research into college enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. If you have any questions about the collection of this information contact the FIPPA/PHIA Coordinator's Office, 1430 Victoria Avenue East, Brandon, Manitoba, Canada, R7A 2A9 204.725.8700 ext 6199.

Notice of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: www.statscan.ca or by writing to the Post-Secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Canada, K1A 0T6.