



MEDICINE HAT
COLLEGE



student guide

MEDICINE HAT COLLEGE
2024/25

Welcome to Medicine Hat College

Dear Student,

Welcome to Medicine Hat College! 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 as a student. It will assist you in a variety of areas including registering for classes and connecting to important resources and supports. These resources are here to help you find success here at Medicine Hat College, and I encourage you to take advantage of them.

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 during your time at Medicine Hat College. Have a great year!

Sandy Henderson
Dean of Student Services/Registrar

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First Year Checklist



SPRING (APRIL - JULY)

- Know your MHC username, password and email address
- Set up your student portal
- Register for classes
- Ensure official transcripts are on file
- Pay residence fees, if required (by August 1)
- Complete student loan application, if required

AUGUST

- Get your Student ID card
- Pay your fees
- Opt out of Health & Dental Plan
- Purchase a parking pass, if required
- Download your class schedule to your phone or print
- Register for New Student Orientation
- Set up your college print account*
- Provide any requested final documents to admissions



ON ARRIVAL

- Purchase textbooks
- Rent a locker
- Download your class schedule to your phone or print
- Check tuition on portal to ensure all is paid by September 15

*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.

NEW STUDENT ORIENTATION

New Student Orientation (NSO) is designed to start you off on the right foot and have you feel more comfortable with your transition to college. NSO is shown to have significant impact on student success and new students are expected to attend.

New Student Orientation 2024 is scheduled for Tuesday, September 3 at Medicine Hat and Brooks campuses.

On this day, you will meet your program coordinator, instructors, and fellow students. You will also learn important information about your program, where to find your classes, where to buy your books, and the variety of support services we offer to make your transition to MHC a positive experience.

Details about the day, such as program room numbers and start times will be sent to you by email and made available on our website by the beginning of August. For more information about NSO events, please call 403.529.3819 (Medicine Hat NSO) or 403.362.1677 (Brooks Campus NSO) or visit our website at www.mhc.ab.ca.

2024-2025 Academic Schedule

FALL 2024 (SEPTEMBER - DECEMBER)

September 2	Labour Day (College Closed)
September 3	New Student Orientation
September 4	First day of classes
September 11	Last day to add or register for credit courses in Fall Semester
September 18	Last day to drop Fall Semester courses in order to receive a refund Last day to apply for Transfer Credit or Prior Learning Assessment and Recognition (PLAR) for Fall Semester Last day to opt out of the Student Health & Dental Plan Last day to add family onto Student Health and Dental Plan Last day to pay tuition and fees for Fall Semester
September 30	National Truth and Reconciliation Day (No Classes)
October 14	Thanksgiving Day (College Closed)
November 11	Remembrance Day (College Closed)
November 12 & 13	Student Study Break(No Classes)
November 21	Last day to withdraw from courses to receive a “W” grade
December 10	Last day of classes
December 12-20	Final exams for credit classes
December 23 - 31	Christmas Break (College Closed)

WINTER 2025 (JANUARY - APRIL)

January 1	New Year’s Day (College Closed)
January 2	College open
January 6	First day of classes
January 10	Last day to add or register for credit courses in Winter Semester
January 17	Last day to drop Winter Semester courses to receive a refund Last day to apply for Transfer Credit or Prior Learning Assessment and Recognition (PLAR) for Winter Semester Last day to opt out of the student Health & Dental Plan (January Registrants Only) Last day to add family onto Student Health and Dental Plan (January Registrants Only) Last day to pay tuition and fees for Winter Semester
February 17	Alberta Family Day (College Closed)
February 18 - 21	Student study break (No Classes)
March 25	Last day to withdraw from courses and receive a “W” grade
April 10	Last day of classes
April 12-25	Final exams for credit classes
April 18	Good Friday (College Closed)
April 21	Easter Monday (College Closed)



STUDENTS' ASSOCIATION
403.529.3925
samhc.ca

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

- by 4 p.m. on Wednesday, September 18, 2024 (for Fall start)
- by 4 p.m. on Tuesday, January 17, 2025 (for Winter start)

(You may also add family members before the deadline for an additional fee)

Logging In

SINGLE USERNAME AND PASSWORD COMBINATION

The same username and 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)

Note that you don't enter your entire email address in the username field, just the username part. For example: enter cindy.canuck, not cindy.canuck@mymhc.ca.

Password

Your password will be the:

- First three letters of your month of birth, first letter capitalized
- Four digits of your year of birth
- 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

Problems or questions?

If you have any problems accessing these college information technology services, please contact our support centre by phone at 403.529.3899, email at callcentre@mhc.ab.ca, or in person in the Vera Bracken Library.

ONLINE SERVICES

Student Portal

Select **Login** at the top of www.mhc.ab.ca, scroll down to Student Login information and select the Student Portal button. Log onto your portal using the single username and password combination on the previous page.

Dashboard

The Dashboard contains online forms, an easy-read schedule, all final exam data and tax information. You can also sync your schedule to your mymhc calendar from here.

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 top of www.mhc.ab.ca and set up your email using the single username and password combination on the previous page.

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.

Registration



This section is intended for students who will be completing a credit credential for standard Certificates, Diplomas, Applied Degrees and Degrees at Medicine Hat College. Information for Apprentice, Continuing Studies and Conservatory programming is available on our website at www.mhc.ab.ca.

WHAT IS REGISTRATION?

Registration is the process of selecting the classes that you will attend in a future term, including the times and instructors for those classes. This is different than admission, which is your approval to register in the program.

Registration takes place after you have been offered a seat in your chosen program and confirmed your attendance with a deposit fee.



WHEN DOES REGISTRATION BEGIN?

Registration for credit program classes begins in May for the following Fall, Winter and Spring semesters. Registration can be done online, or by completing a registration form and emailing it from your mymhc.ca email address to registration@mhc.ab.ca.

ARE YOU READY TO REGISTER?

You will need to complete the following steps before you can start the registration process:

- **STEP 1: You have been accepted to a program at MHC.**
You have completed an application for admission and received a letter confirming that you have been accepted to your program.
- **STEP 2: You have confirmed your seat and paid the deposit.**
In your letter of admission, we ask you to confirm your seat in your program. Confirming your seat tells us you are coming and we should not give your seat to someone else. Once you confirm your seat, the deposit you provide is non-refundable, but will go towards your tuition once you start your program.
- **STEP 3: You have determined what classes you need.**
There are a few different ways to determine what classes you need, including the academic calendar, the planning guide for your program and academic advising. We'll discuss these supports in more detail in the next section.



WHAT IF I'VE ACCEPTED AN OFFER, BUT I'M WAITING TO HEAR IF I AM ACCEPTED TO A COMPETITIVE PROGRAM?

If you have received an offer of acceptance, but are waiting to hear back about another more competitive program (e.g. nursing, paramedic), consider registering in the non-competitive program first. You can change your registration to the competitive program if you are accepted and we will move the deposit you already paid to that new program.

We discourage students from selecting courses outside of their accepted program, as this prevents other students from getting the courses they need. If you are admitted into a program, even late, every effort will be made to help you get all the required courses you need to graduate on time.

HOW WILL I KNOW WHAT CLASSES TO TAKE?

The academic calendar for the year you are admitted becomes the requirements you need in order to graduate. An academic calendar is not just dates and deadlines, it also contains the policies, procedures, and rights and responsibilities a student must follow to complete their program. This document is published online yearly and lists all the courses you need to take.

While the academic calendar provides an overview of all programs and courses, there are additional resources available to help students plan their academic journey. For example, students applying for transfer credit, part-time students, or students in university studies programs may need to consider different program pathways.

The following resources are here to help:

Academic Advisors

Academic advisors can help you understand college policies, regulations, and program requirements as well as refer you to appropriate campus resources for specific assistance.

Check out the Academic Advising web page to book an appointment online, or email info@mhc.ab.ca if you need assistance.

Program Planning Guides

For most programs, academic advisors prepare planning guides to help students plan their classes and track their progress. These documents help you know exactly what to take and when.

You can view and print program planning guides [here](#).

AUTOMATIC REGISTRATION VS SELF-REGISTRATION

The registration process is different depending on the program. All MHC programs are divided into registration groups which determine if you will be pre-registered in all your classes or if you'll need to select and schedule classes on your own.

Registration Groups

A registration group consists of programs that follow a similar registration style.

For example, some programs have block registration which means all the class dates and times are selected for you. Other programs require students to manually schedule their own classes.

[Click here to find your Registration Group](#)

For detailed instruction on building your own class schedule, [click here](#).

Class Registration (online or in-person)

Registration is primarily done online using your student portal, which can be accessed by clicking "[Login](#)" at the top of any www.mhc.ab.ca web page and selecting the Student Portal button.

In-person registration can also be done by bringing a completed registration form to the registration desk in the centre core area of either the Medicine Hat or Brooks campuses. You can also email a completed registration form to registration@mhc.ab.ca.

Registrations cannot be taken over the phone as we require your authorization either through signature or through self-registration in your secure student portal.

FAQs

WHAT IS THE LAST DAY I CAN ADD, DROP OR CHANGE MY COURSES?

Each semester has specific add, drop and withdrawal deadlines. These dates are listed in the Academic Calendar. However, we encourage you to register early in order to have the best selection of courses and times offered.

HOW CAN I CHECK WHICH COURSES ARE FULL BEFORE REGISTERING?

To check which courses are full prior to registering, visit www.mhc.ab.ca and click on Login at the top of the page. Select Course Schedule in the right column Student Quick Links box and select the term you are in. At the Course box, type in the course that you want, (e.g. 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 DO I DO IF THE COURSE I NEED IS FULL?

If there is a class that is required for your program, every effort will be made to get you registered into that class or find a suitable alternative, although your preferred date and time cannot be guaranteed. Email registration@mhc.ab.ca or your academic advisor for assistance.

HOW DO I CHANGE THE DATE/TIME OF A LAB?

To change a lab, you will need to email us at registration@mhc.ab.ca directly from your mymhc.ca email account. The system does not currently allow for online changes to labs.

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 drop deadline.

After the 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" grade but will not affect your Grade Point Average (GPA). You will not receive a refund if you withdraw from a course after the 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 Office at finaidinfo@mhc.ab.ca.

HOW DO I DROP OR WITHDRAW FROM A COURSE?

You may drop or withdraw from a course online or by completing a Registration form. Return this form to the Medicine Hat or Brooks Campus Registration office before the drop or withdrawal deadline. **Notifying your instructor or discontinuing class attendance does not constitute a course drop or withdrawal.**

WHAT IF I REGISTER FOR COURSES AND THEN DECIDE NOT TO ATTEND MHC?

Please let us know! If you decide not to attend MHC, call or email Registration Services so we can offer your seat to another student. If you inform us prior to the drop deadline and have already paid for your courses, your tuition and fees will be refunded (minus the non-refundable registration deposit). It is the student's obligation to know the add and drop deadline dates for each semester, as no extensions will be given after this date.

HOW CAN I BE SURE COURSES ARE TRANSFERABLE TO THE UNIVERSITY I PLAN ON ATTENDING AFTER MHC?

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?

At Medicine Hat College, previous post-secondary coursework is automatically assessed for transfer credit once official transcripts (with final grades) from previous post-secondary institutions are received. Coursework considered for transfer credit must be applicable to your program of study at MHC and you must have received a minimum grade of C- in order for transfer credit to be awarded.

If you feel transfer credit has been missed, please pick up a Transfer Credit Evaluation form from the Medicine Hat Campus Registration desk, the Brooks Campus Registration desk, an Academic Advisor or from our website and submit the form to the Registrar's Office. All transfer credit requests must be processed by the last day to withdraw from classes for each semester.

I WANT TO TAKE A LIGHTER LOAD. HOW DO I 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 information on track. See the Academic Advising under Services & Student Life section for more information.

I'M GETTING AN ERROR IN THE PORTAL. WHAT SHOULD I DO?

- Try using Mozilla Firefox as your browser
- Clear your browser history search and try it again
- Ensure that when you are searching classes in Portal, you are NOT hitting the Enter key at ANY time.



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.

Tuition Payment

Tuition balances can be found on the Student Portal. It is your responsibility to ensure that tuition fees are paid by the payment deadlines indicated in the Academic Calendar. Failure to pay fees by the deadline will result in being dropped from your courses.

You do not have to pay your fees in full when you register for classes; however, you must pay a non-refundable registration deposit as per your admission letter. You can pay the rest of your fees any time after you have registered for courses, but prior to the payment deadline.

ONLINE BANKING

Major banks and credit unions offer online 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

CREDIT CARD (third party charges apply)

You may pay your tuition online through <https://onlinepayment.mhc.ab.ca/>
Acceptable forms of payment include Visa or MasterCard.

IN PERSON

Stop by the Registration desk and pay by cash, debit card, personal cheque, or money order. Cheques and money orders should be made payable to Medicine Hat College. You will need to provide your Student ID number for all payments.

Registration is open Monday - Friday, 8:30 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
Attn: Registration
299 College Dr. SE,
Medicine Hat, AB T1A 3Y6

Student Residence



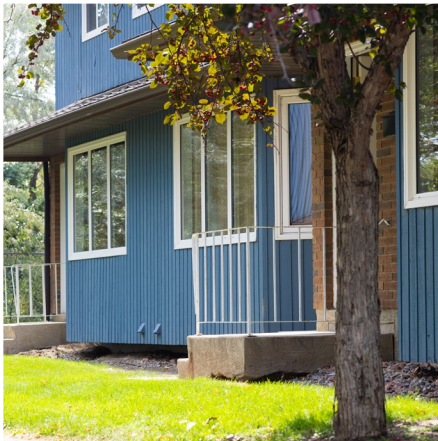
Medicine Hat College Student Residence offers comfortable and convenient campus living. Our residence consists of 74 well-maintained townhouse units, only a few minutes walking distance from the college.

The Medicine Hat campus has 72 units that can accommodate four single students each, as well as two, two bedroom units equipped for student with mobility impairments. Brooks Campus residence consists of eight, 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, office chair, trash can, closet storage, and 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 MHC. Apply early, as space is limited. The security deposit must accompany your application. Apply online through the StarRez Portal



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 Resident Assistants (RAs), all of whom are available after office hours and on weekends in the event of any incidents

FAQs

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 residence 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. Use the search site functions and type residence costs.

You can also call the Student Residence Office at 403.529.3820 or residence@mhc.ab.ca or 403.362.1677 or BrooksResidence@mhc.ab.ca 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.

Off-Campus Housing

MEDICINE HAT

- Check our website for off-campus housing listings at www.mhc.ab.ca (type off campus housing search site function).

Medicine Hat College accepts listings of accommodations from landlords for the convenience of its students. Medicine Hat College does not check the accommodations listed, 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).



Services & Student Life

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.

Contact Advising

Tel: 403.529.3819 (Medicine Hat Campus) / 403.362.1677 (Brooks Campus)

Email: info@mhc.ab.ca

Book Appointment: www.mhc.ab.ca/book-online

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.

ACADEMIC RESOURCES CENTRE (ARC)

The Academic Resources Centre provides a number of resources to help you succeed at Medicine Hat College. It offers the following services to assist you with the successful completion of your program(s).

- Exam supervision
- Tutoring services
- Peer tutoring
- Study skills

ACCESSIBILITY SERVICES

We are committed to providing an academic environment based on equality, respect for individual differences, and academic integrity. Students with a confirmed diagnosis of a permanent disability and relevant documentation may register with Accessibility Services. Disabilities accommodated at MHC include, but are not limited to, the following:

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

Please note that students are responsible to self-identify if seeking accommodations and support. 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.

If you have a permanent disability and require accommodation, please contact the Accessibility Services Coordinator via email twatkins@mhc.ab.ca.

STUDY SKILLS MINI LESSONS

- 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.
- 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 his/her name two minutes later? You forgot because you were not listening. Find out how to improve your listening skills.
- 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? Get some hints on how to improve your memory.

If you are interested in receiving study skills assistance, please contact the Academic Resource Centre at 403.529.3896.



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
- Rattlers' Running & Indoor Track
- Women's Hockey

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 online, visit www.rattlers.ca.

ATHLETICS & RECREATION

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. MHC students have an opportunity to participate in a wide variety of activities and events so be sure to sign up for activities such as flag-football, basketball, volleyball, floor hockey and more. For more information call 403.529.3834.

Fitness Classes, Exercise Programs, Fitness Evaluations

Athletics & Recreation 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 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 also have access to the playing fields, tennis courts, gymnasium, and locker rooms. Valid student identification is required.

Brooks Campus

Studying at Brooks Campus? Enjoy free access to the onsite gym and discounted rates at the JBS Canada Centre, just minutes away in downtown Brooks.

Brooks Campus also 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.

BOOKSTORE

The Bookstore is committed to providing the course materials and supplies you need for the current term. We offer a wide selection of office, school, drafting, and art supplies as well as MHC and Rattlers apparel, technology accessories, giftware, greeting cards and sundries. City transit passes, postage stamps & client (gift) cards and parking permits are also available for purchase.

Brooks Campus students, along with all customers, can access the bookstore online 24 hours a day and arrange for either pick-up or delivery.

Visit <https://bookstore.mhc.ab.ca/home> for additional information.

Please note, The Bookstore is now cashless.

CHILDCARE

If you have children, take advantage of the on-site daycare at the Medicine Hat 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 through kindergarten). 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 options.

COMPUTER LABS

Medicine Hat College has several computer labs available for students and employees. 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 (Built Engineering Technology, Information Technology, Visual Communications, and Power Engineering). Computers are available in the Vera Bracken Library in Medicine Hat for drop-in use to facilitate student studies. Brooks Campus has two computer labs and a number of computers in the library with internet access. WiFi is available for current students in many locations on both the Medicine Hat and Brooks campuses.

FINANCIAL AID

Attending college provides new opportunities, but it comes with new expenses such as tuition, fees, books, and day-to-day living costs. Our Financial Aid office helps ensure these expenses do not become a barrier to your education and career goals. It is important to plan ahead when preparing to study at Medicine Hat College, as most potential sources of financial support (loans scholarships, sponsorships) involve an application that can take time to process.

Visit our website at www.mhc.ab.ca, email finaidinfo@mhc.ab.ca or call 403.504.3594 to discuss funding options and alternatives available to finance your education.

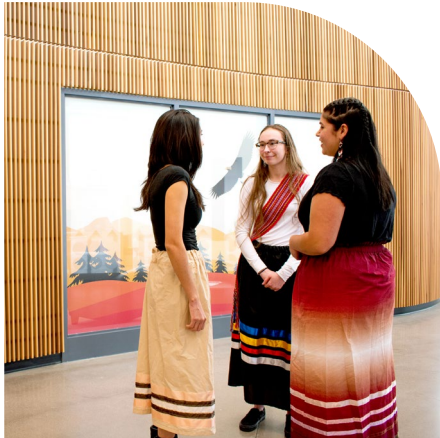
FOOD SERVICES

Medicine Hat College has a variety of food service options available on its campuses. In Medicine Hat, the cafeteria provides made-to-order and quick meal options on the run. Common Grounds is your go to for a morning coffee or tea before that 8 a.m. class, while Crave is a great place to sit down with friends and enjoy affordable eats in a casual pub setting.

At Brooks Campus, the cafeteria offers healthy options for breakfast and lunch but if you're feeling more like a burger and fries, they have that too! Students can grab a coffee and muffin between classes or stock up with an abundance of snack choices.

Visit www.mhc.ab.ca and search food services for hours of operation.





HEALTH AND DENTAL PLAN

The Student Health and Dental Plan is mandatory for all full-time Canadian students (nine or more credits) at Medicine Hat College. Please note, International Students are covered under StudyInsured.

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, the rates charged for the plan will be pro-rated accordingly for later start dates in the year. This applies to winter enrolments and online students. Fees for dental coverage are not pro-rated. 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. Check the college calendar for deadlines. For plan details, Proof of Coverage information, please visit www.studentbenefits.ca.



INDIGENOUS ENGAGEMENT & STUDENT SUPPORTS OFFICE

The Indigenous Engagement & Student Support Office provides all students with resources and information about First Nations, Métis, and Inuit culture and assists with the integration and education of Indigenous culture on campus. Students are invited to come and connect in our gathering space, Ómahksipiitaa, (G-Wing) that welcomes, respects and supports the rich diversity of Indigenous learners and the community.

Our team can support students with

- Cultural and spiritual advising,
- Access to sacred medicines,
- Connection to cultural events and traditional ceremonies,
- Connection to Indigenous community,
- Support with accessing community resources,
- Indigenous student funding opportunities.

To connect, please contact Chasity Cairns (ccairns@mhc.ab.ca) or Nicki Eastly (neastly@mhc.ab.ca).



INTERFAITH CENTRE

The Interfaith Centre is a peaceful space where your Chaplain can be a confidential, non-judgemental presence and a friendly companion to walk alongside you in times of trouble. We offer a dedicated prayer space in the Interfaith Centre, and our food ministry programming provides free snacks, soup lunches and emergency grocery gift cards.

Make the Interfaith Centre a stop on your educational journey and enjoy a more peaceful college experience.

Email: chaplain@mhc.ab.ca
Phone/Text: 403.581.8199

MENTAL HEALTH AND COUNSELLING

Mental Health and Counselling resources are available to students who require additional personal support or referrals to community services whilst attending college. Mental Health and Counselling support services include, individual counselling, group counselling and mental health programming.

Walk in appointments are available on certain days. Appointments at the main campus can be made Monday to Friday by calling 403.529.3819, emailing counselling@mhc.ab.ca or by visiting the Student Advising desk in the center core to schedule an appointment.

A student support staff is available at Brooks Campus for appointments a few times per week. Students can make an appointment by contacting Brooks Campus main office at 403.362.1677 or leaving a message at 403.362.4182.

MHC LIBRARIES

Medicine Hat College libraries are a great place to read, study, meet for group work, take a break, access computers, print, scan or photocopy, ask questions, and get help with research, writing and citing. The library is also available anytime and anywhere with a range of online resources, collections, and services.

Use your student ID card to access or borrow:

- thousands of journal articles, books and eBooks, magazines;
- videos, curriculum support materials, both online and in print; and
- headphones, laptops, phone chargers, and much more.

The loan period for books is up to four weeks while journals, magazines and DVDs can be borrowed for one week.

You can also use your student ID card at the Medicine Hat, Brooks, and other public libraries in the Shortgrass Library System.

Library Hours

Hours change over the academic year, with reduced hours in spring and summer. Check the MHC website for library hours of operation.

For students taking online courses, digital collections are available 24 hours/day. Library staff provide virtual assistance during business hours.

Contact Information

Vera Bracken Library (Medicine Hat Campus): B Wing
Brooks Campus Library (right of the main entrance)

Web: www.mhc.ab.ca/library

Text: 587.333.2766.

Tel: 403.529.3867 (Toll free: 1.866.282.8394)

Email: mhclibrary@mhc.ab.ca



College Clinic is conveniently located in the Medicine Hat College where Dr. Nicoelle Wanner provides medical services to MHC students and staff.

Patience registration is required and all appointments are booked online.

Visit www.mhcollegeclinic.com for more information.

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 through the Hotspot application. More information can be found on the college website at www.mhc.ab.ca.

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 Health and Wellness Coordinator at 403.502.8992.

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 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 an MHC student, our staff is here to help. We can review your resume and provide feedback, assist with interviewing skills, help you focus your employment search and provide you with a variety of career-related information. Student Employment Opportunities are available for viewing on our job board at www.mhc.ab.ca. Posting feature career and general help job postings from all industries and geographical regions.

We also host an annual Career Expo with up to 70 employers in attendance, students can explore different career paths, meet employers hiring for their field, network with recruiters, and even land a job or practicum opportunity. The Spring Job Fair features employers seeking students for seasonal and summer opportunities.

The Student Employment & Career Centre is in the Centre Core, beside Financial Aid and across from Registration. Appointments can be booked online at www.mhc.ab.ca.

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 rental
- Peer Support Centre
- Student activities and events*
- Student Health and Dental Plan*

The SA office is located in room F113. 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).

Visit samhc.ca for more information about students supports and services.

**services also offered at Brooks Campus*

TRANSCRIPTS

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

If you attended an Alberta high school or post-secondary institution, official transcripts documenting your grades will be requested on your behalf from the provincial Department of Education and/or from the post-secondary institutions previously attended. ApplyAlberta allows participating post-secondary institutions to send and request high school and post-secondary transcripts when authorized by a student through the application process. 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 we will also require your transcripts once final grades are available). Transcripts are official only if the institution has sent them directly to Medicine Hat College.

If you are unsure whether we have your official transcripts on file, please contact the Admissions Office at admissions@mhc.ab.ca.





International Education

International Education offers services to students in the following areas:

For all students:

- Education abroad programming (international study and internship opportunities)
- Global engagement programming (International Education Week, International Education Ambassador Program, intercultural skills development)

For international students:

- International student services and advising support and referrals
- International student immigration advising
- Health insurance
- International student orientation
- On boarding/transition support (information on banking, transportation, etc)
- Cultural activities programming and information sessions for international students

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

International Student Health Insurance

Health insurance is provided to:

- International students (student or visitor status)
- Canadian students studying abroad

International students in credit courses are automatically charged for the mandatory insurance upon registration of classes and will receive their card by email.

Please contact IntEd@mhc.ab.ca with any questions regarding international student health insurance.

EDUCATION ABROAD

The International Education office is committed to developing global learners by creating opportunities for the MHC community to engage in international and intercultural learning activities.

Students who have participated in these opportunities have shown both personal and academic growth. They gain skills that are essential in today's workforce. Through their experience they are more culturally sensitive both in their profession and their community, and adaptable to changing environments.

Three options for education opportunities are offered:

- Short term education abroad (international field trips/summer study abroad/internships)
- Semester exchange
- Degree completion

For more information please visit www.mhc.ab.ca/Student-Life or contact goabroad@mhc.ab.ca.

MEDICINE HAT COLLEGE

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

info@mhc.ab.ca WWW.MHC.AB.CA

MEDICINE HAT COLLEGE | 299 COLLEGE DRIVE SE | MEDICINE HAT, AB T1A 3Y6

