

Pre-Program Entry Requirements – Documentation & Submission Guide

Required Documentation

Before entering the program, all required pre-program documentation and forms that are found in the checklist below must be fully completed and submitted by the stated deadline. These requirements come from the Medicine Hat College Academic Calendar and are mandatory pre-program requirements. All costs related to completing these requirements are the responsibility of the student.

Academic Calendar Requirements & Consequences

The Medicine Hat College Academic Calendar outlines the following policies related to pre-program documentation:

Before Classes Begin

All required program documents must be submitted before the first day of classes September 3rd, 2026.

Failure to do so will result:

- A **hold** will be placed on the student's account.
- Students will **lose access to class materials** until requirements are met.

14-Day Hold Period

If documents remain outstanding 14 calendar days after the hold is applied:

- The student will be required to **withdraw from program courses**.
- Future participation may require the student to **re-apply for admission** to the program.

Guidance from Your Administrative Assistant

To ensure your information is included *every time you email the office*, you are encouraged to:

Create a personalized email signature including

- Your full name
- Program of study: *[Program Name]*
- Enrollment Year: *[Year]*
- Student ID #: *[Optional but helpful]*

This helps ensure all required details accompany every email you send.

Final reminder: Submission Deadline

All documents must be submitted no later than **August 15th**, for Fall Intake
And **December 1st**, for Winter Intake

Pre-program documents:

YSHCS@mhc.ab.ca

Immunization Submissions:

Immunizations@mhc.ab.ca

See the Medicine Hat College Website for more detailed information regarding:

Document submission: **[YSHCS Documents](#)**

Immunizations: **[Immunization Information](#)**