

2017-2018
GUIDE FOR
new
STUDENTS



MEDICINE HAT
COLLEGE

WELCOME TO MEDICINE HAT COLLEGE

Dear Student,

Thank you for choosing Medicine Hat College and welcome to our Rattler family!! We are honoured that you have chosen us and we will do all we can to support you in pursuit of your education.

The purpose of this handbook is to act as a guide for you the new student. It will assist you in a variety of areas including registering for classes and connecting to important resources and supports such as funding, housing, and accommodations for disabilities. Great success is possible if you use the resources made available to you. Remember, we are here to help you find success as a student.

The college staff and I look forward to working with you throughout your academic career as you move towards your scholastic and career goals. I hope you find this guidebook useful as you embark upon your first year at Medicine Hat College. Have a great year!

Irlanda Price, MSW
Associate Vice President, Student Development



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THINGS TO DO CHECKLIST

PRIOR TO ARRIVAL

STUDENTS MUST

- Know your MHC username, password and email address
- Set up your student portal
- Register for classes
- Know important dates
- Ensure funding is in place
- Have official transcripts sent to Medicine Hat College
- Pay tuition fees
- Check your “mymhc” email frequently. It is your responsibility to check and read your email at this account

STUDENTS MAY NEED TO

- Apply for student loans
- Find a place to live
- Meet with an Academic Advisor
- Access Accessibility Services
- Register for Study Skills classes
- Opt-out of Health and Dental Plan at Students' Association (if you already have extended health and dental coverage)

STUDENTS NEED TO BRING

- Method of payment to pay for tuition fees and books
- Student loan documents (if you have not already had loan documents processed)
- Proof of extended health/dental coverage (if you intend to opt-out of the Health and Dental Plan)

UPON ARRIVAL

THINGS TO DO

- Get your Student ID card
- Pay your fees
- Ensure official transcripts are on file
- Opt out of Health & Dental Plan
- Rent a locker
- Purchase textbooks
- Purchase your parking pass
- Print your schedule
- Attend New Student Orientation

ON MEDICINE HAT CAMPUS

- Vera Bracken Library
- Registration Services
- Registration Services
- Students' Association Office
- Students' Association Office
- Bookstore
- Bookstore
- Student Portal
- Individual Program Areas

THINGS TO DO

- Get your Student ID card
- Pay your fees
- Ensure official transcripts are on file
- Opt out of Health & Dental Plan
- Rent a locker
- Purchase textbooks
- Print your schedule
- Attend New Student Orientation

ON BROOKS CAMPUS

- Brooks Campus Library
- Front Office
- Front Office
- Students' Association Office
- Students' Association Office
- Front Office
- Student Portal
- Cafeteria

All Medicine Hat College students have a printing account tied to their MHC Student ID Number. There is a charge for printing in classrooms, labs and the library. Please set up your printing account at the Circulation Desk in the Library.

2017-2018 ACADEMIC SCHEDULE

FALL 2017

(SEPTEMBER - DECEMBER)

September 4	Labour Day (College Closed)
September 5 & 6	New Student Orientation
September 7	First day of classes
September 19	Last day to pay tuition & fees for Fall semester courses Last day to add or register for credit courses for Fall semester Last day to drop Fall semester courses to receive a refund Last day to apply for Transfer Credit or Prior Learning Assessment and Recognition for Fall semester Last day to opt out of the student Health & Dental Plan
October 9	Thanksgiving Day (College Closed)
November 8	Last day to withdraw from courses to receive a "W" grade
November 10	In Lieu of Remembrance Day (College Closed)
December 8	Last day of classes
December 11 - 18	Final exams for credit classes
December 22 - 31	Christmas Break (College Closed)

WINTER 2018

(JANUARY - APRIL)

January 1	New Year's Day (College Closed)
January 2	College open
January 3	First day of classes
January 16	Last day to pay tuition and fees for Winter semester courses Last day to add or register for credit courses for Winter semester Last day to drop Winter semester courses to receive a refund Last day to apply for Transfer Credit or Prior Learning Assessment and Recognition for Winter semester Last day to opt out of the student Health & Dental Plan
February 19	Alberta Family Day (College Closed)
February 20 - 23	Student study break (No classes)
March 12	Last day to withdraw from courses and receive a "W" grade
March 30	Good Friday (College Closed)
April 11	Last day of classes
April 16 - 25	Final exams for credit classes



Students' Association Office
403.529.3925
www.samhc.ca

IF YOU ALREADY HAVE EXTENDED HEALTH AND/OR DENTAL COVERAGE DON'T FORGET TO:

OPT OUT

BY 4 PM ON TUESDAY, **SEPTEMBER 19, 2017** (FOR FALL START)

BY 4 PM ON TUESDAY, **JANUARY 16, 2018** (FOR WINTER START)

(YOU MAY ALSO ADD FAMILY MEMBERS BEFORE THE DEADLINE FOR AN ADDITIONAL FEE)



STUDENT USERNAME & PASSWORD SETUP

SINGLE USERNAME AND PASSWORD COMBINATION

The same username password combination allows you to log on to college computers and will get you into all of the services listed below.

- Student Portal (for registration, accounts and unofficial transcripts)
- mymhc.ca - student Gmail service
- college computers in the library and labs
- Blackboard
- MHC WiFi wireless network service
- Student Dashboard (for tax receipts, schedule and forms)

Username

- Your username will be your first.lastname (e.g. cindy.canuck)
- If you have a name longer than 8 letters (in your first and/or your last name) your name will be shortened (e.g. Josephine Rochester would be josephin.rocheste)
- If there is more than one person with the same name your name will be followed by a number (e.g. cindy.canuck1)

Password

Your password will be the:

- First three letters of your month of birth, first letter capitalized
- Followed by the four digits of your year of birth
- Then the last three digits of your MHC Student ID Number

For example:

Cindy Canuck's birthday: June 1990

Cindy Canuck's student ID: 300000123

Cindy Canuck's password: **Jun1990123**

Reset your own Password

If you ever forget or want to change your password, simply go to our Student Landing Page and follow the instructions: www.mhc.ab.ca/Services/Online%20Services/SingleSignOn.aspx.

Problems or questions?

As always, if you have any problems accessing these college information technology services contact our support centre either by phone at 403.529.3899, email at callcentre@mhc.ab.ca, or in person in the library.

ONLINE SERVICES

STUDENT PORTAL

Select MyMHC on the MHC website homepage and then select the Student Portal Homepage. Log onto your portal using the single username and password combination on the previous page.

WEBMAIL - MYMHC.CA

Your webmail account is used for all Medicine Hat College communication and business. It is your responsibility to check your mymhc email account regularly to ensure you receive all information from the college. Follow the link to webmail on the Medicine Hat College website and set up your email using the single username and password combination on the previous page.

BLACKBOARD

Medicine Hat College uses Blackboard. Blackboard (Bb) is a web-based tool that allows instructors to place course information on the Internet for students to access. Students go to the Bb website, and log into the system using their single username and password, which provides access to all of their courses that are available on Blackboard.

Once inside a course, the student can access various tools that the instructor has configured; including course materials, areas to get and submit assignments, and take part in online discussion with other class members and the instructor.

DASHBOARD

The Dashboard contains on line forms, an easy-read schedule, all final exam data and tax information. This is a new tool at the College and we welcome your feedback on how it is working.





REGISTRATION

REGISTER EARLY

We encourage you to register early. Students who register early have the best selection of courses and times offered. If you change your mind and decide not to attend, please advise the college as soon as possible. Once you have activated your account you can go into your student portal to register for courses.

CHOOSING COURSES AND SECTIONS

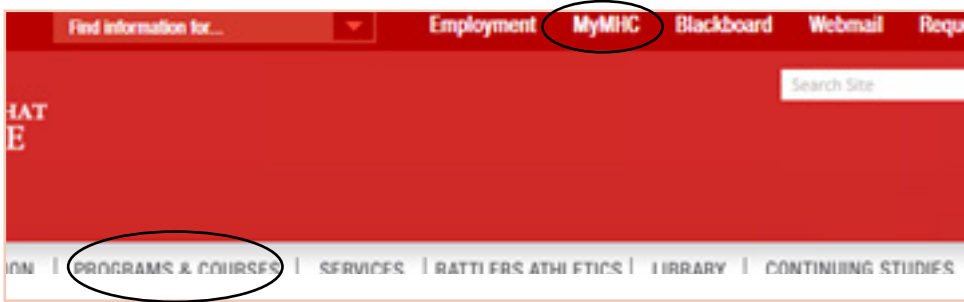
To select the correct courses for your program, refer to the Medicine Hat College planning guides which are available online (www.mhc.ab.ca/programsandcourses). Select the program you were accepted in and then download the program planning guide. The program planning guide outlines the courses you should take for each semester of your program. If you are unsure of the courses you should take contact an Academic Advisor at the college.

If you have any problems accessing your portal account/first try the password reset then contact the MHC IT Support Centre at 403.529.3899 or by email at callcentre@mhc.ab.ca if it is still a challenge.



ONLINE REGISTRATION - CAMPUSVUE PORTAL

Our online student access system, mymhc.ca, gives you the ability to register, add or drop classes. Mymhc.ca can also be used to view your class schedule, tuition account, semester grades, transcripts and pay online.



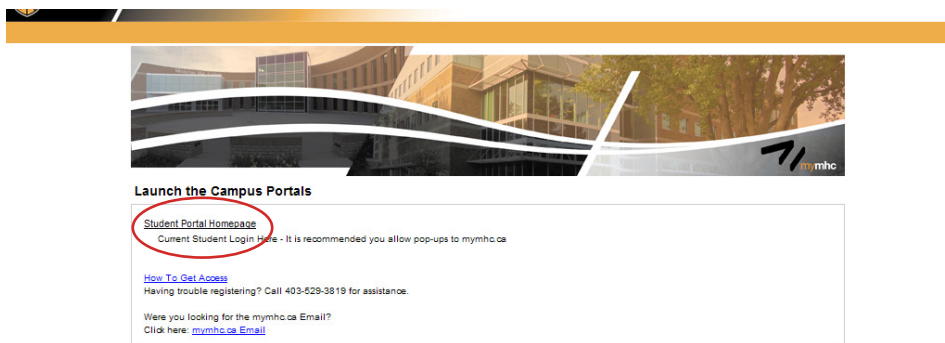
STEP 1: Know Your Course Information

To register on the portal, you should:

- know course names and course ID numbers (eg. SOCI 201)
- know the semester you are registering for (Fall: Sept-Dec, Winter: Jan-Apr, Spring: May-June)

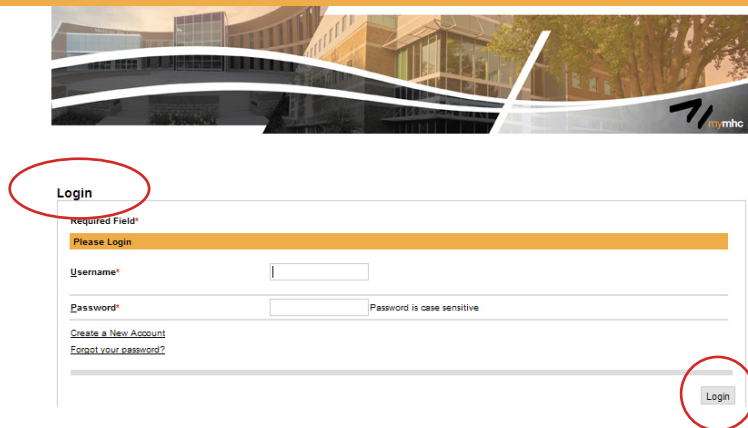
STEP 2: Access mymhc.ca

Go to www.mhc.ab.ca, select "MyMHC". Then select "Access Your Portal" and then "Student Portal Homepage"



STEP 3: Login

Input your username and your password then click on "Login." Click on "Create a New Account" if you have not set up your account.



STEP 4: Enter the Registration Area

Select "Online Registration".

The screenshot shows the top navigation bar of the My Home Page. The 'Online Registration' link is circled in red. Other links include Course Schedule, Degree Audit, My Schedule, My Grades, Account Information, MHC Online Payment, Blackboard, and Student WebMail. The date October 27, 2011 is displayed on the right.

STEP 5: Select Enrollment & Term

Select an enrollment from the "Select Enrollment" drop-down menu. The enrollment and term selection determines your online registration status.

STEP 6: Select Term

Select a term from the "Select Term" drop-down menu. Click "Select" to display the online registration grid of the existing class schedule for the selected term.

The screenshot shows the 'Online Registration' page. The 'Enrollment and Term' section is highlighted with a red circle. The enrollment is set to '9/1/2011 Bachelor of Business Administration' and the term is set to 'Fall 2011 - Credit'. A 'Select' button is also circled in red. The page includes a 'Print Page' button and a 'Related Links' sidebar.

STEP 7: Begin Online Registration

Click the "Begin Online Registration" link to launch the online registration tool. You cannot proceed to the online registration tool until you select a valid enrollment and term. Once you have selected a valid enrollment and term, a window displays important registration information. Select "Begin Online Registration". Use the online registration tool to schedule and register for classes.

The screenshot shows the 'Online Registration' page with the 'Registration Status' table and the 'Begin Online Registration' link circled in red. The table displays the registration period starts, last day to add, last day to drop, and status.

Registration Period Starts	Last Day to Add	Last Day to Drop	Status
04/04/11 12:00 AM	12/30/11 04:00 PM	12/30/11 04:00 PM	Open

You must click the Proceed to Final Step button in order to complete your registration.

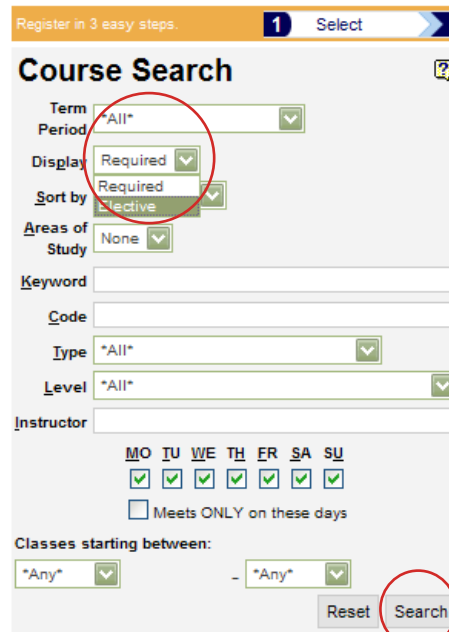
Registering for Fall 2016 - Credit



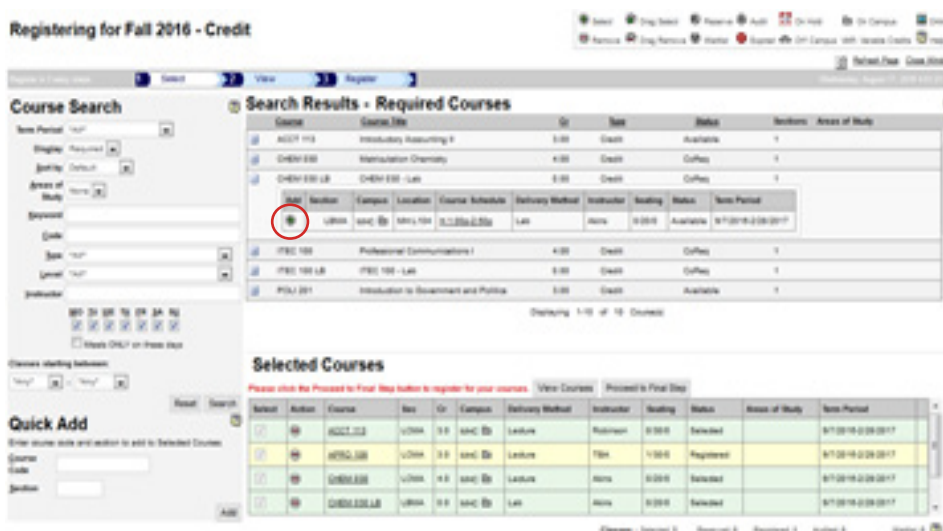
STEP 8: Course Selection

You can select courses to register for and to add or drop.

- If you are registering in a program with “Required Courses” the required course will display in the “Search Results – Required Courses” panel. To view the available course sections (available times) for a specific course click on the add icon. To collapse the section click on the icon.
- If the program you are in has “Electives” or offers a choice of courses, use the Course Search panel to search for courses. In the Course Search panel, in Display, select Elective from the drop down menu and click Search. You may enter an exact class in the code field. ie SOCI201



Registering for Fall 2016 - Credit



- Once you have courses in the Search Results panel click icon to display course sections and select course by clicking on the add icon. This will move the course from the Search Results panel to the Selected Courses panel.
- If there are no courses in the Search Results you will need to meet with an Academic Advisor before registering. Please call 403.529.3819.

STEP 9: Registering Selected Courses

Once you have selected the correct courses and times, select Proceed to Final Step. The window will display the courses you have selected to register in.

TO COMPLETE REGISTRATION YOU MUST CLICK ON THE REGISTER/ UNREGISTER BUTTON.



You must click the Register / Unregister Courses button to submit your schedule.

STEP 10: Course Schedule

Your course schedule will list the courses that you have registered in.



STEP 11: Add or Drop a Course

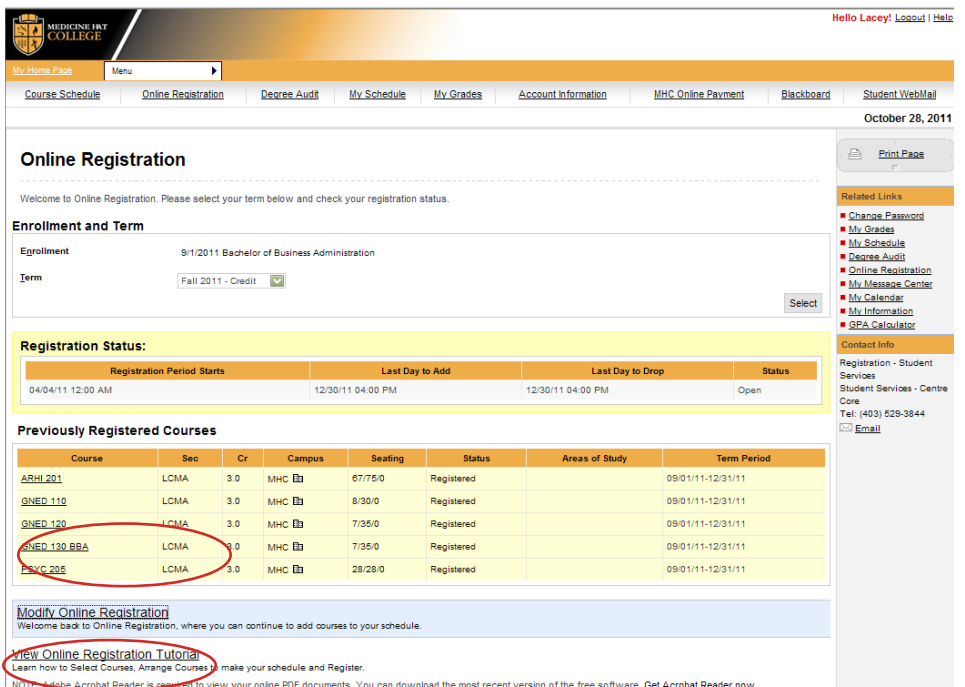
Repeat Steps 1 – 6. Any previously registered courses will appear here. Select Modify Online Registration.

To add a course repeat steps 8 – 9.

To drop a course click on the remove/drop icon to remove the course and click on Proceed to Final Step button. Then click on the Register/Unregister button to complete the unregistration process.

Note: Any Lecture course with a Lab are co-requisites and therefore cannot be dropped on-line.

Please call 403.529.3844 or drop by the registration desk for assistance.



REGISTRATION

- Check your schedule to ensure the correct choices. Students are financially responsible for courses selected online and in person, even if you do not attend unless you enroll from the course
- Pay tuition fees by Tuesday, September 19, 2017 for fall semester and Tuesday, January 16, 2018 for winter semester. You are financially responsible for the tuition and fees for all classes you are registered in after the Add/Drop deadline.
- Opt out of Health and Dental Plan if you already have a plan to avoid being charged fees. Contact the Students' Association Office for further information at 403.529.3925.

REGISTRATION FORM

You are always welcome to register for your courses using a registration form which can be downloaded from our website (www.mhc.ab.ca, click on Services, select Online Services, select Forms & Applications, select registration form, and print). You can also pick up a registration form in person by visiting the Medicine Hat Campus Registration desk, the Brooks Campus Registration desk, or an Academic Advisor. You can mail or fax your completed registration form to the addresses noted below. If you require further information, please call 1.866.282.8394 or 403.529.3844 at Medicine Hat College or 403.362.1677 at Brooks Campus.

Registration Services
Medicine Hat College
299 College Drive SE
Medicine Hat, AB T1A 3Y6
Fax: 403.504.3521

Registration Services
Brooks Campus
200 Horticultural Stn Rd E
Brooks, AB T1R 1E5
Fax: 403.362.1474



FAQ

Can I call Registration Services to register for my courses?

No, we do not accept registration for credit courses over the phone. You can register online or you can register in person, by mail, or fax.

What is the difference between dropping a course and withdrawing from a course?

Early each semester, there is a period in which you can add or drop courses without penalty. A dropped course will disappear from your schedule and will not appear on your transcript. You will receive a refund for courses dropped prior to the add/drop deadline. After the add/drop deadline, there is another time period in which you can withdraw from courses. If you withdraw from a course during this period, it will appear on your schedule and on your transcript as a "W" but the grade "W" will not affect your Grade Point Average (GPA). You will not receive a refund if your withdraw from a course after the add/drop deadline. Both dropping and withdrawing from courses may have an impact on student funding that you may be receiving, as well as the length of time it will take you to complete your program. If you have questions, please contact your Academic Advisor and/or Student Financial Aid.

How do I drop a course?

You may drop courses online. You may also complete an Add/Drop form. If you want to withdraw from your program you must complete the Withdrawal form. Both the Add/Drop and Withdrawal form are available at the Medicine Hat Campus Registration desk, the Brooks Campus Registration desk, an Academic Advisor and on our website (www.mhc.ab.ca). You must return this form to the Medicine Hat or Brooks Campus Registration desk for the add/drop deadline to complete the process and receive a refund.

NOTE: Notifying your instructor or discontinuing class attendance will NOT be accepted as a course drop

What if I register for courses and then decide not to attend college?

Please let us know! After you have paid your registration deposit and have registered for your course, a place is reserved for you. If you know you will not be attending MHC, call Registration Services so we can free up the space. If you have already paid for your courses, your tuition and fees will be fully refunded (minus the registration deposit) if you inform us prior to the add/drop deadline. The add/drop deadline for the spring semester or any classes or programs that have an off-cycle start date is the fifth day of classes. It is the student's obligation to know the add/drop deadline date for each semester because no extension will be given after this date. The registration deposit paid to confirm your seat is non-refundable.

How can I check which courses are full before registering?

To check which courses are full prior to registering log onto www.mhc.ab.ca and click on your portal. Select Course Schedule and select the term you are in. At the Course box type in the course that you want, eg ACCT 113. Select Search. You will see the courses that are offered. Select the section you want and under Course Schedule select Click for Details. Here it will show you the number of available seats in that class.

What is the last day I can register for my courses?

You may register for your courses right up to the start of classes. However, we encourage you to register early in order to have the best selection of courses and times offered. The last day to add a course to your schedule is Tuesday, September 19, 2017 for the Fall semester or Tuesday, January 16, 2018 for the Winter semester.

How do I know I am taking the right courses for my program?

The academic calendar will have a list of the courses you are required to take. We also have program planning guides available on our website. If you are unsure if the courses are right for your program, you should speak to an Academic Advisor. Our advisors have the latest information on programs and courses to help you make the best decisions. See the Academic Advising section for more information.

What are electives? How do I know if I am taking the right ones?

Electives are credit courses that are part of your program that you choose to take. Usually a program will allow you to take one, two or more electives in a certain discipline. The best way to know if you are taking the right electives is to speak to check the academic calendar or speak to an Academic Advisor.

How can I be sure these courses are transferable to the university I plan on attending after Medicine Hat College?

MHC has transfer agreements with many post secondary institutions around the province and across the country. Students may consult the Alberta Council on Admissions and Transfer website for information on Alberta course/program transfer agreements (www.transferalberta.ca). Colleges and universities outside the agreements may accept MHC courses upon individual course evaluation. Speak to an Academic Advisor to help determine if you are taking the courses or program that will transfer to the university you plan to attend. Because of the vast number of transfer opportunities that are available to students, university transfer students are encouraged to contact advisors at the transfer institution to verify information from that institution's calendar, website, or other publications.

I have taken similar courses at another post secondary institution. Will I have to take these courses again?

Not necessarily. If you have taken a similar course at another post secondary institution, you need to apply for transfer credit and have official transcripts sent to MHC from your previous post secondary institution. You can pick up the Transfer Credit Evaluation form at the Medicine Hat Campus Registration desk, the Brooks Campus Registration desk, from an Academic Advisor or on our website (www.mhc.ab.ca). You should begin this process early as all requests must be processed by the last day to withdraw from classes for each semester.

What do I do if I want to take a lighter load, but want to make sure I am taking the right courses for my program?

The best course of action is to make an appointment with an Academic Advisor to keep your program on track. See the Academic Advising section for more information.

FAQ

Do I have to pay all my fees when I register for my courses?

No, you do not have to pay your fees in full when you register for classes; however, you must pay a non-refundable registration deposit in order to register. Please check your admission letter to confirm your fee. You may pay the rest of your fees anytime after you have registered for courses, but prior to the add/drop deadline (September 19, 2017 for Fall semester and January 16, 2018 for Winter semester) to ensure your place is held. If you are paying by student loan you must present your student loan document to the Financial Aid Office and have it processed. If you have not received your student loan documents by the last day to pay fees it is your responsibility to make alternative arrangements to pay your account until you receive the loan document.



TUITION PAYMENT

Tuition statements are not mailed out. It is your responsibility to ensure that tuition fees are paid by the payment deadline. Statements can be printed from mymhc.ca. Deadlines for fee payments are Tuesday, September 19 for the Fall semester, and Tuesday, January 16 for the Winter semester. Failure to pay fees on time may result in being dropped from your courses. Fees can be paid in the following ways:

INTERNET OR TELEPHONE BANKING

Major banks and credit unions offer internet and telephone banking where you can pay your fees 24 hours a day.

- Register with your bank to make online bill payments.
- Once you have registered with your bank, your 9-digit student ID number is the account number required to make payment.
- Allow two business days for bank processing.

ONLINE

You may pay your tuition online through PlastiQ (www.plastiq.com).

- Acceptable forms of payment include Visa or MasterCard.
- PlastiQ charges a platform fee to your credit card.
- PlastiQ is an independent third party service provider that you can use to pay your tuition. Ensure that you understand PlastiQ's Terms of Service before using their services.

IN PERSON

Stop by the Registration desk and pay by cash, debit card, personal cheque, or money order. You should have your Student ID number or picture ID with you when you come. During the months of September- April registration is open weekdays 8:00 a.m - 7:00 p.m. and Friday, 8:00 a.m - 4:30 p.m. May and June registration is open weekdays 8:00 a.m. - 6:00 and Friday 8:00 a.m. - 4:30 p.m. For the months of July and August registration is open Monday - Friday 8:00 a.m. - 4:30 p.m.

BY MAIL

You may pay your fees by mail by using a personal cheque or money order. Mail your payment to Medicine Hat College, 299 College Dr. SE, Medicine Hat, AB T1A 3Y6.

Changed your mind? Not going to attend Medicine Hat College? You must drop your courses before the last day to pay fees. Failing to withdraw on time will result in being charged tuition fees and being sent to collections for unpaid fees.

LAST DAY TO PAY FEES

Fall 2017	Tuesday, September 19
Winter 2018	Tuesday, January 16

GOVERNMENT STUDENT LOANS

Alberta

www.studentaid.alberta.ca

1.855.606.2096

B.C.

www.studentaidbc.ca

1.800.561.1818

Saskatchewan

www.student-loans.sk.ca

1.800.597.8278

Manitoba

www.studentaid.gov.mb.ca

1.800.204.1685

Ontario

osap.gov.on.ca

1.807.343.7260

Quebec

www.afe.gouv.qc.ca

1.888.345.4505

New Brunswick

www.studentaid.gnb.ca

1.800.667.5626

Newfoundland & Labrador

www.gov.nl.ca/studentaid

1.888.657.0800

Nova Scotia

www.studentloans.ednet.ns.ca

1.800.565.8420

Prince Edward Island

www.studentloan.pe.ca

902.368.4640

Northwest Territories

www.nwtsfa.gov.nt.ca

1.800.661.0793

Nunavut

www.edu.gov.nu.ca

1.877.860.0680

Yukon

www.education.gov.yk.ca

867.667.5929

National Student Loan Service Centre

www.canlearn.ca

1.888.815.4514

FUNDING YOUR EDUCATION

Attending college provides new opportunities; it also brings new expenses such as tuition, books, and supplies. It is recommended that you find ways of funding your education without accumulating debt. While this may not always be possible, it is good to begin with this goal and consider other options as necessary.

Carefully consider whether you can fund your education by the following means:

- Personal resources, including working income, savings, or assets that you can liquidate
- Family resources
- Government Student Loans & Grants
- Scholarships and Bursaries
- Registered Education Savings Plans (RESP)
- Part-time employment
- Bank Loans/Line of Credit

SCHOLARSHIPS AVAILABLE AT MEDICINE HAT COLLEGE

Medicine Hat College students receive on average over \$1,000,000 in scholarships and bursaries each year. Scholarships and bursaries are based on academic achievement and other criteria or financial need. It's easy to apply by simply filling out our online awards application form on our website (www.mhc.ab.ca/scholarships). When you complete our awards application, you become eligible for all awards that apply to your year of study and program. Many other scholarships, awards and bursaries are available through sources such as local service clubs and agencies as well as personal or parental employer scholarship programs. You may find many of these on the internet. Additionally, we have included some external scholarship links on our website scholarship page. Be resourceful and persistent in your pursuit of funding options.

Other Scholarship Information Websites:

www.canlearn.ca

www.alis.alberta.ca

www.studentawards.com

www.scholarshipscanada.com

www.studentscholarships.org

FAQ

GOVERNMENT STUDENT LOANS

Students attending a post secondary institution can apply for a student loan through their provincial government. It is recommended that you apply early. For Alberta loans, applications are available in June and are available online at studentaid.alberta.ca.

You must complete an application for the province in which you completed high school, or the province in which you resided in twelve months prior to attending college. Check your province's website (a list of provincial student loan websites is provided in this guide) to determine which type of package is available to you. Do not delay funding by completing the wrong application.

Most provincial loan applications take between four to six weeks to process if all the information is complete and correct. Contact information is available on most provincial student loan websites.

GETTING YOUR STUDENT LOAN IS EASY!

STEP 1: Know which institution and specific program you are applying for.

You cannot transfer an approved loan from one institution to another. You may not be able to use funds approved for one program of study for another, depending on your province. If you change your mind about academic institutions or programs once you have been approved for a student loan, you may need to cancel your loan and re-apply. This can significantly delay the timing of approved funding and when it will be available to you.

STEP 2: Processing Your Alberta and Canada Student Loans

Once you have applied for a student loan and the application has been assessed by StudentAid Alberta, you will receive a "Notice of Assessment" (NOA) in the mail. This will detail the total funds you are receiving and when they will be released. Please keep this notice and read carefully as you may require it to assist you in budgeting your finances. You will also receive two Master Student Financial Assistance Agreements (MSFAA) - one for Canada and one for Alberta. Dependent or married students may also receive a Consent and Declaration (C&D) form. Please note the MSFAA and C&D forms are typically only required the first time the student applies.

An instruction sheet will accompany the MSFAA's which will aid you in completing and submitting your forms. You will be required to take your documents, appropriate identification and banking information to an approved Canada Post outlet for processing.

What if I am late applying for or receiving loan funding?

You will need to put short-term financing in place for such things as tuition, fees, books, supplies, accommodations and general living expenses until your loan funding is in your possession. Contact the Financial Aid Office about options if you anticipate difficulty securing short-term funding.

Why do I have to be registered for classes before my loan can be approved?

Before your loan can be processed by the government we must confirm that you are eligible for funding. You must be accepted at the college into the program indicated on the loan document and registered for a minimum of 9 credits of post secondary classes. We also confirm the program start and end dates are correct. If any of these conditions are not met, we cannot confirm your loan which could cause delays or possible cancellation of your loan.

Can someone else bring in my loan documents to be processed?

No. To ensure that fraud does not occur within the student loan system, the government requires you to personally present the documents to a federal government employee (Canada Post representative). You cannot designate anyone to do this on your behalf.

Contact information for Medicine Hat College Financial Aid Office:

Medicine Hat Campus

Email: finaidinfo@mhc.ab.ca

Tel: 403.504.3594 or 403.529.3996

Fax: 403.529.4822

Brooks Campus

Tel: 403.362.1686 or 403.362.1688

Fax: 403.362.1474

TRANSCRIPTS



It is your responsibility to arrange for official copies of your high school and other post secondary grades to be sent to the Registrar's Office at Medicine Hat College.

If you attended an Alberta high school or post secondary institution, official transcripts documenting your high school and post secondary education will be sent directly from the provincial Department of Education and/or from other institutions to the Admissions office. ApplyAlberta allows participating post secondary institutions to send and request high school and post secondary transcripts when authorized by a student. Please check with the Medicine Hat College Admissions office if you have questions about the transcripts required to support your application.

Students from other provinces are required to arrange for transcripts to be sent directly to Medicine Hat College as soon as possible (if currently taking classes request transcripts as soon as marks are available). Transcripts are official only if the institution has sent them directly to the college. If you are unsure whether we have your official transcripts on file, ask at the Medicine Hat College Registration desk or the Brooks Campus Registration desk.

Alberta

Alberta Education
Tel: 780.427.5318
Toll Free in Alberta 310.0000
Fax: 780.422.2137
www.education.alberta.ca

British Columbia

Ministry of Education - Transcripts
www.bced.gov.bc.ca/transcript

Saskatchewan

Student Services
Tel: 306.787.9525
Fax: 306.787.0035
www.k12.gov.sk.ca/etranscripts

Manitoba

Student Records
Tel: 1.800.667.2378
Fax: 204.773.2411
www.edu.gov.mb.ca/k12/studrec

New Brunswick

Contact last high school attended or school district office for official transcripts

Newfoundland & Labrador

High School Certification
Tel: 709.729.7925
Fax: 709.729.0611
www.ed.gov.nl.ca/edu

Nova Scotia

Contact last high school attended for official transcripts

Northwest Territories

Student Records
Tel: 867.920.6235
Fax: 867.873.0499
www.ece.gov.nt.ca

Nunavut

Department of Education
Tel: 867.473.2612
Fax: 867.473.2695
www.edu.gov.nu.ca

Ontario

Contact last high school attended or school board office for official transcripts

Quebec

Ministry of Education
Tel: 418.643.1761
Fax: 418.646.6561
www.education.gouv.qc.ca/en/students

Prince Edward Island

Contact last high school attended for official transcripts

Yukon

Yukon Education
Tel: 867.667.5141
Fax: 867.667.5876
www.education.gov.yk.ca/transcripts

STUDENT RESIDENCE

Medicine Hat College student residence offers comfortable and convenient campus living.

Our residence consists of 75 well-maintained townhouse units, only a few minutes walking distance from the college. 73 of our townhouse units can accommodate four single students each, and we also have 2, two bedroom units equipped for student with mobility impairments.

Brooks Campus student housing consists of eight (8), four bedroom front/back split style units.

Each unit is air-conditioned and includes:

- Fridge, stove, freezer, microwave
- Washer, dryer (coin free)
- Kitchen and living room furniture
- Bedrooms are furnished with desks, closet storage, extra-long single beds
- Internet

Students need to bring their own bedding, linens, dishes, pots, pans and cutlery. Utilities are included in the rent.

APPLYING TO STUDENT RESIDENCE

You may apply for Student Residence at any time, even prior to being accepted to Medicine Hat College. Apply early, as space is limited. The security deposit must accompany your application.

Applications are available:

- on our website at www.mhc.ab.ca/Services/Residence/Application.aspx
- by calling Student Residence at 403.529.3820
- by picking up an application from the Medicine Hat or Brooks Campus Registration desk.

ACCEPTANCE TO STUDENT RESIDENCE

During the fall/winter semesters, registered full-time students from outside the immediate Medicine Hat and Brooks areas (for the respective campuses) are given preference for acceptance to student residence. A certain number of units at the main campus are available for students with physical disabilities. Acceptances are handled on a first-come first-served basis. The Student Residence office reserves the right to adjust these policies as deemed necessary. You will be notified of your acceptance to student residence in mid-June.

SECURITY

Safety for our residents is a priority. Security personnel regularly patrol the main campus buildings and grounds, including the residences. Along with security, Residence has 9 Resident Assistants, and a Sr. RA who are available after office hours and on weekends in the event of any incidents.



OFF-CAMPUS HOUSING

Medicine Hat

- Check our website for off-campus housing listings at www.mhc.ab.ca, click on Current Students, Campus Facilities, Student Residence Off-Campus Housing. Medicine Hat College accepts listings of accommodations from landlords for the convenience of its students. Medicine Hat College does not check the accommodations listed in any way and takes no responsibility for the actions of any landlord who advertises on this list, or for the condition of the rental accommodations listed. Selection of off-campus accommodations and rental agreements are the sole responsibility of the student.
- Check the local newspaper, the Medicine Hat News for listings.
- Check campus bulletin boards. There are some postings on the bulletin boards around campus, including postings by students looking for roommates and local listings offering room and board accommodations.

Brooks

- Check campus bulletin boards to find a roommate, room and board accommodations, or available private rental units.
- Check the Brooks Bulletin website for listings (www.brooksbulletin.com).

FAQ

When should I apply for Student Residence?

While there is no deadline for applications to residence, we advise students to apply eight to 12 months in advance, as housing is assigned on a first-come first-served basis.

How much does residence cost?

Current MHC residence costs can be found on our website at www.mhc.ab.ca. Click on Current Students Campus Facilities; "Student Residence, Housing Costs". You can also call the Student Housing Office at 403.529.3820 in Medicine Hat or 403.362.1677 in Brooks for residence costs.

Can students live in student residence during the spring and summer months if they are not attending school?

Yes, we do accept non-students for the spring and summer semesters, but students attending classes are given priority.

ACADEMIC ADVISING

All MHC students are assigned an Academic Advisor based on their program of study. Your Advisor can help you with:

- planning your academic program.
- understanding college policies and procedures.
- finding and using campus resources.
- locating accurate, up-to-date information to assist you in achieving your goals.
- figuring out your options if academic difficulties should arise.

It is strongly recommended that all new university transfer students book an appointment with their Academic Advisor to develop a plan of study before they register for classes. Students in Medicine Hat College certificate, diploma, applied degree, and collaborative degree programs are welcome to meet with their Advisor if they have questions or concerns. Continuing students are encouraged to check in with their Advisor to review their plan of study.

Contact us!

Medicine Hat Campus

Phone 403.529.3819, email: info@mhc.ab.ca or drop by our offices.

Monday to Friday 8:00 a.m. to 4:30 p.m.

During peak periods, advisors may operate on a same day appointment basis and do not book in advance, so you are encouraged to meet early with your Advisor to avoid the last minute rush.

Brooks Campus

Phone 403.362.1677 or drop by the Front Office at the Brooks Campus.

Appointments can be made with an Academic Advisor during the following hours:

Monday, Wednesday, Thursday and Friday	8:30 a.m. - 4:30 p.m.
Tuesday	10:00 a.m. - 6:00 p.m.
July - August	8:30 a.m. - 4:30 p.m.

FAQ

Why should I see an Academic Advisor?

Academic Advisors are here to assist current and future students with planning course loads in all MHC programs of study. In addition, advisors help students navigate MHC policies and procedures including admission, registration, withdrawals, course repetition, and graduation requirements. Advisors can also help you to find out if you are able to register in certain courses, and work out alternatives for reduced course loads. If you are unsure if the questions you have should be addressed by your Academic Advisor, do not hesitate to ask when booking your appointment. Our staff will assist you in finding the right person to help you with your questions or concerns.

How do I know which courses to register in?

For many programs the list of required courses by semester is shown in the academic calendar. Program planning guides for certificate, diploma and applied degree programs are sent out by email when you pay your registration deposit. They are also available on the Medicine Hat College website and can be found by doing a google search for your program name and planning guide. We recommend that all students in university transfer programs schedule an appointment with their Academic Advisor to discuss course selection.

ORIENTATION

NEW STUDENT ORIENTATION

Orientation at Medicine Hat College will help you to get off on the right foot and feel more comfortable with your transition to college. Orientation will be held on Tuesday, September 5 and Wednesday, September 6, 2017. Your attendance is expected and is critical to your success at Medicine Hat College.

- These are essential days, where you will meet everyone at Medicine Hat College including your program coordinator, instructors, and fellow students.
- You will learn where to find your classes, where to buy your books and about valuable support services that will make your transition to College a positive experience.

More specific details about the day, such as room numbers and start times will be sent to you by email and will be available by the beginning of August on our website. For more information about any of these events, please call 403.529.3819 or visit our website at www.mhc.ab.ca.

For students attending Medicine Hat College - Brooks Campus, they will also be having New Student Orientation, on Tuesday, September 5, and Wednesday, September 6, 2017. For more information about your Orientation call 403.362.1677 or visit our website at www.mhc.ab.ca.



COLLEGE STUDY SKILLS

4-HOUR MINI COURSE

- Did you know there are actually some Test Taking Strategies that can be used to improve your level of success on exams? Learn all the secrets!
- Does just hearing the word “test” cause you to break out in a nervous sweat? Find out how to RELAX and deal with Test Anxiety.
- Do you fall asleep every time you pick up a textbook to read? Find out how to stay awake and actually remember what you have read in the Textbook Comprehension session.
- Do you often need more than 24 hours in a day to get everything done? STOP wasting time and learn about Time Management.
- Have you ever been introduced to someone and then cannot remember their name two minutes later? You forgot because you were not listening. Find out how to improve your Listening Skills.
- If you think your instructors are speaking another language when they tell you to Document Your Sources Using APA or MLA, you better sign up for study skills to find out what they mean and how to avoid plagiarism.
- After listening to your instructors lecture for an hour, should you have 1 or 10 pages of notes? Find out more about Note-Taking Strategies.
- Do you have trouble remembering important information before a test? Sign up for study skills and learn how to improve your Memory Skills.



REGISTRATION

A \$20 non-refundable registration fee is required for this 4 hour mini-course. Register at the MHC Registration desk or by calling 403.529.3844.

FALL 2017

Option 1	Tuesday, August 22, 2017	12:00 p.m. - 4:00 p.m.
Option 2	Thursday, August 24, 2017	8:00 a.m. - 12:00 noon
Option 3	Thursday, September 14, 2017	4:00 p.m. - 8:00 p.m.

WINTER 2018

Option 1	Thursday, January 11, 2018	4:00 p.m. - 8:00 p.m.
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STUDENT AND CAMPUS SERVICES

ACADEMIC RESOURCES CENTRE (ARC)

Studies completed by the Community College Research Center in Florida (June 2007) have shown there is a strong correlation for students who attend student success courses to achieve one of the following three indicators of success: earning a college credential, transferring to university, or remaining enrolled in college – compared to students who do not complete some sort of student success course. Many students are under-prepared when entering college for the first time, in terms of deficiencies in basic academic skills, poor study habits, and goal setting to cope with the demands of college life. They are also unfamiliar with how to access resources available on campus to help them succeed. The Academic Resources Centre is able to provide a number of resources to help you succeed at Medicine Hat College.

The Academic Resources Centre (main campus) provides the following services to assist you with the successful completion of your program(s). These services are also offered at the Brooks Campus through the Open Learning Centre.

- Tutorial Services
- Exam Supervision
- Distributed Learning
- Peer Tutoring (at Brooks Campus, available through the Students' Association)

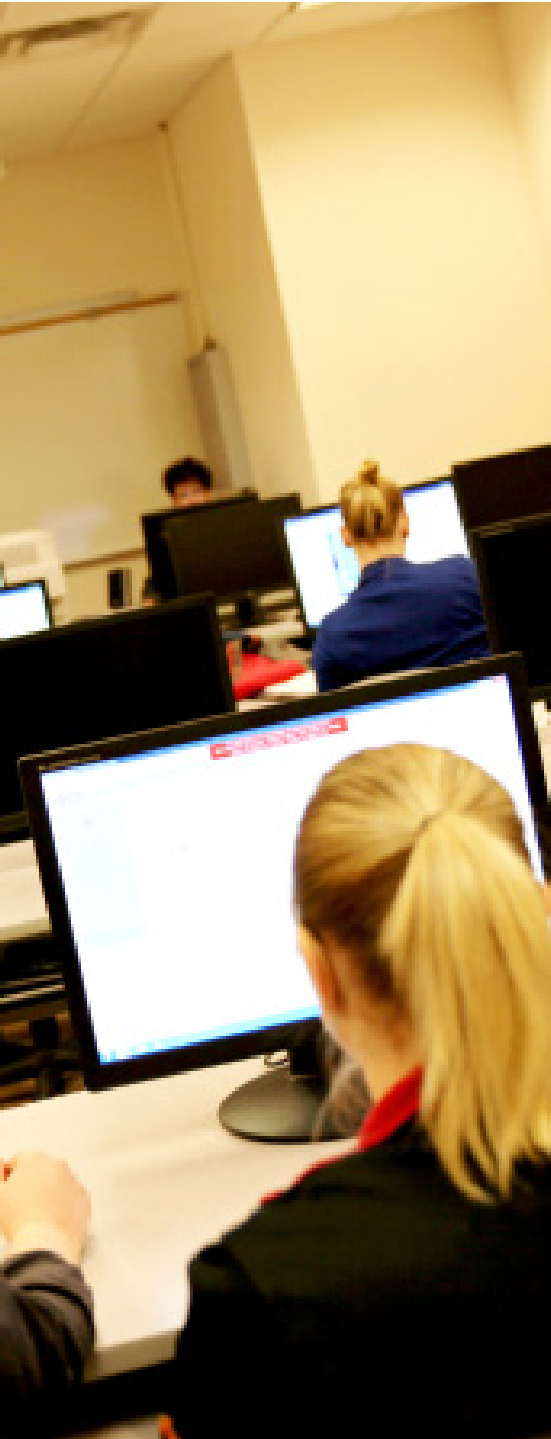
THE BOOKSTORE

The Bookstore is committed to providing the course materials and supplies you will need for the current term. Our dedicated and friendly staff are available to help you find what you need and to answer any questions you may have. We are your one-stop, on-campus supplies and convenience store offering a wide selection of office and school supplies such as stationary, binders, pens, paper, drafting supplies and technology gadgets and accessories. You'll find health and beauty aids, greeting cards, mementos and giftware as well as a wide variety of drinks and snacks.

Our clothing line features MHC crested vests, jackets, sweats, t-shirts and backpacks, Rattlers sportswear and more. We also stock gift items sporting the college logo. City transit passes, postage stamps & client (gift) cards can be purchased and parking permits are available for purchase in the Bookstore. For visual communications students, and anyone else who is interested, we have a wide range of art supplies.

Our Brooks campus stocks all required textbooks and course materials temporarily at the beginning of each semester. Additional items are displayed and available by placing an order (for delivery within a few days).





CHILDCARE

If you have children, take advantage of the on-site daycare at the main campus. With qualified caregivers for your children, you can leave your worries aside and enjoy your college experience. Operated by the College Child Care Society of Medicine Hat, this non-profit organization gives preference to college students with children (ages 19 months to six years). Apply early, as space is limited. Call 403.504.3694 for more information.

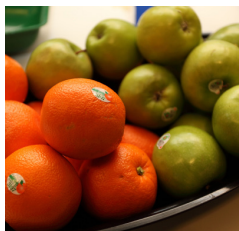
In Brooks, you can access Newell Integrated Child Care Society 403.362.6559, which operates a daycare centre. The LINKS Community Information Centre 403.501.5556 is an information, resource and referral centre that can provide information about other childcare options.

COMPUTER LABS

Medicine Hat College has several computer labs available for students, staff, and community use. There are a number of general labs available to all students, in addition to labs designed especially for and restricted to students taking computer-intensive programs such as Computer Aided Drafting, Information Technology, Visual Communications, and Power Engineering. Computers are available in the Vera Bracken Library for public drop-in use and to facilitate student studies. Wi-Fi access is also available for current students in many locations on both the Medicine Hat and Brooks campuses. Brooks Campus has two computer labs and a number of computers in the library with Internet access.

CRAVE

Crave is owned and operated by the Students' Association. It is a great place to go to have an affordable meal and enjoy a casual setting with your friends. Follow us on Facebook or Twitter for our daily specials and upcoming events. Crave is open 11:00 a.m. - 9:00 p.m. Monday through Friday, with extended hours on events nights. To see a copy of our menu visit our website at www.samhc.ca.



ACCESSIBILITY SERVICES

At Medicine Hat College we are committed to ensuring that you are afforded an academic environment based on equality, respect for individual differences, and academic integrity. Students with a confirmed diagnosis of a permanent disability may register with Accessibility Services. Students must provide documentation of their disability. Disabilities accommodated at Medicine Hat College include:

- Acquired Brain Injury
- ADD/ADHD
- Chronic Medical
- Learning Disability
- Blind, Low Vision
- Mobility/Function
- Deaf or Hard of Hearing
- Psychiatric

If you have a permanent disability and require accommodation, please contact the Accessibility Services Coordinator at 403.529.3824 or toll-free 1.866.282.8394. It is recommended that you initiate contact three to six months prior to the beginning of the semester to ensure that appropriate accommodations and funding are in place when you begin your studies. Please note that students are responsible to self-identify if seeking accommodations and support. The Accessibility Services Office located at the main campus also serves those students registered in classes at the Brooks Campus. Students attending the Brooks Campus must follow the same process as listed above.

HEALTH AND DENTAL PLAN

The Student Health and Dental Plan is mandatory for all full-time students (9 or more credits) at Medicine Hat College. The extended benefit plan, not to be confused with Provincial Health Care, covers items such as prescription medication, vision care, ambulance services, and dental care. It supplements provincial health care, and covers things that are not already covered. The coverage dates for the plan are September 1 to August 31 annually, and the rates charged for the plan will be pro-rated accordingly for later start dates in the year. This applies to winter enrollments or distance learning students. Of note, the fees for dental coverage are not pro-rated. Students who are enrolled only in the Spring/Summer semester are not eligible for the plan.

If you have a spouse or children, you may elect for family coverage as well. Your family will be eligible for the same level of coverage, once you elect and pay for family coverage through the Students' Association office.

If you already have an equivalent extended health and dental plan you may opt out of the Students' Association Health and/or Dental plan. You can also enroll your spouse and/or dependants by completing an enrollment process and paying an additional fee, over and above the Students' Association fee. Please see the college calendar for deadlines.

For plan details, Proof of Coverage information, please visit the website:

www.studentbenefits.ca

INTERFAITH CENTRE

Visit your campus Chaplain. The Ecumenical Campus Ministry is a casual, confidential environment and not part of Medicine Hat College. Nothing is off limits, talk about that instructor, trouble with students, girls, guys, your boss, or that test that didn't go as well as you hoped.

The Chaplain will answer emails, phone calls, text messages, or arrange to meet over coffee, however you feel most comfortable.

Room F155

email: chaplainmhc@gmail.com

text or call: 403.581.8199



LIBRARY

Medicine Hat Campus Library Hours:

Fall/Winter
 Monday - Thursday: 7:30 a.m. - 10:00 p.m.
 Friday: 7:30 a.m. - 5:00 p.m.
 Saturday: 12:00 p.m. - 5:00 p.m.
 Sunday: 1:00 p.m. - 8:00 p.m.

Spring
 Monday - Thursday: 8:00 a.m. - 6:00 p.m.
 Friday: 8:00 a.m. - 5:00 p.m.
 Saturday: 1:00 p.m. - 5:00 p.m.

Summer
 Monday - Thursday: 8:00 a.m. - 5:00 p.m.

Brooks Campus Library Hours:

Fall/Winter
 Monday - Thursday: 9:00 a.m. - 8:00 p.m.
 Friday: 9:00 a.m. - 4:00 p.m.

Spring/Summer
 Monday and Thursday: 9:00 a.m. - 12:00 p.m.

What can I do in the Library?

Read, study, group work, hang out, surf the web, tinker in Makerspace MHC (Medicine Hat campus only), print, photocopy, fax, scan, ask questions, and get help with research, writing and citing.

What can I borrow?

Use your student ID card to access thousands of books, magazines, videos, journal articles, curriculum support materials and more, both online and in print. We also lend out headphones, laptops, phone chargers, and much more. You can even get books, journal articles and other materials from other libraries for free through our interlibrary loan program- just ask us, or fill out our form online at www.mhc.ab.ca/library. You can also use your student ID card at the Medicine Hat, Brooks, and other public libraries in the Shortgrass Library System.

How long can I keep Library materials?

- Books: 4 weeks
- Journals, magazines, DVDs: 1 week

How can I contact the Library?

Come visit us: in the B Wing at the Medicine Hat Campus and to the right of the main entrance at our Brooks Campus.

Call us: 403.529.3867 (Toll free: 1.866.282.8394)

Email us: circulation@mhc.ab.ca

Instant Message us: visit www.mhc.ab.ca/library

Text us: 587.333.2766

Follow us on Facebook, Twitter and Instagram for updates and info

PARKING

A valid parking permit is required to park at the Medicine Hat Campus. Parking enforcement is in effect Monday to Friday, 7 am to 5 pm year round. Permits are available on a daily, monthly, or yearly basis and all parking permit types can be purchased at the college Bookstore.

PEER SUPPORT CENTRE

(A SERVICE OFFERED BY THE STUDENTS' ASSOCIATION)

The Peer Support Centre strives to educate, support and improve the quality of life for MHC students, while maintaining the concept of "students helping students." You can obtain assistance with a variety of topics such as:

- Coping with stress, gender based violence
- Relationships, pregnancy, STI's
- Grief or loss, suicide, drug and alcohol concerns

The Peer Support Centre also houses the on-campus Student Food Bank. The Student Food Bank can help you out during those times when you have more month than money.

The Peer Support Centre is located in room F111 by the Students' Association office. For more information or to find out how to become a volunteer please contact the Peer Support Coordinator at 403.502.8992.

PERSONAL COUNSELLING

Counselling is available to students who require additional personal support or referrals to community services while attending college. This service is strictly confidential and is provided by trained professionals. Counsellors are available for appointments at the main campus Monday to Friday from 8:00 a.m. to 4:30 p.m. Call 403.529.3819 or visit the Student Advising desk in the center core to schedule an appointment.

A counsellor is available at Brooks Campus for appointments on campus a few times per week. Students can make an appointment by contacting Brooks Campus Main Office at 403.362.1677 or leave a message at 403.362.4182.

Counselling is done by appointment only. However, there are emergency slots available throughout the week. Sessions are typically 50 minutes in length.

STUDENTS' ASSOCIATION

The Students' Association of Medicine Hat College (SAMHC) is led by a team of dedicated students (which includes students from both campuses). These representatives act as the voice of the student body on campus, in the community, and province-wide. The purpose of the Students' Association is to provide college students with a number of services that promote and advance each student in their academic, cultural, and recreational pursuits. Services offered by the SA include:

- Clubs
- Fax* and photocopying services
- Locker rentals
- Peer Support Centre
- Crave (the student pub)
- Student activities and events*
- Student Handbook*
- Student Health and Dental Plan.*

The SA office is located in room F113 near Starbucks. All students are welcome to bring their questions, comments or concerns to the SA. Stop by anytime between the hours of 8:30 a.m. to 4:00 p.m. (M-F) to speak to an executive member or call 403.529.3925 (Main Campus) or 403.362.1689 (Brooks Campus).

*services also offered at Brooks Campus

SPORT & WELLNESS

Campus Recreation & Intramurals

Medicine Hat College emphasizes participation in sport, recreation, and fitness activities as a vital component of an enriched and balanced educational experience. Sport & Wellness offers Medicine Hat College students an opportunity to participate in a wide variety of activities and events. Make sure to sign up for activities such as flag-football, basketball, volleyball, floor hockey and more. For more information call 403.529.3834.

Fitness Class, Exercise programs, Fitness Evaluations

Sport & Wellness offers a variety of FREE fitness classes throughout the year for students and staff. If you need a personal fitness assessment or a customized exercise program, contact the Sport & Wellness department or drop by the office (G101).

Campus Fitness Centre and Equipment Room

All MHC students have the privilege to use the Campus Fitness Centre and recreation facilities FREE of charge. Students have access to the playing fields, tennis courts, gymnasium, and locker rooms. Valid student identification is required.

About The Rattlers

The Rattlers compete in the following sports:

- Men's & Women's Basketball
- Men's & Women's Volleyball
- Men's & Women's Soccer
- Men's & Women's Futsal (Indoor Soccer)
- Men's & Women's Golf

The Rattlers soccer and golf seasons begin in early September and run until mid-November. The Rattlers volleyball and basketball regular season begins in mid-October and runs until mid-March. The Rattlers Futsal season begins shortly after the outdoor season concludes and runs until March. All MHC students receive FREE admission to Rattlers home games. All home games take place on campus during weekends in the Snake Pit.

Open try-outs for soccer and golf take place in mid-August and early September for basketball and volleyball. For more information, or to follow the Rattlers, visit them online at www.rattlers.ca.



Brooks Campus

Brooks Campus provides an outdoor court for basketball, tennis and street hockey. Equipment can be signed out from the library. In the main building, there is a spacious games room offering ping-pong, billiards, air hockey, and foosball.

Lakeside Leisure Centre

All full-time Brooks Campus students are eligible for a free pass to the Lakeside Leisure Centre, which includes two indoor skating arenas, gymnasium, fitness room, curling rink, swimming pool, waterslide, water park, sauna, and steam room. Part-time students can purchase a pass for a pro-rated fee.

STUDENT EMPLOYMENT AND CAREER CENTRE

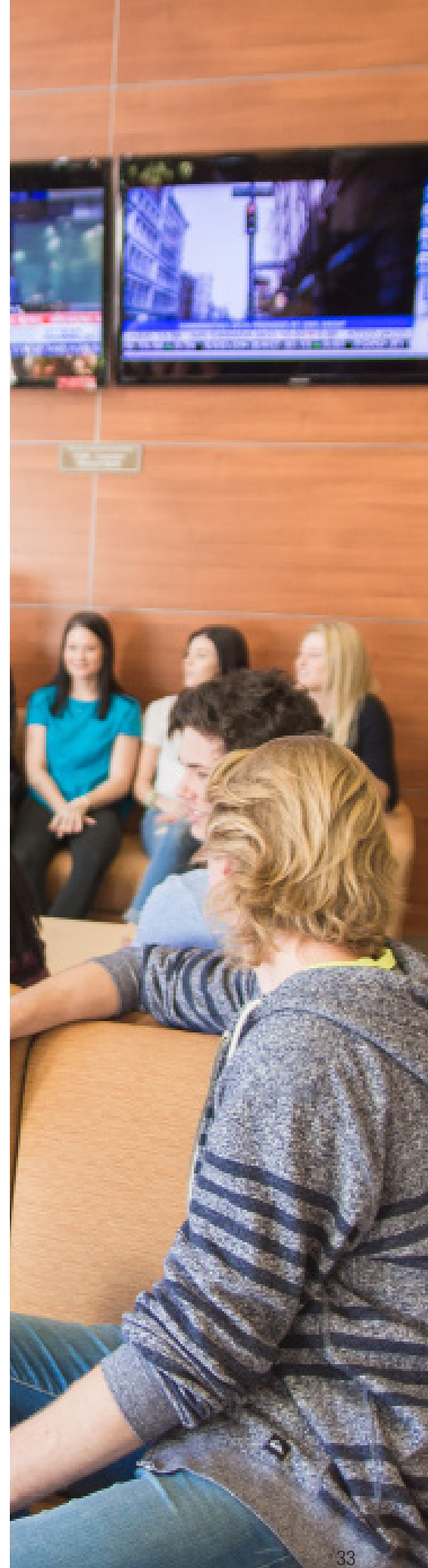
The Medicine Hat College Student Employment and Career Centre helps students with career exploration and job search preparation. With in-depth career advising sessions, aptitude assessments and skills inventories, our team can assist you to learn more about yourself in order to ensure a good program fit and career satisfaction.

Whether you are seeking a full-time career position or part-time employment to supplement your income as a MHC student, our staff is here to help. We can review your resume, assist with interviewing skills, help you focus your employment search and provide you with a variety of career-related information. While some job opportunities get posted on the on-site job boards at the Medicine Hat and Brooks campuses, all employment opportunities are available for viewing on our electronic job board at www2.mhc.ab.ca/EmploymentStudent/. Each year, the Employment and Career Centre invites employers on campus to conduct on-site recruitment and career information sessions. Some of the employers that have visited our campus include:

- Alberta Health Services
- Alberta Solicitor General and Public Security
- ATCO Power
- CARNA
- City of Medicine Hat
- Costco Wholesale
- Government of Alberta Employment Standards
- Johnston Morrison Hunter & Co.
- Royal Canadian Mounted Police
- Special Areas Board
- Tim Hortons

They also host an annual Fall Career Fair which is held in October. With up to 70 employers in attendance, students have the opportunity to explore different career paths, learn which employers hire for their field, network with multiple recruiters, and even land a job or practicum placement. The Spring Job Fair, which takes place in February, focuses on securing jobs for students after graduation or over the summer months.

The Student Employment and Career Centre is located within the Student Development area and is open Monday-Friday from 8:00 a.m. to 4:30 p.m. For further information or to set up an appointment please contact the Student Employment & Career Services at 403.504.2208 or 403.529.3999.



INTERNATIONAL EDUCATION

International Education offers services to students in the following areas:

- International Mobility (Travel & Study Abroad)
- International student programs (International Education Week, Canadian Cultural Activities, etc.)
- International Student Advising
- Academic & personal counselling
- Admissions & registration
- Health insurance
- Information on banking
- Transportation information (city transit, local and domestic travel)
- Services and resources both at Medicine Hat College and in the community
- 24 hour emergency assistance
- Homestay Placement
- Advising for students and families

International students are encouraged to utilize these services, as well as participate in the cultural activities both on campus and in the community.

Please feel free to contact the International Education office at 403.504.3615 or come and visit us!

INTERNATIONAL STUDENT HEALTH INSURANCE

Guard.me health insurance is provided to:

- International students (student or visitor status).
- Canadian students studying abroad.
- Faculty and staff going abroad.

International students in credit courses are automatically charged for the mandatory insurance upon registration of classes. Students are charged the following for the 2017-2018 academic year:

Fall 2017* (September 6, 2017– January 4, 2018)	\$180.00
Winter 2018* (January 5, 2018– April 25, 2018)	\$180.00
Spring 2018* (May 1, - July 20, 2018)	\$180.00

*fees/dates subject to change

Policy information and claim forms regarding Guard.me health insurance can be found in the International Education office or at www.guard.me.

HOMESTAY PROGRAM

International Education offers an excellent Homestay program to all of its international students. Medicine Hat is a safe and friendly city where families welcome students into their homes. Families open their homes to international students to expose them to Canadian language, culture and customs. Families are diverse: with or without children, older couples, single parent families and even single people take students into their homes. Living with a Canadian family is an excellent opportunity for international students to learn the language and the culture of Canada.

Students interested in Homestay should complete the Homestay section of the application form at www.mhc.ab.ca/internationalstudents/accommodations.aspx.

Homestay placements are based on preferences with regards to pets, children and smoking. Homestay application fee of \$150 must be paid before an application will be processed. The homestay rental fee is \$650 per month and include 3 meals a day. (This price is subject to change without notice). For further information about Homestay, please contact International Education at 403.502.8449 or send an email to ISS@mhc.ab.ca.



INTERNATIONAL MOBILITY

MEDICINE HAT COLLEGE'S INTERNATIONAL MOBILITY PROGRAM OFFERS EDUCATION OPPORTUNITIES AROUND THE WORLD!

INTERNATIONAL DEGREE COMPLETION

Medicine Hat College is proud to facilitate relationships with international universities and colleges that are willing to offer Medicine Hat College diploma graduates the opportunity to earn an international degree.

Medicine Hat College has entered into and will strive to enter into "Block Transfer Agreements". This program enables Medicine Hat College diploma graduates to transfer their Medicine Hat College diploma to international partner institutions for credit towards a four year bachelor degree. In most agreements, you will be able to complete the bachelor program in two additional years of study abroad. The College continues to research and present new opportunities and will assist you in achieving your educational goals.

Partnership Agreements for International Degree Completion (Block Transfer)

AUSTRALIA UK

For more details on the International Mobility Program contact the International Education Department at 403.502.8448; email GoAbroad@mhc.ab.ca; or visit our website at www.mhc.ab.ca/InternationalMobility.aspx.

SUMMER STUDY ABROAD

This opportunity is open to all students at Medicine Hat College, regardless of their enrolled program. Medicine Hat College partners open their campuses to students who are looking to travel abroad for the summer, and study for a short period, ranging from 4-9 weeks. It is a great way to travel, study a new culture and language, and not take any time away from your program. Credits are not transferable to Medicine Hat College.

STUDENT EXCHANGE

Through an exchange agreement with a partner university or college, each institution allows selected full-time Canadian students in good academic standing to enroll at a partner institution for one or two semesters. Students remain registered at their home institution while on exchange and therefore do not have to apply for re-admission upon return.

Accommodations, meals, mandatory medical insurance, books, personal expenses, program fees and travel costs, as well as any additional fees at the host institution are the responsibility of the student.

SHORT TERM STUDY ABROAD

The Short Term Study Abroad option of the International Mobility Program is initiated by a faculty member from the program you are registered in. However, the International Education Department will assist a faculty member who wishes to lead a Short Term Study Abroad program. Please see your program coordinator for study abroad opportunities.

Partnership Agreements Available for Student Exchange and Study Abroad

FINLAND	JAPAN	KOREA
NETHERLANDS	TAIWAN	

For further information on student exchange and study abroad opportunities check out our website at www.mhc.ab.ca/InternationalMobility.

2017-2018
**MEDICINE HAT COLLEGE
GUIDE FOR NEW STUDENTS**

Advising Office	403.529.3819	Medicine Hat Campus	403.529.3811
Brooks Campus	403.362.1677	Student Residence	403.529.3820
Campus Visit	403.529.3819	Toll Free	1.866.282.8394