

April 7, 2022

Hello Apprentices,

Welcome to the Algonquin College Hairstylist Apprenticeship Program. You have been registered in our Basic Apprenticeship program. Classes start on Monday May 2nd. Classes can begin as early as 8am and run as late as 4pm from Monday to Friday for eight weeks. The practical lab is room A110 and the theory classes are scheduled around the campus.

Please follow the instructions in the Power Point provided today to log yourself into the Algonquin Website portals such as Brightspace (Learning Management System), ACSIS and Email all found in the Current Student Portal on the Algonquin website.

For Brightspace the courses will be available for your viewing by Monday May 2nd. Within each Brightspace course there is a Calendar Tab. In the Calendar Tab you will find the due dates for each subject.

Please refer to the attached timetable for the exact times and dates of your classes.

It is the expectation that you are able to attend all classes therefore, please make the appropriate arrangements required to do so. Please use your college email to correspond with your instructors. ACSIS is where you find your network account information such as your username for email and Brightspace logins as well as the temporary password.

On the first day of theory class, please ensure that you have all the required material such as: the *textbook, a binder with writing paper, a pen. You will require a locker, a lock, *supply kit (info in the Kit List included). You never have to bring your textbook to school. The college provides all electrical tools such as Blow dryer, Curling Iron, Flat Iron if you don't have your own or don't want to bring your own to school.

You will also be required to visit the Connections (College Bookstore) website to prior to the first day of class to purchase the required textbook. Your name tag, uniform apron and Colour Swatch Kit are included in your incidental fees and will be distributed during your first week. Your locker can be secured through locker services on ACSIS. Request a locker in A building 1st floor.

There is only one required textbook for all classes:

Milady Standard Cosmetology Textbook ISBN 9781285769417

Swatch Kit: Used for Colour and Lighten I HAI2139 as well as advanced Colour II (Advanced)

You are required to wear the uniform apron and name tag while attending labs.

An equipment and supplies list for the program is attached. If you own some of these items, you will only have to purchase the remaining ones. Should you have to purchase some of the items on the list please note that the college often deals with the supplier, Obsco of Ottawa. They are very familiar with our program and the required supplies, as we have been dealing with them for the past 30 years, they also offer our students a 10% discount on all purchases. You are welcome to visit them, at their location, 158 Dalhousie Street (613-241-1515) for curbside pickup.

***Please note that it is mandatory that you have the required equipment and supplies on the first day of class.**

For your information, and if you choose to withdraw from the program, full refunds are processed if a written request is received by the College prior to the Intake Day. A refund, less a \$100.00 administrative fee, will be processed if a written request is received within three working days from the start of the program. Please see [Refund policy](#) It is your responsibility to formally withdraw in writing. Not attending does not constitute a withdrawal and will result in a grade of 'F' (failure) on your transcript.

Please send me an email below letting me know you have received this information.

The instructors and I look forward to meeting you. Please do not hesitate to contact me with any questions or concerns.

Best Regards,
Deanna Douglas
Hairstylist Program Coordinator
douglad@algonquincollege.com

(Attachment)