



Entrepreneurship and Business Innovation

Program Guidebook

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About MITT

MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technologies, health care, human services, information and communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry and those looking to acquire relevant, in-demand competencies at any point in life.

Mission

To be an education provider of choice in Manitoba, a catalyst of success for students and industry, and a nimble innovator, driving Manitoba's economic future.

Vision

To support Manitoba's economic, social, and technological progress through industry driven and student focused education that advances learners of all backgrounds and identities.

Values

Student Focused: Encouraging the personal and professional growth of individuals and their pathways to employment in a student-centred environment.

Academic Excellence and Innovation: Striving for excellence and high standards in technical education, and encouraging innovation, creativity, and entrepreneurship.

Respect and Inclusion: Embracing diversity by providing our students, staff, and partners with an inclusive, safe, and respectful environment.

Employee-Centered: Valuing, respecting, and investing in our faculty and employees.

Effective Management: Ensuring fiscal responsibility, accountability, and corporate social responsibility.

Partnerships: Building partnerships with families, communities, industry, business, government, and other educational institutions.

Industry Driven: Reaching out and responding to industry and the needs of the labour market with flexibility.

Land Acknowledgement

MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisininew, Dakota, and Dene peoples and the homeland of the Red River Métis. We honour the sacredness of these lands and waters and dedicate ourselves to reconciliation and partnership today and in the future.

Introduction

Purpose of this Guidebook

This guidebook was designed to help you navigate your studies in the Entrepreneurship and Business Innovation Program and support your academic success. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements. Please take a moment to familiarize yourself with this program guidebook and the [Academic/Student policies](#) listed on the MITT website.

MITT reserves the right to change any information appearing in this guidebook at any time.

Program Team

The Entrepreneurship and Business Innovation program team consists of:

Vanessa Hernandez	Academic Coordinator	itcestudent@mitt.ca
Rebekka Delorme	Program Officer	
Stefon Sookhoo	Student Support Officer	
Daniel Fang	Administrative Assistant	

Program Overview

Entrepreneurship and Business Innovation is a 10-month post-graduate Certificate program. Successful completion of this program results in MITT's **Post-Graduate Certificate in Entrepreneurship and Business Innovation**.

Program Delivery

This program is delivered using a hybrid model: some components are delivered online while others are delivered on-campus. To help you navigate your studies, please refer to the Course Schedule and MyLearning for course delivery details.

Courses

There are 14 courses in the Entrepreneurship and Business Innovation program. Refer to [Table 1: Courses](#) for more information.

Course Outlines

Students are provided with a course outline for each course, which is posted to MyLearning. Course outlines contain important academic information such as a summary of the course's topics, assignments, and deadlines. Students are expected to carefully review course outlines and contact their instructor if they have any questions.

Course Prerequisites

What is a course prerequisite?

A prerequisite is a type of course eligibility requirement that a student must successfully complete before being eligible to take a specified related course. For example, suppose that Intermediate Math (MATH-200) has a course prerequisite of Basic Math (MATH-100). This means that a student must successfully complete MATH-100 before they are eligible to take MATH-200.

What happens if a student does not meet a prerequisite?

If a student does not meet a prerequisite, they will not be eligible to proceed into the associated course. Not meeting a prerequisite may result in a gap in studies and additional tuition costs.

Table 1: Courses

This table presents the courses in the Entrepreneurship and Business Innovation program.

Course Code	Course Name	Course Description	Prerequisite(s)
EMPL-100	Job Skills Development	Job Skills Development provides the foundational knowledge and practical skills needed to acquire, retain and grow in a career. Students will develop transferable skills that employers look for when making hiring and promotional decisions. Topics covered in this course include professionalism, adaptability, planning and organization, numeracy, information security, safety and the use of office technologies.	n/a
EMPL-110	Cultural Essentials	Cultural Essentials refers directly to the workplace experience and the values, attitudes and cultures that are common throughout places of work in Canada. Students will develop the knowledge, skills and attitudes that a new employee needs in order to build confidence and successfully adapt to Canadian workplace cultures. Topics include workplace communication, working with diverse individuals, professionalism, and health and wellness.	n/a
BSNS-105	Microsoft Word- Level 1	During this hands-on course students will learn how to use Microsoft Word to create, format, review and edit professional business documents. Students will learn the various functions and benefits that MS Office provides in a business context and will practice document formatting, data entry, proofreading and collaborative document review.	n/a
BSNS-115	Microsoft Outlook – Level 1	During this hands-on course students will learn how to use Microsoft Outlook to compose, organize and respond to emails in a professional manner, as well as schedule tasks, meetings and manage contact lists. Students will also learn how to use time-saving keyboard shortcuts and proper keyboarding techniques.	n/a
BSNS-120	Microsoft Excel – Level 1	During this course students will learn how to use Microsoft Excel to create, format, review and edit professional business spreadsheets. Students will learn the various functions and benefits that MS Excel provides in a business context and will practice spreadsheet formatting, data entry, filtering and sorting, using formulas, and creating and interpreting basic MS Excel charts and graphs.	n/a

EBI-110	Budgeting for Self-Employment	This course provides the foundational knowledge, strategies and practical skills needed to conduct business budgeting for a small business venture or a corporate department. Topics include basic financial concepts and terminology, the budgeting process, cash flow and related issues, risk management for budgeting, business savings and cost cutting, ethical accounting practices, and tax responsibilities for small or independent business owners.	BSNS-120
EBI-120	QuickBooks Essentials	QuickBooks is a valuable accounting and payroll software that facilitates enhanced control of business finances and cash flow. This introductory course presents the various features of QuickBooks software, as well as helpful tools and shortcuts useful for organizing the accounting of a small or independent business. Topics include creating of a company profile and chart of accounts, tracking income and expenses, uploading receipts and sales, invoicing, preparing and processing payroll data/transactions, managing inventory, and producing financial statements.	EBI-110
BSNS-130	Fundamentals of Human Resource Management	This course provides students with an introduction to Human Resource Management and the key roles, objectives and priorities of a Human Resources department that are essential to business operations. Topics covered include effective communication, human resource planning, talent management, total rewards, training and development, compliance with regulations, policy and procedures, and workplace safety and health.	n/a
EBI-130	Foundations of Entrepreneurship	This course introduces the key skills and mindset essential of an entrepreneur starting their own business, or an intrapreneur seeking to expand an existing business framework. Students will gain foundational knowledge and skills in leadership, communication, ownership, negotiation, networking, and critical thinking.	n/a
EMPL-170	Career Development	This course will provide students with the knowledge and tools to create professional cover letters, resumes, and portfolios specific to a job description and organization. Students will increase their confidence for future job interviews by practicing mock job interview sessions.	n/a
EBI-140	Business Innovation	This course introduces business innovation, and the strategies needed to effectively prepare for and adapt to business growth, disruption and change. Topics include change management and design thinking theories and tools, creative problem-solving models, disruptive technologies and processes, and risk management approaches.	n/a
EMPL-105	Business Seminars	Business Seminars includes a variety of personal development seminars that enhance employability and career success. Through interactive and focused seminars, students will develop highly sought-after skills for employment while supporting their journey towards	n/a

		entrepreneurship. Seminar topics include handling difficult situations, stress management, teambuilding, conflict resolution, communication, professionalism and/or other business relevant topics.	
EBI-150	Business Planning & Development	This course introduces students to the seven steps necessary to develop a comprehensive business plan. This plan can be used to develop a start-up business, or to expand an existing business. By the end of the course students will have developed their own simulated business plan and will assess whether or not the proposed business is viable. Using the Business Plan Creator Portal, students will gain knowledge and practical skills in market research and analysis, client/customer profiles, marketing plans, financial projections, business goal setting, operations and risk assessment, and networking best practices.	n/a
EBI-200	Bridge to Employment Work Practicum	During this practicum, students are provided the opportunity to apply their skills and knowledge to meet the expectations of an employer in a real work situation. Students will observe and learn the daily routines and tasks that organizational staff are responsible for. Students will also job shadow a manager, intrapreneur or business owner in the organization to reflect on business management, innovation and/or entrepreneurship practices.	All previous courses

Course and Program Schedule

Find detailed student schedules and weekly learning schedules for your section on the MITT website: <https://mitt.ca/current-students/program-information>.

Learning Schedule: Classes are delivered Monday to Friday from 8:45 AM – 3:15 PM at the Scurfield campus. See the “Course Schedule” document that is released for dates and locations.

Course Schedule: Course outlines also list the delivery of each course. Additionally find start and end dates of each course by using the MITT Student Portal: <https://mitt.ca/current-students/student-portal>.

College Schedule: MITT’s Academic schedule, which includes information about campus closures and other important dates, can be found on the MITT website: <https://mitt.ca/current-students/academic-schedule>.

Graduation Requirements

The Academic Standards (AC-2-10) policy defines a **Graduation Requirement** as “a program-specific academic requirement that a student must meet to graduate from a program.” A common example of a Graduation Requirement is having to successfully complete each course in a program. A student who does not meet one or more Graduation Requirements by their program’s scheduled end date is ineligible to graduate.

The Entrepreneurship and Business Innovation program’s Graduation Requirements are listed in [Table 3: Graduation Requirements](#).

What happens if a student does not meet a Graduation Requirement?

If a student does not meet a graduation requirement, they will be ineligible to graduate. This often means that a student will need to repeat a course or take some other action to address the missing graduation requirement. This may result in a gap in studies and additional tuition costs.

For example, assume that a Graduation Requirement is to successfully complete a course. If a student does not successfully complete the course, they will need to repeat the course to be eligible to graduate

Table 2: Graduation Requirements

To graduate from the program, and to earn MITT's **Post-Graduate Certificate in Entrepreneurship and Business Innovation**, a student must meet the following Graduation Requirements:

1. Receive a minimum grade of D (50%) in the following 14 courses:
 1. Job Skills Development (EMPL-100)
 2. Cultural Essentials (EMPL-110)
 3. Microsoft Word- Level 1 (BSNS-105)
 4. Microsoft Outlook – Level 1 (BSNS-115)
 5. Microsoft Excel – Level 1 (BSNS-120)
 6. Budgeting for Self-Employment (EBI-110)
 7. QuickBooks Essentials (EBI-120)
 8. Fundamentals of Human Resource Management (BSNS-130)
 9. Foundation of Entrepreneurship (EBI-130)
 10. Career Development (EMPL-170)
 11. Business Innovation (EBI-140)
 12. Business Seminars (EMPL-105)
 13. Business Planning & Development (EBI-150)
 14. Bridge to Employment Work Practicum (EBI-200)

Progression Requirements

The Academic Standards (AC-2-10) policy defines a **Progression Requirement** as “a program-specific academic requirement that a student must meet to remain enrolled in a program.” A common example of a Progression Requirement is to successfully complete a certain course. A student who does not meet a Progression Requirement is withdrawn from their program.

The Entrepreneurship and Business Innovation program’s Progression Requirements are listed in [Table 4: Progression Requirements](#).

Table 3: Progression Requirements

To continue to progress in the Entrepreneurship and Business Innovation program, a student must meet the following Progression Requirements:

1. Maintain a minimum Program Grade Point Average of C+ (2.5) each term.
 - a. If a student has a PGPA of less than C+ (2.5) at the end of a term, they will be placed on [Academic Probation](#).

Bridge to Employment Work Practicum

Students in the Entrepreneurship and Business Innovation program take part in either a 100 hour unpaid work experience or a capstone course. A work placement is not guaranteed. To be eligible for work experience or the capstone project, students must fulfill the following requirements:

Receive a minimum grade of D (50%) in the following 14 courses:

1. Job Skills Development (EMPL-100)
2. Cultural Essentials (EMPL-110)
3. Microsoft Word- Level 1 (BSNS-105)
4. Microsoft Outlook – Level 1 (BSNS-115)
5. Microsoft Excel – Level 1 (BSNS-120)
6. Budgeting for Self-Employment (EBI-110)
7. QuickBooks Essentials (EBI-120)
8. Fundamentals of Human Resource Management (BSNS-130)
9. Foundation of Entrepreneurship (EBI-130)
10. Career Development (EMPL-170)

11. Business Innovation (EBI-140)
12. Business Seminars (EMPL-105)
13. Business Planning & Development (EBI-150)

For international students: Students must present a valid co-op/work permit before the start of their work practicum or co-op placement. Where a work permit has not been issued in time, participation in the originally scheduled work practicum/co-op may not be possible. Lack of a work permit will result in ineligibility to proceed with the program's practicum course. Depending on the program, a capstone course may be taken in lieu of practicum because of co-op/work permit delays. It is highly recommended to apply for student co-op/work permits during the 2nd week of the program.

MITT's Immigration Services Advisor is available online. Book one-on-one online consultation by emailing immigrationservices@mitt.ca. Refer to this webpage for information [Permits, Visas and More | Manitoba Institute of Trades and Technology \(mitt.ca\)](#)

Academic Standards

The Academic Standards (AC-2-10) policy establishes academic requirements that a student must meet to remain enrolled in, or graduate from, a program. An overview of important concepts from the policy, such as Academic Probation, Program Withdrawal, and Academic Suspension, are included in this program guidebook.

Academic Probation

What is Academic Probation?

The Academic Standards (AC-2-10) policy defines Academic Probation as “a student status that results when a student is identified as being at-risk of unsuccessful program completion.” A student receives a student status of Academic Probation if any of the following occur:

1. Upon completion of a course, the grade received is not sufficient for use as a Course-Eligibility Requirement (e.g., prerequisites) or Graduation Requirement.
2. Following a review of the students' performance, an Academic Manager determines that the student is at risk of not meeting, or is unable to meet, a Graduation Requirement.

A student who receives a status of Academic Probation is:

1. Permitted to continue their studies.
2. Removed from any course for which they no longer meet the Course-Eligibility Requirements (e.g., prerequisites).
3. Subject to Conditions for Program Continuance.
4. Responsible for any additional costs resulting from the Academic Probation, including those associated with the established Conditions for Program Continuance.

What is the Purpose of Academic Probation?

The purpose of Academic Probation is to promote program recovery by implementing a structured process to review a student's academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and establish Conditions for Program Continuance.

Academic Suspension

What is Academic Suspension?

The Academic Standards policy defines an Academic Suspension as “a student status that results in a student being ineligible to continue in post-secondary studies for a period of eight months. Academic Suspension occurs when a student:

- Receives a student status of Required Program Withdrawal two or more times.
- Does not successfully complete the same course three times, or a Work-integrated Learning course two times.

A student who receives an Academic Suspension is:

- Withdrawn from their program, subject to the Withdrawal and Refund Policies.
- Given a status of Academic Suspension and is not eligible to apply to or study in any MITT post-secondary program for a period of 8 months.
- Subject to the tuition refund schedule, based on the start date of the Academic Suspension.

Program Withdrawal

What is Program Withdrawal?

The Academic Standards (AC-2-10) policy defines a Required Program Withdrawal as an administrative action that results in a college-initiated withdrawal from a program. A student receives a Program Withdrawal if any of the following occur:

1. A student does not meet a Progression Requirement.
2. A student on Academic Probation does not fulfill their Conditions for Program Continuance.

A student who receives a Program Withdrawal is:

1. Withdrawn or dropped from all their courses.
2. Withdrawn from their program.
3. Eligible to apply for Program Re-entry to the same program, or admission to another program.
4. Subject to the Tuition Refund Schedule, based on the effective date of the Required Program Withdrawal.

Note that a student may be subject to Program Withdrawal without first being placed on Academic Probation.

Assessment

Each course includes a variety of different assessment items, such as individual or team assignments, presentations, research papers, case studies, and tests. Details about a course’s assessment items are stated in its course outline, and additional information about an assessment item may be posted to MyLearning.

The mark received on each assessment is posted by an instructor in the “grades feature” in MyLearning. Final grades are reported on transcripts as a percentage and letter grade. Only final grades are available on the MITT Student Portal.

Program Grade Point Average (PGPA)

Students in the Entrepreneurship and Business Innovation program require a minimum Program Grade Point Average (PGPA) of C+ (2.5) or higher to graduate from the program. Therefore, it is important to understand what PGPA is and how it is calculated.

What is a Program Grade Point Average?

A PGPA is a numeric measure of a student’s academic performance in a specific program of study. A PGPA can vary from 0 to 4.5.

How is PGPA calculated?

Upon completion of a course, a student receives a letter grade, based on their academic performance. Each letter grade has a corresponding grade point value; for example, the letter grade A+ corresponds to a grade point value of 4.5. The letter grade and its associated grade point value are defined in [MITT’s Grade Scale](#).

A student’s PGPA is the arithmetic average of the grade point values that they have received in a single program. For example, consider the following situation:

Course Completed	Letter Grade Received	Associated Grade Point Value	Course Credit	Course Grade Point Value
BM-035 Software Skills: Excel	B	3.0	0.5	1.5
PG-011 Seminar in Ethics and Integrity	P	n/a	0.0	0.0
PG-060 Marketing Fundamentals	A	4.0	1.0	4.0
Totals			1.5	5.5

PGPA Calculation	5.5 Grade Points / 1.5 Credit Credits = 3.67 PGPA
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In this situation the student’s PGPA for the three courses is 3.67 [$3.67 = (3.0 \times 0.5 + 0.0 + 4.0 \times 1.0) / 1.5$]. Note that final grades of P or NP, the grades used in seminars, are not assigned a grade point value and are not included in PGPA calculations.

When calculating a PGPA, a student should use the final letter grades and course credit information listed in MITT’s Student Portal, not MyLearning.

Grade Scale

MITT uses the following grade scale.

Letter Grade	Grade Point Value	Accumulated Evaluation Percentage
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%

Student & Academic Policies

Students are responsible for reviewing and complying with all Student and Academic Policies. MITT’s policies are listed on the college website: <https://mitt.ca/about-mitt/mitt-policies>

Academic Integrity

The Academic Integrity (AC-1-4) policy defines what is academic integrity and provides examples of what constitutes grounds for academic misconduct. Students who commit academic misconduct are subject to disciplinary action, as defined in the Student Discipline (AC-1-8) policy.

Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a disability, or thinks they may have a disability, it is strongly recommended that they meet with the Accessibility Student Advisor. More information about Accessibility Services, including contact information, can be found at www.mitt.ca/student-success/accessibility-services.

If a student does not have a documented disability, remember that other support services, including the Learning Support advisor, peer tutors, and clinical services are available through MITT Student Services.

Student Concerns and Appeals

If a student has a concern about a college service that is not related to assessment or instruction (e.g., admissions, facilities, or finance), they are encouraged to discuss their concern with the employee most directly involved. If the matter is not resolved, the student should then bring their concern to the appropriate department supervisor.

If a student has a concern related to their studies, such as assessment or instruction, they are encouraged to discuss their concerns with their instructor. If the matter is not resolved, the student should then bring their concern to their Academic Coordinator.

There is also a [Student Appeals \(AC-2-2\)](#) policy. Students are encouraged to speak with a student advisor to learn more about the appeals process at MITT.

Student Conduct

MITT seeks to provide students, staff, and partners with an inclusive, safe, and respectful environment. Our campuses consist of a diverse group of learners, including secondary students, domestic and international post-secondary students, and adult EAL learners. MITT expects all students, regardless of program, to conduct themselves in a safe and respectful manner.

There are many [Academic/Student policies](#) that relate to MITT's commitment to create a campus environment that is safe, inclusive, and respectful. Policies that relate specifically to student conduct include:

- Student Behaviour (AC-1-1)
- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)
- Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2)

- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

Program-Specific Policies

There are program-specific policies in the Entrepreneurship and Business Innovation program. These policies are listed in [Table 5: Program-Specific Policies](#).

Table 4: Program-Specific Policies

The Entrepreneurship and Business Innovation program has the following program-specific policies:

Missed and Late Assessments

Students are required to submit each assessment item (assignment, project, etc.) by the deadline assigned by their instructor. Any assessment item not submitted by its deadline receives a mark of zero. An instructor may allow or deny a student's request for an extension.

Late Arrival to Time-Limited Evaluations

Students are required to write time-limited evaluations (quizzes, tests, etc.) and to complete practical assessments on the date set by their instructor(s). A student who arrives late to a time-limited evaluation is not provided with extra time to complete the evaluation.

A student unable to attend a time-limited evaluation due to illness or compassionate reasons **may** request alternate arrangements. A student who requests alternate arrangements must submit a written request to the program's Academic Coordinator.

Attendance

Attending class regularly is a significant factor in students' overall academic performance. Any class session or activity, regardless of cause, reduces learning opportunities and may adversely affect student achievement. Should a class be missed, it will be the student's responsibility to catch up on missed work. Each student is expected to attend class on time and be prepared accordingly. Being prepared for class includes, but is not limited to:

- Complete required readings and questions
- Have required access to necessary technology (i.e a charged laptop).
- Be able to work individually or with others
- Have the resources available to take notes and complete assignments, and tests

Students who do not abide by the General Academic Policies will have the following marks deducted from their final course grade at the discretion of the instructor:

- Late for class = .5% deduction
- Leave early = .5% deduction
- Miss a full day = 1% deduction

There will be times that a student will have to miss classes due to illness or prior arrangements that are unavoidable. We at MITT fully understand the fact that these situations do arise and accommodation for a student for lost time or missed assignments will be entertained on a case-by-case basis.

Language Use

In this program, the language used in learning activities (e.g., lectures, group activities, class discussion, and demonstrations) and assessments (e.g., assignments, tests, etc.) is English. To support an inclusive learning environment in this program, students are expected to speak and write in a common language so everyone can participate.

Artificial Intelligence (AI)

Artificial Intelligence tools can be valuable learning resources when used appropriately and responsibly.

Students should exercise caution when using AI tools for academic purposes and consult their instructors about intended AI use to obtain consent and guidance. Students who use unauthorized AI in ways that provide an unfair academic advantage may face disciplinary action under the MITT Academic Integrity and Student Discipline policies.

Technology Requirements

Online Tools

Most MITT post-secondary programs are delivered through a blended learning format (e.g., on-campus or online) and, as such, embed a variety of web-based technologies and tools that may be used throughout this program to support the diverse learning needs of our students. During your studies, you will be required to use technology to complete online learning activities to be successful in your studies. This includes learning about different hardware and software used to complete your courses and/or hardware and software related to your field of study.

Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Technology Resources and Support webpage:

<https://mitt.ca/student-services/technology-resources-and-support>

MITT Email, MyLearning and Online Tools

During your studies at MITT, students will have access to the following tools during your active period of study:

- a MITT Student Email account
- MyLearning, a learning management software system
- a free web-based version of Microsoft Office 365 (including Word, Excel, Outlook, etc.)
- MITT Student Portal

MITT Student Email

All MITT students will be issued a student email account, which you can access through the following link. <http://student.mail.mitt.ca>.

This email account will be the official communication channel for all student information; therefore, we encourage you to check your email daily.

When communicating with MITT:

- Include your name and student ID number in the email subject line and within the body of the email to help instructors and the administrative team support your academic needs.
- Include relevant program or course details including the name of your program, intake start date, etc.
- Send all email communication through your MITT email address.

MyLearning

MyLearning is an on-line tool designed for students to access all course-based information, including course content, course outlines, assessments, grades, electronic learning materials, guidance documents, announcements and instructor bio.

To log in to MyLearning:

1. Go to mylearning.mitt.ca
2. Click on the Sign in with MITT Email button Administrative Assistant Program Guidebook 30 / 35
3. Log in using your student email (...@student.mitt.ca) and your new password

4. Click “yes” to stay signed in if you are using your own computer. Click “no” if you are using a public computer.
5. Enjoy your courses!

Microsoft Office 365

1. Check your personal email* for login instructions from MITT (*the email you indicated in your MITT application).
2. Navigate and head to > Login | Microsoft 365 (office.com)
3. Log into you MITT email (...@student.mitt.ca) using the default password.
4. Type your default password and enter a new password into the “Update Your Password form”.
5. Provide your phone number or personal email.
6. Submit the verification code provided to activate your account.
7. Go to Outlook in your Office 365 to access your emails.

Student Portal

The Student Portal is the place for administrative tasks that include:

- Update your contact information.
- Enter your SIN for T2202 tax form.
- View your final grades.
- Print an unofficial transcript.
- View your attendance record.
- View your tuition and fee balance.

Students receive an email with login information to access the Student Portal after receiving their LOA. [Click here to login](#) to the Student Portal. Step-by-step instructions for logging in are posted [here](#). If you have trouble accessing the Student Portal, [use this help form](#).

Students can find the Introduction to MyLearning and Online Tools step-by-step tutorial on how to log in to Microsoft Office 365 and MyLearning here: <https://mitt.ca/studentervices/online-learning-support>.

Cameras and Recording Devices

Unless otherwise indicated, online class sessions are not recorded for later viewing. Students should ensure they have a way to take notes. To comply with MITT policies and to protect student and instructor privacy, cameras and other recording devices are not to be used by students, unless authorized by the course instructor.

Textbooks

Students are provided textbooks at the beginning of their course at no additional cost. Textbooks should be brought to class everyday unless otherwise stated by the instructor. Please note that you are responsible for all workbooks provided, if you lose or misplace them, a replacement fee will be charged if you need another copy.

Campus Life

Client Service Representatives (CSR)

EBI programs take place at the Scurfield campus, 67 Scurfield Blvd. For general support at MITT please contact or visit the CSR front desks at each campus.

CSR (Client Service Representative):

- Open Monday to Friday – 8:30 AM to 4:30 PM
- Phone: 204-989-6500
- Email: csr@mitt.ca
- CSR desks available at both Pembina and Henlow Campus main offices

Student Services

The MITT Student Services team provides academic, personal, and career support to future and current students. Students are encouraged to meet with an advisor whenever they need help or have questions about how to be successful in their MITT program.

To learn more, refer to the Student Services webpage: <https://mitt.ca/student-services>.

Career and Employment Services

The MITT Career and Employment Services team works with students to prepare them for meaningful careers and connects graduates with employers. The Career and Employment Services team helps current students and alumni with:

- Resume and cover letter review
- Interview preparation
- Job search
- Career exploration

To learn more, refer to Career and Employment Services webpage: <https://mitt.ca/career-and-employment-services>

Student Life

The MITT Student Life team of staff and volunteers deliver a wide range of on-campus and online opportunities for students to connect with employers, make friends, build their work skills, and gain professional experience while at MITT.

Student Life works year-round to facilitate student and staff-led events, activities, and student groups to learn about other cultures, build community, and to network with future colleagues and employers.

To learn more, refer to the Student Life webpage: <https://mitt.ca/student-life>

Food Services

Food services are available at the Henlow, Pembina, and Scurfield campuses:

Henlow Campus: The Bridge Café offers hot breakfast, hot lunch, and afternoon snacks including grab and go items and an assortment of hot and cold beverages. This building is within walking distance of the Fultz Campus. Onsite microwaves and vending machines are available.

Scurfield Campus: Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. This building is within walking distance of the Henlow Campus.

Pembina Campus: Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. There are also several off-site fast food and dine-in restaurants nearby.

Public Transportation

All MITT campuses are accessible by public transportation. Route information is available on Winnipeg Transit's website: <https://winnipegtransit.com/>

Students can buy a peggo card (bus pass) directly from MITT. A valid student ID card must be shown at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

Parking

Parking at MITT campuses must be paid at all times of the day. Parking is \$25/monthly with Impark or \$5/day with Hangtag.

Daily and monthly parking passes are available for the following campuses:

- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

For more information please visit: <https://mitt.ca/parking>