

**Please remember to check your [MyTradesecrets](#) portal to view or update your program information, view your scheduled classes and exams, view your examination marks, or pay your AIT fees online.**

## Start Right Away:

1	<a href="#">Access your Student E-mail</a>	Every Olds College of Agriculture & Technology student and employee has an official college e-mail account. E-mail accounts are generated upon enrolment in classroom instruction at Olds College of Agriculture & Technology.
2	<a href="#">Access your 'My Olds College' Account</a>	Your "My Olds College" account is where you will view or update your personal information, view important dates and deadlines, see your timetable, final grades, and account balance, and be able to access tax forms or make credit card payments. <b>Please refer to your Enrolment Confirmation e-mail for instructions to access this account.</b>
3	<a href="#">Explore Student Funding Options</a>	<p>Registered Alberta apprentices and occupational trainees may be eligible for financial assistance when attending the classroom instruction portion of their program. <a href="#">Student Aid Alberta</a> provides loans and grants to apprentices registered in the Alberta apprenticeship program with Apprenticeship and Industry Training who are attending an approved classroom instruction program as a full-time student.</p> <p>The Federal Government provides apprentices registered in Red Seal trades with interest-free loans to assist with the cost of classroom instruction. <b>See <a href="#">Canada Apprentice Loans, Grants, Tax Benefits</a> for detailed information.</b></p> <p>If you have any questions in regards to funding or student loans, please contact Colleen De Jong, Financial Aid Advisor, at <a href="mailto:studentaccounts@oldscollege.ca">studentaccounts@oldscollege.ca</a> or by phone at 1-800-661-6537.</p> <p><b>EMPLOYMENT INSURANCE &amp; APPRENTICES:</b> Apprentices are eligible to apply for EI. <b>Your EI Code is available on the class registration letter in your MyTradesecrets account</b>  <b>A copy of also provided in your Enrolment Confirmation e-mail.</b></p>
4	<a href="#">Plan your Living Arrangements</a>	<p>Make the most of your college experience by living on campus. <a href="#">Apply now</a> to live amongst your peers in a secure, fun, and supportive environment – plus it's super convenient!</p> <p>For students that are required to live off campus (TEP, families, pets), a list of resources is provided through the <a href="#">SAOC</a>.</p>
5	<a href="#">Register for Accessibility Services</a>	If you require academic accommodations, the earlier you register the better! Once you have been accepted into your program, it is a good idea to try and gather all the supporting documents you might need and complete the online registration form.
6	<a href="#">Book a Campus Tour</a>	Come for a visit! Guided campus tours are available Monday through Friday, between 10:00am and 2:00pm. Taking a tour is a great way to explore facilities and campus.

## One Month Before Your Program Begins:

7	<a href="#">Review your Equipment &amp; Material List</a>	<p>Please check your Admitted Student Section found at the very bottom of your program page for a list of equipment and materials.</p> <ul style="list-style-type: none"> <li>• <a href="#">Agricultural Equipment Technician</a>; <a href="#">Heavy Equipment Technician</a>; <a href="#">Landscape Horticulturist</a>; <a href="#">Welder</a></li> </ul> <p>Please ensure you note the preferred device. There are computer labs on campus and some devices may be available for loan from <a href="#">The Learning Commons</a>.</p> <p>Refer to the <a href="#">Fee Schedule</a> for an estimated maximum cost of new equipment and supplies. This cost is not included in your tuition and fees nor is it billed to your MyOldsCollege account.</p> <p>Information on required ILMs and any further supplies will be provided as you attend each class. ILMs are available from the <a href="#">Campus Store</a> (Learning Resource Centre Building 15 at the bottom of the stairs).</p>
8	<a href="#">Complete your Online Orientation</a>	<p>All students must complete the online orientation (and RESPECT Campaign). The orientation outlines student responsibilities and expectations.</p> <p><b>OC ONLINE ORIENTATION &amp; RESPECT CAMPAIGN</b> <i>*If you've already completed this, then you don't have to complete it again.*</i></p> <p>Please progress through each section and learn about the services we offer to support your success.</p> <ul style="list-style-type: none"> <li>• Step 1: <a href="#">Access the Orientation Module</a></li> <li>• Step 2: Login using the Azure SSO (Blue link)</li> <li>• Step 3: Click "Enroll Me"</li> </ul> <p><b>ALBERTA APPRENTICESHIP &amp; INDUSTRY TRAINING (AIT) ORIENTATION</b></p> <ul style="list-style-type: none"> <li>• <a href="#">First Year and/or New Apprentice Orientation</a></li> <li>• Important Links: <a href="#">Maintaining your records</a> and <a href="#">Forms</a></li> </ul>
9	<a href="#">Confirm your Program Tuition &amp; Fees</a>	<p>Fee payment methods are available at this <a href="#">link</a>. <b>Your fees are due the first day of classes.</b></p> <p>The fee schedule can be found <a href="#">here</a>. You can find a summary of your fees in your MyOldsCollege account.</p> <p>There are many <a href="#">Payment Options</a> available to ensure your fees are paid by the deadline (you don't want to incur a \$200 late payment fee).</p> <p>If you have any questions in regards to your student account and fees, please contact our Student Accounts Administrator, at <a href="mailto:studentaccounts@oldscollege.ca">studentaccounts@oldscollege.ca</a> or by phone at 1-800-661-6537.</p>
10	<a href="#">Confirm your SAOC Benefits</a>	<p>Apprentices and Heavy Equipment Operator and Pre-Employment students are able to <b>Opt-In</b> for Health &amp; Dental coverage.</p>

## One Month Before Your Program Begins:

11	<a href="#">Confirm your Class Schedule</a>	<p>Please plan on attending classes between 8 AM and 5 PM. Details regarding your fees and schedule will be available in your MyOldsCollege account approximately one week prior to your program start date.</p> <p>Further details will be provided by your instructors in your first class.</p> <p>Login to your <a href="#">MyOldsCollege account</a> &gt; Select the 'Student Services' Tab at the top of the page &gt; Select "Registration" to view your timetable of courses &gt; Select the timetable view that you prefer. (<b>Student Timetable by Day &amp; Time</b> is most commonly used.)</p>
12	<a href="#">Obtain a Parking Pass</a>	<p>If you would like to park your vehicle on campus, you are required to have a parking permit.</p>
13	<a href="#">Request a Verification of Enrolment</a>	<p><a href="#">Verification of Enrolment forms</a> are typically required to access RESPs.</p> <p>Verifications of Enrolment will only be issued one month prior to your program start date.</p>
14	<a href="#">Confirm Campus Dining Options</a>	<p>There are a number of dining options available on campus.</p> <p>Meal plans are available at Elements Dining Fusion in Frank Grisdale Hall.</p> <p>Students living in Centennial Village are required to have a Meal Plan.</p>
15	<a href="#">Submit your Student ID Photo</a>	<p>The Student ID card is used to identify you as an Olds College of Agriculture &amp; Technology student. <b>Your Student ID card is required to participate in a number of college activities and services.</b></p>
16	<a href="#">Understand your AIT Course Outline</a>	<p><a href="#">Select your trade</a> and view your Course Outline under 'Supporting Resources'.</p>
17	<a href="#">Review your Add, Drop, &amp; Withdrawal Deadlines</a>	<p>Please e-mail <a href="mailto:apprentice@oldscollege.ca">apprentice@oldscollege.ca</a> to cancel your classroom instruction before it has started. Our cancellation policy is <a href="#">found here</a>.</p> <p>Please ensure you reach out to your Associate Dean (Paul Blankestijn <a href="mailto:pblankestijn@oldscollege.ca">pblankestijn@oldscollege.ca</a>) and AIT Liaison Officer (Randy Gehring <a href="mailto:randy.gehring@gov.ab.ca">randy.gehring@gov.ab.ca</a>) to discuss withdrawing from your classroom instruction after your classroom instruction has started.</p>

## Once Your Program Begins:

18	<b>Apply for Student Awards</b>	<p><b>SCHOLARSHIPS:</b> The Alberta Apprenticeship and Industry Board provides more than 900 scholarships to apprentices and occupational trainees every year.</p> <p><b>AWARDS:</b> Every year, the Apprenticeship and Industry Training Board recognizes the best of the best of Alberta's apprentices and employers.</p> <p><b>Olds College of Agriculture &amp; Technology Awards Program:</b> <b>Apprentices are eligible to apply!</b> For assistance with your application, please contact our Student Awards Advisor (<a href="mailto:awards@oldscollege.ca">awards@oldscollege.ca</a>).</p>
19	<b><u><a href="#">Access Athletic, Recreation &amp; Fitness Opportunities</a></u></b>	<p><b>Go Broncos:</b> Olds College of Agriculture &amp; Technology student athletes compete at the highest level in the provincial <a href="#">Alberta Colleges Athletic Conference</a> (ACAC) and national <a href="#">Canadian Collegiate Athletic Association</a> (CCAA) leagues. We have teams in men's and women's basketball, volleyball, soccer, futsal, badminton, curling, women's hockey and rodeo. For recruitment, please visit their webpage.</p> <p><b>CLC Fitness Centre:</b> A wide range of recreation opportunities are offered to our students through the CLC Fitness Centre located on campus.</p> <p><b>Aquatic Centre:</b> The Town of Olds operates the Aquatic Centre and it is available for all students located on campus.</p>
20	<b><u><a href="#">Access Student Health &amp; Wellness Services</a></u></b>	<p>Our Health &amp; Wellness team is here to help! Contact them if you need Health Services (e.g., Doctor, Nurse, Counsellors), Wellness Services (e.g., massage, indigenous services), or access to additional health and wellness resources.</p>
21	<b><u><a href="#">Review Academic Dates and Schedules</a></u></b>	<p>Review your program start and end dates and campus closures.</p>
22	<b><u><a href="#">Review SAOC Services</a></u></b>	<p>The Students' Association of Olds College of Agriculture &amp; Technology plays an important role – they represent the student voice on campus for students' needs and issues and priorities to staff, faculty, and executive.</p> <p>Visit the <a href="#">Student's Association of Olds College of Agriculture &amp; Technology (SAOC)</a> to learn about all the services they offer: Clubs, Events &amp; Activities, The Crossing Pub, SAOC Job Board, SAOC Pantry, Off-Campus Housing, Textbook Buy &amp; Sell, and The Hive.</p>

## Once Your Program Begins:

23	<a href="#">Review Student Policies</a>	<p><b>OC Student and Academic Policies are found in Section D.</b> These are policies that have a direct impact on YOU! There are over 30 in total: Student Code of Conduct, Grading, Granting of Credit, Complaints &amp; Appeals, Academic Integrity, Student Trips, and more. Please take a moment to familiarise yourself with their location should you need to reference them when you're here.</p> <p><a href="#">Policy A05</a>   Smoking &amp; Tobacco Use   Smoking and tobacco use are only permitted in designated smoking areas as indicated on the <a href="#">CAMPUS MAP</a>.</p> <p><a href="#">Policy D25</a>   Student Code of Conduct</p> <p><a href="#">Policy D31</a>   Academic Integrity</p> <p><b>AIT's Policies &amp; Procedures:</b> Find policies on academic conduct, personal behaviour, cheating, attendance, accommodations for apprentices and interpreters/readers for exams.</p>
24	<a href="#">Review TLCI and Learning Supports</a>	<p>Our Teaching &amp; Learning Centre of Innovation team offers a number of services to assist you with your program. Make sure to reach out to them if you need assistance with <b>library services, technology support, or learning support</b> (e.g., tutors, organisation skills, exam strategies, note taking).</p> <ul style="list-style-type: none"> <li><i>TIP: Olds College uses Google to organise and access our information from anywhere. The training material on <a href="#">this page</a> will help you get started and you may find this useful in your preparations.</i></li> </ul>
25	<a href="#">Review Campus Safety</a>	<p>Olds College of Agriculture &amp; Technology is committed to creating a safe and welcoming learning environment for our students, staff and visitors.</p> <p>The <b>Respect on Campus Program</b> helps build an even stronger campus culture where everyone feels valued and is free from workplace Bullying, Abuse, Harassment, and Discrimination. The Respect on Campus Program can be found through Moodle. This orientation module is part of the online orientation that you completed earlier.</p> <p><b>ALERT app</b> - Download the App from the app store on your device. This is the official safety app of Olds College of Agriculture &amp; Technology and features emergency contacts, crisis alerts, in-app tip reporting, location services features, and much more!</p> <p>The <b>Safe Walk</b> program is offered through Campus Security.</p>
26	<a href="#">Access Student Forms</a>	<p>A single location for you to find and submit forms required for Registration &amp; Records, Student Life, Graduation, and Health &amp; Wellness.</p>