



Lethbridge College
Admissions Office
3000 College Drive South
Lethbridge, AB T1K 1L6
(403)320-3323 1-800-572-0103
Fax 1-888-819-9803
admissions@lethbridgecollege.ca

September 24, 2018

Arunveer Kaushal
18681 54 Ave
Surrey, BC V3S 8L5

Student ID: 0520192

Dear Arunveer,

Thank you for your application!

Thanks so much for submitting your application to the Business Administration - General Business Diploma for the 2019 Winter (Jan-Apr) term. We are thrilled that you have chosen Lethbridge College.

Using Your Student Self-Service Portal (myHorizon)

You can access self-service options, including your application status, required admission documents, class schedule, billing information and access to the change of address feature through our Lethbridge College student portal, myHorizon.

To log in to the portal for the first time go to www.lethbridgecollege.ca, click Menu in the top right corner, and then scroll down to the Sign-in area and select myHorizon. Your username and temporary password are:

Username:	s0520192
Temporary 8 digit Password:	Birthdate (YYMMDD) plus the upper-case letters LC For example: If your birthdate is March 26, 1995, your password is 950326LC.

The first time you log into myHorizon using the above username and password, you will be automatically prompted to change your password. **Warning:** Do not select the box stating "I want to change my password after logging in". After changing your password on myHorizon, please wait 30 minutes before accessing your Office 365 email account.

Accessing Your Lethbridge College Email Account (Office 365 Email)

Our primary method of communication with you will be through your college email account. After logging in and changing your password on myHorizon, you can access your email by clicking the **Office 365 Email** link located on the right side of your screen above the student campus calendar. You'll use your LC email address below and your myHorizon password to access your Office 365 account.

LC Email Account:	arunveer.kaushal@lethbridgecollege.ca
Password:	Same as your myHorizon account

Once you have logged in to Office 365, go to **Outlook** in the Apps section to access your email account.

We'll be in touch as soon as we've had a chance to review your application, but for now, we simply wanted to say we're glad you applied. Don't hesitate to contact us if you have any questions. You can reach us any time by email (admissions@lethbridgecollege.ca) or by phone (403-320-3200). Please reference your ID number when contacting us.

Thanks again for applying to Lethbridge College.

Sincerely,

Alison Grandmont
Assistant Registrar



Lethbridge College
Admissions Office
3000 College Drive
Lethbridge, AB T1K 1L6 Canada
1-800-572-0103 403-320-3323
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October 4, 2018

Arunveer Kaushal
18681 54 Ave
Surrey, BC V3S 8L5

Student ID: 0520192

Dear Arunveer:

RE: Business Administration - General Business Diploma program

Thank you for your application for admission to Lethbridge College's Business Administration - General Business Diploma program for the 2019 Winter (Jan-Apr) term. Although you possess (or are currently enrolled in) all the requirements for admission, the program is full as well as the program's waitlist.

If spaces on the waitlist become available for the 2019 Winter (Jan-Apr) term, we will be offering them to qualified applicants such as yourself in the order that they were approved. If this were to happen, the Admissions department will send you a letter and email indicating that you will be on the waitlist as well as your placement on the waitlist.

If you have any questions regarding the waitlist and your status at Lethbridge College, please do not hesitate to call us at 403-329-7234

Sincerely,

Kristen Koester
Senior & International Admissions Specialist