



## **Heavy Equipment Operator Fall Program Start Up**

**WHEN:** Monday, September 30th, 2019 @ 9:00am

**WHERE:** Frost Campus, Main Building, Room to be Advised (By Fleming College Email)

**TIMETABLES:** If you are fully registered, then you should see your timetable approximately 2 weeks before the program starts on your Student Portal. If you do not see a timetable, please contact the Admissions Department at X1514/ X3433 or [admissions@flemingcollege.ca](mailto:admissions@flemingcollege.ca) or visit Room 201 in the main campus. If you are waiting for OSAP and do not see your timetable, please contact Amy D'Silva at X 3302 or email [amy.dsilva@flemingcollege.ca](mailto:amy.dsilva@flemingcollege.ca)

**You will NOT follow your regular timetable the first two days of the program, we will direct you, please note that timetables are subject to change up to Day 10 of the program.**

### **CLOTHING/EQUIPMENT (no tools need to be purchased for this program)**

**You will be provided with your hard hat, safety vest, machine keys and safety glasses on the first day of class, cost will be included in your tuition.**

**NO track pants, shorts or loose fitting clothing are permitted. Shirts must have a minimum 6" sleeve.**

#### **REQUIRED EQUIPMENT:**

- **Work Boots:** Green patch CSA approved 8" good quality work boots
- **Wrist Watch:** for time (phones not permitted)
- **Flashlight:** small pocket
- **Notebook/Pen/Pencil**

#### **WEATHER RECOMMENDED CLOTHING/EQUIPMENT:**

- Insulated steel toed CSA approved green patch rubber or winter Boots (fall/winter)
- Toque or beanie type hat which fits tightly under a hard hat (fall/winter)
- Ear muffs (fall/winter)
- Work gloves (all)
- Water bottle (all)
- Sunscreen (all)

### **TEXTBOOKS**

Purchase textbooks at the Frost Campus Bookstore (Room 157) Cost Approximately \$350.

[fleming-lindsay@bkstr.com](mailto:fleming-lindsay@bkstr.com)

Please search under MECH224 and RECR017 for the 3 books required for program.

We will also give you time the first day to purchase your books or you can purchase ahead of start.

### **PARKING PERMITS**

Before you can purchase a parking permit, you need to register your vehicle(s) on the parking portal <https://department.flemingcollege.ca/security/parking/>



advising vehicle details and then go to the Security Booth in the main building, front foyer to pay and receive your permit which must be visible at all times on the dash of your vehicle. For a 12-week program you will require a 1 semester permit.

### **Student I.D. Cards**

**Save time by skipping the line!** If you are a *new* student needing a Fleming Student Photo ID card upload your photo to our MyPhoto site at <https://myphoto.flemingcollege.ca>.

**OR**

**Student ID Cards can be done in the Admissions Office. Room 201, Main Campus, Times: 8:30am - 4:00pm**

**What you need to bring:** Government issued photo ID (i.e. driver's license, photo health card, passport, etc.)

### **FUNCTIONAL ABILITIES AND LIMITATIONS REQUIREMENTS**

You will be sitting for extensive periods of time on vibrating and/or bouncing machinery, and occasionally lifting and carrying items up to about 50 lbs/22.5 kg. You will be subject to lengthy periods of physical restriction and isolation, time pressures, productivity requirements, physical discomfort and inclement weather conditions, and should consider your suitability to withstand these conditions in preparation for employment in this career.

If you require a medical accommodation of any kind, it is the responsibility of the student to disclose this to the program coordinator before starting the program. (e.g., Epilepsy, Diabetes, Allergies or any other medical issue that may impede your ability to safely operate equipment.) If you have any questions, please contact Program Coordinator, Rick Hyde at [richard.hyde@flemingcollege.ca](mailto:richard.hyde@flemingcollege.ca) or X 3075.

### **GET LOGGED INTO FLEMING STUDENT PORTAL**

**As a new student, it's important to get logged into the Fleming Student Portal**

From the Fleming College homepage <http://flemingcollege.ca/> click on MyCampus "Get Started" at the bottom of the page and it will ask you for your student number and your date of birth. Following that the system will give you a user id and you will put in a password.

Your password will be the last 4 digits of your student number and then the year you were born and the month of your birth.

**Default Password:**

Your default password follows the pattern #####YYYYMM where:

- ##### is the last 4-digits of your student number
- YYYY is your 4-digit year of birth
- MM is your 2-digit month of birth (01-12)

**Note:** If the College does not have your date of birth on file, (YYYYMM) will be replaced with all zeros (000000).



## School of Environmental & Natural Resource Sciences

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You do have the option of changing your password to something secure that only you know. You can now login to the myCampus Portal by putting in your user id and password. This will enable you to see your personal timetable and other important information. You will also use this username to log in to the Fleming Network (when you are on campus).

**Important:** If you have lost your password you may send an email to [itsupport@flemingc.on.ca](mailto:itsupport@flemingc.on.ca) or visit the Service Desk located in the Learning Commons.

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If you are receiving OSAP and still do not see your timetable, please contact Amy D'Silva at X 3302 or email [amy.dsilva@flemingcollege.ca](mailto:amy.dsilva@flemingcollege.ca)